



**REGULATION DEPARTMENT –
Luzon and Mindanao**

EXTERNAL SERVICES

1.1 LICENSE TO OPERATE (LTO) AS TRADER (Sugar, Molasses, Muscovado & Fructose)

License to Operate as Trader is issued to a qualified applicant to be able to transact or engage in local (Domestic LTO) and/or export/import (International LTO) transactions



| | | |
|--|--|---|
| Office or Division | Licensing and Monitoring Division, Regulation Department | |
| Classification | Complex (New) | Simple (Renewal) |
| Type of Transaction | G2B-Government to Business Entity | |
| Who may avail: | Any person or business entity duly created under the laws of the Philippines | |
| CHECKLIST OF REQUIREMENTS SETS of COPIES) | (TWO | WHERE TO SECURE |
| Notarized Application Form with Passport size ID picture of Signatory (Owner/ President/ Authorized Representative) <i>*Separate application form for Sugar, Molasses Muscovado & Fructose</i> | | Licensing and Monitoring Division (LMD), SRA Website www.sra.gov.ph under Downloads Heading |
| Valid Government Issued ID of Signatory | | Applicant |
| For Corporation: SEC Registration* Articles of Incorporation and By Laws* <i>*Not required for renewal applications unless expired or amended</i> General Information Sheet For Sole Proprietorship: DTI Registration* <i>*Not required for renewal applications unless expired or amended</i> For Cooperatives: CDA Registration* Articles of Cooperation and By Laws* <i>*Not required for renewal applications unless expired or amended</i> Certificate of Compliance | | Securities and Exchange Commission Company Registration and Business Name Department or Satellite Offices http://crs.sec.gov.ph online registration for pre-processing Department of Trade and Industry (DTI) or DTI Negosyo Center Cooperative Development Authority (CDA) |
| Tax Identification Number (Photocopy of TIN ID/BIR Registration 2303) <i>*Not required for renewal applications unless expired or amended</i> | | Bureau of Internal Revenue (BIR) Revenue District Office within area of jurisdiction residence/business office |
| Business/Mayor's Permit Current Year(Photocopy) | | Local Government (City or Municipality of Business Location) Economic Zones within area of jurisdiction |
| Inspection Report of Office/Warehouse (For New Applicants) | | LMD, SRA |
| Company ID (Photocopy) and Authorization Letter for Authorized Representative (Original Copy) | | Applicant |
| ITR of previous year & Financial Statements (Photocopy) | | BIR |
| Track Record of Domestic/Import/Export Transactions (Photo Copy) <i>*For New International LTO Applications Only</i> | | Bureau of Customs (BOC), Shipping Lines Sugar Suppliers (Mills, Traders and Producers) Etc. |
| Office and Warehouse's Vicinity Map & Lease Contract (if rented) or Tax Declaration (if owned) (Photocopy) | | Applicant |
| Notarized Activity Report <i>*For renewal applications only</i> | | Licensing and Monitoring Division (LMD), SRA Website www.sra.gov.ph |
| Photocopy of previous LTO (For LTO Renewal Applications) | | Applicant |
| Certificate of No Pending Tax Liability from BIR | | Applicant |
| License Fee | | Applicant |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|---|---|---|
| Submit two (2) sets of notarized Application Form with attached requirements to LMD thru SRA Office or thru LMD Official Email/s | Check application and requirements if complete. | None | 10 Minutes | LMD Personnel |
| Prepare office and warehouse for physical/online inspection as per agreed schedule with assigned LMD Personnel (For NEW LTO Applications) | Inspect (physical/online) the office and warehouse of the applicant | None | 1 day including travel time (if physical inspection is within NCR, Regions III & IV) | LMD Personnel |
| | | | 3 days including travel time (if physical inspection in Luzon, Visayas & Mindanao Except NCR, Regions III & IV) | LMD Personnel |
| | Evaluate and Verify authenticity of documents from concerned government agencies (For NEW LTO Applications) | | 2 days | LMD Personnel |
| | Preparation of Inspection Reports (For NEW LTO Applications) for endorsement to the Administrator | | 2 hours | LMD Personnel RD Manager/ Deputy Administrator/ Administrator |
| 3. Secure Order of Payment (OP) from LMD Personnel/LMD EMail and pay the LTO application fee at Budget and Treasury Division (BTD) or thru Online Banking Transactions | Issue OP | P20,000.00 (International with Domestic LTO for Sugar & Molasses Traders) | 5 Minutes | LMD Personnel |
| | Accept payment with OP and issue OR | P15,000.00 (Domestic LTO for Sugar & Molasses Traders) P5,000.00 (Upgrade from Domestic to International LTO for Sugar and Molasses Traders) P20,000.00 (International LTO for Fructose Traders) P6,000.00 for Muscovado Traders | 5 Minutes | Budget Officer/ Cashier-BTD |

| | | | | |
|-------------------------|--|------|------------|--|
| | 3.3. Prepare LTO | None | 10 Minutes | LMD Personnel |
| | 3.4 For signature | | 2 Days | RD Manager/ Deputy Administrator/ Administrator |
| 4. Recieve LTO from LMD | 4. Release LTO to applicant (Thru Pick up/Email if Soft copy/Records if by Mail) | None | 10 Minutes | LMD Personnel |

| | | | |
|---------------|--|--|--|
| TOTAL: | <p>P20,000.00 (International with Domestic LTO for Sugar & Molasses Traders)</p> <p>P15,000.00 (Domestic LTO for Sugar & Molasses Traders)</p> <p>P5,000.00 (Upgrade from Domestic to International LTO for Sugar and Molasses Traders)</p> <p>P20,000.00 (International for Fructose Traders)</p> <p>P6,000.00 for Muscovado Traders</p> | <p>New LTO Application 4WD, 4H, 40M to 7WD, 2H, 40M depending on the location of the applicant if online or physical inspection</p> <p>Renewal Application 2WD and 40M</p> <p><i>Note: WD=Working Days, H=Hours D=Days</i></p> | |
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1.2 REGISTRATION FOR WAREHOUSE/STORAGE FOR RAW & REFINED SUGAR

