# Protocol FOB TTT - TTV

A sequential procedure for onboarding the buyer into the transaction — step by step, without deviating from the seller's selected procedure.

**STEP 1 - Inizial documents & Agreements**
Buyer submits a complete Client Information Sheet (CIS) along with a valid Charter Party Agreement (CPA) or a Tank Storage Agreement (TSA) / Warehouse Storage Agreement (WSA) [Applicable to Granular Sulphur] for Seller compliance review.

**STEP 2 - Buyer's commitment**
Upon compliance approval, Buyer issues an Irrevocable Corporate Purchase Order (ICPO) accompanied by the confirmed CPA or TSA / WSA.

**Note**: *To initiate standard compliance onboarding, any Irrevocable Corporate Purchase Order (ICPO) submitted by the Buyer must strictly adhere to baseline legal protocols. The document must be executed on the Buyer's official corporate letterhead, bearing the signature and official corporate stamp of the legally authorized signatory. The full name and exact corporate position of the executive signing the document must be explicitly stated, and the corporate entity listed on the letterhead must perfectly match the designated Bank Account Holder on the corporate banking profile provided. Furthermore, the documents must be fresh, bearing an active issuance date no older than one to three banking days from the date of presentation. The document must also contain complete, active banking coordinates, including the direct contact names and operational communication lines for the processing Bank Officers. Failure to satisfy any oft hese verification criteria will immediately render the document legally void, resulting in an automatic compliance rejection.*

**STEP 3 - Seller's First Response**
- Seller issues the Commercial Invoice (CI) for the available spot allocation quantity.
- Buyer signs and returns the CI within forty-eight (48) hours.

**STEP 4 - PPOP (Partial Proof of Product) Issuance**
Seller transmits the initial PPOP document package to the Buyer:
- Refinery Commitment Letter to Supply
- Tank Storage Receipt (TSR) / Warehouse Storage Receipt (WSR) [Applicable to Granular Sulphur]
- Authorization to Verify (ATV)
- Allocation release Order (**ARO**)
- Authorization to Sell and Collect (ATSC)

**STEP 5 - Dip Test Authorization (DTA) Protocol**
- Seller issues a formal Readiness to Inject / Load (RTI/RTL) notice, which must be signed by the Buyer's designated Tank Farm representative (for TTT) or the Vessel Master / Captain (for TTV/WTV). This signed acknowledgment constitutes authorization to proceed with the sampling.
- Seller issues an Unconditional Dip Test / Inspection Authorization (UDTA/UIA) to the Buyer.
- Buyer coordinates and executes the fresh Dip Test / Cargo Quality Inspection within forty-eight (48) hours via the Seller's Tank Farm, Warehouse, or Terminal using the issued Allocation Release Order (ARO).

**STEP 6 - Post-Inspection Documentation**
Upon successful inspection, Seller issues the fresh, definitive transaction documents:

- Fresh SGS or Intertek Report (not older than 48 hours)
- Certificate of Origin (Republic of Kazakhstan)
- Seller's Certificate of Quality / Manufacturer's Certificate of Analysis (COA) [Applicable to Granular Sulphur].

**STEP 7 - Fee Protection & Non–Circumvention**
Seller issues the NCNDA/IMFPA to all involved intermediaries for execution and registration.

**STEP 8 - Loading & Injection Preparation Logistic**
Buyer formally submits the verified Vessel Q88/Specs, complete Captain details, and the Readiness to Receive Cargo (RTRC) / Notice of Readiness (NOR) [Applicable to TTV / WTV basis], or the final allocated terminal storage coordinates and tank lease agreements [Applicable to TTT basis].

**STEP 9 - Product Loading/Injection and Title Transfer**

- Seller coordinates immediate physical injection or loading into the Buyer's Vessel [for TTV/WTV basis] or Tank Farm [for TTT basis], and simultaneously executes the formal Title Transfer of Ownership.
- Seller provides the complete set of export and customs documentation, including the Bill of Lading (B/L) or Clean Report of Findings, to the Buyer's bank.

**STEP 10 - Financial Settlement**
Buyer executes 100% payment via MT103 or T/T wire transfer directly to the Seller's designated Corporate Account located in the Republic of Kazakhstan or the United States of America (USA), against bank presentation, verification, and acceptance of the complete set of final loading port Quality and Quantity (Q&Q) reports, port logs / weight certificates, and formal title transfer documentation.

**STEP 11 - Intermediary Commissions**
Seller settles all registered intermediary commissions within forty-eight (48) hours of the confirmed receipt of the Buyer's primary funds, governed strictly and protected by the Master Fee Protection Agreement (MFPA).