No 4- **TTO PROCEDURE**: PRICE USD 490

1. Buyer confirmed refinery procedure and issues official ICPO to the exact quantity confirmed by seller.

2. Seller issues MOU to be signed by buyer

3. Buyer countersigns the MOU and sends back to the seller.

4. Upon the receipt of the countersigned MOU from the buyer, seller emails to buyer the listed documents as stated in the MOU:

a. Certificate of Product Origin

b. Product Passport (Quantity & Quality Dip Test Analysis Report)

c. Statement of Product Availability

d. Bill of Lading

e. Tanker Vessel Q88 Document

f. Tanker Cargo Manifest

g. Ullage Report

h. Tanker Vessel Details

i. Invoice for Title Take Over change Fee 5%

5. Upon receipt of 5% title take over payment, Seller reroutes vessel to buyer's port and issue the following documents for High Sea Sale of the Vessel:

a. Certificate of Quality from «SGS» with Quality and Quantity assessment on the Vessel from loading port (unsanitised & verifiable)

b. Unconditional Quality and Quantity assessment authorisation (UDTA) for Buyer’s inspection team to perform on the Vessel

c. Unconditional authorisation to board the Vessel (ATB) for Buyer’s inspection team

6. Seller transfers full control over the Vessel to Buyer and issues following documents:

A. Notice of Arrival

B. Notice of Readiness

C. Tanker Ownership Title transfer letter

D. Master of the Vessel’s (Captain) satellite phone number and other contact information

E. Documents for pre-arrival and arrival port and customs clearance:

- CREW LIST

- SHIP'S REGISTRY

- TONNAGE CERTIFICATE

- SAFETY EQUIPMENT CERTIFICATE

- SAFETY CONSTRUCTION CERTIFICATE

- SAFETY RADIO CERTIFICATE

- LOAD LINE CERTIFICATE

- I.O.P.P. CERTIFICATE (INTERNATIONAL OIL POLLUTION PREVENTION)

- SAFETY MANAGEMENT CERTIFICATE

- DOCUMENT OF COMPLIANCE

- C.L.C. (CIVIL LIABILITY CERT 1992)

- C.L.B.C (CIVIL LIABILITY BUNKER CERT 2001)

- SAFE MANNING CERTIFICATE

- CLASSIFICATION CERTIFICATE

- SHIP SANITATION CONTROL EXEMPTION CERTIFICATES (S.S.C.E.C)

- INTERNATIONAL SHIP SECURITY CERTIFICATES (I.S.S.C / I.S.P.S)

- SHIP PARTICULARS

- I.A.P.P (INTERNATIONAL AIR POLLUTION PREVENTION)

- I.S.P.P (INTERNATIONAL SEWAGE POLLUTION PREVENTION)

- ANTI FOULING CERTIFICATE

- M.L.C (MARITIME LABOUR CERTIFICATE)

- WRECK REMOVAL CERTIFICATE

- INTERNATIONAL BALLAST WATER MGMT CERTIFICATE

- LAST PORT CLEARANCE

- UPDATED Q88 (VERSION 5)

- 7 DAYS LATEST CREW TEMPERATURE LIST

- ADDITIONAL CREW DETAIL FOR IMMIGRATION

- CREW HEALTH STATUS LIST

- CREW SIGN ON PAST 14 DAYS

- MARITIME HEALTH DECLARATION

- NIL LIST

- VOYAGE MEMO / LAST 10 PORT OF CALL

- P&I (PROTECTION AND INDEMNITY INSURANCE)

7. Vessel arrives buyer's port

8. Seller issues invoice to buyer to deposit the remaining sum of total product value to the Seller for Tanker Ownership Title transfer.

9. Seller releases commissions to intermediaries and agents.