Registration is issued to a qualified applicant for storage of raw and refined sugar

| Office or Division | Licensing and Monitoring Division, Regulation Department |
|--|---|
| Classification | Complex (New) Simple (Renewal) |
| Type of Transaction | G2B-Government to Business Entity |
| Who may avail: | Any person or business entity duly created under the laws of the Philippines |
| CHECKLIST OF REQUIREMENTS (TWO SETS of COPIES) | WHERE TO SECURE |
| Notarized Application Form with Passport size ID picture of Signatory (Owner/President/ Authorized Representative) | Licensing and Monitoring Division (LMD), SRA Website www.sra.gov.ph Applicant |
| Valid Government Issued ID of Signatory | Applicant |
| For Corporation: SEC Registration* Articles of Incorporation and By Laws* <i>*Not required for renewal applications unless expired or amended</i> General Information Sheet For Sole Proprietorship: DTI Registration* <i>*Not required for renewal applications unless expired or amended</i> For Cooperatives: CDA Registration* Articles of Cooperation and By Laws* <i>*Not required for renewal applications unless expired or amended</i> Certificate of Compliance | Securities and Exchange Commission Company Registration and Business Name Department or Satellite Offices http://crs.sec.gov.ph online registration for pre-processing Department of Trade and Industry (DTI) or DTI Negosyo Center Cooperative Development Authority (CDA) |
| Tax Identification Number (Photocopy of TIN ID/BIR Registration 2303) <i>*Not required for renewal applications unless expired or amended</i> | Bureau of Internal Revenue (BIR) Revenue District Office that has jurisdiction over place of residence/business office |
| Business/Mayor's Permit Current Year (Photocopy) | Local Government (City or Municipality of Business Location) Economic Zones with area of jurisdiction |
| Inspection Report of Warehouse (For New Applicants) | LMD, SRA |
| Company ID (Photocopy) and Authorization Letter for Authorized Representative (Original Copy) | Applicant |
| Office and Warehouse's Vicinity Map & Lease Contract (if rented) or Tax Declaration (if owned) (Photocopy) | Applicant |
| Certificate of No Pending Tax Liability from BIR | Applicant |
| Warehouse Registration Fee | Applicant |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|--|---|
| Submit two (2) sets of notarized Application Form with attached requirements to LMD thru SRA Office or thru LMD Official Email/s | Check application and requirements if complete. | None | 10 Minutes | LMD Personnel |
| Prepare warehouse for physical/online inspection as per agreed schedule with assigned LMD Personnel (For NEW LTO Applications) | Inspect (physical/online) the warehouse of the applicant | None | 1 day including travel time (if physical inspection is within NCR, Regions III & IV) | LMD Personnel |
| | | | 3 days including travel time (if physical inspection in Luzon, Visayas & Mindanao Except NCR, Regions III & IV) 2 Hours if thru online | LMD Personnel |
| | Evaluate and Verify authenticity of documents from concerned government agencies (For NEW LTO Applications) | | 2 days | LMD Personnel |
| | Preparation of Inspection Reports (For NEW LTO Applications) for endorsement to the Administrator | | 2 hours | LMD Personnel RD Manager/ Deputy Administrator/ Administrator |
| 3. Secure Order of Payment (OP) from LMD Personnel/LMD EMail and pay the LTO application fee at Budget and Treasury Division (BTD) or thru Online Banking Transactions | Issue OP | P2,000.00 | 5 Minutes | LMD Personnel |
| | Accept payment with OP and issue OR | | 5 Minutes | Budget Officer/ Cashier-BTD |

| | | | | |
|-------------------------|--|------|------------|--|
| | 3.3. Prepare LTO | None | 10 Minutes | LMD Personnel |
| | 3.4 For signature | | 2 Days | RD Manager/ Deputy Administrator/ Administrator |
| 4. Recieve LTO from LMD | 4. Release LTO to applicant (Thru Pick up/Email if Soft copy/Records if by Mail) | None | 10 Minutes | LMD Personnel |

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|---------------|-----------------|---|--|
| | PhP2,000 | New LTO Application 4WD, 4H, 40M to 7WD, 2H, 40M depending on the location of the applicant if online or physical inspection Renewal Application 2WD and 40M <i>Note: WD=Working Days, H=Hours D=Days</i> | |
| TOTAL: | | | |



1.3.a. Issuance of Circular Letter for Stop / Lift Order

The Circular Letter for Stop Order is issued to the owners of the sugar quedan-permit or molasses certificates that were lost in their possession.

The Lift Order is issued to the owners of the sugar quedan-permit or molasses certificates after 30 days for issuance of replacement by the sugar mill.

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|--|--|---|------------------------------|---|
| Office or Division | | Sugar Transaction Division | | |
| Classification | | Simple | | |
| Type of Transaction | | G2B-Government to Business Entity | | |
| Who may avail: | | Individual/partnership or corporation who are owner/s of sugar quedan-permit or molasses certificates | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Notarized application letter (1 Original & 1 Photocopy) | | Applicant/Quedan-permit or molasses certificate owner | | |
| Affidavit of lost (1 Original) | | Applicant/Quedan-permit or molasses certificate owner | | |
| Certification that the sugar or molasses is not yet withdrawn from the Sugar mill of where the sugar/molasses were produced (1 Photocopy) | | Sugar Mill where the sugar/molasses were produced. | | |
| SRA Official Receipt (payment of fees) | | SRA Treasury Division, 2nd Floor, Annex Bldg., | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present application letter and requirements to Sugar Transaction Division Office | 1. Evaluate, verify and check application letter and requirements. Prepare Order of Payment (OP) | None | 10 Minutes | <i>Regulation Officer</i> Sugar Transaction Division |
| 2. Pay application fees to Cashier in Budget & Treasury Division | 2. Accept payment with OP and issue Official Receipt (OR) | ₱2,000.00+ 0.10/Kilo | 30 Minutes | <i>Cashier</i> Budget & Treasury Division |
| 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. Admin.-Regulations/Manager III-Regulations | 3.1. Accept application letter and requirements | None | 10 Minutes | <i>Secretary</i> Office of Deputy Adm.-Regulations/ Office of the Manager III-Regulations |
| | 3.2. Prepare the Circular Letter for initials and signature | None | 1 day | <i>Regulation Officer</i> Sugar Transaction Division |
| | 3.3. Signs/approves Circular Letter | None | 1 day | <i>Administrator or authorized representative</i> |
| | 3.4. Release Circular Letter thru registered mail | None | 5 Minutes | <i>Records Officer</i> Records Section |
| | TOTAL: | ₱2,000.00+ 0.10/Kilo | 2 Days 55 Minutes | |

1.3.b. Certification of Sugar Quedans and Molasses Storage Certificates

Certification of Sugar Quedans and Molasses Storage Certificates is done through verification and signing of Sugar Quedans and Molasses Storage Certificates by the assigned Regulation Officers at the mill. Through this, the Regulation Officers at the millsite is attesting that the sugar quedan/s and molasses storage certificate/s has a corresponding stocks in the mill warehouse/s and molasses tank/s.

