



CLIENT SUBMISSION CHECKLIST

Before presenting a buyer, confirm that the following information and documents are available and internally consistent:

✓	CHECK	REQUIRED CONFIRMATION
☐	Corporate identity	Full registered company name, registration number, registered address and jurisdiction.
☐	Authorised representative	Full name, designation, contact details and proof of authority to sign.
☐	KYC documents	Company registration records and clear identification copies for authorised signatories.
☐	ICPO	Signed and sealed, addressed correctly, current, and consistent with the requested product and procedure.
☐	Product requirement	Fuel grade/specification, volume per shipment, contract quantity and delivery schedule.
☐	Delivery terms	FOB or CIF basis, loading port/terminal where known, destination port and required delivery window.
☐	Commercial terms	Target price or pricing basis, currency and intended contract duration.
☐	Banking capability	Buyer's bank name, branch/location and confirmation that the bank can issue the agreed instrument.
☐	Communication channel	Official corporate email addresses for authorised transaction correspondence.

DOCUMENT AND COMMUNICATION RULES

Use official channels: Use verifiable corporate email and authenticated bank-to-bank channels.

Maintain consistency: Names, product, quantities, dates, Incoterms and banking terms must match across all documents.

Verify before relying: Authenticate corporate, banking, storage, inspection and shipping documents independently.

Protect confidential information: Share KYC and banking records only with authorised parties through secure channels.

Control amendments: Record material changes in writing and amend the relevant offer, SPA or instrument.

Do not bypass the SPA: The executed SPA and applicable banking, customs and legal requirements govern.

FINAL CAUTION Independently verify the transaction before committing funds.



ANNEXURE A — ACRONYMS AND TRANSACTION TERMS

This annexure explains the abbreviations used in the procedure. It should be read together with the main guide and the transaction-specific offer and SPA.

ACRONYM / TERM	PLAIN-LANGUAGE MEANING
B/L	Bill of Lading — carrier-issued cargo receipt and shipping document; depending on its form and applicable law, it may also function as a document of title.
CIF	Cost, Insurance and Freight — an Incoterm under which the seller arranges and pays the stated cost, marine insurance and freight to the named destination port, subject to the applicable Incoterms rules.
DLC	Documentary Letter of Credit — a bank undertaking to honour payment when the required compliant documents are presented.
DTA	Dip Test Authorisation — permission for an authorised party or inspector to access a tank and conduct agreed product verification.
EN590	European automotive diesel specification commonly referenced for diesel quality requirements.
FCO	Full Corporate Offer — the seller's detailed formal offer stating the proposed commercial terms and transaction procedure.
FOB	Free On Board — an Incoterm used for sea or inland-waterway transport under which delivery and risk transfer occur as provided by the applicable Incoterms rules at the named port of shipment.
HS Code	Harmonized System Code — the customs classification code used to identify goods for declarations, duties and trade statistics.
ICPO	Irrevocable Corporate Purchase Order — the buyer's formal corporate order stating the requested product and principal purchasing terms.
KYC	Know Your Customer — corporate identity, ownership, authority and compliance information used to verify a transaction party.
MT103	SWIFT customer credit-transfer message commonly used as evidence or instruction for an international wire payment.
MT700	SWIFT message used for the issuance of a documentary credit or Letter of Credit.
MT760	SWIFT message used for the issuance of a guarantee or Standby Letter of Credit.
MT799	Free-format SWIFT bank-to-bank message; it may be used for pre-advice or readiness communication but is not, by itself, a payment instrument.



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POP	Proof of Product — the contractually agreed documents intended to evidence product availability, allocation, storage or authority to supply.
Q&Q	Quality and Quantity — independent findings on whether the cargo meets the agreed specification and measured quantity.
SBLC	Standby Letter of Credit — an independent bank undertaking that may be drawn upon if the applicant fails to meet the stipulated obligation and the beneficiary presents compliant documents.
SCO	Soft Corporate Offer — a preliminary seller offer summarising product availability and proposed commercial terms.
SGS	SGS (originally Société Générale de Surveillance) — an independent inspection, testing and certification company often appointed to verify cargo quality and quantity.
SPA	Sales and Purchase Agreement — the signed contract governing the transaction's commercial, legal, documentary, delivery and payment obligations.
SWIFT	Society for Worldwide Interbank Financial Telecommunication — the secure messaging network through which participating financial institutions exchange standardised financial messages.
TSR	Tank Storage Receipt — a document identifying the storage facility or tank associated with the stated product, subject to independent authentication.