

# TEPKE TOO KAZAKHSTAN



ADDRESS: 30000, MANGYSTAU REGION, AKTAU CITY,  
MICRODISTRICT. 12, BUILDING. 79/1, 203  
KAZAKHSTAN

TELEPHONE: +77470524345

EMAIL: INFO@TEPKETOO.COM

DATE OF ISSUED: 12.01.2026

EXPIRY DATE: 30.12.2026

TO: WHOM IT MAY CONCERN,

BUYER'S OFFICIAL ICPO SHOULD BE ISSUED & ADDRESSED AS FOLLOWS:

TO: TIA OIL & GAS REFINERY

VIA: TEPKE TOO KAZAKHSTAN

REFINERY SALES REPRESENTATIVE

MR. KARAMURZIE .B. KULKASHEVICH (DIRECTOR)

WE TEPKE TOO KAZAKHSTAN WITH ADDRESS: 30000, MANGYSTAU REGION, AKTAU CITY, MICRO DISTRICT. 12, BUILDING. 79/1, 203 IN COOPERATION WITH KAZAKHSTAN REFINERY, WITH LEGAL RESPONSIBILITY UNDER PENALTY OF PERJURY HEREBY CONFIRM THE CAPABILITY TO NEGOTIATE FOR THE SALES AND SUPPLY OF THE UNDER LISTED PRODUCTS FOR IMMEDIATE SPOT AND CONTRACT DEAL.

ONLY DIRECT NEGOTIATIONS FROM BUYER'S REPRESENTATIVE SHALL BE CONSIDERED.

COUNTRY OF ORIGIN	TRADING MODE	
KAZAKHSTAN	FOB	
PAYMENT	LOADING PORT	
MT103, TT-WIRE AND USDT	ROTTERDAM, JURONG, FUJAIRAH, QINGDAO, NINGBO, HOUSTON	
COMMISSION PER BBL	COMMISSION PER MT	COMMISSION PER GAL
SELLER SIDE & BUYER SIDE - \$ 2.00 USD PER BARREL	SELLER'S SIDE - \$5.00 & BUYER'S SIDE - \$ 5.00 USD PER METRIC TON.	SELLER SIDE & BUYER SIDE- \$0.03 USD PER GALLON

## PRODUCT LIST AND DESCRIPTION

### EN590

QUANTITY: MINIMUM 50,000 MT TRIAL SHIPMENTS / MAXIMUM 500,000 MT MONTHLY

FOB PRICE: \$400 GROSS / \$390 NET

COMMISSION: \$5 / \$5

### LNG

QUANTITY: MINIMUM: 50,000 MT TRIAL SHIPMENTS / MAXIMUM: 500,000 MT MONTHLY.

FOB PRICE: \$330 GROSS / \$320

COMMISSION: \$5 / \$5

### VIRGIN D6 FUEL OIL

QUANTITY: MINIMUM: 100,000,000 GALLON TRIAL SHIPMENT / MAXIMUM: 800,000,000 GALLON MONTHLY.

FOB PRICE: \$0.90 / \$0.87

COMMISSION: \$0.03

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## JET FUEL A1

QUANTITY: 1,000,000 BBLS TRIAL SHIPMENT / MAXIMUM: 10,000,000 BBLS MONTHLY

FOB PRICE: \$70/66 PER BARREL.

COMMISSION: \$2 / \$ 2

### **TANK TO TANK (TTT) TRANSACTION WORKING PROCEDURES-FOB SINGAPORE JURONG PORT & CHINA PORT**

1. Buyer issues ICPO with full banking details & company profile along with TSA.
2. Seller issues commercial invoice to buyer.
3. Buyer signs/seals and returns commercial invoice with letter of acceptance to seller within 24 hours along with their TSA for seller's verification and approval.
4. Seller pays first 3 days of storage tanks in Buyer's Tanks Farm then buyer pays 2 days to complete together TSR 5 days in Buyer's tank farm. TSR to include GPS Coordinates of tank location along with Notice of Readiness (NOR).

Remark: On TSR; Supplier/Refinery name must be indicated.

5. Seller issues to the buyer the below PPOP documents.
  - a) Certificate of origin
  - b) Schedule of injection
  - c) Product Passport
  - d) Unconditional Dip Test Authority (UDTA)
  - e) Commitment to Supply
  - f) Authorization to Sell and Collect (ATSC)
6. Seller commences with the injection of the trial shipment quantity into buyer's tank.
7. Upon the completion of the injection, seller issues UDTA to buyer, and buyer inspects with SGS agent.
8. After the buyer's successful Q&Q dip test on the product, the buyer makes the payment for the total value of the product injected into the tank via MT103 or TT wire transfer.
9. Upon Seller receiving the full product payment from the buyer, seller issues to buyer the title ownership of the product and exports documents.