| | | | | |
|--|--|---|------------------------|--|
| Office/Division: | Sugar Regulation and Enforcement Division (SRED) – Luzon & Mindanao | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government-to-Citizen; G2B – Government-to-Business | | | |
| Who may avail: | Registered Sugar Mills | | | |
| Checklist of Requirements | | Where to Secure | | |
| Production & Sugar Monitoring System (SMS) Report (1 original and 1 duplicate copy) | | Quedan Section of Sugar Mills in Luzon & Mindanao | | |
| Sugar Quedan Listings (1 original and 1 duplicate copy) | | Quedan Section of Sugar Mills in Luzon & Mindanao | | |
| Sugar Quedans and Molasses Storage Certificates (1 original) | | Quedan Section of Sugar Mills in Luzon & Mindanao | | |
| Client Steps | Agency Actions | Fees to be paid | Processing Time | Person Responsible |
| 1. Submits production report/ SMS/Quedan listings and Sugar Quedans; and Molasses Storage Certificates to the authorized Regulation Officer at the millsite. | 1.1. Checks/reviews and verifies all the submitted documents | None | 2 hours | Senior SPRO or SPRO III Assigned at the Millsite |
| | 1.2. Certifies/signs sugar quedans and molasses storage certificates | None | 4 hours* | Senior SPRO or SPRO III Assigned at the Millsite |
| | 1.3. Releases the sugar quedans and molasses storage certificates | None | 1 hour | Senior SPRO or SPRO III Assigned at the Millsite |
| TOTAL | | None | 7 hours | |

*depending on the number of quedans and molasses storage certificates.



1.3.c. Application for Shipping Permit

Issuance of Shipping Permit for coastwise movement of sugar within Philippine Territory.

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|---|---|---|------------------------|--|
| Office/Division: | Sugar Regulation and Enforcement Division (SRED) – Luzon & Mindanao | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government-to-Citizen; G2B – Government-to-Business | | | |
| Who may avail: | Registered Sugar and Muscovado Traders | | | |
| Checklist of Requirements | | Where to Secure | | |
| Application Form (to be filled-up by the authorized representative of the company) (1 original) | | SRED – Quezon City, 2nd Floor Main Bldg. and authorized Regulation Officers in Mindanao mills | | |
| Sugar Release Order (SRO) (1 photocopy) or Original Shipping Permit in case of re-shipment | | Sugar Mills for SRO; Point of Origin | | |
| Bill of Lading or Booking Reference (1 photocopy) | | Shipping Company | | |
| Clearance for Release of Imported Sugar (if imported) (1 photocopy) | | Sugar Transaction Division, 1st Floor Main Bldg. | | |
| Authorization as Representative with valid ID (1 photocopy) | | Transacting Company | | |
| SRA Official Receipt (1 original) | | Treasury Division, 2nd Floor, Annex Bldg., and SRA Authorized Collecting Officer in Quezon City and Mindanao mills. | | |
| Client Steps | Agency Actions | Fees to be paid | Processing Time | Person Responsible |
| 1. Applies/Submits application requirements to SRED personnel. | 1.1. Checks/evaluates/verifies documents. | None | 2 minutes | <i>SPRO III or SPRO II</i> SRED |
| | 1.2. Prepares Order of Payment (OP) if documents are complete and endorses OP for approval. | None | 2 minutes | <i>SPRO III or SPRO II</i> SRED |
| | 1.3. Signs the OP | None | 1 minute | <i>Chief SPRO</i> SRED |
| 2. Presents the Order of Payment at the Cashier, Treasury Division, 2nd Flr. Annex Bldg./ Authorized Collecting Officer. | 2.1 Checks the Order of Payment . | None | 1 minute | Cashier, Treasury Division, 2nd Flr. Annex Bldg./ Authorized Collecting Officer. |
| 3. Pays for Shipping Permit Fee at the Cashier, Treasury Division, 2nd Flr. Annex Bldg./ SRA Authorized Collecting Officer. | 3.1 Receives payment and issues SRA Official Receipt (OR) | ₱ 1.50/ Lkg-bag | 2 minutes | <i>Cashier</i> Budget & Treasury Division Or <i>SRA Authorized Collecting Officer</i> |



| Client Steps | Agency Actions | Fees to be paid | Processing Time | Person Responsible |
|--|---|----------------------------|------------------------|---|
| 4. Returns to SRED and submits 1 photocopy of OR | 4.1 Prepares the Shipping Permit | None | 10 minutes | <i>SPRO III or SPRO II</i> SRED |
| | 4.2 Signs the Shipping Permit | None | 1 minute | Chief SPRO SRED or Manager III Regulation Department or Authorized Senior SPRO or SPRO III & SPRO II in Mindanao mills |
| 5. Receives the Shipping Permit from SRED | Records and releases the Shipping Permit. | None | 1 minute | <i>SPRO III or SPRO II</i> SRED |
| TOTAL | | ₱ 1.50/ Lkg-bag | 20 minutes | |



1.4.a. Collection of Sugar Quedan Fees

Collection of sugar quedans fees also known as sugar liens which includes the Stabilization Fee, Milling Permit Fee, Special Milling Fee, and Monitoring Service Fee for Raw Sugar is imposed on raw sugar quedans covering raw sugar withdrawals and production of mills. Payments of raw sugar quedans are required prior to the withdrawal of physical sugar in the mills.

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|---|---|--|------------------------|---|
| Office/ Division: | Sugar Regulation and Enforcement Division (SRED) – Luzon & Mindanao | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government-to-Citizen; G2B – Government-to-Business | | | |
| Who may avail: | Registered Sugar Traders, Sugar Mills, Planters' Association, and Planters | | | |
| Checklist of Requirements | | Where to Secure | | |
| Raw Sugar Release Order/s and/ or List of Quedans (1 original and 1 duplicate copy) | | Sugar Mills | | |
| SRA Official Receipt/s (1 original) | | SRA Authorized Collecting Officer/ Regulation Officers assigned at the mill. | | |
| Client Steps | Agency Actions | Fees to be paid | Processing Time | Person Responsible |
| 1. Submits Raw Sugar SROs with corresponding List of Quedans to the assigned Regulation Officers at the mill. | 1.1. Checks/reviews all the submitted documents | None | 3 minutes | Senior SPRO or SPRO III Assigned Millsite |
| | 1.2. Computes corresponding fees to be paid. | None | 2 minutes | Senior SPRO or SPRO III Assigned Millsite |
| 2. Pays liens/ fees due to the authorized Regulation Officers/ Collecting Officers at the mill. | 2.1. Issues SRA Official Receipt for the following quedan fees: a) Stabilization Fee b) Special Milling Fee c) Milling Permit Fee d) Monitoring Service Fee for Raw | ₱ 0.79052/Lkg-Bag ₱ 0.079052/Lkg-Bag ₱ 0.40/Lkg-Bag ₱ 2.00/Lkg-Bag | 5 minutes | Senior SPRO or SPRO III Assigned Millsite |
| | 2.2. Verifies/signs and releases Raw SROs for withdrawal | None | 5 minutes | Senior SPRO or SPRO III Assigned Millsite |
| TOTAL | | ₱ 3.269572/ Lkg-bag | 15 minutes | |



1.4.b. Collection of Monitoring Fee (Raw to Refined)

Collection of Monitoring Fee (Raw to Refined) is based on the total sugar melted for refining for a given week.

