TEK-OIL STORAGE TERMINALS

Procedures for Leasing or Sub-Leasing Storage Tanks

Commercial Storage Procedure

Application and Supporting Documents

The **Client** shall return the completed storage tank application form together with:

- the applicable product specification sheet; and
- full details of the supplier, refinery or exporter, or a refinery commitment letter.

All documents submitted by the Client should be duly self-attested.

Tank Storage Agreement

The **Lessee** Company shall review and sign the **Tank Storage Agreement (TSA)** and return the signed copy to the **Lessor** for finalization.

The minimum storage lease period is **five (5) days**, with provision for roll-over and extension where applicable.

Only one active Tank Storage Agreement or Tank Storage Receipt shall be assigned per supplier, except where there is a change of supplier.

Following completion of the agreement documentation, the Lessor shall provide the finalized storage lease agreement together with the applicable invoice covering the number of storage days requested by the Lessee Company.

The invoice will specify the applicable payment amount and the period within which payment is expected.

The Client shall countersign the tank-storage invoice as confirmation of its commitment to utilize the storage facility.

Payment

Payment for the tank-storage lease period shall be effected within **48 hours**, in accordance with the amount stated in the Tank Storage Agreement and corresponding invoice.

Where requested by the Lessee, the Lessor may assist in verifying the existence of the supplier's product at the relevant port based on Tank Receipt information supplied by the supplier.

Payment Confirmation and Authorization to Inspect

Once payment has been made, the Lessee shall forward the official bank-transfer confirmation to the Lessor.

The payment confirmation will enable the Lessor to verify receipt of funds and proceed with issuance of the relevant storage documentation and **Authorization to Inspect (ATI)** the ex-shore storage tank.

Tank Receipt and Inspection Authorization

Once payment is confirmed in the Lessor's account, the Lessor shall, within **48 hours**, provide the Lessee with:

- the **Tank Receipt (TR)**; and
- **Authorization to Inspect (ATI)**.

The Lessee shall subsequently provide the **Notice of Readiness (NOR)** from the supplier or refinery stating the proposed product-injection schedule.

Product Injection Coordination

The Lessor shall establish communication with the Client's supplier or exporter for the purpose of coordinating the product-injection schedule.

Once injection begins, the applicable paid storage period will commence from the date on which the commodity product starts entering the storage tank or tanks.

The storage validity period will therefore be calculated from the commencement of product injection.

Product Inspection and Verification

Following completion of product injection, the Lessee Company may instruct its appointed independent inspection company, such as:

- SGS
- Saybolt
- Intertek

or another suitably appointed inspection company, to conduct the required dip test and related inspection procedures.

The purpose of the inspection is to verify the quality and quantity of the commodity product injected into the ex-shore storage tank or tanks.

Product Lifting

Following confirmation of the required quality and quantity, the Lessee Company may arrange to lift the commodity product from the storage tank or tanks within the validity period covered by the storage lease payment.

Any extension beyond the initially paid storage period should be handled in accordance with the applicable storage agreement and extension arrangements.