

## ***APPROVED FOB PROCEDURE WITH ACTIVE AND TRUSTED TSA/TSR***

1. Buyer issues ICPO with a trusted TSA for minimum of 5 days.
2. Seller reviews and appoints a lawyer's office which will draw up a custodial service contract to be dully signed by the parties. (seller, buyer, and law firm).
3. Seller issues the COMMERCIAL INVOICE and sends it to the buyer. Buyer returns CI signed and sealed to the Seller along with NCNDA / IMFPA.
4. After execution of custodial service agreement buyer proceeds and pays 50% of the TSR cost and provide the tank storage invoice for name change registration with the port authority or deposit 100% payment of the minimum 5-day TSR plus custodial fee VIA SWIFT MT103 / SEPA and instruct the law firm to make the payment for buyer's tank storage commercial invoice.
5. Buyer provides 5 days active TSR with all required codes and coordinates to the seller.

**THE OPERATION WILL BEGIN WHEN THE SELLER CONFIRMS BUYERS' LOGISTICS READINESS WITH A MINIMUM 5 DAYS ACTIVE TSR CONTAINING THE REQUIRED CODES AND COORDINATES.**

6. Seller issues the POP to Buyer:
  - a. Unconditional DTA.
  - b. **SGS report** (Not older than 48 hours)
  - c. Certificate of origin
  - d. Injection Schedule
  - e. Refinery Commitment Supply
  - f. ATV – Authorization to Verify by a verification company, **SGS, INTERTEK or SAYBOLT.**
  - g. ATSC (Authorization to sell and collect)
7. The Buyer should immediately present its bank RWA to transfer the funds necessary (AML procedure), followed by its logistic verifiable documents (CPA, Q88 or TSR with HUB, TAC, GPS Coordinates and ATI with minimum of 5 days or enough number of days to inject the quantity being purchased), into the port of Rotterdam. The Buyer can carry out their own DIP TEST, with SGS, INTERTEK or SAYBOLT if they choose to do so at their own expense.
8. The Buyer Verifies the POP and pays within 24 working hours for the fuel by bank transfer **Swift MT103**, into the seller's bank account indicated on the commercial invoice. Product is injected into the buyers tanks or vessel according to buyers instructions.
9. The Seller changes the **OWNERSHIP TITLE** of the fuel to the Buyer and pays the commission according to the NCNDA/IMFPA within 72 hours.
10. The Seller issues a **12-month contract** to be signed by both parties, including NCNDA / IMFPA.

**THIS PROCEDURE IS NON-NEGOTIABLE**