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|---|--|---|------------------------|--|
| Office/Division: | Sugar Regulation and Enforcement Division (SRED) – Luzon & Mindanao | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government-to-Citizen; G2B – Government-to-Business | | | |
| Who may avail: | Registered Sugar Traders, Sugar Mills, Planters' Association, and Planters | | | |
| Checklist of Requirements | | Where to Secure | | |
| Raw Sugar Release Order/s and/ or List of Quedans (1 original and 1 duplicate copy) | | Sugar Mills | | |
| SRA Official Receipts (1 original) | | SRA Authorized Collecting Officer at the millsite | | |
| Client Steps | Agency Actions | Fees to be paid | Processing Time | Person Responsible |
| 1. Submits Refined Sugar SROs with corresponding List of Quedans to the assigned Regulation Officers at the mill. | 1.1. Checks/reviews all the submitted documents | None | 3 minutes | Senior SPRO or SPRO III at the Assigned Millsite |
| | 1.2. Computes corresponding fees to be paid. | None | 2 minutes | Senior SPRO or SPRO III at the Assigned Millsite |
| 2. Pays monitoring fees due to the authorized Regulation Officers/Collecting Officers at the mill. | 2.1. Issues SRA Official Receipt for Monitoring Fee (Raw to Refined) | ₱ 2.00/ Lkg-Bag | 5 minutes | Senior SPRO or SPRO III at the Assigned Millsite |
| | 2.2. Verifies/signs and releases Raw SROs for withdrawal | None | 5 minutes | Senior SPRO or SPRO III at the Assigned Millsite |
| TOTAL | | ₱ 2.00/ Lkg-bag | 15 minutes | |

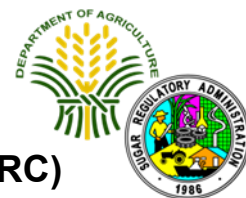


1.4.c. Collection of Bioethanol Research, Development & Extension Lien, And Bioethanol Monitoring Fee Lien

Pursuant to SRA's mandate under Executive Order No. 18, Series of 1986 and Biofuels Act of 2006, the Bioethanol Research, Development & Extension (BRDE), Liens and Bioethanol Monitoring Fee are collected from all Bioethanol Fuel producers using sugarcane and sugarcane by-products as feedstocks.

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|---|---|--|------------------------|---|
| Office/Division: | Sugar Regulation and Enforcement Division (SRED) – Luzon & Mindanao | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government-to-Citizen; G2B – Government-to-Business | | | |
| Who may avail: | Registered Bioethanol Fuel Producers | | | |
| Checklist of Requirements | | Where to Secure | | |
| Billing Statement (1 original) | | SRED – Quezon City, 2nd Floor Main Bldg. | | |
| SRA Official Receipts (1 original) | | Treasury Division, 2nd Floor Annex Bldg., or SRA Authorized Collecting Officer assigned at Bioethanol Fuel Producer/sPlants. | | |
| Client Steps | Agency Actions | Fees to be paid | Processing Time | Person Responsible |
| | 1.1. Issues Billing Statement based on the Production Report from the Department of Energy | None | 5 minutes | <i>SPRO III</i> SRED – Q.C. |
| | 1.2. Sends billing statement thru email or personal delivery | None | 5 minutes* | <i>Senior SPRO or SPRO III</i> SRED |
| 2. Pays liens/fees due to the authorized SRA Regulation Officers/ Collecting Officers assigned at Bioethanol Fuel Producers/Plant, or to the Treasury Division, 2nd Floor Annex Bldg. | 2. Issues SRA Official Receipt for the following bioethanol liens: a) BRDE Lien b) Bioethanol Monitoring Fee Lien | ₱ 0.10/Liter of bioethanol produced ₱ 0.05/Liter of bioethanol produced | 5 minutes | <i>Senior SPRO or SPRO III</i> (Authorized Collecting Officer) SRED |
| TOTAL | | ₱ 0.15/ Liter | 15 minutes | |

*One day if personal delivery



1.5.a. Issuance of Premix Commodity Release Clearance (PCRC)

The Premix Commodity Release Clearance (PCRC) is issued to the importer and must be surrendered to the Bureau of Customs (BOC) for the release of the imported premix commodity.

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|--|--|--|------------------------|--|
| Office or Division | | Sugar Transaction Division | | |
| Classification | | Simple | | |
| Type of Transaction | | G2G-Government to Government | | |
| Who may avail: | | Premix Commodity Importers | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Notarized application letter (1 Original) | | Applicant/Importer | | |
| Bill of lading (1 Photocopy) | | Shipping firm | | |
| Commercial invoice (1 Photocopy) | | Supplier of the imported Premix Commodity | | |
| Packing list (1 Photocopy) | | Supplier of the imported Premix Commodity | | |
| Temporary assessment notice (1 Photocopy) | | Bureau of Customs (Formal/Informal Entry Division) | | |
| Import declaration (1 Photocopy) | | Bureau of Customs (Formal/Informal Entry Division) | | |
| Certificate of laboratory analysis (1 Photocopy) | | SRA Laboratory Section (Annex Building Ground Floor) | | |
| SRA Official Receipt (payment of fees) | | SRA Treasury Division, 2nd Floor, Annex Bldg., | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present application letter and requirements to Sugar Transaction Division Office | 1. Evaluate, verify and check application letter and requirements. Prepare Order of Payment (OP) | None | 10 Minutes | <i>Regulation Officer</i> Sugar Transaction Division |
| 2. Pay application fees to Cashier in Budget & Treasury Division | 2. Accept payment with OP and issue Official Receipt (OR) | If Sucrose Content is: <u>0%</u> -₱300/App.; <u>Less than 65%</u> - ₱11.90/Lkg-bag(% Sucrose); <u>Higher than 65%</u> - ₱37.75/Lkg-bag(% Sucrose) | 30 Minutes | <i>Cashier</i> Budget & Treasury Division |
| 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. Admin.-Regulations/Manager III-Regulations | 3.1. Accept application letter and requirements | None | 10 Minutes | <i>Secretary</i> Office of Deputy Adm.- Regulations/Office of the Manager III- Regulations |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|--|------------------------------------|---|
| | 3.2. Process/Prepare Certificate | None | 1 day | <i>Regulation Officer</i> Sugar Transaction Division |
| | 3.3. Signs/approves Clearance | None | 1 day | <i>Administrator or authorized representative.</i> |
| 4. Receive clearance by signing in logbook at the Office of the Manager III-Regulations | 4. Release and require client to sign in the logbook | None | 5 Minutes | <i>Clerk</i> Office of the Manager III-Regulations |
| | TOTAL: | <u>0%-P300/APP</u> <u><65%-11.90/Lkg-bag</u> <u>(% Sucrose)</u> <u>>65%-P37.75/Lkg-</u> <u>bag (% Sucrose)</u> | 2 Days 55 Minutes | |



