

#### PROCEDURES:

1. Buyer approves FCO or issues ICPO/LOI with full coordinates.
2. Seller issues the draft contract for review, mediation, signature, seal, date, and exchange by e-mail first. Buyer's approved copy of the returned draft contract must be accompanied by a draft copy of financial instrument that will be issued.
3. Seller and Buyer execute final contract: Seller sends final contract electronically in PDF format. *An electronically executed final contract can stand.* Contract is lodged with the buyer's and the seller's respective banks.
4. Within seven (7) international banking days, the Buyer's bank will issue the non-operative payment instrument acceptable to Seller for the first month shipment in favour of the Seller at Seller's bank.
5. Seller issues bank to bank, under full bank responsibility, and 2% performance bond (PB) drawn on Seller's bank as guarantee of shipment; PB shall activate the financial instrument and make it fully operative.
6. Seller sends title to buyer within 24 hours of receiving and confirming the operative payment instrument.
7. Shipment (s) start as per delivery schedule agreed in the contract.
8. The Seller guarantees on his account that each shipment will be provided with inspection of weight and quantity and quality at the time of loading. Certificates shall be provided by SGS or similar authority at the Seller's expense and shall be binding for both parties. Seller instructs such authority to carry out the inspections under strict rules and in accordance with the specifications in the contract and or the International Chamber of Commerce rules (Incoterms 2000 latest edition, with all amendments).
9. Upon completion of the first shipment, payment with the agreed financial instrument as applicable will be automatically extended for the second shipment and further to be extended until the contract is completed totally for the quantity as specified in the contract.
10. Upon receipt of shipping documents for (each shipment) required for the payment, buyer's bank will make the payment as required to seller's bank within the contract terms and conditions.
11. Seller provides 110% Insurance in favour of the buyer.

#### PRODUCT DOCUMENTATION PER LIFT:

A full set of the following documents will be issued for payment:

1. Three sets of three (3/3) of BILL OF LADING, "CLEAN ON BOARD" and marked "FREIGHT PREPAID" (three [3] originals + three [3] copies).
2. Certificate of weight, quantity and quality issued by SGS or compatible authority.
3. Certificate of Origin, issued by the Chamber of Commerce of the country of origin.
4. All necessary certificates issued by SGS or other designated inspectors.
5. Inspection certificate for the vessel
6. Signed commercial invoice in name of buyer.
7. Packing list of shipment (+/-5%)
8. Freight forwarding agent certificate stating that original signed copies of certificates, of foreign and phytosanitary have been included in shipment of goods.
9. Packing is showing gross/net weight and number of ocean bill of lading.  
Beneficiary's certificate: confirming that copies of all shipping documents were sent to buyer's bank and the hard copies have been sent by (DHL) or similar.