

TRANSACTION DOCUMENTATION

Letter of Intent & Irrevocable Corporate Purchase Order

Structure Guide & Reference Template — LOI / ICPO

This guide explains the correct structure, purpose, and issuance protocol for a Letter of Intent (LOI) and Irrevocable Corporate Purchase Order (ICPO) in energy commodity transactions. Meridian Energy Group requires LOI or ICPO documentation from all buyers prior to any seller introduction or mandate disclosure.

PART 1 — LETTER OF INTENT (LOI): PURPOSE & STRUCTURE

A Letter of Intent signals a buyer's serious commercial interest in acquiring a specific commodity at defined terms. It is a non-binding expression of intent that enables the broker or seller to assess commercial fit before committing to due diligence and documentation costs.

SAMPLE LOI STRUCTURE

[BUYER COMPANY LETTERHEAD]

Date: _____

To: Meridian Energy Group
contact@meridian-energy-group.com

RE: LETTER OF INTENT — [COMMODITY]

Dear Sir / Madam,

We, **[Full Legal Name of Buyer]**, a company duly incorporated under the laws of **[Country]**, with registration number **[Reg No.]**, hereby confirm our serious intent to purchase the following:

- **Product:** _____
- **Specification:** _____
- **Quantity:** _____
- **Frequency:** _____
- **Delivery:** FOB / CIF / TTO — [Port / Location]
- **Pricing:** [Index] +/- [Differential]
- **Payment:** DLC / SBLC / MT103 (confirm)
- **First Delivery:** _____

This LOI is issued in good faith. We confirm we are the end buyer / authorised mandate and that funds are of legitimate origin and available. We are prepared to proceed to NCNDA, KYC, and formal contract upon seller confirmation.

[Authorised Signatory Name]
[Title] — [Company Name]
[Date]

PART 2 — ICPO: IRREVOCABLE CORPORATE PURCHASE ORDER

An ICPO is a stronger, binding commitment issued by the buyer following LOI acceptance. It is typically issued on the buyer's official letterhead with wet signature and company seal, and may require bank endorsement depending on transaction structure. The ICPO triggers the seller's obligation to respond with a Full Corporate Offer (FCO).

Element	LOI	ICPO
Binding Nature	Non-binding / indicative	Binding on buyer once accepted
Stage	Early-stage / exploratory	Post-NCNDA / pre-FCO
Letterhead Required	Yes	Yes (official, with seal)
Bank Endorsement	Not required	May be required

Triggers	Seller engagement	Seller FCO / SPA negotiation
Revocable	Yes (with notice)	No — irrevocable once accepted

PART 3 — COMMON ERRORS TO AVOID

X Unsigned documents

All LOI / ICPO must carry wet or certified digital signature of authorised representative.

X No company letterhead

Documents issued without official letterhead will not be processed.

X Vague specifications

Product, volume, delivery terms, and pricing basis must be fully specified.

X Missing contact details

Full legal name, registration number, and direct contact of signatory required.

X Ambiguous payment terms

Payment structure (DLC, SBLC, MT103) must be confirmed — not "to be discussed".

For submission or queries: contact@meridian-energy-group.com · Document Ref: MEG-GUIDE-003 · © 2026 Meridian Energy Group.