

## ICPO Template

*(This document must be issued on the official letterhead of the Buyer's company, signed and stamped by an authorized representative of the Buyer).*

Professional Irrevocable Corporate Purchase Order (ICPO) structure for international commodity transactions, commercial confirmation, and banking coordination.

### 1. Buyer Corporate Information

- Full legal company name
- Registration number and jurisdiction
- Registered address
- Authorized signatory details

### 2. Commodity & Specification

- Commodity requested
- Technical specification reference
- Origin preference (if applicable)
- Quality and inspection standards

### 3. Quantity & Delivery

- Contract quantity
- Monthly shipment schedule
- Quantity tolerance (+/- percentage)
- Target commencement period

### 4. Commercial Terms

- Target price indication
- Preferred Incoterms (FOB / CFR / CIF)
- Loading port and destination port
- Shipment and logistics expectations

### 5. Banking & Payment Structure

- Preferred financial instrument
- LC / DLC requirements
- Issuing bank expectations
- Banking coordination procedures

### 6. POP & Documentation

- Requested Proof of Product sequence
- Required commercial documentation
- Inspection and SGS procedures

- Discharge verification requirements

## **7. Compliance & Supporting Documents**

- Company incorporation certificate
- Passport copy of authorized individual
- KYC / CIS documentation
- Confirmation of sanctions compliance

## **8. Commercial Declaration**

- Buyer confirms purchasing capability and intent
- Information submitted subject to verification
- ICPO subject to mutually agreed SPA and transaction procedure

Authorized Signature: \_\_\_\_\_

Name & Position: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

Date: \_\_\_\_\_