

## Broker/Facilitator Guidelines

### - Introduction.1\* ###

As a broker/facilitator in oil and gas trades, your role is to securely and transparently connect buyers and sellers while complying with international regulations. This document outlines key duties and protocols

### \*\*Key Responsibilities .2\*\* ###

#### \*\*Due Diligence & A. KYC\*\* #####

.Verify the legal/financial status of buyers/sellers (companies, governments, or individuals) -

.Screen against international sanctions (e.g., OFAC) -

#### \*\*B. Transaction Transparency\*\* #####

.Document contract terms (volume, price, delivery, payment) -

.Use standard contracts (e.g., INCOTERMS) -

.Independent quality/quantity inspection (e.g., SGS) -

#### \*\*Financial Risk & C. Payment\*\* #####

.Secure payment methods (LC, Escrow, Bank Guarantee) -

.Hedge against price fluctuations if needed -

#### \*\*D. Legal Compliance\*\* #####

.Ensure adherence to trade/energy laws (OPEC, IEA) -

.Comply with tax/customs regulations -

#### \*\*Delivery & E. Logistics\*\* #####

.Coordinate transport (tankers, pipelines) -

.Arrange marine insurance (Lloyd's standards) -

#### \*\*F. Dispute Resolution\*\* #####

--- .Include arbitration clauses (ICC/LCIA) -

### \*\*Operational Steps .3\*\* ###

.Step 1:\*\* Sign NDAs\*\* -

.Step 2:\*\* Collect legal documents (company registration, export/import licenses)\*\* -

.Step 3:\*\* Confirm payment method\*\* -

.Step 4:\*\* Pre-shipment inspection\*\* -

.final payment & Step 5:\*\* Monitor delivery\*\* -

**\*\*Risk Management .4\*\* ###**

.Monitor political/economic risks -

.Have contingency plans for delays/force majeure -

**\*\*Professional Ethics .5\*\* ###**

.No hidden commissions -

Maintain neutrality between parties.

## ▣ Facilitator's Duties and Operating Guidelines in Oil & Gas Transactions

### 1. Duties & Responsibilities

- Establish effective communication between buyer and seller without taking ownership of product or funds.
- Collect, verify, and transmit key trading documents such as SCO, ICPO, POP, POF, SPA, etc.
- Ensure full transparency between parties from initial contact to contract signing.
- Coordinate the exchange of contracts and monitor compliance with agreed terms.

### 2. Professional Ethics & Integrity

- Never offer guarantees, commitments, or official representation on behalf of either party.
- Maintain complete neutrality throughout negotiation and execution of the deal.
- Protect confidential information with utmost discretion and data security.
- Receive commission only after a successful transaction and based on written agreement.

### 3. Operational Procedures

- Sign a broker/intermediary agreement (NCNDA/IMFPA) before introducing parties.
- Verify identity and legitimacy of all parties and documents before proceeding.
- Work closely with legal and financial advisors to assess contracts and instruments.
- Document every step of the process and maintain records of communications.

#### 4. Prohibited Actions

- Do not sign the SPA or any binding agreement on behalf of either party.
- Do not request or handle advance payments without formal written approval.
- Do not provide misleading, exaggerated, or unverified information.

#### 5. Conclusion

The facilitator plays a critical, professional, and trust-based role in oil trade. Honesty, clarity, and operational integrity are the keys to long-term success.

#### Facilitator's Duties and Operating Guidelines in Oil & Gas Transactions

##### 6- Duties & Responsibilities

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The facilitator plays a critical, professional, and trust-based role in oil trade. Honesty, clarity, and operational integrity are the keys to long-term success.