

Documents and Information Required

A. Legal documentation

1. Company's documentation ("The Buyer", final addressee).
 - Copy of registration (incorporation of the company)(Legalized and with an Apostille)
 - Articles of incorporation (by-laws) (Legalized and with an Apostille)
 - Minutes of the last meeting of the board of directors (Legalized and with an Apostille)
 - Owner / Shareholders (Name of each, percentage of each party)(Legalized and with an Apostille)
 - Type of company (end user, distributor, trader, etc.), and offices in other countries (North America, Europe, etc.)

If it is an affiliate or subsidiary, indicate name of main headquarters or parent company.

- 1.1- Year of incorporation and domicile.
- 1.2- Owner / Shareholders (Name of each, percentage of each party)
- 1.3- Type of company (end user, distributor, trader, etc.), and offices in other countries .

B. Market Information

1. Description / Marketing Activities

- Total Volume Moved / Year (Barrels)
- Crude or Product traded / supplied: Spot and/or term contracts (Volumes)
- Geographical Areas (Countries in which the company has trading and supply)
- Actual suppliers.

2. Description of operational facilities owned or leased (Refineries, marine terminals, tankage, rack distribution systems, service stations, etc.).

3. Description of the commercial experience and participation in the international market (Operational area, other suppliers, etc).

4. Any additional information useful for taking in consideration in the company evaluation, such commercial experience and future plans.

C. Commercial and financial information

1. Audited financial statements of the last two (2) years of activity, certified by international auditors companies including balance sheets, incomes and loss statements and reports on any financial position changes in the company- Profit origin and use of the funds – (original).

2. Two (2) Commercial References (Companies names, contact names, telephone and fax numbers and a brief description of the commercial relationship with each company: negotiated amounts, length of time of the commercial relationship). These references should be dated during the last three months to its presentation (original).

3. Two (2) Bank References – including: Monthly average balance, Name of bank officer, title, telephone and fax number, etc. These references should be dated within the last three months to its presentation (original)

4. Letter indicating in which Credit agencies you are inscribed.