

PROCEDURE: (TANK TO VESSEL)

1.	Buyer confirms soft offer and issues ICPO along with Charter Party Agreement (CPA) for seller's approval
2.	Seller issues commercial invoice (CI) for the available quantity in the seller's storage tank. Buyer signs CI and return
3.	Seller provides the following Partial Proof of Product (PPOP) documents to the buyer :
a.	Tank storage reservoir receipt
b.	Product passport report
c.	Title Transfer Affidavit document
d.	Certificate of origin
e.	DTA (to be endorsed by buyer and buyer shipping company to program dip test in seller's tank)
4.	The buyer conducts the quality and quantity GS inspection. Upon the satisfactory dip-test report, the buyer pays the seller for the total cost of the product.
5.	The seller transfers title to the buyer and injects the product into the buyer's reservoir or vessel.
6.	Necessary documents like the Irrevocable Paymaster Agreement (IPA) or Tank to Vessel injection agreement (TTVIA) are signed by the seller and buyer before pumping.
7.	The seller pays commissions to all intermediaries within 48 hours after receiving payment from the buyer.
8.	The seller and buyer sign a contract for a 12-month shipment if necessary and satisfactory. The buyer schedules for the dip test at the seller's tank storage

PLEASE NOTE

1ST step to start work with GTC, is to flow Non Negotiable procedures and Submit the TSA if applicable Along with the LOI to have it approved before issuing the ICPO.

The ICPO/LOI must be issued on the buyer's official letterhead and duly signed and stamped by an authorized signatory.

It is mandatory that the document includes the buyer's bank name, full banking details, and the direct contact information of the bank officer.

The full names and official positions of the company

representative(s) signing the ICPO/LOI must be clearly stated. Failure to comply with these requirements renders the document legally invalid.

All documents must be current and freshly issued, with a maximum validity of 1–3 days. The letterhead of the company requesting

the commodity must strictly correspond to the bank account holder reflected in the provided banking information.

We do not accept delays under any of our transaction structures, including CIF, FOB, and TTO. Buyers must ensure their full readiness and financial capability prior to issuing the ICPO.

The ICPO must incorporate the seller's approved procedures, which are mandatory and must be strictly adhered to at every stage of the transaction, clearly defining both buyer and seller responsibilities.

Should any submitted documents fail to meet the above verification requirements offers will be void.

Due Diligence process takes from 3 days to 1 week after Document submission



It is essential to ensure that all steps and documents in the transaction adhere to legal and regulatory requirements specific to the jurisdictions involved.