

Hallweg Consult Group / Hallweg & Associates

Procedures for Energy Products Origin: SHELL - USA.

FOR YOUR PERUSAL

H&A
Hallweg
&
Associates





*A Member Company of the
Hallweg Consult Group*

FUEL SPECIFICATION & PRICING REQUEST FORM

Our Mandate Oil Distributor (MOD) is a Marketer of Shell Oil Products USA with offices in New York, California and Las Vegas. We have ability to deliver fuel at terminals throughout the United States, as well as at the Terminal of BORCO - Bahamas Oil Refining Company International Limited.

MOD offers direct access to energy products from a Major Oil Company. Their extended partner/reseller programs were created to service bulk buyers and end-users with good discounts.

We supply seasoned bulk fuel buyers with the service, access, and pricing that makes them the go-to supplier for all their petroleum needs.

PRODUCTS

- Heavy Fuel Oil #6 (1% sulphur)
- Heavy Fuel Oil #6 (3% sulphur) *
- Marine Diesel*
- RMG 380 (3.5% sulphur)
- ULSD 15ppm — Diesel
- 15ppm Red Dye Diesel * D2-Off Road *
- Gasoline - All Grades
- Jet A1- All Grades

* DETAILED FUEL SPECS ARE AVAILABLE UPON REQUEST

*Hallweg & Associates
Preliminary Offices:
Hindenburgstrasse 11a · 82467 Garmisch-Partenkirchen
Telephone: +49-8821-9667951 · Telefax: +49-8821-9667952*

Web: www.HallwegConsultGroup.org · Email: fhallweg@HallwegConsultGroup.org



*A Member Company of the
Hallweg Consult Group*

DOMESTIC PROCEDURES

1. Buyer issues Letter of Intent, or Purchase Order with Bank Comfort Letter (BCL), as per enclosed format.
2. Seller (Shell Oil Distributor/Account Holder) sends Full Corporate Offer by corporate email, with authorized signature.
3. Buyer returns executed Full Corporate Offer by corporate email, with Buyer's intended banking information attached. (Account number is not needed).
4. Seller issues a Commercial Invoice as proof that fuel is in custody, and available for Pipeline Injection. Final injection dates to be provided after the receipt of Buyer's Standby Letter of Credit.
5. Buyer executes and returns-Commercial Invoice via corporate email and issues Standby Letter of Credit within five (5) days of Commercial Invoice acceptance and delivery to Seller.
6. Buyer issues the SBLC directly to SHELL, as per the Shell Oil Company approved verbiage, which is provided to Buyer along with the FCO. Buyer will have the original copy of their SBLC delivered via courier to the Office of Seller, for final delivery to Shell Oil Company.
7. Seller delivers to Buyer terminal pullout code.
8. Buyer loads the product and makes full payment Via MT103 / TT wire within 24 hours.
9. Title transfers at loading port.

*Hallweg & Associates
Preliminary Offices:
Hindenburgstrasse 11a · 82467 Garmisch-Partenkirchen
Telephone: +49-8821-9667951 · Telefax: +49-8821-9667952*

Web: www.HallwegConsultGroup.org · Email: fhallweg@HallwegConsultGroup.org



*A Member Company of the
Hallweg Consult Group*

EXPORT PROCEDURES

1. Buyer issues Letter of Intent, or Purchase Order with Bank Comfort Letter (BCL).
2. Seller (Shell Oil Distributor/Account Holder) sends Full Corporate Offer by corporate email, with authorized signature.
3. Buyer returns executed Full Corporate Offer by corporate email, with Buyer's intended banking information attached. (Account number is not needed)
4. Seller issues a Commercial Invoice as proof that fuel is in custody, and available for loading. Final Laycan dates to be provided after the receipt of Buyer's Standby Letter of Credit.
5. Buyer executes and returns Commercial Invoice via corporate email and issues Standby letter of credit within five (5) days of Commercial Invoice acceptance and delivery to Seller.
6. Buyer issues the SBLC as per the Shell Distributor approved verbiage, which is provided to Buyer by Seller along with the FCO. Buyer will have the original copy of their SBLC delivered via courier to the Office of the Seller's banker, or the addresses of Seller for final delivery to Shell Oil Company.
7. Seller delivers to Buyer Shell Oil International issued Laycan schedule, and authorization for loading documentation.
8. Buyer loads the product and makes full payment Via MT103/TT wire within 24 hours.
9. Title transfers at loading port.