1.5.b. Issuance of Clearance for Release of Imported Sugar

The Clearance for Release of Imported Sugar is issued to eligible Food processors/Manufacturers of sugar-based products for export. It must be surrendered to the Bureau of Customs (BOC) for the release of their imported sugar shipment.

| | | | | |
|---|--|---|------------------------|---|
| Office or Division | | Sugar Transaction Division | | |
| Classification | | Simple | | |
| Type of Transaction | | G2G-Government to Government | | |
| Who may avail: | | Food processors/Manufacturers of sugar-based products for export | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Notarized application letter (1 Original) | | Applicant/Importer | | |
| Approved SRA Certificate of Sugar Requirements (1 photocopy) | | SRA-QC Regulations(Office of the Manager III) | | |
| Bill of lading (1 Photocopy) | | Shipping firm | | |
| Commercial invoice (1 Photocopy) | | Supplier of the imported sugar | | |
| Packing list (1 Photocopy) | | Supplier of the imported sugar | | |
| SRA Official Receipt (payment of fees) | | SRA Treasury Division, 2nd Floor, Annex Bldg., | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present application letter and requirements to Sugar Transaction Division Office | 1. Evaluate, verify and check application letter and requirements. Prepare Order of Payment (OP) | None | 10 Minutes | <i>Regulation Officer</i> Sugar Transaction Division |
| 2. Pay application fees to Cashier in Budget & Treasury Division | 2. Accept payment with OP and issue Official Receipt (OR) | <u>Refined</u> -₱33.00/Lkg-bag <u>Raw</u> -₱30.00/Lkg-bag <u>CBW</u> -₱25.00/Lkg-bag <u>Local Sugar for CBW (D to E)</u> -₱25.00/Lkg-bag | 30 Minutes | <i>Cashier</i> Budget & Treasury Division |
| 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. Admin.- Regulations/ Manager III- Regulations | 3.1. Accept application letter and requirements | None | 10 Minutes | <i>Secretary</i> Office of Deputy Adm.-Regulation Dept./Office of Manager III- Regulation Dept |
| | 3.2. Process/Prepare clearance | None | 1 day | <i>Regulation Officer</i> Sugar Transaction Division |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|--|------------------------------|--|
| | 3.3. Signs/approves Clearance | None | 1 day | <i>Administrator or authorized representative</i> |
| 4. Receive clearance and sign to logbook at the Office of the Manager III-Regulations | 4. Release and require client to sign in the logbook | None | 5 Minutes | <i>Clerk Office of the Manager III-Regulations</i> |
| | TOTAL: | <u>Refined-₱33.00/Lkg-bag</u> <u>Raw-₱30.00/Lkg-bag</u> <u>CBW-₱25.00/Lkg-bag</u> <u>Local-₱25.00/Lkg-bag</u> | 2 Days 55 Minutes | |



1.5.c. Issuance of Clearance for Release of Imported Molasses

The Clearance for Release of Imported Molasses is issued to the registered international molasses traders and must be surrendered with the Bureau of Customs (BOC) for the release of the imported molasses.

| | | | | |
|--|--|---|------------------------------|---|
| Office or Division | | Sugar Transaction Division | | |
| Classification | | Simple | | |
| Type of Transaction | | G2G-Government to Government | | |
| Who may avail: | | SRA registered international molasses traders | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Notarized application letter (1 Original) | | Applicant/Importer | | |
| Export declaration (1 Photocopy) | | Bureau of Customs (E2M Automated Export Declaration System) | | |
| Notarized undertaking (1 Original) | | Applicant/Importer | | |
| Bill of lading (1 Photocopy) | | Shipping firm | | |
| Packing list (1 Photocopy) | | Supplier of Imported Molasses | | |
| Commercial Invoice (1 Photocopy) | | Supplier of Imported Molasses | | |
| SRA Official Receipt (payment of fees) | | SRA Treasury Division, 2nd Floor, Annex Bldg., | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present application letter and requirements to Sugar Transaction Division Office | 1. Evaluate, verify and check application letter and requirements. Prepare Order of Payment (OP) | None | 10 Minutes | <i>Regulation Officer</i> Sugar Transaction Division |
| 2. Pay application fees to Cashier in Budget & Treasury Division | 2. Accept payment with OP and issue Official Receipt (OR) | ₱450.00/MT | 30 Minutes | <i>Cashier</i> Budget & Treasury Division |
| 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. Admin.-Regulations/Manager III-Regulations | 3.1. Accept application letter and requirements | None | 10 Minutes | <i>Secretary</i> Office of Deputy Adm.-Regulations/ Office of the Manager III-Regulations |
| | 3.2. Process application, Prepare Certificate | None | 1 day | <i>Regulation Officer</i> Sugar Transaction Division |
| | 3.3. Signs/approves Clearance | None | 1 day | <i>Administrator or authorized representative</i> |
| 4. Receive clearance by signing in logbook at the Office of the Sugar Transaction Division | 4. Release and require client to sign in the logbook | None | 5 Minutes | <i>Clerk</i> Sugar Transaction Division |
| | TOTAL: | ₱450.00/MT | 2 Days 55 Minutes | |

1.5.d. Issuance of Clearance for Release of Imported Sugar (HFCS/ Crystalline Fructose)

The Clearance for Release of Imported Sugar (HFCS/Crystalline Fructose) is issued to eligible/registered international trader and must be surrendered with the Bureau of Customs (BOC) for the release of the imported HFCS.

