

**ORIGIN: KAZAKHSTAN**

**COD 2213. FOB TANK TO TANK / TANK TO VESSEL / TANK EXTENSION:  
ROTTERDAM, HOUSTON, FUJAIRAH.**

1. Buyer sends ICPO, Commitment Letter, and CIS to Seller on receipt of Seller's Soft Corporate Offer.
2. Seller issues commercial invoice CI, for the available quantity to Buyer, Buyer Signs and returns to Seller with TSA and NCNDA/IMFPA signed by all buyer groups with commission structures.
3. Seller issues, Dip Test Authorization letter sign by all parties including Buyer's tank farm. (Note: If Buyer TSA doesn't meet with seller verification's, Buyer has no other choice to extend on our tanks to enable the Buyer dip and lift from our tanks.
4. Upon the sign of DTA by all parties Seller issues fresh SGS Report, Tank receipt, Injection Report, Certificate of Origin, Refinery Reservoir Receipt.
5. Buyer order SGS to Conduct Dip test of the product in the Seller Tank on Buyer expense upon successful dip test, Buyer provide vessel details or Tank details, Seller shall immediately submit the (SGS) inspection Report along with the full Proof of Product (POP) to the Buyer.
6. Buyer makes 100% payment by MT103 TT wire transfer for the total product and Seller pays Commission to all intermediaries involved in the transaction within 24 hours after confirmation of the Buyer Payment.

**NOTE:** The buyer has the option to extend the Seller's Tanks.

**PROCEDURES ARE NOT NEGOTIABLE.**

Buyer must be logistically and financially prepared before starting the transaction.

Product is already positioned in the offered ports, but in first-come, first-served basis.

To start the transaction Enerdealers will have to receive formally written by email from the Buyer, where it is explained the chosen procedure, product, quantity and port, with CIS, logistics agreement and Commitment Letter. After successful DD on the Buyer Enerdealers will introduce the buyer with the Seller or Seller mandate to move forward with the transaction.

**DO NOT SEND THE ICPO IF YOU DO NOT UNDERSTAND THE PROCEDURE.**

All communications between Buyer and Seller will be in CC to [ceo@enerdealers.com](mailto:ceo@enerdealers.com).

Refineries place the product in transit at the ports of sale, in the tanks at the TANK FARM terminals, which are located within customs territory, which is controlled by Port Authority in a restricted area for authorized personnel only. Port Authority controls the product, so not just any person or buyer can enter the tanks.

## PROCEDURE EXPLANATION:

### Step 2:

After receiving the ICPO with the TSA, CIS and Commitment Letter, the Seller proceeds to approve the purchase and the TSA.

If the Seller rejects the TSA, the Buyer must find another TSA for the Seller's approval.

Once the purchase and the TSA are approved, the Seller issues the Commercial Invoice.

The issuance of a Commercial Invoice by the Seller implies that the Seller has made an ASSIGNMENT OF THE PRODUCT TO THE BUYER'S NAME with the Ministry of Energy of Kazakhstan, the Port Authority, and the Seller's TANK FARM. **This action generates expenses for the Seller.**

Each day that the ASSIGNMENT OF THE PRODUCT TO THE BUYER'S NAME remains in effect represents one day of cost for the Seller. For this reason, the Seller requests that the Buyer acts promptly upon receiving the Commercial Invoice, to minimize Seller's expenses.

**Buyer must be ready to proceed before sending the ICPO, to avoid delays after the product has been assigned.**

### Step 3:

After Buyer returns signed the Commercial Invoice, Seller issues a Dip Test Authorization letter (DTA). The Dip Test Authorization letter (DTA) is signed by Seller and Seller's Tank Farm.

Buyer's Tank Farm will have to include the following codes on the Dip Test Authorization letter (DTA):

TAC Number:

HUB Number:

Tank Number:

Tank Coordinates:

Tank Receipt Number & Date:

Inject Programming Days/Date:

Signature & Date:

Buyer must negotiate with their Tank Farm to have the requested codes included, the information completed, and the signature added. **This action usually incurs a cost for the Buyer, who must complete it without any product evidence or product location information.**

**The Dip Test Authorization letter (DTA) has an expiration date.** Buyer must confirm the codes and signature with their Tank Farm before the delivery deadline. Any delay in submitting the Dip Test Authorization letter (DTA), including the codes and signature, may result in a charge for the Buyer based on the number of days the product is delayed. This charge must be paid by the Buyer to proceed with the purchase.

Therefore, it is crucial that the Buyer act promptly, within the established timeframes, to respond with the required documents and avoid late fees.

Buyer must have sufficient funds available in their bank account to cover the costs associated with this procedure, ensuring that the process is not delayed and incurring additional expenses. **If Buyer does not have a TSA, they must pay for an extension of Seller's tanks, equivalent to 5 days of storage, to Seller's account.** This payment must be made immediately, without delay and without receiving any product samples.

