

## PROCEDURE

1. BUYER SENDS TO SELLER ICPO/LOI + BCL
2. SELLER ISSUES SOFT CORPORATE OFFER (SCO) TO BUYER
3. BUYER SIGNS AND RETURNS TO SELLER SCO WITH BCL AND IRREVOCABLE CORPORATE PURCHASE ORDER
4. SELLER ISSUES FULL CORPORATE OFFER ( FCO ) AND SENDS TO BUYER
5. BUYER ACCEPTS THIS FCO AND RETURNS TO SELLER DULY SIGNED AND SEALED
6. SELLER ISSUES THE DRAFT CONTRACT OPEN FOR AMENDMENTS TOGETHER WITH THE RWA VERBIAGE (READY-WILLING-ABLE) FOR COMPLETION BY SELLER
7. BUYER RETURNS THE SIGNED DRAFT CONTRACT – IN WORD FORMAT – WITH THE BANKING DETAILS OF BUYER AND THE AMENDMENTS – IF ANY – WITHIN 72 HOURS TOGETHER WITH THE RWA VERBIAGE ( READY – WILLING – ABLE ) DULY FILLED-IN AND SIGNED
8. SELLER SHALL VERIFY AND IF ACCEPTED SHALL ISSUES FINAL CONTRACT TO BUYER, BOTH PARTIES LODGE SIGNED CONTRACT WITH THEIR RESPECTIVE BANKS.
9. WITHIN 5 (FIVE) CALENDAR DAYS UPON CONTRACT SIGNATURE, BUYER'S BANK SENDS THE FINANCIAL INSTRUMENT AS PER CONTRACTUAL AGREEMENT ( BY MT/700 IRREVOCABLE DOCUMENTARY LETTER OF CREDIT OR ANY OTHER INSTRUMENT) TO SELLER'S BANK
10. SELLER'S BANK WITHIN 10 (TEN) WORKING DAYS SHALL CHECK THE FINANCIAL INSTRUMENT PROVIDED BY BUYER-BANK AND IF ACCEPTABLE SHALL PROVIDE THE 2 (TWO) % PERFORMANCE BANK – IF APPLICABLE AND SENDS IT TO BUYER-BANK
11. SHIPMENT COMMENCE ACCORDING TO THE CONTRACT