| | | | | |
|--|--|---|------------------------|--|
| Office or Division | | Sugar Transaction Division | | |
| Classification | | Simple | | |
| Type of Transaction | | G2G-Government to Government | | |
| Who may avail: | | SRA registered HFCS International Traders | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Notarized application letter (1 Original) | | Applicant/Importer | | |
| Approved SRA Certificate of Sugar Requirements (1 photocopy) | | SRA-QC Regulations (Office of the Manager III) | | |
| Bill of lading (1 Photocopy) | | Shipping firm | | |
| Certificate of origin (1 Photocopy) | | Supplier of the imported HFCS/Crystallised Fructose | | |
| Certificate of analysis (1 Photocopy) | | Supplier of the imported HFCS/Crystallised Fructose | | |
| Notarized declaration of Non GMO/ GMO (1 Original) | | Applicant/Importer | | |
| Undertaking of compliance to SRA rules (1 Original) | | Applicant/Importer | | |
| SRA Official Receipt (payment of fees) | | SRA Treasury Division, 2/F Annex Bldg. | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present application letter and requirements to Sugar Transaction Division Office | 1. Evaluate, verify and check application letter and requirements. Prepare Order of Payment (OP) | None | 10 Minutes | <i>Regulation Officer</i> Sugar Transaction Division |
| 2. Pay application fees to Cashier in Budget & Treasury Division | 2. Accept payment with OP and issue Official Receipt (OR) | HFCS-₱30.00/MT Crystalline Fructose-₱36.00/MT | 30 Minutes | <i>Collecting Officer</i> Budget & Treasury Division |
| 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. Admin.- Regulations/Manager III- Regulations | 3.1. Accept application letter and requirements | None | 10 Minutes | <i>Secretary</i> Office of Deputy Adm.- Regulations/Office of the Manager III- Regulations |
| | 3.2. Prepare clearance | None | 1 day | <i>Regulation Officer</i> Sugar Transaction Division |
| | 3.3. Signs/approves Clearance | None | 1 day | <i>Administrator or authorized representative</i> |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|--|------------------------------|---|
| 4. Receive clearance by signing in logbook at the Office of the Manager III-Regulations | 4. Release and require client to sign in the logbook | None | 5 Minutes | Clerk Office of the Manager III-Regulations |
| TOTAL: | | <u>HFCS-₱30.00/MT</u> <u>Crystalline Fructose-₱36.00/MT</u> | 2 Days 55 Minutes | |



1.5.e. Issuance of Clearance for Muscovado Export

The Clearance for Muscovado Export is issued to the exporter and must be surrendered with the Bureau of Customs (BOC) for the export of muscovado.

| | | | | |
|---|--|---|------------------------------|---|
| Office or Division | | Sugar Transaction Division | | |
| Classification | | Simple | | |
| Type of Transaction | | G2G-Government to Government | | |
| Who may avail: | | SRA registered muscovado traders | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Notarized application letter (1 Original) | | Applicant/Exporter | | |
| Export declaration (1 Photocopy) | | Bureau of Customs (E2M Automated Export Declaration System) | | |
| Packing list (1 Photocopy) | | Applicant/Exporter | | |
| Commercial Invoice (1 Photocopy) | | Applicant/Exporter | | |
| SRA Official Receipt (payment of fees) | | SRA Treasury Division, 2/F Annex Bldg. | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present application letter and requirements to Sugar Transaction Division Office | 1. Evaluate, verify and check application letter and requirements. Prepare Order of Payment (OP) | None | 10 Minutes | <i>Regulation Officer</i> Sugar Transaction Division |
| 2. Pay application fees to Cashier in Budget & Treasury Division | 2. Accept payment with OP and issue Official Receipt (OR) | ₱480.00/ Application | 30 Minutes | <i>Cashier</i> Budget & Treasury Division |
| 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. Admin.- Regulations/Manager III-Regulations | 3.1. Accept application letter and requirements | None | 10 Minutes | <i>Secretary</i> Office of Deputy Adm.-Regulations/ Office of the Manager III-Regulations |
| | 3.2. Process application, Prepare Certificate | None | 8 hours | <i>Regulation Officer</i> Sugar Transaction Division |
| | 3.3. Signs/approves Clearance | None | 8 hours | <i>Administrator or authorized representative</i> |
| 4. Receive clearance by signing in logbook at the Office of the Sugar Transaction Division | 4. Release and require client to sign in the logbook | None | 5 Minutes | <i>Secretary</i> Sugar Transaction Division |
| TOTAL: | | ₱480.00/ Application | 2 Days 55 Minutes | |



1.5.f. Issuance of Export Clearance for Shipment of “A” or U.S Export Sugar & “D” or World Market Sugar

The Export Clearance is issued to the international traders and must be surrendered to the Bureau of Customs (BOC) for the shipment of the sugar to the U.S.A. or world market.

| | | | | |
|--|--|---|------------------------|---|
| Office or Division | | Sugar Transaction Division | | |
| Classification | | Simple | | |
| Type of Transaction | | G2B-Government to Business Entity | | |
| Who may avail: | | SRA registered export/import sugar traders | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Notarized application letter (1 Original & 1 Photocopy) | | Applicant/Exporter | | |
| Export declaration (1 Photocopy) | | Bureau of Customs (E2M Automated Export Declaration System) | | |
| Notarized of deed of undertaking (1 Original) | | Applicant/Exporter | | |
| Bill of lading (1 Photocopy) | | Shipping firm | | |
| Commercial Invoice (1 Photocopy) | | Applicant/Exporter | | |
| On-line registration USDA (1 Photocopy) | | United States Department of Agriculture | | |
| Notice to export and withdraw (“D” or World Market sugar Only) (1 Photocopy) | | SRA (Licensing & Monitoring Division) | | |
| Notarized declaration of consignee (“D” or World Market Sugar only) (1 Original) | | Applicant/Exporter | | |
| SRA Official Receipt (payment of fees) | | SRA Treasury Division, 2/F Annex Bldg. | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present application letter and requirements to Sugar Transaction Division Office | 1. Evaluate, verify and check application letter and requirements. Prepare Order of Payment (OP) | None | 10 Minutes | <i>Regulation Officer</i> Sugar Transaction Division |
| 2. Pay application fees to Cashier in Budget & Treasury Division | 2. Accept payment with OP and issue Official Receipt (OR) | ₱50.00/MT | 30 Minutes | <i>Cashier</i> Budget & Treasury Division |
| 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. Admin.-Regulations/Manager III-Regulations | 3.1. Accept application letter and requirements | None | 10 Minutes | <i>Secretary</i> Office of Deputy Adm.-Regulations/ Office of the Manager III-Regulations |



| CLIENT STEPS | AGENCY ACTION | FEEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|------------------|------------------------------|---|
| | 3.2. Process application | None | 7 hours | <i>Regulation Officer</i> Sugar Transaction Division |
| | 3.3. Prepare Certificate. | None | 1 hour | <i>Regulation Officer</i> Sugar Transaction Division |
| | 3.4. Signs/approves Clearance | None | 1 day | <i>Administrator or authorized representative</i> |
| 4. Receive clearance by signing in logbook at the Sugar Transaction Division | 4. Release and require client to sign in the logbook | None | 5 Minutes | <i>Secretary</i> Sugar Transaction Division |
| TOTAL: | | ₱50.00/MT | 2 Days 55 Minutes | |



1.5.g. Issuance of Clearance for Withdrawal, Inloading, Outloading and Acknowledgement Receipt of “A” or U.S Export Sugar & “D” or World Market Sugar

The Withdrawal Clearance of the “A” or “D” sugar is issued to the international sugar traders for the withdrawal of the sugar from the sugar mill.

