



KIMBERLY TRADING

COMMODITY SPECIALISTS

STANDARD PROCEDURES BREAK BULK SUGAR

1. AFTER RECEIPT OF SOFT OFFER, THE BUYER ISSUES FRESHLY DATED AND SIGNED LOI (LETTER OF INTENT) ON OFFICIAL LETTERHEAD CONTAINING QUANTITY, TARGET PRICE, CONTRACT LENGTH, BANKING INFORMATION, AND WRITTEN PERMISSION FOR SOFT PROBE. *LOI FORMAT AVAILABLE ON REQUEST*
2. THE SELLER REVIEWS THE LOI AND UPON ACCEPTANCE ISSUES FCO (FULL CORPORATE OFFER) AND DRAFT CONTRACT TO BUYER FOR AMENDMENTS AND ACCEPTANCE, THE BUYER SIGNS AND RETURNS THE DRAFT CONTRACT SHOWING ALL AMENDMENTS REQUIRED INITIALED AND ADDS THEIR FULL BANKING COORDINATES, CONFIRMING BANKING INFORMATION AND CONTACT INFORMATION
3. THE SELLER, AFTER AGREEING AND FINALIZING ALL AMENDMENTS WITH THE BUYER, AMENDS WHERE NECESSARY THE CONTRACT, AND SIGNS, SEALS AND ISSUES TO THE BUYER A FINAL COPY OF THE CONTRACT FOR COMPLETION.
4. THE BUYER REVIEWS THE FINAL CONTRACT AND UPON ACCEPTANCE SIGNS THE FINAL COPY CONTRACT AND RETURNS IT TO THE SELLER. IF FURTHER REVISIONS ARE REQUIRED THEY ARE NOTED AND SENT BACK TO THE SELLER FOR FURTHER REVIEW. ANY FACSIMILE OR ELECTRONIC COPY SHALL BE CONSIDERED AS THE ORIGINAL
5. UPON RECEIPT OF THE ACCEPTED SIGNED AND SEALED FINAL CONTRACT FROM THE BUYER VIA EMAIL, THE SELLER WILL ISSUE TO THE BUYER VIA CUSTOMERS COURIER NUMBER FOUR (4) HARD COPIES OF THEIR FINAL CONTRACT, IF REQUESTED, SIGNED AND SEALED BY THE SELLER. THE BUYER SHALL SIGN AND SEAL THESE HARD COPIES AND RETURN ONE (1) HARD COPY TO THE SELLER VIA FIRST CLASS COURIER.
6. BEFORE THE PAYMENT INSTRUMENT IS TRANSFERRED TO A DESIGNATED ACCOUNT THE TEXT OF THE PAYMENT INSTRUMENT MUST BE REVIEWED AND APPROVED BY A REPRESENTATIVE OF THE SELLER AND NOTIFICATION OF APPROVAL SHALL BE SENT TO THE BUYER.
7. WITHIN FIVE (5) BANKING DAYS AFTER RECEIPT OF NON-OPERATIVE LETTER OF CREDIT ACCEPTABLE TO THE SELLER AND THE SELLERS BANK THE SELLER WILL ISSUE A TWO (2%) PERFORMANCE BOND
8. AFTER THE LETTER OF CREDIT HAS BEEN MADE OPERATIVE THE SELLERS BANK THE SELLER PROVIDES PROOF OF PRODUCT TO THE BUYER
9. DELIVERY AND SHIPMENT SHALL COMMENCE AFTER THE FULFILLMENT OF THE PROCEDURE, STATED ABOVE, AS PER THE SPECIFIC TERMS AND CONDITIONS OF THE CONTRACT

THESE ARE EXAMPLES OF STANDARD PROCEDURES. ACTUAL PROCEDURES FOR ANY PARTICULAR DEAL MAY VARY DEPENDING ON SPECIFIC OFFER AND SUPPLIER

Address: 100/226 Sirintheep 9, Soi Radpattana,
Sapansoong, Bangkok, 10240
THAILAND

Website: www.kimberlytrading.com
Email: sales@kimberlytrading.com
Telephone: +66 (0)2 9172623