CHELET
COMMODITY TRADING & MARINE SOLUTIONS

CHELET LTD.
Istanbul, Turkey
E-mail: info@chelet.com.tr | mert@chelet.com.tr
Web: www.chelet.com.tr

SUPPLIER COMPLIANCE GUIDELINES & MANDATORY CIS REQUIREMENTS

STANDARD OPERATING PROTOCOL FOR ONBOARDING & TRANSACTION AUTHORIZATION

Date:	[Insert Date]	**Reference:**	[Product / Inquiry Ref]
To:	[Client / Buyer Representative Name]	**Issuing Dept:**	Compliance & Operations

Dear [Client / Representative Name],

Thank you for your interest in procuring commodities through **Chelet Ltd.** We highly value the opportunity to establish a commercial relationship with your organization and remain committed to ensuring every transaction is conducted with maximum efficiency, security, and institutional integrity.

To ensure an efficient onboarding process, our compliance team strictly enforces verified trade protocols to prevent delays and protect all involved counterparties. To facilitate swift processing and approval of your purchase request without interruption, we respectfully require the submission of a comprehensive **Client Information Sheet (CIS)** alongside a fully compliant **Letter of Intent (LOI)**.

1. MANDATORY LETTER OF INTENT (LOI) REQUIREMENTS

Your Letter of Intent must be issued on the buyer's official corporate letterhead and adhere strictly to the following parameters:

- **Definitive Pricing Structure:** The LOI must explicitly state an indicative target price or a recognized international benchmark pricing formula (e.g., Platts or Argus-based index).
- **Exact Discharge Port:** The destination port must be specified exactly. Vague phrasing such as "one of the major ports in Country X" is unworkable and will cause processing to be paused immediately.
- **Selected Payment Instrument:** The document must indicate a clear, workable financial instrument (e.g., Irrevocable DLC MT700, SBLC MT760, or T/T Wire Transfer).
- **Execution & Corporate Seal:** The LOI must bear the physical or verified digital signature of an authorized corporate officer, accompanied by the official corporate seal/stamp applied directly onto the document.

2. MANDATORY CLIENT INFORMATION SHEET (CIS) REQUIREMENTS

Alongside the LOI, a fully completed CIS package must be provided for evaluation by our compliance department across the following criteria:

- **Accurate Corporate History:** The CIS and accompanying corporate profile must accurately reflect the buyer's registration date and operational track record. Newly incorporated entities without verifiable background will undergo enhanced due diligence.
- **Verified Communication Channels:** For security and counterparty authentication, all official correspondence must originate from an official corporate email domain. Documents submitted via public/consumer email domains (e.g., Gmail, Yahoo, Hotmail) will not be processed.
- **Business Scope Alignment:** The CIS must outline the buyer's registered business activities. If the corporate scope differs from bulk commodity/petroleum trading, please include supporting documentation demonstrating authorized trading capabilities.
- **Verifiable Proof of Funds (POF):** Identification documents (e.g., passport copies) or standard self-declarations are not acceptable as proof of financial capacity. The CIS package must include a verifiable Proof of Funds (POF) or Bank Comfort Letter (BCL) issued by a top-tier financial institution.

> **IMPORTANT NOTE ON DATA SECURITY & BANKING DETAILS**
>
> We fully recognize the sensitivities regarding corporate financial data. Chelet Ltd. strictly discourages circulating raw banking details over unencrypted email. Accordingly, we accommodate secure bank-to-bank verification procedures (e.g., SWIFT MT199/MT799) to verify funds while protecting client data confidentiality.

3. NEXT STEPS & SUBMISSION

We respectfully request that you prepare your client's CIS and LOI packages in accordance with the guidelines above. Submitting a complete, fully verified documentation package upfront is the most effective way to secure product allocation and proceed directly to the Draft Contract stage.

If any requirement requires clarification or if you require assistance in structuring your documentation to meet compliance expectations, please do not hesitate to contact our team.

Sincerely,

Chelet Ltd.
Compliance & Operations Department