The Inloading Clearance of the “A” or “D” sugar is issued to the international sugar traders for the transfer of the above withdrawn sugar to the bulk sugar terminal.

The Outloading Clearance of the “A” or “D” sugar is issued to the international sugar traders for loading of the sugar from the bulk terminal to the international vessel.

The Acknowledgement Receipt is issued to the international sugar traders that the “A” or “D” sugar quedan portions that were detached from the permit portions is for SRA’s proper monitoring, safekeeping and filing purposes.

| | | | | |
|--|--|--|------------------------|--|
| Office or Division | | Sugar Transaction Division | | |
| Classification | | Complex | | |
| Type of Transaction | | G2B-Government to Business Entity | | |
| Who may avail: | | SRA registered international sugar traders | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Notarized application letter (1 Original & 1 Photocopy) | | Applicant/Trader/Exporter | | |
| Affidavit of ownership (1 Original) | | Applicant/Trader/Exporter | | |
| Physical quedan-permit portion (All Original) | | Sugar Mill of where “A” or “D” sugar produced and for withdrawal | | |
| Listing of quedan-permits (2 sets Original) | | Applicant/Trader/Exporter | | |
| Notice to Withdraw | | SRA (Licensing & Monitoring Division) | | |
| Submit soft copy of listings c/o sra.std@yahoo.com | | Applicant/Trader/Exporter | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present application letter and requirements to Sugar Transaction Division Office | 1. Evaluate, verify and check application letter and requirements. Prepare Order of Payment (OP) | None | 10 Minutes | <i>Regulation Officer</i> Sugar Transaction Division |
| 2. Pay application fees to Cashier in Budget & Treasury Division | 2. Accept payment with OP and issue Official Receipt (OR) | None | 30 Minutes | <i>Cashier</i> Budget & Treasury Division |
| 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. Admin.- Regulations/Manager III -Regulations | 3.1. Accept application letter and requirements | None | 10 Minutes | <i>Secretary</i> Office of Deputy Adm. -Regulations/Office of the Manager III-Regulations |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|------------------------------|---|
| | 3.2. Process application by Surcharging and signing Quedan-permits Average - 3,000 pcs. | None | 7 hours | <i>Regulation Officer</i> Sugar Transaction Division |
| | 3.3. Prepare Certificate. | None | 1 hour | <i>Regulation Officer</i> Sugar Transaction Division |
| | 3.4. Signs/approves Clearance | None | 1 day | <i>Administrator or authorized representative</i> |
| 4. Receive clearance and sign to logbook at the Sugar Transaction Division | 4. Release and require client to sign in the logbook | None | 5 Minutes | <i>Secretary</i> Sugar Transaction Division |
| TOTAL: | | None | 2 Days 55 Minutes | |



1.5.h. Issuance of Clearance for Reclassification of Quedan-Permits

The Clearance for Reclassification is issued to sugar traders to reclassify one class of sugar to another class, per Sugar Order approved by the Sugar Board.

| | | | | |
|---|--|---|------------------------------|--|
| Office or Division | | Sugar Transaction Division | | |
| Classification | | Complex | | |
| Type of Transaction | | G2B-Government to Business Entity | | |
| Who may avail: | | SRA registered sugar traders | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Notarized application letter (1 Original & 1 Photocopy) | | Applicant/Trader | | |
| Affidavit of ownership (1 Original) | | Applicant/Trader | | |
| Purchase order ("D"-“E” only) (1 Photocopy) | | Food Processor who will purchase the “D” to “E” sugar to Trader | | |
| Physical quedan-permit portion (All Original) | | Sugar Mill where “D” sugar is produced | | |
| Listing of quedan-permits (1 Original) | | Applicant/Trader | | |
| Submit soft copy of listings c/o sra.std@yahoo.com | | Applicant/Trader | | |
| SRA Official Receipt (payment of fees) | | SRA Treasury Division, 2/F Annex Bldg. | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present application letter and requirements to Sugar Transaction Division Office | 1. Evaluate, verify and check application letter and requirements. Prepare Order of Payment (OP) | None | 10 Minutes | <i>Regulation Officer</i> Sugar Transaction Division |
| 2. Pay application fees to Cashier in Budget & Treasury Division | 2. Accept payment with OP and issue Official Receipt (OR) | ₱3.00/Lkg-bag | 30 Minutes | <i>Cashier</i> Budget & Treasury Division |
| 3. Submit checked and verified application letter and requirements to the Secretary of Office of Dep. Admin.-Regulations/ Manager III-Regulations | 3.1. Receive application letter and requirements | None | 10 Minutes | <i>Secretary</i> Office of Deputy Adm.- Regulations/. Office of the Manager III-Regulations |
| | 3.2. Process application by Surcharging and signing Quedan-permits Average - 2,000 pcs. | None | 7 hours | <i>Regulation Officer</i> Sugar Transaction Division |
| | 3.3. Prepare Certificate. | None | 1 hour | <i>Regulation Officer</i> Sugar Transaction Division |
| | 3.4. Signs/approves Clearance | None | 1 day | <i>Administrator or authorized representative</i> |
| 4. Receive clearance by signing in logbook at Sugar Transaction Division Office | 4. Release and require client to sign in the logbook | None | 5 Minutes | <i>Secretary</i> Sugar Transaction Division |
| | TOTAL: | ₱3.00/Lkg-bag | 2 Days 55 Minutes | |



1.6.a. Issuance of Certificate of Sugar Requirements-New

The Certificate of Sugar Requirements is issued to eligible Food Processors/Manufacturers of sugar-based products for export to provide them with sugar at a lower cost in order for their products to be more competitive in the World Market.

