



CHELET LTD. BUYER COMPLIANCE GUIDE

Mandatory buyer onboarding, documentation and bank-to-bank verification framework.

Mandatory Onboarding Package Requirements

- Letter of Intent (LOI): Issued on official company letterhead, fully signed, stamped, and addressed to Chelet Ltd., including target volume, delivery port, and target price.
- Client Information Sheet (CIS): Full corporate profile detailing company registration number, tax ID, authorized signatory details, and bank contact info.
- Certificate of Incorporation & Passport Copy: Valid corporate registration certificate and passport copy of the legal signing authority.
- Bank Comfort Letter (BCL) / Proof of Funds (POF): Non-operative BCL or bank capability letter demonstrating financial capacity for the requested allocation.

4-Step Buyer Verification Workflow

Stage	Action Required	Responsibility
01. Submission	LOI + Full CIS Package submission via corporate email.	Buyer / End-User
02. Due Diligence	KYC check, corporate registration validation & sanction list screening.	Chelet Compliance Desk
03. SCO Issuance	Issuance of Soft Corporate Offer (SCO) upon successful verification.	Chelet Ltd. / Allocation Desk
04. Bank-to-Bank Execution	Contract signing and exchange of financial instruments (MT760 SBLC/DLC).	Buyer's Bank & Refinery Bank

Compliance inquiries: compliance@chelet.com.tr | www.chelet.com.tr