



Headquarters: Milan, 15 Moscova Street, Italy
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Dear buyer/facilitator,

We take the necessary steps to ensure that Buyer facilitators are properly compensated for their efforts in bringing Real Buyers to the table. Providing a sample [MOU/NCNDA](#) template as a guideline is a thoughtful gesture that will undoubtedly be appreciated by those in the industry.

By making it clear that the buyer pays the gross price for the product and the refinery pays the buy side commission to the paymaster listed on the [MOU/NCNDA](#), we are helping to ensure that all parties involved in the transaction are clear on the terms and expectations.

It's important for facilitators to understand their role in the transaction and to have their interests protected. By providing clear guidelines and a sample [MOU/NCNDA](#) template, we are demonstrating a commitment to transparency and fairness.

Overall, our approach to working with facilitators is likely to foster strong relationships built on trust and mutual respect. By valuing the efforts of facilitators and providing clear guidance on how they can secure their interests, we are helping to create a more equitable and effective marketplace for all involved.

Once the [MOU/NCNDA](#) is signed by the Buyer and facilitators via [DocuSign](#) from email address mou@generaltradingllc.net is time for the facilitators to arrange the pre-onboarding (**1st Zoom call**) for their Buyer with the refineries mandate and give the transaction a change to develop between Buyer and Seller.

Please provide your Buyer access to our [Procedures](#) prior to scheduling the pre-onboarding call with us.

It is to everyone's benefit that the buyer reviews the different procedures offered prior to bringing them on a call so that the Buyer has an opportunity to select a procedure that they feel comfortable with to engage.

A pre-onboarding call will not be scheduled prior to us receiving the signed [MOU/NCNDA](#) by the Buyer and facilitators for your protection.

PRE-ONBOARDING CALL

1st Zoom Call (what takes place)

NOTE: The MOU/NCNDA must be 100% completed (signed by the Buyer and facilitators) via DocuSign.

- 1) To engage in an **FOB** transaction with the refinery, the Buyer will be required to disclose whether he or she can provide a **TSA** with verifiable prior history through the port authority in the port where the product is being purchased.



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- 2) If the Buyer on the other hand wishes to engage in a **CIF** transaction with the refinery, he or she must disclose whether they can provide a financial instrument (**SBLC - DLC** or **BG**) from a **top 100 to a top 25 bank*** depending on the refinery chosen. This is a prerequisite for engaging in a **CIF** transaction.
- 3) The Seller mandate will identify with the Buyer which procedure offered by the refinery he or she wishes to engage with and clearly explain the procedures' basic intent, either **CIF** or **FOB**, etc.

In preparation for the **2nd Zoom call** (on-boarding), the following must be in place:

- 1) The **[Prequalification Questionnaire](#)** must be completed 100% along with a copy of the Buyers Company Corporate Certificate and emailed to pg-questionnaire@generaltradingllc.net
- 2) The full names and corporate emails of the Buyer, Buyer logistics Director and Transaction Coordinator must be facilitated in the pre-qualification questionnaire for an **NCNDA** to be sent out via [DocuSign](#) and completed prior to the onboarding call.
- 3) Proof of funds from the Buyer (**BCL**) Bank Capacity Letter signed by two bank officers must be presented at the beginning of the onboarding call (105% of the funds required to pay for the trial) to be considered to advance towards an **ICPO**.
- 4) For an **FOB** transaction the Buyer must disclose a copy of the **TSA** he or she will be using to determine if it is suitable.
- 5) For a **CIF** transaction the Buyer must disclose which **top 100 to a top 25 bank*** he or she will use to determine if it is acceptable, in this case the **BCL** (Bank Capacity Letter) from the same bank is required.



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BUYER REQUIREMENTS TO ENGAGE

We place a strong emphasis on a thorough and transparent customer registration process. By requiring buyers to complete and sign a pre-qualification questionnaire and provide a copy of their corporate certificate, we are ensuring that all parties involved in the transaction are legitimate and capable of engaging in an **FOB** transaction with the refineries we represent.

The onboarding call with the refinery mandates, the buyer, and the buyer's logistics and transaction directors is a smart step in the process to ensure that everyone understands the intended flow of the transaction. This mutual transparency helps to minimize misunderstandings and build trust between the parties involved.

It's understandable that LOI's and **SCOs** are not part of our onboarding process, as the mishandling of these documents by facilitators can often lead to confusion and delay in the transaction process. By providing clear instructions on how to address the **ICPO** via email, we are streamlining the transaction process and helping to ensure that it moves forward smoothly and efficiently.

Overall, it's clear that our approach is different, but it works. By providing the "missing link" between buyers and refineries, we are helping to create a more efficient and effective marketplace for all involved.

ONBOARDING CALL

2nd Zoom Call (what takes place)

- 1) We begin the onboarding call by asking the Buyer to share their (**BCL**) Bank Capacity Letter.
- 2) We will thoroughly review the **FOB** or **CIF** procedure with the Buyer to ensure they understand the necessary steps without any changes. To proceed with the transaction, the Buyer or their transaction coordinator must demonstrate their financial capacity to engage and pay for the product with their own funds. This is a requirement for the refinery to accept the **ICPO**.
- 3) We will share the refinery's corporate link to [Dun & Bradstreet](#) registration with the Buyer under non-disclosure responsibility, so the Buyer may conduct their own due diligence before submitting the **ICPO**.
- 4) To ensure full Proof of Product (**POP**) can be issued and verified, there must be coordination between the Buyer's logistic and financial departments. For **FOB** transactions, payment must occur within 24 hours of **POP** acceptance, while for **CIF** transactions, payment must take place within 3 to 5 days of receiving the cargo.
- 5) If the Buyer wishes to proceed, we will complete their customer registration and provide them with specific instructions on how to address the **ICPO** to the refinery and what components must be included via email. Once the **ICPO** is complete, it should be emailed to the link that will be provided for processing.



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Important **NOTES**:

- N1)** Prequalification Questionnaire needs to be filled in by buyer. Buyer company need to have corporate mail (no Yahoo, Google, etc.), need to have a structure (Finance Dep, Logistic Dep, Administration Dep, etc.). Pre-Qualification Questionnaire needs to contain information and related passport copies of at least 51% of share company. Otherwise, is null or void.
- N2)** Seller Side commission is **Closed**. All facilitators need to take place on Buyer Side Commission. **No Overprice Allowed**.
- N3)** we don't work with **LOI, SCO, FCO**.
- N4)** No **JV** for tank storage (**TSA**) will be accepted.
- N5)** No **CPA** will be considered.
- N6)** **TSA** with prior history to be used for the transaction (for **FOB** Transaction)

*** For CIF Transaction, Refinery 1 accepts a 100 World Top Bank as DLC/SBLC issuance bank. Refinery 2 accepts only a 50 World Top Bank as DLC/SBLC issuance bank. Refinery 4 accepts only a 25 World Top Bank as SBLC issuance bank or a Chinese 10 Top Bank as DLC issuance Bank.**