



C B M International S.L

The Cement Trade Company

BASIC AGREEMENT PROCEDURES

1. Buyer / Mandate issues LOI / ICPO with banking coordinate.
2. Seller / Mandate issues Soft Offer
3. The buyer signs each page and returns Soft Offer to Seller along with authorization to conduct a Soft Probe
4. Seller Issues a Full Corporate Offer
5. Buyer signs the Full Corporate Offer (on each page) and returns to Seller
6. Seller issues Draft Contract.
7. Buyer signs Draft Contract (on each page) and returns to Seller. Buyer will provide **bank to bank via Swift MT799 Proof of Funds**. Seller issues a Soft POP with allocation numbers and or copies of cement certifications.
8. The buyer reviews the final contract and upon acceptance signs the final copy of contract and returns it to seller. If further revisions are required they are noted and sent back to the seller for review. Any facsimile, electronic copy or electronic signature shall be considered as the original.
9. Upon receipt of the accepted signed and sealed final contract from the buyers via fax or email, the seller will issue to the buyer via customers courier number (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.
10. 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.
11. Buyer opens an LC (based on the negotiated terms).
12. Seller will provide Performance Bond (PB) 2%, under normal procedures.

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