

## BUYER'S LETTERHEAD

Reference :

Date :

To: The Seller

Via: Lab Chemicals International Ltd. UK

### REQUEST FOR PRODUCT APPLICATION

[Buyer's Company Name] is a [Buyer's Country/Jurisdiction] domiciled company operating in good standing with our government. We confirm that "Buyer's Company Name." is ready, willing, and able to purchase the following commodity:

#### Order Specifics

<b>PRODUCT</b>	
<b>ORIGIN</b>	GERMANY
<b>QUANTITY</b>	XXXXXX PER BBL/MT +/- 5% PER MONTH X 12 MONTH(S) CONTRACT WITH ROLLS & EXTENSIONS
<b>RATE PER UNIT</b>	7% NET DISCOUNT ON REGIONAL PLATTS REGIONAL ASSESSMENT (PLATTS CODE XXXXXX)
<b>PRICING</b>	THE PRICING AGAINST PLATTS IS SET ON THE DATE OF THE SALES & PURCHASE AGREEMENT FOR THE [FIRST] SHIPMENT.  SUBSEQUENTLY, THE PRICING AGAINST PLATTS IS SET ON THE DATE OF THE BILL OF LADING FOR SHIPMENTS [TWO TO TWELVE].
<b>DELIVERY TERMS</b>	1. VESSEL TAKE OVER (VTO) 2. SHIP TO SHIP TRANSFER (STS) 3. COST, INSURANCE & FREIGHT (CIF)
<b>DISCHARGE TERMS</b>	DELIVERED TO THE PORT OF XXXXXXXXXXXX
<b>TRANSACTION PROCEDURES</b>	
<b>COMPANY PARTICULARS</b>	
<b>REGISTERED NAME</b>	
<b>REGISTRATION NUMBER</b>	
<b>REGISTERED ADDRESS</b>	
<b>CORPORATE PROFILE</b>	ATTACHED
<b>BANKING PARTICULARS</b>	
<b>BANK NAME</b>	
<b>BANK ADDRESS</b>	
<b>COLLATERAL INSTRUMENT</b>	SBLC - MT760 "AS PAYMENT GUARANTEE" from a TOP TIER BANK issued via SWIFT MT760
<b>PAYMENT TERMS</b>	WIRE TRANSFER MT103 "FINAL PAYMENT REMUNERATED SUBSEQUENT TO DELIVERY & QUALITY REPORT AT DESTINATION"
<b>AUTHORIZED SIGNATORY PARTICULARS</b>	
<b>NAME</b>	
<b>DESIGNATION</b>	
<b>MOBILE</b>	
<b>EMAIL</b>	

#### Declaration:

As the 'Signor' of this document, I HEREBY CONFIRM:

- a) I am the Signatory Buyer and not Brokering.
- b) I have perused, fully understood, and agree to adhere to the 'Procurement Process'.
- c) I have reserved/allocated funds to commit to procuring the product.
- d) I can issue a 'Collateral' in the form of an MT760 or MT700 subsequent to the formalization of the 'Contract'.

Signature & Seal

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## PROCUREMENT & DELIVERY PROCESS

1. Commercial Offer
  - 1.1. "The Seller" issues a Commercial Offer.
    - The Commercial Offer exhibits information such as Specific Prices, Volume, Load/Discharge Ports, Delivery Timeline, Product Specifications, Etc.
  - 1.2. "The Buyer" formalizes and returns the Commercial Offer in conjunction with a Banker Signed Ready Willing and Able (RWA) letter stating to issue a Collateral Instrument on behalf of "The Buyer".
2. Sales Agreement
  - 2.1. "The Seller" issues the Sales & Purchase Agreement.
    - The Sales & Purchase Agreement exhibits information such as Price, Index Discount, Volume, Load/Discharge Ports, Delivery Timeline, Product Specifications, Banking Coordinates, and other tacit data.
    - The delivery timeline is contingent on the Volume, Load/Discharge Ports, and Vessel Availability.
3. Formalization/Banking
  - 3.1. "The Buyer" formalizes and submits the Sales & Purchase Agreement within (3) Business Days.
  - 3.2. The Sales & Purchase Agreement is lodged with "The Buyer's" and "The Seller's" Bank.
  - 3.3. "The Buyer's" Banker transmits a Pre-Advice via SWIFT MT799.
  - 3.4. "The Buyer's" Banker transmits the Collateral Instrument via SWIFT MT760.
  - 3.5. "The Seller's" Banker issues a 2% Performance Bond.
4. Loading/Documentation
  - 4.1. Subsequent to the validation of the Collateral Instrument, "The Seller" loads the vessel (At own expense) and issues the Product & Delivery Documentation.
    - Product & Delivery Documentations are submitted digitally and via courier when created. Documentation comprises of, but is not limited to; Charter Party Agreement, Vessel Questionnaire 88, Vessel/Product Insurance Policy (Lloyds), Commitment to Supply/Commercial Invoice, Statement of Product Availability/Certificate of Origin, Bill of Lading/Cargo Manifest, Ullage Report, Certificate of Quality, Notice of Readiness/ETA to Destination, Etc.
    - "The Buyer" may track and/or communicate with the vessel at their convenience.
5. Delivery/Discharge
  - 5.1. Per standard shipping protocols, "The Shipper" contacts "The Buyer" and "Target Harbormaster" within a 48-hour arrival date/time.
  - 5.2. "The Seller" issues the Authorization to Board (ATB) and the Dip Test Authorization (DTA).
  - 5.3. Customs will accompany "The Buyer" per local rules.
  - 5.4. "The Buyer" executes an MT103 Wire Transfer within (24) hours subsequent to the Quality/Quantity Inspection and in accordance to the final Invoice.
  - 5.5. "The Seller" transfers the Certificate of Ownership (Title) subsequent to the receipt of payment.
  - 5.6. Shore tanks are injected per the harbormaster's directives.

Signature & Seal

## PRODUCT COMPOSITION/SPECIFICATION

The products are in accordance with the specifications requested by "The Buyer" or presented by "The Seller"