

# Buyer's company letter head

Date:

Ref, No.:

To: Yulong International Trade Co., Ltd.(玉龍國際貿易有限公司)

Via: (Buyer company name)

## Irrevocable Corporate Purchase Order (ICPO)

We, (Buyer company name), as Buyer, with full corporate responsibility and under penalty of perjury hereby state and confirm that we are ready, willing and able to purchase the following commodity as per the specifications and in the quantity and for the price as specified in the terms and conditions as below:

Commodity 商品	
Origin 產地	
Quantity 數量	
Quality 規格	As per annex 1 specification
Loading Port 卸貨港	
Price 價格	
Payment terms 付款條件	By DLC MT700 + MT103 or T/T wire transfer after successful CIQ/SGS inspection by Buyer at discharge port.
Performance Bond 履約保函	3% PB to be issued BY Seller upon receipt of DLC instrument
Insurance 保險	110%
Destination Port 目的港	CIF / _____ Port
Inspection 驗貨	SGS/CCIC or similar on Loading Port will be at Seller charges and CIQ/SGS on discharge port at Buyer charges

### TERMS & CONDITIONS:

Product Origin:

Loading Port:

Discharge Port:

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## **CONTRACT BANKING PROCEDURES-CIF**

1. SELLER ISSUES SOFT OFFER TO BUYER AND BUYER REVIEWS AND AGREES WITH SELLER AND BUYER ISSUES ICPO OR LOI TO SELLER ALONG WITH COMPANY REGISTRATION COPY
2. SELLER ISSUES DRAFT CONTRACT TO BUYER, BUYER REVIEW, AND MAKE ANY NECESSARY AMENDMENTS AND SIGN AND SEND BACK TO SELLER AND AT THE SAME TIME SEND OUT NCNDA FOR ALL PARTIES TO FILL FOR COMMISSION PAYMENT.
3. SELLER NOTARIZE THE CONTRACT AT HIS OWN EXPENSES AND SEND THE NOTARIZED COPY TO BUYER IN PDF AS THE FINAL CONTRACT WITH THE FOLLOWING DOCUMENTS:
  - i. PRODUCT CERTIFICATE OF ORIGIN
  - ii. PRODUCT PASSPORT - QUALITY CERTIFICATE
  - iii. COMMERCIAL INVOICE
  - iv. SELLER COMMITMENT LETTER TO SUPPLY THE PRODUCT
  - vii. THE CHARTTERED PARTY AGREEMENT (CPA)
  - viii. EXPORT APPROVED LICENSE
4. ON RECEIPT OF THE NOTARIZED CONTRACT IN PDF WITH THE OTHER PPOP DOCUMENTS, BUYER ISSUES DLC MT700 / BG MT760 WITHIN 7 WORKING DAYS OR BUYER PAYS \$215,500USD OF THE FIRST SHIPMENT TO SELLER AS AN ALTERNATIVE GUARANTEE PAYMENT TO TAKE CARE OF THE FREIGHT FOR SHIPPING WHICH WILL BE DEDUCTED FROM THE TOTAL VALUE OF THE PRODUCT IN THE COMMERCIAL INVOICE.
5. SELLER ISSUES TO BUYER 3% P.B. AND FULL POP DOCUMENTS TO BUYER.
6. SELLER SHIPS TO BUYER'S PORT AND PRESENTS SHIPPING DOCUMENTS TO BUYER AND BUYER PAYS FOR THE DIRST MONTHLY SHIPMENT WITHIN 7 DAYS AFTER CIQ VIA MT103 OR TT – BALANCE PAYMENT IMMEDIATELY TO SELLER DESIGNED ACCOUNT.
7. SELLER PAYS ALL MANDATES (BUYER AND SELLER SIDES). ALL REPRESENTATIVES AND BROKERS USING THE FILLED AND SELAED NCNDA/IMFPA.

## **BUYER'S COMPANY DETAILS:**

BUYER'S COMPANY DETAILS:

COMPANY NAME:

BUYER ADDRESS:

TELEPHONE NO.:

E – MAIL ADDRESS:

REPRESENTED BY:

TITLE:

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## CO-BUYER COMPANY DETAILS:

COMPANY NAME:

ADDRESS:

TELEPHONE NUMBER:

E – MAIL ADDRESS :

REPRESENTED BY:

TITLE:

## BUYER'S BANK INFORMATION:

BANK NAME	
BANK ADDRESS	
TELEPHONE NUMBER	
ACCOUNT NAME	
ACCOUNT SIGNATORY	
ACCOUNT NUMBER	
SWIFT CODE	

## CO-BUYER'S BANK INFORMATION: TO ISSUE DLC

BANK NAME	
BANK ADDRESS	
TELEPHONE NUMBER	
ACCOUNT NAME	
ACCOUNT NUMBER	
SWIFT CODE	

The given document provides the legal basis for the Seller's transfer of these terms and parameters for preparing of the draft contract and shall become an integral part of the future contract. We give our permission to seller's bank to probe for our bank current information.

Thank you with Best regards,

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On behalf of (Buyer's company name)

On behalf of (Seller's company name)

Represented by:

Title:

Represented by:

Title:

# Buyer's company letter head

Annex 1 commodity's specification

# Buyer's company letter head

Annex 2 Buyer's Business Certificate

# Buyer's company letter head

Annex 3 Buyer's PASSPORT COPY

# Buyer's company letter head

Annex 4 Proof of Funds (POF) From Buyer or End-Buyer