

## **Documentation required for Completion of Contract**

### **LETTER OF INTENT (LOI)**

1. Freshly dated (not older than 3 working days)
2. The format must be PDF File
3. The letter head is genuine, check for any signs of cut and paste or scan and edit. In the letterhead we need complete company name, address, phone number, fax number and email address
4. The LOI must be addressed to The Seller though Evo Africa Holdings (Pty) Ltd .
5. We need the quantity, duration, destination port, price idea, specification and origin, and banking details
6. The documents must be signed and stamped

### **IRREVOCABLE CORPORATE PURCHASE ORDER (ICPO)**

1. Freshly dated (not older than 3 working days)
  2. The format must be PDF File
  3. The letter head is genuine, check for any signs of cut and paste or scan and edit. In the letterhead we need complete company name, address, phone number, fax number and email address
  4. The information must be detailed and we need a specification of the product
  5. The ICPO may be addressed to 'the seller through Evo Africa Group'
  6. Bankers information must be the same as the to the company ordering and as stated in the letter head, if different, then it must be accompanied by a letter of the owners of the bank account attached to the ICPO stating their authorization of the purchase
  7. The documents must be signed and sealed
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