

MENA UNITED TRADING

Trade Procedure Guide

How we execute a physical commodity transaction from enquiry to settlement.

Ajman Free Zone · UAE · trade@mena-united.com · www.mena-united.com

Trade Procedure Guide

This guide outlines the standard steps MENA United follows when executing a physical commodity transaction. Procedures may be adapted to reflect counterparty risk, jurisdiction, product type and financing structure.

1. Enquiry & indicative terms

- Buyer or seller submits product specification, quantity, delivery window and destination
- Commercial desk issues indicative pricing and terms within one business day
- Terms are subject to KYC, sanctions and credit approval

2. KYC & sanctions clearance

- Counterparty completes onboarding pack and document upload
- Compliance performs sanctions, PEP and adverse-media screening
- Credit committee reviews limit and payment terms

3. Contract & documentation

- Master agreement, NDA and specific contract terms agreed
- Vessel nomination, loading port and discharge port confirmed
- Letters of credit, guarantees or other security instruments issued

4. Execution & inspection

- Cargo loaded and inspected by independent surveyor (e.g., SGS, Intertek, Bureau Veritas)
- Bill of lading, certificate of origin, quality certificate and customs documents issued
- Voyage tracked and discharge monitored

5. Settlement & reconciliation

- Invoice presented against delivery documents or LC terms
- Payment released through agreed banking channel after document verification
- Trade file archived for audit and compliance retention