



AGO TANK FARM DELIVERY WITHIN NIGERIA AND WEST AFRICA COAST WITH BANK GUARANTEE/BLOCK FUND/IBPU/BANK ASSURANCE LETTER.

PLEASE NOTE WE ONLY GIVE 2%PB FOR SBLC/BANK GUARANTEE.

(1) The Buyer obtains a simple Reference Letter addressed to the Buyer from his Bank and forward the Reference Letter to the Seller with an Authority to Verify letter on Buyer's letterhead paper and Seller issues SPA contract. (*See sample of Reference Letter ANNEX A Below after the procedure)*

(2) Buyer signs SPA and returns with his complete banking details along with his Clearing Agent and inspection details, NOR FORMAT and Throughput agreement and all TANK FARM details.

(3) Upon signing of the SPA Buyer's fiduciary nominated bank raise a Bank Guarantee, Block Fund, Bank, IBPU/BANK ASSURANCE LETTER for total cargo to Seller Nominated account with a minimum of 90 days duration 3 months delivery on weekly or monthly and transmit Bank to Bank via secure Email, copy Seller email.

(4) Seller bank confirm Bank Guarantee and Seller post 2%pb for 90 days duration to Buyer's nominated fiduciary Bank and Seller instruct Captain to issue NOR/ETA in favour of buyer.

(5) Buyer Tank farm Manager acknowledge NOR/ETA and confirm readiness to receive product and seller forward the cargo documents to the buyer.

LIST OF DOCUMENTS TO BE ISSUED TO THE BUYER IN SELLER AND BUYER'S NAME TO PROCESS INWARD CLEARANCE AS FOLLOWS BELOW.

-VESSEL NOMINATION LETTER.

-NOTICE OF READINESS (NOR).

-VESSEL CREW LIST.

-Q88 PARTICULARS.

-LAST 10 PORT OF CALL.

-BILL OF LADING.

-TANKER ULLAGE REPORT.

-CARGO MANIFEST.

-CERTIFICATE OF QUALITY.

-CERTIFICATE OF ORIGIN.

-MASTER RECEIPT FOR SAMPLES.

-EXPECTED TIME OF DEPARTURE & EXPECTED TIME OF ARRIVAL
(ETD/ETA).

-NOTICE OF ARRIVAL (NOA).

-MARINE AUTHORITY TO BOARD (MATB).

- TERMINAL CLEARANCE.

-CAPTAIN ATTESTATION LETTER.

-INSPECTOR DISEMBARKING LETTER BY THE VESSEL CAPTAIN.

(6) Seller undertakes inward Clearance of Seller's vessel into Buyer Storage facility, upon arrival, Captain Issue NOTICE OF ARRIVAL and MARINE AUTHORITY TO BOARD at buyer tank farm Jetty.

(7) After Q&Q and Physical Product Confirmation conducted by Buyer inspection team, 50% of the total cargo will be paid by Buyer's Bank and the Seller instruct his Captain to discharge product into the buyer's storage.

(8) Discharge commence and Upon discharge completion and final Dip test within 24hours upon receipts of the Commercial invoice buyer make full payment to seller via SWIFT TRANSFER and also to all intermediaries.

(9) Seller release all original documents to the buyer.

END OF TRANSACTIONS AND THE NEXT DELIVERY IS SCHEDULED.

ANNEX A

REFERENCE LETTER TO BE ADDRESSED TO THE BUYER/ISSUER BY HIS BANK

BANK LETTERHEAD

TO BUYER X/X/2025

TO {BUYER OR FINANCIER}

We (Bank Name) located at (full Bank address) hereby confirm with full Bank responsibility and value and with legal liability, that we are ready, willing and able to issue a Bank Guarantee as per your instructions in the amount of N000,000,000.000,00 (Xxxxx Billion Naira Only) for total cargo payment. This Bank Guarantee is to be sent via Bank to Bank secured email portal Valid for a minimum of 90 days with full banking responsibility to the account designated by the Beneficiary.

We further confirm that this BG/Bank Guarantee fully cash backed and of good, clean, cleared, noncriminal origin, free of any liens or encumbrances and legally earned and that the holder of Account Number xxxxxxxxx is the applicant recorded as the authorized signatory on the above referenced account.

This letter may be verified on a bank-to-bank basis.

Yours Faithfully,

FOR AND ON BEHALF

Xxxx BANK PLC

Bank official 1

Bank official 2

BANK SEAL