

FITC ENERGY GROUP

TRADING STANDARD OPERATING PROCEDURE

Crude Oil · Petroleum Products · Natural Gas

A step-by-step visual process guide for all FITC Energy trading operations

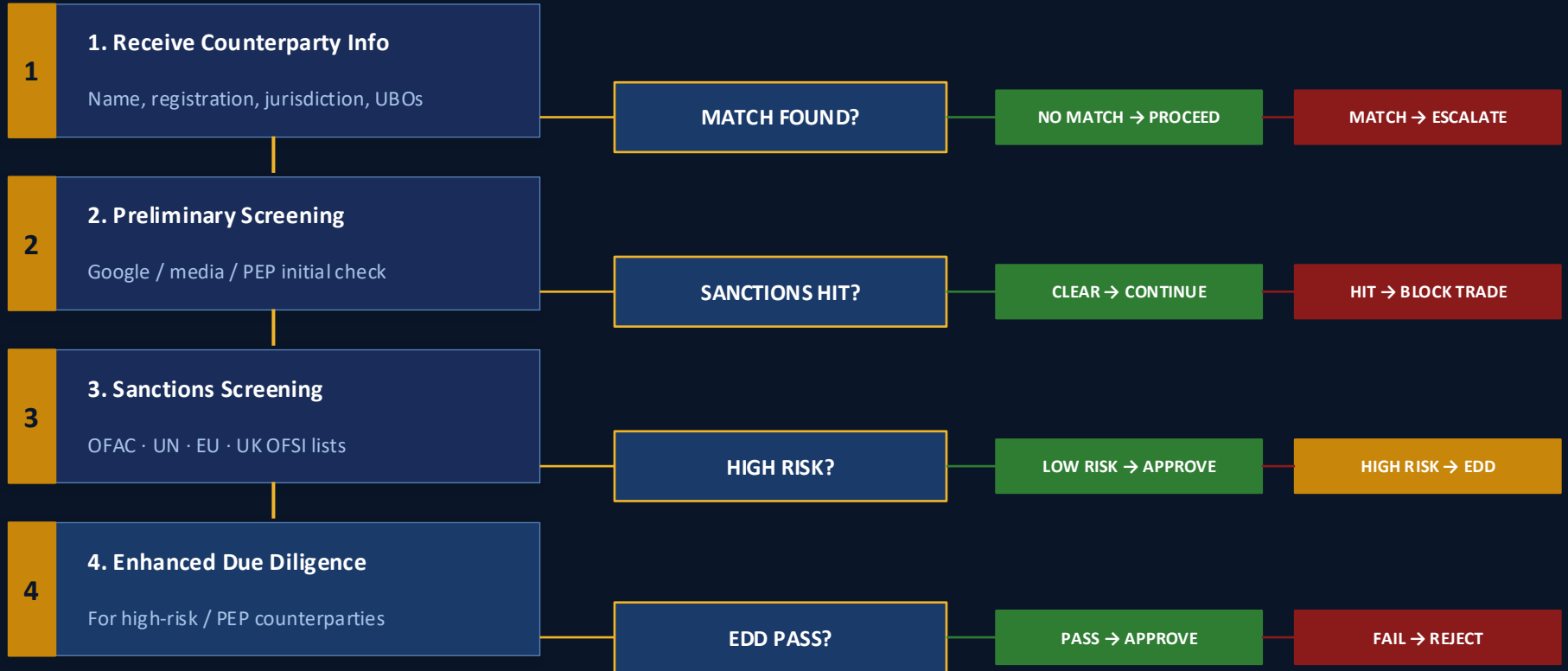
TRADING PROCESS — MASTER FLOW OVERVIEW



COMPLIANCE GATE: KYC · Sanctions · Credit · Legal · Regulatory Reporting — applied at every stage



