

Modalities for Supply of Diesel to Exporters against receipt in US \$

1. The supply shall be made to Exporters directly by LIOC on principal-to-principal basis.
2. Supply shall be made through LIOC hired bowsters to Exporter's premises. Exporters to make necessary arrangement for unloading of the product immediately on receipt, following all the safety norms. Diesel will only be unloaded into approved storage and not into loose barrels.
3. Selling price is based on the Landed Cost of the Diesel basis Mean of Platts Singapore + Avg. Premium on Gasoil as per Global Suppliers + applicable taxes, duties, handling, operations and transportation charges.
4. **For supply of Diesel, the applicable price shall be revised fortnightly on every 1st and 16th of the month and is advised separately to exporters.**
5. LIOC shall issue a Proforma Invoice to registered companies conveying the price and the expected delivery date. The Exporter will then issue LIOC with a Purchase Order and make the payment in US\$ to the account specified by LIOC in the Proforma Invoice. Payment is ideally required **at least 7 days before** the date of delivery of the fuel. However, as we intend to initialize the process most expeditiously, we shall be making our best efforts to **release a total of 4-5 million litres of Diesel** during a month, for this purpose.
6. Exporters may please note that the following is the time-lag of various activities involved in providing diesel delivery to Exporters.

	Activity	No. of Working days
Step 1	Processing of request received, Creation of Exporter Code in system & Issuance of Proforma Invoice (PI) for the desired Quantity	3 - 5
Step 2	Deposit of payment in US\$ by party & reflection of the same in LIOC Bank account	2 - 3
Step 3	Release of Supplies post completion of Step 2	2 - 3
	Total expected time duration for entire cycle completion	7 -10

However, the above time-lag of 7-10 days for subsequent supply can be drastically reduced to 3-4 days by deposit of lump-sum advance for supplies for 1-3 months.

7. The minimum order quantity shall be 6600 Litres or in its multiples.
8. Exporters to deposit the transaction value in US\$ in the below mentioned bank account

HSBC Bank Colombo (FCBU Account)

"Lanka IOC PLC USD account no. 011020146001 held with HSBC Limited, Colombo (HSBCLKLX) through account no. 000038369 with HSBC, New York (MRMDUS33)"

Deutsche Bank A.G., Colombo (FCBU Account)

"Lanka IOC PLC USD account no. 1038520000 held with Deutsche Bank, Colombo (SWIFT-DEUTKLXXXX) through account no. 60202245 with Deutsche Bank New York, USA (DEUTUS33XXX)"

Important Contact Persons:

Registration and Payment related	<p>Ms Lakmini Dissanayake (Mobile: 075 927 8040) Asstt. Manager (Finance) E-mail: lakmini@lankaaioc.com</p> <p>MrAseem Bhargava (Mobile: 075 9978 655) Sr Vice President (Finance) E-mail: bhargavaa@lankaaioc.com</p>
Proforma Invoice and Supplies related	<p>Mr Carol George (Mobile: 075 9278 015) Manager (Retail Sales) E-mail: carol@lankaaioc.com</p> <p>MrSurein Gomez (Mobile: 075 9278 029) Manager (Retail Sales) E-mail: surein@lankaaioc.com</p> <p>MrAmber Ahmed (Mobile: 075 9278 645) Sr Vice President (Retail Sales) E-mail: ambara@lankaaioc.com</p>
Grievance Redressal <i>(only for cases where no response is received against requests for <u>7 working days</u>)</i>	<p>Mr Manoj Gupta Managing Director E-mail: guptamanoj@lankaaioc.com</p>

REGISTRATION DETAILS OF EXPORTER			
NAME OF THE ENITITY			
NATURE OF BUSINESS			
OFFICIAL ADDRESS			
ADDRESS OF DELIVERY LOCATION			
INITIAL DIESEL QUANTITY REQUIREMENT			
NAME OF THE CONTACT PERSON			
TELEPHONE NO:		MOBILE NO:	
EMAIL ADDRESS		FAX NO:	
BUSINESS REGISTRATION NUMBER			
VAT REGISTRATION NUMBER			
TAXPAYERS IDENTIFICATION NUMBER			
NATURE OF TANKAGE (UNDERGROUND/ABOVE GROUND)			
DATE OF REQUEST			

****NOTE**

1. PL. MENTION WHATSAPP CONTACT DETAILS IN THE MOBILE NUMBER FIELD.
2. PRODUCTS WILL BE DELIVERED ONLY TO THE ABOVE MENTIONED DELIVERY LOCATION.
3. IF THERE ARE MORE THAN ONE DELIVERY LOCATIONS, PLEASE PROVIDE SEPARATE FORMS FOR EACH LOCATION.

LIST OF DOCUMENTS REQUIRED:

- a. CERTIFICATE OF INCORPORTAION/REGISTRATION
- b. TAXPAYERS IDENTIFICATION NUMBER (TIN)
- c. VAT/ S-VAT CERTIFICATE
- d. BOI & EXPORT ORIENTED UNIT CERIFICATE
- d. NAME CHANGE CERTIFICATE (IF APPLICABLE)



LANKA IOC PLC

STANDARD OPERATING PROCEDURE

PROCESS NAME: BOWSER DECANTATION AT CUSTOMER PREMISES

- Upon arrival of the bowser at the customer premises, the customer representative shall verify the details contained in the invoice i.e Consignee name and address, invoice number, Vehicle number, product name and quantity, seal nos etc.
- The customer representative shall physically verify the seal nos available in the invoice with the seal nos present in the bowser.
- Product shall be unloaded only at the designated location and only into approved storage facilities. Product shall not be unloaded into barrels or cans.
- Ensure the bowser fire extinguishers are kept in front of the truck and near the decanting area. Customer representative shall also ensure to keep their fire extinguishers at the decantation area.
- Ensure that the metal cleat available on the bowser tank is connected with a proper earthing connection through a crocodile clip to dissipate static electricity.
- Ensure that the tyre chokes are in place.
- Identify the compartments in which fuel designated for the particular customers' premises is filled with.
- Check the condition of the hose before connection to the bowser manifold.
- Verify the product level to the tongue level before commencing unloading of the product.
- Customer representative to carry out the following minimum compulsory quality checks before unloading of the product, with their own equipments:
 - Check color of the product- The product shall be clear and devoid of any particles
 - Measure density of the product: The density @ 15C shall be within +/-3.0 kg/cm²
 - Check for water by using water paste
- No person shall unload any tank vehicle unless he has selected the correct hose and otherwise satisfied himself that such unloading will not result in any dangerous contamination or failure of product. Lanka IOC PLC shall not be responsible for any failure of product in the customer's storage facility after unloading from bowser.
- Customer shall ensure safe unloading environment throughout the decantation process. Any dispensing of fuel at the time of unloading of the product should not be carried out.
- Check emptiness of the bowser tanks after completion of unloading.
- Affix your acknowledgement for receipt of product with date, time, name and seal on the relevant invoice copies.