*Hallweg & Associates
Preliminary Offices:
Hindenburgstrasse 11a · 82467 Garmisch-Partenkirchen
Telephone: +49-8821-9667951 · Telefax: +49-8821-9667952*

Web: www.HallwegConsultGroup.org · Email: fhallweg@HallwegConsultGroup.org



*A Member Company of the
Hallweg Consult Group*

FUEL REQUEST FORM

BUYER NAME/TITLE:	
BUYER COMPANY NAME:	
BUYER COMPANY ADDRESS:	
BANK NAME:	
BANK ADDRESS:	
COMMODITY:	
QUANTITY:	
QUALITY:	
BUYER SPECIFICATION:	
PURCHASE FREQUENCY:	
CONTRACT TERM:	
TARGET PRICE:	
LOAD TERMINAL / PORT:	
FORM OF PAYMENT:	
VALIDITY:	
RESELLER / END-USER:	
ACTIVE INSPECTION ACCOUNT WITH:	

*Hallweg & Associates
Preliminary Offices:
Hindenburgstrasse 11a · 82467 Garmisch-Partenkirchen
Telephone: +49-8821-9667951 · Telefax: +49-8821-9667952*

Web: www.HallwegConsultGroup.org · Email: fhallweg@HallwegConsultGroup.org



*A Member Company of the
Hallweg Consult Group*

APPENDIX NO. 1

REQUESTED SPECIFICATION

Please Attach Requested Specifications to this Application Form.

DECLARATION

I/We hereby declare that the provided formats of bank documents are fully accepted by me/us and our Bank(s) shall be instructed by me/us to issue them according to format given in this form.

FULL NAME

POSITION IN COMPANY

SIGNATURE

DATE

COMPANY STAMP

*Hallweg & Associates
Preliminary Offices:
Hindenburgstrasse 11a · 82467 Garmisch-Partenkirchen
Telephone: +49-8821-9667951 · Telefax: +49-8821-9667952*

Web: www.HallwegConsultGroup.org · Email: fhallweg@HallwegConsultGroup.org



*A Member Company of the
Hallweg Consult Group*

SAMPLE OF SELLER ACCEPTED BANK REFERENCE LETTER

[Typed on Bank Letterhead]

Date: < DATE >

Re: COMPANY NAME OF BUYER

Dear Ladies and Gentlemen,

At the request of our customer, <COMPANY NAME> please be advised of the following information. We (BANK NAME OF BUYER) currently have (x) separate demand deposit accounts with <COMPANY NAME>. The earliest was opened up in **<DATE>**. The average monthly balance for the year **2014** of all checking accounts was \$_____.

We provide <COMPANY NAME> with a line of credit in the amount of \$ _____. At the present time there is \$_____balance outstanding. This line will mature on _____, **2015** and is secured by a first position security interest in a verity of assets of the entity including the following:

List of Assets.

These assets are owned by the principals.

<COMPANY NAME> has maintained a satisfactory relationship with our Bank for over (xx)years and we hold this account in high regard.

If I can be of further assistance in this matter, please do not hesitate to contact me.

Sincerely,

[Signature]
[Printed Name]
[Position]

*Hallweg & Associates
Preliminary Offices:
Hindenburgstrasse 11a · 82467 Garmisch-Partenkirchen
Telephone: +49-8821-9667951 · Telefax: +49-8821-9667952*

Web: www.HallwegConsultGroup.org · Email: fhallweg@HallwegConsultGroup.org



*A Member Company of the
Hallweg Consult Group*

SAMPLE OF SHELL ACCEPTED LETTER OF CREDIT

BUYERS BANK LETTER HEAD HERE

APPLICANT: COMPANY NAME
ADDRESSBLOCK

BENEFICIARY: SHELL WESTERN SUPPLY & TRADING LTD
C/O STASCO 80 STRAND, LONDON WC2R0ZA

FOR THE ACCOUNT OF <XXXX> FOR AND AN AMOUNT OF XX MILLION AND 0/100'S **U. S. DOLLARS** < US \$ XX,000,000 > AVAILABLE BY YOUR DRAFT(S) AT SIGHT OF OUR COUNTERS EFFECTIVE <DATE> AND EXPIRING AT <BANK BRANCH ADDRESS> ON <DATE OF EXPIRATION>.