STEP 2 — COUNTERPARTY KYC & SANCTIONS SCREENING FLOW

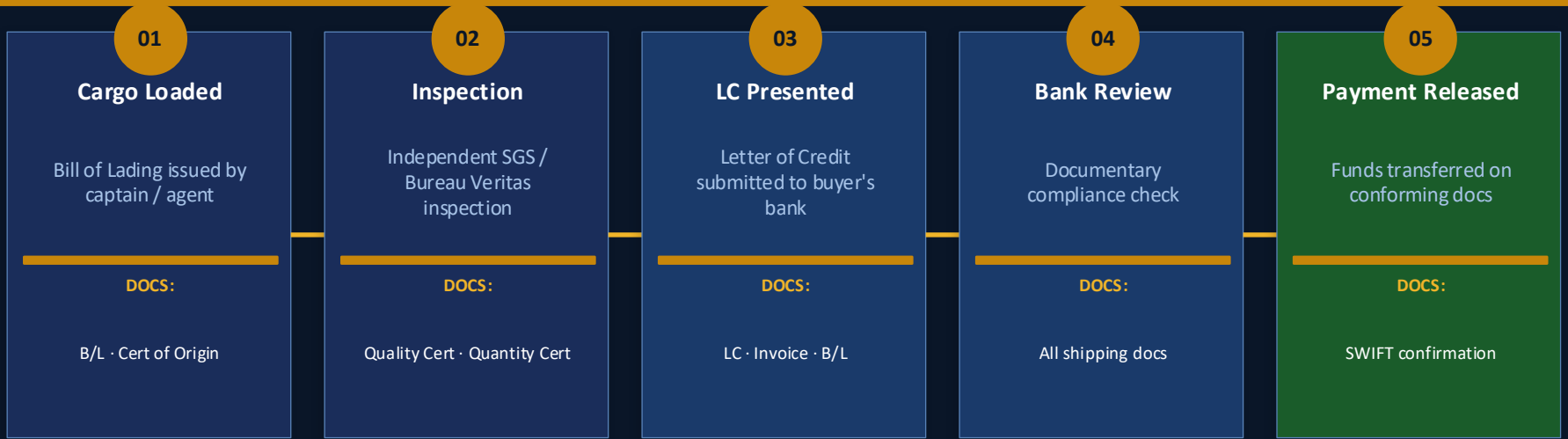


STEP 5 — CONTRACT NEGOTIATION & EXECUTION FLOW



REQUIRED DOCUMENTS: Term Sheet · KYC Package · Credit Approval Memo · Signed Contract · Compliance Clearance Certificate

STEP 7 — SETTLEMENT, PAYMENT & DOCUMENTARY FLOW



DISCREPANCY & ESCALATION PROCEDURE

DOCUMENTARY DISCREPANCY

Trading desk notified within 24 hrs · Counterparty informed · Amendment requested

PAYMENT DISPUTE

Finance escalates to CCO · Legal hold placed · Mediation initiated within 5 days

FRAUD / SUSPECTED CRIME

Immediate trade freeze · CCO + Legal activated · Regulatory notification within 24 hrs

ROLES, RESPONSIBILITIES & DELEGATION OF AUTHORITY

ROLE	RESPONSIBILITY	TRADE LIMIT	KYC SIGN-OFF
Trader	Source deals, execute within approved limits, maintain trade blotter	Up to USD 2M	Level 1 (Standard)
Senior Trader	Manage book, approve trader deals, monitor exposure limits	Up to USD 10M	Level 1 + 2
Head of Trading	Approve major transactions, manage counterparty relationships	Up to USD 25M	Level 1–3
CFO / Finance Director	Credit risk approval, LC structuring, settlement oversight	Countersign >USD 10M	Level 2–3
CCO	Compliance clearance, sanctions sign-off, regulatory reporting	Compliance gate	Full authority
CEO / MD	Board-level approval for major exposures and strategic trades	>USD 25M or Board	Board-level

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Trading SOP — Version 1.0

For queries on this SOP, contact:

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