# ALPE STANDARD PROCEDURE

## Digital Flow for Buyer Qualification, Secure Document Handling, Contract Formalization, and Bank Connection

This standard procedure of Alpe Brazil Trading Ltda. establishes the official flow for buyer qualification, secure document handling, contract formalization, and bank connection through the company's website and corporate system, observing applicable compliance, confidentiality, and data protection standards, including the Brazilian LGPD (General Data Protection Law).

### 1. Buyer's initial access to the ALPE website

The interested buyer must access the official ALPE website and select the product of interest, formalizing their commercial intention through the specific contact, pre-registration, or commercial request area provided by the company. In this initial stage, the buyer must fill in the basic corporate information required by the system, including complete company data, contact details of the person in charge of the negotiation, and other preliminary information necessary to open the commercial and compliance analysis process. Additionally, the buyer must attach their official purchase request (LOI or ICPO), issued on the purchasing company's letterhead and containing, at a minimum, the identification of the product of interest, applicable specification, intended volume, destination, desired Incoterm, and other relevant commercial conditions for preliminary evaluation by ALPE. The LOI / ICPO must be duly signed by the purchasing company's legal representative, accompanied by supporting documentation of powers to validly bind it to the proposed operation. Alternatively, if the document is signed by a proxy, attorney-in-fact, or authorized third party, the respective valid power of attorney or corporate mandate must be presented, with express and specific powers to represent the buyer in the transaction in question, including for commercial negotiation, presentation of the purchase request, and formalization of relevant documents, when applicable. The submission of this information and documents will form the basis for the preliminary analysis of the opportunity, not generating, by itself, any obligation of acceptance, approval, or continuity of the negotiation by ALPE, which will remain subject to internal criteria regarding compliance, commercial qualification, operational capacity, and document validation.

A representative of the facilitators and/or intermediaries shall be elected, and the corresponding e-mail address shall be provided in order to receive the appropriate notifications whenever there is an update in the negotiation process.

**Deadline:** at the buyer's discretion

**Channel:** official ALPE website.

## 2. Automatic receipt of the request in ALPE's internal system

Automatic receipt of the request in ALPE's internal system Once the commercial request is submitted via the website, the information will be automatically directed to ALPE's internal system for registration opening, initial screening, and preliminary analysis of the opportunity. This step aims to allow the framing of the request within the company's commercial policy and to initiate the verification of the potential buyer's documentary, operational, and reputational adherence.
**Deadline:** immediate after submission by the buyer
**Channel:** website integration + ALPE internal system

## 3. Compliance analysis and preliminary buyer qualification

ALPE will perform a compliance analysis of the request received, based on the information provided in the pre-registration and its internal criteria for commercial, reputational, documentary, and operational qualification. If the request is not approved, ALPE may terminate the negotiation without further action or may request new information and/or corrections to the official purchase request (LOI). If approved, the buyer will be formally invited to enter the company's secure document exchange environment.
**Deadline**: up to 3 business days
**Channel**: ALPE internal system

## 4. Dispatch of official e-mail for secure access activation

Once approved in the preliminary review, the buyer shall receive an official email from ALPE containing instructions for creating a login and password to access the company's secure digital environment, through which the entire documentary workflow of the transaction shall thereafter be conducted.
This environment shall constitute the official channel for uploading, downloading, signing, receiving, and returning commercial and contractual documents, ensuring appropriate levels of security, traceability, confidentiality, and compliance with the company's data protection policies.

In addition, following the buyer's approval and activation of system access, an institutional videoconference may be scheduled, subject to the buyer's interest and ALPE's agreement, for the purpose of formally introducing the parties, aligning initial commercial expectations, and strengthening the relationship prior to the commencement of the transaction.
At the same stage, all facilitators and/or intermediaries involved in the transaction shall be formally identified and notified so that they may submit their full details for the proper commission registration process, which must be fully completed by the time the SPA is signed. For this purpose, the buyer shall indicate its respective facilitators

and/or intermediaries connected to the purchase side, and the seller shall likewise indicate its respective facilitators and/or intermediaries connected to the sale side, so that the registration of commissions and participating parties may be carried out properly, transparently, and in accordance with the internal procedures of the transaction.
**Deadline:** up to 1 business day after compliance approval
**Channel:** official e-mail + ALPE secure system

## 5. Issuance of the official FCO by the seller

After the activation of the buyer's access in the system, ALPE, acting as the official seller, will issue via the system an FCO (Full Corporate Offer), duly signed and stamped, containing the commercial terms applicable to the operation. The FCO will be made available to the buyer for review. If it is not accepted or returned outside the validity period stipulated therein without manifestation from the buyer, it may be automatically canceled, at ALPE's sole discretion, with the consequent termination of the negotiation.
**Issuance deadline:** up to 5 business days after registration approval
**Buyer's response deadline:** as per the validity indicated in the FCO
**Channel:** ALPE secure system

## 6. Return of the signed FCO and submission of the bank-backed ICPO (Irrevocable Corporate Purchase Order)

Agreeing with the terms of the FCO, the buyer must return it duly signed and stamped, together with the bank-backed ICPO required by ALPE, accompanied by the complementary documentation required in the system. According to internal policy and the nature of the operation, this documentation may include, among other items:

- buyer's bank details;
- identification document of the legal representative;
- corporate documents of the company;
- proof of financial capacity (Proof of Funds);
- other KYC and compliance documents requested by ALPE;
- legal power of attorney granting powers to third parties.
- DRAFT OF THE BANKING INSTRUMENT TO BE USED.

