

MGGroep Logistics

Required Documents for Petroleum Refinery Owners & Product Sellers

To ensure compliance with international trade, sanctions, environmental, and safety regulations, all petroleum refinery owners and product sellers must submit the following documents before any transaction or shipment with MGGroep.

1. Corporate & Legal Documents

Document	Purpose	Requirements
Certificate of Incorporation / Business Registration	Proof of legal entity	Issued by government authority. Must be current.
Chamber of Commerce Certificate	Confirms active business status	Issued within last 6 months.
Tax Identification Number / VAT Certificate	Tax compliance verification	Official document from tax authority.
Articles of Association / Memorandum	Defines company structure & authority	Must show authorized signatories and scope: refining/trading.
Board Resolution	Authorization to sell petroleum products	Signed by directors. Must specify product and volume.

2. Licensing & Compliance Documents

Document	Purpose	Requirements
Refinery Operating License / Permit	Legal right to refine petroleum	Issued by Ministry of Energy/Petroleum. Must be valid.
Environmental Permit / EIA Approval	Environmental compliance	Required for all refinery operations.
Export License for Petroleum Products	Required for cross-border shipments	Issued by Ministry of Trade/Energy. Specify HS Code.
ISPS Code Compliance Certificate	Port facility security	For shipments via seaport terminals.
AML / KYC Policy Statement	Anti-Money Laundering compliance	Signed on letterhead. Must reference FATF standards.
Sanctions Compliance Declaration	OFAC/EU/UN sanctions check	Confirming no dealings with sanctioned entities/countries.

3. Product & Transaction Documents

Document	Purpose	Requirements
Certificate of Origin	Declares country of refining	Chamber of Commerce stamped.
Certificate of Quality / Assay Report	Confirms product specs	API Gravity, Sulphur %, Flash Point. From SGS/BV/Intertek. Max 30 days old.
Material Safety Data Sheet (MSDS)	Safety and handling info	For each petroleum product: D2, JP54, Mazut, etc.
Proof of Product (POP)	Product availability confirmation	Tank Storage Receipt, Injection Report, or Refinery Commitment Letter.
Q&Q; Report - Quantity & Quality	Third-party inspection	By SGS, Bureau Veritas, or Intertek at loading port.
Commercial Invoice & Packing List	Customs clearance	With HS Code: 2710 for petroleum oils. Signed & stamped.
Bill of Lading / Ullage Report	Shipment details	For sea freight. Tank ullage for pipeline transfer.

4. Identity & Authorization

Document	Purpose	Requirements
Passport Copies of Directors/Beneficial Owners	KYC identity check	Color copy, notarized. All UBOs with >25% ownership.
Proof of Address - Company & Directors	KYC requirement	Utility bill or bank statement < 3 months old.
Power of Attorney	If representative is not director	Notarized & apostilled. Must specify scope of authority.
Letter of Authorization on Letterhead	Allows MGGroep to handle cargo	Signed & stamped. Must name MGGroep Logistics explicitly.

Important: All documents must be in English or with certified English translation. Documents must be submitted as color PDF scans. MGGroep reserves the right to request additional documents based on jurisdiction, product type, and risk assessment per FATF and EU sanctions regulations.

APPENDIX A: FATF & SANCTIONS COMPLIANCE DECLARATION

This declaration must be completed and signed by the authorized representative of the selling entity.

We, [Company Name], registration number [Number], with registered address [Address], hereby declare and confirm the following:

- 1. SOURCE OF FUNDS & GOODS:** We confirm that all petroleum products offered for sale or transport through MGGroep Logistics are legally acquired, free from any lien or encumbrance, and are not derived from or related to any illegal activity, including money laundering, terrorist financing, or violation of international sanctions including OFAC, EU, and UN sanctions on Russia, Iran, Venezuela.
- 2. SANCTIONS COMPLIANCE:** We confirm that neither the company, its directors, shareholders, beneficial owners, nor any party to this transaction is listed on any sanctions list. The origin of the product is not from a sanctioned country and has not been blended with sanctioned origin product.
- 3. ENVIRONMENTAL COMPLIANCE:** Our refining operations comply with all environmental regulations including MARPOL Annex VI for sulphur content.
- 4. ANTI-BRIBERY:** No part of this transaction involves any form of bribery, kickback, or facilitation payment.
- 5. ACCURACY:** All documents and information provided to MGGroep are true, accurate, and complete. We understand that providing false information constitutes fraud.
- 6. AUDIT RIGHTS:** We grant MGGroep and its compliance partners the right to audit our records related to this transaction.

We acknowledge that MGGroep will file Suspicious Transaction Reports if required by law.

Authorized Signatory: _____

Name & Title: _____

Date: _____

Company Stamp: _____

APPENDIX B: DRAFT TRANSPORTATION AGREEMENT - KEY TERMS

This is a template of key clauses. Final agreement subject to MGGroep legal review.

1. **PARTIES:** This Transportation Agreement is between MGGroep Logistics B.V. ("Carrier") and [Client Name] ("Shipper").
2. **SCOPE:** Carrier agrees to transport petroleum product as described in the Commercial Invoice from [Load Port] to [Discharge Port] under Incoterms [INCOTERM].
3. **SHIPPER RESPONSIBILITIES:**
 - a) Provide all documents listed in MGGroep Document Requirements.
 - b) Ensure cargo meets specifications per Q&Q; report. Off-spec cargo may be rejected.
 - c) Confirm export licenses and customs compliance at origin.
 - d) Declare full value for insurance purposes.
4. **CARRIER RESPONSIBILITIES:**
 - a) Provide vessel/tank truck compliant with IMDG/ADR for hazardous cargo.
 - b) Maintain chain of custody and temperature/ullage logs.
 - c) Handle customs clearance at destination if agreed.
 - d) Deliver only against original Bill of Lading.
5. **INSURANCE & LIABILITY:** Cargo is insured for declared value under Carrier's All-Risk policy. Liability limited per Hague-Visby Rules unless additional insurance purchased. Demurrage per charter party terms.
6. **CONFIDENTIALITY:** All shipment details are strictly confidential.
7. **COMPLIANCE:** Shipper warrants compliance with all sanctions, AML, KYC, and export control laws. Breach results in immediate termination and reporting to authorities.
8. **FORCE MAJEURE:** Carrier not liable for delays due to war, strikes, government action, or acts of nature.
9. **GOVERNING LAW:** This agreement is governed by the laws of The Netherlands. Disputes subject to arbitration in Utrecht.
10. **TERM:** Valid for shipment [B/L No]. Separate agreement required for each consignment.

Shipper Signature: _____ Date: _____

MGGroep Signature: _____ Date: _____

Contact: compliance@mnggroep.org | www.mnggroep.org