



**International Agency GO EST  
is guided by the  
International Chamber of Commerce  
PROCEDURE  
in foreign trade deals:**

After the Buyer's acceptance of the Soft Corporate Offer (SCO);

- 1.) the Buyer issues an Irrevocable Corporate Purchase Order (ICPO) with obligatory stated all terms and conditions of the future deal; provides a BCL (Bank Capability or Comfort Letter).
- 2.) The Seller issues a Full Corporate Offer (FCO) for Buyer's review.
- 3.) The Buyer accepts terms and conditions of the FCO, confirmed by signed and seal on the FCO, and sends it back to the Seller.
- 4.) The Seller issues a Draft Contract with full banking details and Letter of Credit pro forma. The Draft Contract shall be signed by both Parties and sent by fax or e-mail that will be deemed as original and valid.
- 5.) A Hard copy of the Contract is to be issued by the Seller and exchanged with the Buyer.
- 6.) The Buyer signs/stamps all the copies and returns 2 (two) Hard copies of the Contract to the Seller.
- 7.) The Seller and the Buyer will lodge the Hard copies of the Contract with their respective Banks.
- 8.) The Buyer's Bank provides Proof of Funds (POF) to the Seller's Bank.
- 9.) The Seller will reply providing Proof of Product (POP) Bank to Bank to the Buyer.
- 10.) The Buyer will issue Pre-Advice of L/C to be approved by Seller's Bank.
- 11.) The Seller will issue 2% Performance Bond (PB) to activate the Letter of Credit.
- 12.) The shipment and delivery commence as per the terms and conditions of the Contract.

The procedure is basic. We always strive to reach mutual understanding with a potential Customer.