



## GLOBAL GOLD & OIL, LLC

### Standard Operating Procedure (SOP)

#### For Dore Gold Shipment And Transactions

- A. The letter of intent (LOI) is addressed to the Seller with the name of the buyer who will sign the contract.
- B. Legal representatives must present their document issued by the seller or buyer, as the case may be, and personal and international identification (passport) in order to continue with the specific procedures and steps to follow in the sale.
- C. Within 24 to 48 business hours of receiving the letter of intent (LOI), the Company returns the offer called the (FCO) confirmation from the company owner so that the buyer does not sign it.
- D. Terms of sale with a letter of credit as a guarantee and a 10% advance payment: the letter of credit must be transferable and irrevocable. We offer a 10% discount on orders between 300 kg and 2999 kg. For orders of 3000 kg or more, we offer a 12% discount.
- E. Terms of sale with direct transfer MT 103 as a 10% advance guarantee: we give a 12% discount on orders from 300 kilos up to 2999 kilos; if your purchase is over 3000 kilos, we give a 14% discount.
- F. Once the offer (FCO) is signed, we will send you the final contract for signature with the passport of the buyer and the seller within 24 to 48 business hours.
- G. The seller and buyer must have a meeting via Meet or by other means or in person to agree on the steps within the contract, thus confirming the legality of the contract and the product for sale.
- H. Once the contract is signed, proceed with the following steps described below for the delivery of your entire product.

#### 1. Contract Execution & Initial Payment

Upon signing the contract, the Buyer's bank shall issue either an MT760 SBLC, MT700DLC or MT103 transfer to the Seller's designated account or a mutually agreed-upon escrow account, covering 10% of the total shipment value. If escrow is used the Seller must have the ability to draw the 10% immediately to cover applicable costs. Alternatively, the buyer may make a direct deposit, allowing the Seller's bank access to 10% of the funds to cover applicable costs; taxes, insurance, logistics, and other origin-country charges. Once the 10% is paid, the Seller will allocate an equivalent value in gold, equal to the 10% deposit, under the Buyer's name. This gold will be secured in a Safe Keeping Receipt (SKR) with a tracking number, providing the Buyer with security and proof of coverage for their initial payment.

16192 COASTAL HIGHWAY, LEWES, DELAWARE 19958, COUNTY OF SUSSEX, USA

Offices: New York, USA / London, England / Zurich, Switzerland / Dubai, UAE / Mexico City, Mexico George Town, Cayman Islands / Bangkok, Thailand / Tokyo, Japan / Hong Kong, HK / Istanbul, Turkey

Nairobi, Kenya



## 2. Gold Transfer to Refinery

Once the 10% is confirmed as available to the Seller, the required quantity of gold is transported from storage to the refinery under heightened security by the Seller's designated security team.

## 3. Purity Testing and Conversion

At the refinery, the gold is melted from nugget form into bars and tested to confirm final purity and specifications.

## 4. Insurance Verification

An insurance company representative inspects and verifies the gold before issuing insurance coverage. The insurance is paid immediately following the inspection and confirmation by the insurance company.

## 5. Packing and Certification

The gold bars are securely packed into boxes, which are signed and sealed by the Seller and relevant agents. The insurance company acts as a witness during this step.

## 6. Flight Logistics and Notification

The boxed gold is loaded onto the Seller's jet. The destination port is reported in advance to the Seller to ensure landing permits are obtained. The Seller provides the Buyer with the Airway Bill number and flight details prior to departure.

## 7. Final Delivery and Payment

Upon arrival at the destination, the gold and the Seller's team are escorted by the Buyer to the designated refinery. After a final assay and verification, the Buyer will release the remaining payment to the Seller's bank within 24 hours.

## 8. Transparency and Documentation

The entire process, from removal from storage to refinery handling and final transport is live-streamed to the Buyer. All receipts and documentation related to taxes, logistics, and insurance are promptly shared with the Buyer.

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