



PROCEDURE FOR REMUNERATION FOR PROVIDING RELIABLE BUYER

1. This procedure describes the whole sequence of procuring fuels and receiving remuneration for proving a reliable prospective buyer for the purchase of petrochemical products.
2. The Buyer or the Facilitator should contact the undersigned (henceforth, to be called the Company) to clarify any doubts or queries.
3. The prospective Buyer is required to fill in the proforma at Annex A (LOI From the Buyer) on the Company Letterhead and send it to the Company, duly signed and sealed.
4. Only one facilitator per deal is allowed to interact with the Company. Any collaborator(s) with the Facilitator will be dealt with by the Facilitator and additional remuneration will neither be asked for nor provided to them. It shall be strictly One Window Operation.
5. The Facilitator shall be paid only for the deal referred to by him, in lump sum on the conclusion of the deal. He will neither demand nor will be provided any share for any such deal which he did not facilitate.
6. When a buyer has been introduced by the Facilitator to the Company, both parties will interact directly. The whole procedure will be explained to the buyer directly by the Company. The Facilitator shall not interfere or interact with the Company except when it is absolutely necessary.
7. Thereafter, the Buyer can either contact the Company directly or depute an official duly nominated by him. The buyer shall be responsible for any promise or deal or a part of it contracted or promised by his nominee, whether in writing or verbally.
8. The Facilitator and the buyer (both) shall sign the NDNCA (Draft Attached as Annex B) on an appropriate stamp paper and get it duly notarized by an Oath Commissioner. A scanned copy of the completed and notarized NDNCA will be sent to the Company through WhatsApp or any other such app. It will be followed by sending the original notarized agreement to the Company through a registered post. The Company shall acknowledge by email or msg to the Sender and later, send a photocopy of the Agreement duly signed by registered mail or email.

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9. Any deal successfully completed will enable the facilitator to earn remuneration as per the following scale: -
- For every deal, depending upon the product being procured, the exact share or amount of remuneration will be conveyed to the Facilitator and it is non-negotiable.
 - For major items, like Diesel & Gasoline etc, the facilitator will be entitled to \$ 1 (USD one) per MT of finalized deal quantity in one go. For other products, a rate of remuneration will be provided by the Company as a final word, with no question(s) asked.
10. All parties will strictly adhere to the above laid-down procedure. Any violation shall lead to cancellation of the Agreement. However, the NDNCA shall remain in force as per the Agreement.
11. Any violation of the NDNCA will have serious criminal and civil liabilities.
12. Any doubt or clarification shall be referred to the Company. The decision conveyed by the Company shall be final and binding on both the buyer and the facilitator.
13. The remuneration as per Clause 9a and 9b shall be provided by the Company under a written agreement as a one-time lump sum payment, as the final payment for that deal.

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