

Refinery Kazmunaigaz

By

Akademia 2003 / Commodities
Representative office in Italy



NON-NEGOTIABLE COST, INSURANCE, FREIGHT (CIF) PROCEDURES:

1. Buyer issues Purchase Order upon receipt and acceptance of seller's Soft Offer.
2. Seller issues Draft Sales and Purchase Agreement Contract with Commercial Invoice for buyer's review and signing.
3. Buyer sign the Sales and Purchase Agreement Contract with the Commercial Invoice back to the seller.
4. Seller registers and legalizes the signed Sales and Purchase Agreement Contract.
5. Seller send the Partial POP Documents to the buyer/mandate as listed below:
 - Certificate of Origin,
 - Commitment to Supply,
 - Product quality passport (Analysis test Report),
 - Statement of Availability of the product,
 - Authority To Sell and Collect (ATSC),
6. Upon receipt and verification of the seller's partial POP, within Seven (7) banking days, Buyer's bank issues Documentary Letter of Credit (DLC MT 700) to seller bank account for first month shipment. In case of buyer's bank inability to issue the letter of credit, the buyer is liable to make cash deposit of \$300,000 by TT wire transfer for security guarantee deposit for the first shipment.
7. Upon confirmation of buyer's Letter of Credit or Cash Guarantee Deposit payment at seller's bank, seller transfer title holder of the cargo to buyer, issue the 2% PB and commence loading of the cargo into the vessel tanker. Upon completion of loading the cargo, seller will issue the full POP and shipping documents to buyer as shown below:
 - Allocation Title Ownership Certificate,
 - Trans-Neft Contract to transport the product to the loading port,
 - Port storage agreement,
 - Charter party Agreement to transport the product to the discharge port,
 - Tank Storage Receipt,
 - SGS Quality and Quantity Certificate,
 - Bill of Landing,
 - Vessel Questionnaire (Q88).
8. NCNDA /IMFPA shall be issued for all Buyer/Seller Intermediaries to complete for further processing by the Seller.
9. Shipment shall commence and upon arrival of the vessel tanker at the final discharge port, the buyer shall conduct the SGS/CIQ Inspection and make the balance payment for the full shipment via TT Wire or MT103 TT (Wire Transfer).
10. The seller pays all buyer and seller intermediaries the full commission amount as stated in the NCNDA/IMFPA agreement.