



■ **SALE AND PURCHASE PROCEDURE FOR BUYER (SPPB)** ■
■ **Standard Operating Protocol – Commodity Acquisition** ■

1. Buyer Application & Registration

The Buyer or its authorized Intermediary shall submit a duly completed **Buyer Application Form (BAF)** to The Green to initiate the procurement process.

2. Offer Presentation & Confidentiality

Upon receipt of the BAF, we shall issue a formal Offer to the Buyer or Intermediary. Upon request, the parties can execute a **Non-Circumvention Non-Disclosure Agreement (NCNDA)** if required.

3. Purchase Commitment

The Buyer shall submit a valid, original, and freshly dated **Irrevocable Corporate Purchase Order** for Buyer (**ICPO**) conforming to the terms advised by The Green.

4. Seller's Documentation

Conditional upon receipt of a compliant ICPOB, we shall issue to the Buyer:

- **Full Corporate Offer (FCO)** or
- **Draft Sale and Purchase Contract (SPC)** and,
- **Proforma Invoice (PI)**,

5. Acceptance & Negotiation

The Buyer signifies acceptance of the terms and conditions by affixing their signature and company stamp to the FCO, DSPC, and PI, as applicable, and returning the executed document to the seller. Should amendments be necessary, the Buyer shall annotate and return the SPC for mutual agreement.

6. Electronic Document Validity

Documents transmitted via electronic mail (scanned copies bearing signature and seal) shall be deemed valid and enforceable as originals for operational purposes, unless otherwise stipulated by both parties or jurisdiction.

7. Hard Copy Contract Issuance

Where required by applicable law or mutual agreement, the Seller shall produce hard copies of the **Sale and Purchase Contract (SPC)** for physical exchange with the Buyer.

8. Buyer's Execution of Originals

The Buyer shall sign and affix company seals to all counterpart originals of the SPC and return complete sets to the seller for final execution.

9. Seller's Execution & Distribution

Following receipt, the seller shall countersign and seal all copies of the SPC, distributing the required executed originals to the Buyer for retention.

10. Payment Settlement

The Buyer shall make payment to the seller as agreed and specified in the contractual documentation.

11. Shipment & Delivery Activation

Shipment and delivery operations shall commence immediately upon payment confirmation and as agreed, strictly in accordance with the terms stipulated in the PI or executed SPC.

Validity & Termination

This confirmed SPP shall remain in full force and effect until:

- (a) Completion of all ongoing Sale and Purchase Contract(s) executed hereunder; or
- (b) Mutual written confirmation of cancellation by both parties.

Thank you.