### **ALTERNATIVE FOB TRANSACTION PROCEDURE TANK TO TANK (TTT)**

1. Buyer issues ICPO, and company registration certificate and data page of buyer's passport.
2. Seller issues commercial invoice for buyer to sign and return back to seller with their official TSA.

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3. Seller leases buyer's tank and pays for 2 days and buyer pays his tank farm for 3 days making it 5 days upon tank farm company confirmation of both payments, the tank farm issues a valid 5 days TSR in buyer's name in preparation for the commencement of the fuel injection into the tanks.

Note: Seller pays buyers tank for 2 days because seller is to prove that seller is genuine, and after the tank farm has received the invoice of seller's payment the buyer then will also make payment to his tank farm and in the buyer's name to also prove that he (the buyer) is also capable, reliable and ready to purchase the product.

4. Seller issues to buyer the following:

- TSR.
- REGISTRATION CERTIFICATE.
- STATEMENT OF PRODUCT AVAILABILITY.
- GPS COORDINATE-TANK STORAGE
- AUTHORITY TO SELL AND COLLECT.
- INJECTION REPORT.
- NCNDA/IMFPA.
- PRODUCT PASSPORT.
- SGS REPORT.

5. Seller issues DTA to buyer for buyer to conduct dip test. Buyer makes payment for the total value of the product in the tanks through the means of MT103 TT-Wire transfer of the title of ownership to the buyer.

6. Buyer pays own intermediaries involved in the transaction and subsequently, monthly shipment continues as per terms and conditions of the sales and purchase agreement contract between buyer and seller.

## REFINERY TRANSACTION WORKING PROCEDURE TANK TO VESSEL (TTV) PROCEDURE FOB-SINGAPORE / FUJAIRAH PORT & CHINA PORT.

1. Buyer issue ICPO containing the seller's working procedure with banking details and scanned copy of buyer's passport along with CPA Document.

2. Seller issues commercial invoice of the product in tanks at the port for Buyer and buyer's logistics sign and return commercial invoice to seller, along with ATV for the CPA.

3. Seller sends to the Buyer Tank-to-Vessel-Injection-Agreement (TTVIA) to be endorsed by both Seller Buyer and Buyer's Logistics Companies.

4. Upon the returned of the endorsed TTVIA, Seller releases to the Buyer the following PPOP documents:

- a) (ATV) with access code and hub number in order to verify the product
- b) GPS Coordinate-Tank Storage Receipt (TSR)
- c) Injection Report

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d) Unconditional Pipeline authorization letter (DTA)

e) Authorization to sell.

f) Fresh SGS Report in Seller Tank.

5. [Optional] At Buyer expenses the Buyer conducts a DIP TEST and gets an SGS report.

6. Upon satisfactory result of the dip test, Seller's storage Company issues to the Buyer the Notice of Readiness (NOR) to inject the product.

7. Buyer provides Q88 and ATI from his Logistic Company and also makes available the Vessel for the injection process to commence as scheduled.

8. Upon successful Dip Test in the seller's tanks or acceptance of the SGS provided by the seller, product will immediately be injected into Buyer's tanks.

9. The buyer pays via MT103/TT against Title Transfer Ownership on Bank to Bank, within 48 Hrs. Seller pay to all intermediaries.

## **CIF STANDARD PROCEDURE**

1) Buyer issues ICPO with this procedure incorporated on the ICPO along with Buyer's company registration certificate.

2) Seller Issues Sale & Purchase Agreement (SPA), Buyer review, amend (if necessary), signs and return the SPA in WORD format to Seller within 3 banking days. Seller sends final SPA to Buyer in PDF format; Buyer confirms final SPA and issues letter of acceptance of the final SPA.

4) Seller issues to Buyer via email the following transaction documents:

- a.) Commitment Letter to Supply
- b.) Statement of product availability
- c.) Certificate of origin
- d.) Product passport
- e.) ATSC.

5) Buyer confirms the receipt of the documents by mail and issue confirmation letter within 24hrs.

6) Seller makes arrangement for the chartered freight with a renowned shipping company for the transportation of the product to buyer designated discharge port, both Seller and Buyer sign the Charter Party Agreement (CPA) together with the shipping company (A three party CPA) this is applicable only for 1st shipment. (Seller & Buyer) jointly pays CPA cost 50/50 via T/T wire transfer directly to the shipping company. Fee would later be refunded /deducted when Buyer is paying for the total product cost).

7) After completion of the above, Seller issues to Buyer product title transfer agreement, Buyer signs and returns. Seller legalizes the Contract with the authorities in charge and sends to buyer the legalized contract, the certificate of product title transfer and then proceeds with the port & custom clearance of product and all internal routines operations accordingly.