DRAFTS MUST BE ACCOMPANIED BY:

THE ORIGINAL LETTER OF CREDIT, AND ALL AMENDMENT (S), IF ANY, AND

BENEFICIARY'S SIGNED AND DATED STATEMENT BY AN AUTHORIZED OFFICER THAT: "THE AMOUNT OF OUR DRAFT REPRESENTS FUNDS OWED BY <XXXX> TO SHELL WESTERN SUPPLY & TRADING LTD, OR ONE OR MORE OF ITS AFFILIATED COMPANIES OR ANY ASSIGNEE OR SUCCESSOR – IN – INTEREST OF SHELL INTERNATIONAL TRADING AND SHIPPING COMPANY LIMITED."

PARTIAL DRAWINGS AND MULTIPLE PRESENTATIONS ARE PERMITTED.

EACH DRAFT MUST BEAR UPON ITS FACE THE CLAUSE: "DRAWN UNDER LETTER OF CREDIT NO, XXXXXXXX DATED < DATE OF ISSUE > BANK NAME AND FULL ADDRESS HERE XXX, ALL BANKING CHARGES ARE FOR THE ACCOUNT OF <XXXX>.

THIS IS AN INTERGRAL PART OF LETTER OF CREDIT NUMBER: XXXXXXXXXXXX EXCEPT FOR OR OTHERWISE STATED HEREIN, THIS LETTER OF CREDIT IS SUBJECT TO THE INTERNATIONAL STANDBY PRACTICES (ISP 98), INTERNATIONAL CHAMBER OF COMMERCE PUBLICATION NO. 590, AND SUBJECT TO ENGLISH LAW AND ENGLISH COURTS/LONDON ARBITRATION.

*Hallweg & Associates
Preliminary Offices:*

*Hindenburgstrasse 11a · 82467 Garmisch-Partenkirchen
Telephone: +49-8821-9667951 · Telefax: +49-8821-9667952*

Web: www.HallwegConsultGroup.org · Email: fhallweg@HallwegConsultGroup.org



*A Member Company of the
Hallweg Consult Group*

WE HEREBY AGREE WITH YOU THAT DRAFTS DRAWN UNDER AND IN COMPLIANCE WITH THE TERMS OF THIS CREDIT WILL BE DULY HONORED UPON PRESENTATION.

KINDLY ADDRESS ALL CORRESPONDANCE REGARDING THIS LETTER OF CREDIT TO THE ATTENTION OF:

< BANK NAME & ADDRESS >, -

ATTN: STANDBY LETTER OF CREDIT DEPARTMENT, MENTIONING OUR REFERENCE NUMBER AS IT APPEARS ABOVE.

TELEPHONE INQUIRIES CAN BE MADE TO STANDBY LETTER OF CREDIT DEPARTMENT, PLEASE CALL AT: **<BANK PHONE NUMBER>**.

IF YOU REQUIRE ANY ASSISTANCE OR HAVE ANY QUESTIONS REGARDING THIS TRANSACTION, PLEASE CALL: **<BANKER NAME & PHONE NUMBER>**.

EXCEPT FOR OR OTHERWISE STATED HEREIN, THIS LETTER OF CREDIT IS SUBJECT TO THE INTERNATIONAL STANDBY PRACTICES (ISP 98), INTERNATIONAL CHAMBER OF COMMERCE PUBLICATION NO. 590,

THE CONSTRUCTION, PERFORMANCE AND VALIDITY OF THE LETTER OF CREDIT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH ENGLISH LAW. ANY CLAIM OR DISPUTE ARISING OUT OF OR IN CONNECTION WITH THIS LETTER OF CREDIT SHALL BE SUBJECT TO THE EXCLUSIVE JURISDICTION OF THE ENGLISH COURTS.

_____ AUTHORIZED SIGNATORY

*Hallweg & Associates
Preliminary Offices:
Hindenburgstrasse 11a · 82467 Garmisch-Partenkirchen
Telephone: +49-8821-9667951 · Telefax: +49-8821-9667952*

Web: www.HallwegConsultGroup.org · Email: fhallweg@HallwegConsultGroup.org