



365 5th Ave New York, NY, 10016

## Stapes #2

PORTS TERMINALS: (CIF) Any Safe Port

### (2) PROCEDURE: CIF ANY SAFE WORLD PORT

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

2. Seller Issues Sales and 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 a letter of acceptance of the final SPA.

3. Seller issues to Buyer via email the following transaction documents:  
Commitment to supply. Statement of product availability. Product passport.

4. Seller arranges the chartered freight with a renowned shipping company for the transportation of the product to buyer designated discharge port. 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 and Buyer jointly pay CPA cost 50/50 via T/T wire transfer directly to the shipping company. The fee would later be refunded /deducted when the Buyer is paying for the total product costs. 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 the 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.

6. Upon completion of the above and con formation 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 to release the below Proof of Product Documents:

Legalized Charter Party Agreement (CPA) with the Loading Port Authority. Injection Report.

Certificate of origin.  
Product Allocation Certificate.  
Authorization to sell and collect.  
Allocation Title Transfer Certificate.  
Export License.  
Export Approval.  
Tank Receipt.  
7 Dip Test Authorization.

Seller issues the commercial invoice and sends it to the Buyer. Seller to lodge and activate a 3% 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 3% Performance Bond will be paid/forfeited to the Buyer.

8. The product SGS inspection charges will be borne by the Seller at the loading port. Seller invites buyer for visitation to witness the final inspection and TTM for negotiation of the future transaction (Optional to Buyer).

9. Seller signs NCNDA/IMFPA between all intermediaries involved with the notarized copy sent to Seller's bank.

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