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8) Upon completion of the above and confirmation of this export approval by the Authority to Seller with the endorsement of the Charter Party Agreement (CPA) and the Shipping Schedule by the Port Authority, to enable Seller release the below Proof of Product Documents:

- Legalized Charter Party Agreement (CPA) with the Loading Port Authority.
- Injection Report
- Product Allocation Certificate.
- Allocation Title Transfer Certificate.
- Export License
- Export Approval
- Tank Receipt.
- Dip Test Authorization.

9) Seller issues the commercial invoice and sends to Buyer for the entire 1st shipment total product value. Seller to lodge and activate a 2% PB (Performance Bond/Performance Guarantee) in the favor of the Buyer. If Seller fails to supply the cargo/shipment of the product to the Buyer this 2% Performance Bond will be paid/forfeited to the Buyer.

10) The product SGS inspection charges will be borne by Seller at the loading port. Seller invites buyer for visitation to witness the final inspection and TTM for negotiation of future transaction (Optional to Buyer). Seller signs NCNDA/IMFPA between all intermediaries involved with the notarized copy sent to Seller's bank.

11) Loading & Shipment of product commences as per schedule. Upon Vessel's arrival and finalization of SGS at destination port, Buyer release payment via swift fund transfer within 3 to 5 banking days to Seller for total product amount.

## (2.) CIF ASWP WORKING PROCEDURE

1) Buyers' issues Irrevocable Corporate Purchase Order (ICPO) addressed to the Seller Refinery along with company profile and buyer passport.

2) Seller issues the draft SPA for buyer's review and signing

3) Seller legalizes and registers the contracts with insurance company and notarize it with the appropriate Authorities of the ministry of energy along with the below PPOP document:

- Product Quality Passport-Quality Certificate.
- Certificate of Product Origin.
- Product availability
- Commitment letter to supply the product.
- [ATSC].

4) Buyer's bank in accordance with seller's verbiage shall issue SBLC within six (6) working days for first shipment's value to seller's financial bank to enable seller commence loading of product with the shipping company. Seller to finalize loading within six (6) working days. But if buyer fails to issue SBLC MT760 within six (6) Working days, as an alternative provision buyer pays \$250,000 directly to the

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shipping company via MT103 as transaction guarantee which will be deducted from the product's  
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Invoice value of product at destination port.

5) After confirmation by seller's bank, seller at own expense, charters with shipping/logistic company and alert buyer on shipment ordered graphic/schedule accompanied with submission of nominated Vessel details to buyer.

6) Seller's bank responds with contractual operative 2% PB and full POP to buyer's bank within Seventy Two (72) hours since buyer's instrument confirmed by seller's bank.

- Copy of the Port Storage Agreement.
- Copy of the CPA, to Transport the Product to Discharge Port.
- Vessel Q88.
- Original BL (full set).
- Copy of SGS Report.

7) Upon successful product confirmation against SGS/CIQ Report of Quality and Quantity at destination port, buyer makes payment by MT103.

8) Seller and buyer, within seventy-two (72) hours, seller pays commissions to seller side and buyer pays buyer side intermediaries involved in the transaction.

## TTO PROCEDURES, TO ANY PORT:

1. Buyer issues an official ICPO inserting seller's terms and procedures

2. Seller issues MOU TITLE TANKERTAKE OVER and commercial Invoice for the product quantity on board, buyer endorses and sends back with NCNDA/IMFPA.

3. Seller issues the POP documents as listed below:

- Declaration of product ownership
- Analysis test report
- Certificate of Origin
- Bill of Lading
- Ullage Report Vessel Notice
- Cargo Manifest Vessel Q88

4. Upon receipt confirmation of the above documents by the buyer, buyer's shipping agent contacts vessel master and our shipping agent to verify POP documents/vessel position.

5. Buyer makes 10%-part payment of the total product value within 48 hours via TT WIRE TRANSFER MT103 TT Wire, USDT or BTC to seller's nominated bank as Title Ownership transaction guarantee and the vessel will be redirected to Buyer's destination port.

6. Upon receipt confirmation of the above payment, seller issues Approval to export certificate, Export license certificate, Authorization to board the vessel (ATB) and Dip test authorization (DTA) and all

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shipping documents will be re-issued in buyer's name and vessel will be sent to the buyer's discharge port.  
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7. Upon arrival of the vessel at buyer's discharge Port, buyer pays the remaining 90% of total product value after successful CIQ/SGS or equivalent inspection via MT103 and title of product ownership transferred to buyer.

8. Seller pays commission to Agencies, Broker and intermediary as per signed NCNDA/IMFPA

IF THE ABOVE NEGOTIATION TERMS AND WORKING PROCEDURES ARE ACCEPTABLE BY YOUR COMPANY  
KINDLY ISSUE AN ICPO INSERTING THE ABOVE WORKING PROCEDURES IN THE ICPO IN ORDER FOR AN  
ACCEPTANCE

REFINERY AUTHORIZED REPRESENTATIVE  
KARAMURZIE .B. KULKASHEVICH