**Saudi Light Crude Oil Process:**

1. Buyer sends LOI and Profile.
2. Aramco verifies documents from finance, technical and security departments.
3. Buyer appoint pay master to pay commissions and fees, the document must be notarized from the notary public and certified.
4. Aramco official send ICPO Aramco format package which includes ICPO, applications, NCNDA, IMFPA and authorization letter to appoint HE Sheikh Ahmed Loubani to be buyer’s representative in the TTM during the contract signing and I will be with your buyer in the meeting to guide you.
5. Buyer fill and send ICPO Aramco Format Package draft by email to check for accuracy then send the original copy in DHL to HE Sheikh Ahmed Loubani and Saleh AL-Marri.
6. Within ten days of receiving the ICPO Aramco Format Package a conference call will take place between an Aramco official and the person in charge of this project at the buyer’s company to discuss the following:
   1. Place of meeting (Aramco- Dhahran)
   2. Date and time of meeting
   3. Names of attendees from the buyer company also, I have to be included in your team.
7. Aramco send names of attendees to HE Sheikh Ahmed Loubani/Copy to Saleh AL-Marri.
8. Aramco send invitation letter listing the name of attendees to buyer for me no need for visa.
9. Buyer present copy of the invitation letter to the Saudi Embassy to get visa free of charge with one day.

**Notes:**

1- The contract signing will only consume one day.

2- There will be five copies of the contract as follows:

A- Two copies for Aramco: one copy to Aramco’s bank and the other copy for Aramco files.

B- Two copies for buyer: one copy to buyer’s bank and the other copy for buyer’s files.

C- One copy to HE Sheikh Ahmed Loubani/Saleh AL-Marri or extra copy shall be arranged.