

Dear business associate,

More than half the orders we receive are missing information that is needed for fco's and contracts.

Please do not send them to us if the following information is missing or partially missing.

A Letter of Intent/ICPO form for your convening, is located under forms on our home page. Please feel free to use your own form.

We need buyer's complete address with tel, fax, e-mail, banking info with name, address, account number, swift code and also the same number for the confirming bank. (the confirming bank can be the same as the issuing bank if it is a prime world bank from west Europe or USA/Canada as a prime bank has to be -chosen in the top 50 prime banks).

***We need minimum a soft probe authorization to verify financial capability of buyer.***

We also need the typed name of the signatoree responsible official w/ his title, passport number and a company registration number.

Please make sure that when buyer buys a quantity over 25,000 MT that he understands that the DLC will have to be issued

automatically revolving monthly till reaching the contracted quantity of xyz metric tons. If this is a one-time order then this is not necessary.

### Option

If buyer is not able open an (ARDLC) Automatic Revolving Documentary letter of credit Buyer can open two automatic Revolving Transferable Letters of Credit. As soon as the last boat for the month leaves port, another Letter of credit must be opened. ***(The purpose of this, is for the seller to be able to send continuous shipments to the buyer)***

Must always be a LC opened at all times – not including the last month, letter of credit. Buyer must also open an additional letter of credit for the 12th and final payment. This will lock in the price for the year.

\* Note – If buyer is not able to open an additional letter of credit for the 12th and final payment. The buyer must understand that prices may change.

All Letters of Credit are to be paid against documents, each and every delivery, for the duration of the contract term.

Inspection– SGS inspection done by exporter (seller) at loading port. (Brazil) (Paid By Seller)

### Procedures

***We are strict in insisting upon these fair and clear procedures to proceed with any kind of business.***

Buyer issues ICPO. Seller will respond with FCO.

After buyer and seller sign contract, a copy will be lodged in seller's bank.

Once dlc text is prepared by buyers bank following

contract model in contract, buyer will send it first to seller to get approval .

Seller approves and gets approval from his bank. when text of incoming dlc is lodged in seller's bank, the buyer can ask his bank to send a swift mt 799 message to seller's bank. saying

we are ready to issue to seller a letter of credit with an amount of..... in reference to contract xxxxxxxxxxxx. Please confirm to us in return your acceptance to receive this dlc and your readiness to deliver a 2 % (p.b.) performance bond” The seller's bank will respond.

***No pop is ever issued against proof of funds. But only against a non operative dlc***

As soon as seller's bank answers positively, the buyer's bank will have to issue the **non-operative dlc**. The PB of 2 % will render the dlc operative. The bank will then deliver the (pop) proof of product a few days later.

Please make sure the date is not more than two weeks old and the ICPO or Letter of Intent is on buyers letter head signed and sealed by buyer and or buyers mandate or authorized person.

**Thank you for your cooperation.**