**Deadline:** up to 7 business days
**Channel:** ALPE secure system

## 7. Analysis of the ICPO (Irrevocable Corporate Purchase Order) and complementary documentation

ALPE will analyze, via the system, the ICPO and all documentation submitted by the buyer, in order to confirm the commercial, documentary, financial, and operational consistency of the transaction. If it identifies pending issues, inconsistencies, or insufficient documentation, ALPE may request complements before proceeding to the contractual phase.

**Deadline:** up to 7 business days

**Channel:** ALPE secure system

## 8. Issuance of the SPA – Sales and Purchase Agreement

Once the documentation submitted by the buyer has been approved, ALPE shall issue, through the system, the SPA (Sales and Purchase Agreement) for review by the buyer’s legal and commercial team. The buyer may review the document and, if necessary, submit comments or proposed amendments through the system itself. After the final alignment between the parties, the SPA shall be submitted to an international signing platform or executed by any other formal means agreed between the parties.

Simultaneously with, or in parallel to, the execution of the SPA between the buyer and the seller, the respective commission agreement, commission undertaking, or commission protection instrument shall also be executed, governing the terms applicable to the intermediaries and/or facilitators involved in the transaction. Such instrument shall be jointly signed by the buyer and the seller for the purpose of formalizing, acknowledging, and securing the commission structure related to the duly approved intermediaries and/or facilitators.

**Note:** The commission referred to above shall strictly follow the guidelines and policies adopted by ALPE, and its payment shall be the sole responsibility of ALPE, in accordance with the form and conditions previously approved within the scope of the transaction. It is expressly established that the intermediaries and/or facilitators involved in the transaction shall only be entitled to receive any commission if, and only if, the transaction is effectively completed and settled by the buyer, through the full and irrevocable receipt of the amounts due under the relevant transaction. No commission shall be due in the event of non-completion, default, cancellation, termination, or absence of financial settlement of the transaction.

If the SPA is not signed within the established deadline, without any formal communication from the buyer, ALPE may consider the proposal cancelled and terminate the negotiation.

**Issuance deadline:** up to 5 business days after document approval

**Buyer’s response deadline:** up to 10 business days

**Channel:** ALPE secure system

### 9. Initiation of bank connections

After the SPA is signed by both parties, the bank connection phase of the operation will begin, observing the instruments and deadlines defined for the agreed financial structure. This stage will be conducted between the parties' banks, with commercial and documentary monitoring by ALPE.

**Deadline:** immediate after SPA signature

**Channel:** banking system + ALPE document interface

### 10. Issuance of MT799 with RWA by the buyer's bank

The buyer's bank must issue a SWIFT MT799 to the seller's bank, containing the RWA (Ready, Willing and Able), confirming that the buyer is ready, willing, and able to proceed with the operation under the agreed terms. The seller's bank must analyze and reply to the buyer's bank, subject to applicable banking terms.

**Deadline:** up to 7 business days after SPA signature

**Channel:** buyer's bank to seller's bank via SWIFT.

### 11. Issuance of the Proforma Invoice

After the advancement of the preliminary banking stage, ALPE will issue the Proforma Invoice, which will be made available to the buyer. The Proforma Invoice will serve as a complementary commercial document for the advancement of the subsequent financial stage.

**Proforma Invoice Validity:** 3 bank business days

**Channel:** ALPE secure system

### 12. Issuance of SBLC MT760 or DLC MT700

After confirmation of the Proforma Invoice and completion of the pertinent bank validations, the buyer's bank will issue the official SBLC / DLC, in an operative, automatic, and valid manner, to the seller's bank through the SWIFT system. The banking operation will then shift to the condition of a formally issued financial instrument, subject to bank validation of receipt and compliance.

**Deadline:** up to 7 business days

**Channel:** buyer's bank to seller's bank via SWIFT

### 13. Issuance of the 2% PB

Under the terms of the operation's structure, the seller will issue the 2% PB (2% Performance Bond) to the buyer's bank, after receiving the preliminary or definitive banking instrument required for this purpose, as agreed between the parties and validated by the respective banks.

**Deadline:** up to 7 business days

**Channel:** seller's bank to buyer's bank

### 14. Cargo preparation

After the bank confirmation of the operation, the seller will initiate the cargo preparation according to the SPA terms, observing volume, specifications, schedule, export documentation, local logistics, and port interface.
**Deadline:** up to 60 business days after SBLC confirmation
**Channel:** seller's internal operations + logistics/export coordination

### 15. Shipment and payment against documents

Once the shipment is completed, payment must be made against the presentation of all shipping documents required at the port of origin, in compliance with the SPA, the Proforma Invoice, the banking instruments, and the documentary requirements of the operation.
**Deadline:** up to 3 business days after document presentation, as agreed
**Channel:** banking and documentary system of the operation

## Relevant operational notes

1. **Official communication channel**
From the buyer's initial approval, all formal communication and document exchange must occur exclusively through the ALPE secure system, complemented by official corporate e-mail when necessary.
2. **Compliance and data protection**
ALPE may, at any time, request additional compliance documentation, KYC (Know Your Customer), AML (Anti-Money Laundering), proof of funds, proof of operational capacity, or complementary clarifications, as a condition for the continuity of the operation.
3. **Cancellation due to inaction or non-compliance**
The lack of response within the established deadlines, the non-return of signed documents, documentary inconsistency, or compliance failure may result in the cancellation of the negotiation, without obligation of continuity by ALPE.
4. **Bank validation**
The steps involving MT799, MT760, SBLC, and 2% PB will always be subject to analysis, acceptance, and compliance between the involved banks, as well as applicable bank compliance requirements.

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