**Buyer will be charged for each day of late payment.**

Once the Dip Test Authorization letter (DTA) with the codes and signature is submitted, the Seller presents the document to the Port Authority for validation and approval.

After the Dip Test Authorization letter (DTA) is validated and approved by the Port Authority, the Seller contracts an injection company to work with the Seller's technicians to prepare an Injection Program. The INJECTION PROGRAM is sent by the Seller to the Buyer for completion of the codes and data, and for Buyer and Buyer's Tank Farm to sign.

These are the codes that Buyer's Tank Farm must enter:

TANK NUMBER(S)  
TERMINAL CODE ACCESS  
TERMINAL HUB  
TRUNK PIPELINE REF CODE  
HABOUR REF CODE  
SAFETY CODE  
NETWORK CODE

The INJECTION PROGRAM has a deadline for the Buyer to submit it to the Seller. Buyer must complete the codes and sign within the stipulated time; otherwise, **late fees will be charged and payable to the Seller. Buyer's Tank Farm requests payment for all the days the injection program indicates are necessary to execute the injection**, to enter the codes and sign the injection program.

In addition to the injection program with the codes and signature, Buyer must also provide the NOR of Buyer's Tank Farm.

Buyer must have sufficient funds in their bank account to make the payment without delay.

Once the Buyer submits the injection program with the codes and signature, Seller presents the injection program to the Port Authority for validation and approval.

**IMPORTANT NOTE:**

**The Buyer must proceed within the established expiration timeframe of the DIP TEST AUTHORIZATION letter and INJECTION PROGRAM for it to be returned complete and signed. Any delay may generate additional costs for the Buyer.**

**Remember that the Seller has made a PRODUCT ASSIGNMENT IN THE BUYER'S NAME, which generates a daily cost for the Seller.**

**Buyer's responsiveness will determine whether they will have to pay for additional days, due to the cost of the product assignment in their name. When these delays occur, the Seller typically invoices the Buyer for the days of the delay, and the process is halted until Buyer makes the corresponding payment. This prevents Seller from delivering the next-level POP documents until payment is received for the days of delay caused by the Buyer's procrastination.**

**Step 4:**

After validating and approving the Dip Test Authorization letter and Injection Program with the Port Authority, Seller receives approval to issue the POP documents: **fresh SGS Report, Tank Receipt, Injection Report, Certificate of Origin, and Refinery Reservoir Receipt.**

**The SGS report is open and verifiable.**

Buyer then proceeds to verify and validate the received documents.

**Step 5:**

Since Buyer receives, open, and verifiable quality and quantity report from SGS, after verifying it, it is optional for the Buyer to commission a new quality and quantity report for the Seller's tanks.

Buyer has two options: accept the report presented by the Seller or commission their own report by paying SGS.

The important thing is that the Buyer has the means to confirm acceptance of the product and allow the Seller to proceed with the product injection.

**The Seller contracts a company to perform the product injection, covering the costs.**

The product is injected from the Seller's tanks into the tanks designated by the Buyer.

**IMPORTANT NOTE:**

During the injection, additional costs may be incurred by the Buyer. For example:

The buyer has paid for all the days stipulated in the Injection Program, but the following occurs during the injection:

On Saturdays, injections are only performed for half a day, so only half of the estimated quantity is injected, resulting in an additional day that the Buyer must pay for.

Injection is not permitted on Sundays, but these days are considered paid for. Each Sunday generates an additional day that the Buyer must pay for.

After the injection process is complete, the injection company needs one day to dismantle the equipment. This also generates an additional day that the Buyer must pay for.

The injection company needs one or two days to prepare the final injection report. The Buyer must pay for one or two additional days for this report.

The company must contract SGS or a similar company to conduct a quality and quantity audit of the product injected into the Buyer's tanks. This also requires one or two additional days, which the buyer must pay for. The Buyer must be financially prepared for these unforeseen expenses.

In conclusion:

Payment for additional days of storage at the Buyer's tank farm to complete the injection: for Saturdays, Sundays, one day to dismantle equipment, one or two days for the final injection report, one or two days for the quality and quantity report of the product injected into the tanks.

**All payments must be made and the TSRs (Tank Service Receipts) must be in place to complete the injection and for the Buyer to receive the product.** This is why buyers must have sufficient funds available to cover commitments and unforeseen expenses in each purchase and sale transaction.

When Buyer's tank farm has received the Buyer's payments, it allows the Seller to deliver the following to the Buyer:

- 1- Final injection report
- 2- Quality and quantity report of the injected product
- 3- All complete POP documents.

**Step 6:**

After receiving and verifying the documents received, Buyer proceeds to pay the full amount for the product received.

Then the contract continues

**If you understand this procedure and are willing to fulfill the obligations of the Buyer, and if you have sufficient funds to cover commitments and unforeseen expenses, please submit the LOI to initiate the purchase and sale process, with CIS, TSA or CPA, and Commitment Letter to:**

**[ceo@enerdealers.com](mailto:ceo@enerdealers.com) to the Att of: Ms Diana Gispert.**