

PROCEDURES FOR CUSTOMER ESTABLISHMENT

Lion's Wholesale Marketing has many departments working together to create a smooth transition for customers. The area sales representatives are always available for assistance. However, listed below are some items needed for customer establishment, or for customer changes after establishment. This listing may not be exclusive. If you have further questions, please contact the area sales representative.

TRANSACTION	ITEMS NEEDED (not exclusive)	RETURN DOCUMENTS (View Contact Names for address information)
CREDIT DEPARTMENT		
Credit Establishment	<ul style="list-style-type: none"> • Lion Oil Credit Application • Personal Guaranty Form • Electronic Funds Transfer (EFT) Agreement • Voided Check or Deposit Slip to accompany EFT Agreement • Year-end Corporate & Personal Financial Statements on all owners 	Charles Sanli
MARKETING DEPARTMENT		
Customer Establishment	<ul style="list-style-type: none"> • Federal ID Number • Terminal Guaranty Agreement (TGA) for customer • Terminal Guaranty Agreement (TGA) for carrier, if not already on file with Lion • Customer Designation Form • Certificate of Insurance, as applies to TGAs and/or by state law • Hazardous Material Security Plan letter (only applies to customer trucks loading at Lion Oil facilities) • List of terminal(s) for clearance – (include specific state destination(s) and carrier(s) per terminal) • Copies of State Motor Vehicle and Distributor's License Information • Idemnification Agreement(s) -if applicable • Carrier SCAC codes 	Sales Representative (Sales representative forwards paperwork to proper departments for further handling)

MARKETING DEPARTMENT (continued)		
<p>New Carrier Loading Requirements for Lion Oil Facilities only</p>	<ul style="list-style-type: none"> • Written notification stating number of cards needed and driver's names • Terminal Guaranty Agreement (TGA) for Carrier • Certificate of Insurance, as applies to TGAs and/or by state law • Carrier SCAC code • Federal ID number • Hazardous Material Security Plan letter • Upon customer receiving cards and letter stating card usage requirements via certified mail, return signed letter prior to card activation 	<p>Sales Representative (Sales representative forwards paperwork to proper departments for further handling)</p>
<p>Existing Customer Additional Terminal Clearance</p>	<ul style="list-style-type: none"> • Written notification stating your request • Include destination state(s) • Include carrier(s) and carrier SCAC code(s) • Include State Motor Vehicle and Distributor's License Information 	<p>Sales Representative (Sales representative forwards paperwork to proper departments for further handling)</p>
<p>Existing Customer Additional Destination Request</p>	<ul style="list-style-type: none"> • Written notification stating your destination request • Specify terminal(s) • Include State Motor Vehicle and Distributor's License Information 	<p>Sales Representative (Sales representative forwards paperwork to proper departments for further handling)</p>
<p>Existing Customer Carrier Change Request</p>	<ul style="list-style-type: none"> • Written notification stating your carrier request change • Terminal Guaranty Agreement (TGA) for Carrier, if not already on file with Lion • Certificate of Insurance on carrier, as applies to TGAs and/or by state law, if not already on file with Lion • Specify terminal(s) • Include carrier SCAC code • Specify any carrier(s) to be deleted 	<p>Sales Representative (Sales representative forwards paperwork to proper departments for further handling)</p>