| | | | | |
|---|--|---|------------------------|---|
| Office or Division | Sugar Transaction Division | | | |
| Classification | Complex | | | |
| Type of Transaction | G2B-Government to Business Entity | | | |
| Who may avail: | Food processors/Manufacturers of sugar-based products for export | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Notarized application form-CSR (1 Original & 1 Photocopy) | | Applicant/Food Processor | | |
| SEC registration (1 Photocopy) | | Securities & Exchange Commission | | |
| BOI registration (1 Photocopy) | | Board of Investments | | |
| DTI registration (1 Photocopy) | | Department of Trade & Industry | | |
| BIR/VAT registration (1 Photocopy) | | Bureau of Internal Revenue | | |
| Mayors permit (1 Photocopy) | | Local Government (City/Municipal Hall) | | |
| Industrial Technology Development Institute (ITDI) certification (1 Photocopy) | | Industrial Technology Development Institute (Standards & Testing Documents) | | |
| Purchase orders (1 Photocopy each) | | Buyer of Food Processor's sugar-based finished products | | |
| Previous export documents (1 Photocopy each) | | Bureau of Customs | | |
| Process flow (1 Photocopy) | | Applicant/Food Processor | | |
| Custom Bonded Warehouse (CBW) accreditation (1 Photocopy) | | Bureau of Customs | | |
| Schedule of importation (1 Photocopy) | | Applicant/Food Processor | | |
| Latest audited financial statement (1 Photocopy) | | Applicant/Food Processor | | |
| On-line registration USFDA | | United States Food & Drug Administration | | |
| Plant visit | | SRA- Regulations | | |
| SRA Official Receipt (payment of fees) | | SRA Treasury Division, 2/F Annex Bldg. | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present application forms and other requirements to Sugar Transaction Division Office | 1. Evaluate, verify and check application letter and requirements. | None | 15 Minutes | <i>Senior Regulation Officer</i> Sugar Transaction Division |
| 2. Submit application forms and other requirements to the Office of Deputy Adm.-Regulations/Office of the Manager III-Regulations | 2.1. Receive application forms and other requirements | None | 5 Minutes | <i>Secretary</i> Office of Deputy Adm.-Regulations/ Office of the Manager III-Regulations |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|---|---|---|
| | 2.2. Schedule and conduct plant visit | None | 22 days Subject to operational schedule of the plant | <i>Deputy Adm.- Regulations/ Manager III Regulations</i> |
| | 2.3. Endorse volume of Sugar requirement (allocation) for Board Approval | None | 1 day | <i>Regulation Officer Sugar Transaction Division</i> |
| | 2.4. Determine and approve volume of Sugar requirement (allocation) | None | 22 days | <i>SRA Board</i> |
| | 2.5. Prepare Order of Payment (OP) | None | 10 minutes | <i>Regulation Officer Sugar Transaction Division</i> |
| 3. Pay application fees at the Cashier of Budget & Treasury Division | 3.1. Accept payment with OP and issue Official Receipt (OR) | P5,000/ Certificate of Sugar Requirement | 25 minutes | <i>Cashier Budget & Treasury Division</i> |
| | 3.2. Prepare Certificate of Sugar Requirement | None | 1 day | <i>Senior Regulation Officer Sugar Transaction Division</i> |
| | 3.3. Signs/approves Certificate | None | 1 day | <i>Administrator or authorized representative</i> |
| 4. Receive clearance and sign to logbook to the Office of Manager III-Regulations | 4. Release and require client to sign in the logbook | None | 5 Minutes | <i>Secretary Office of the Manager III-Regulations</i> |
| | TOTAL: | P5,000/ Certificate of Sugar Requirement | 47 days and 1 hour – 3 days and 1 hour is only for processing of the documents up to endorsement to the Sugar Board. Board Meetings would depend on the schedule set for each meeting. | |



1.6.b. Issuance of Certificate of Sugar Requirements-Additional

The Certification for Sugar Requirements (additional) is issued to eligible Food processors/Manufacturers of sugar-based products for export to provide them with sugar at a lower cost in order for their products to be more competitive in the World Market.

| | | | | |
|---|--|---|------------------------|---|
| Office or Division | Sugar Transaction Division | | | |
| Classification | Complex | | | |
| Type of Transaction | G2B-Government to Business Entity | | | |
| Who may avail: | Food processors/Manufacturers of sugar-based products for export | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Notarized application form-CSR (1 Original & 1 Photocopy) | | Applicant/Food Processor | | |
| ITDI certification (1 Photocopy) | | Industrial Technology Development Institute (Standards & Testing Documents) | | |
| Bank remittances (1 Photocopy each) | | Applicant/Food Processor | | |
| Purchase orders (1 Photocopy each) | | Buyer of Food Processor's sugar-based finished products | | |
| On-line registration USFDA | | United States Food & Drug Administration | | |
| Statement of liquidation of Imported Sugar used as raw material (1 Photocopy) | | Bureau of Customs | | |
| Export declarations (1 Photocopy each) | | Bureau of Customs | | |
| Export sales invoices (1 Photocopy each) | | Applicant/Food Processor | | |
| Summary of total exports | | Applicant/Food Processor | | |
| Cancellation of bonds (1 Photocopy) | | Bureau of Customs | | |
| Schedule of importation for the current year | | Applicant/Food Processor | | |
| Latest audited financial statements (1 Photocopy) | | Applicant/Food Processor | | |
| Year-end inventory report | | Sugar Regulatory Administration, Regulations | | |
| Declaration of warehouse | | Applicant/Food Processor | | |
| SRA Official Receipt (payment of fees) | | SRA Treasury Division, 2/F Annex Bldg. | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present application forms and other requirements to Sugar Transaction Division Office | 1. Evaluate, verify and check application letter and requirements. | None | 15 Minutes | <i>Senior Regulation Officer</i> Sugar Transaction Division |
| 2. Submit application forms and other requirements to the Office of Deputy Adm.-Regulations/Office of the Manager III-Regulations | 2.1. Receive application forms and other requirements | None | 5 Minutes | <i>Secretary</i> Office of Deputy Adm.-Regulations/ Manager III-Regulation Dept |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|---|--|--|
| | 2.2. Endorse volume of Sugar requirement (allocation) for Board Approval | None | 1 day | <i>Deputy Adm.- Regulation Dept./ Manager III Regulation Dept.</i> |
| | 2.3. Determine and approve volume of Sugar requirement (allocation) | None | 22 days (Subject to schedule of SRA Board meeting) | <i>SRA Board</i> |
| | 2.4. Prepare Order of Payment (OP) | None | 10 minutes | <i>Regulation Officer Sugar Transaction Division</i> |
| 3. Pay application fees at the Cashier of Budget & Treasury Division | 3.1. Accept payment with OP and issue Official Receipt (OR) | P3,000/Certificate of Sugar Requirement (additional) | 25 minutes | <i>Cashier Budget & Treasury Division</i> |
| | 3.2. Prepare Certificate of Sugar Requirement | None | 1 day | <i>Senior Regulation Officer Sugar Transaction Division</i> |
| | 3.3. Signs/approves Clearance | None | 1 day | <i>Administrator or authorized representative</i> |
| 4. Receive clearance and sign to logbook to the Office of Manager III-Regulations | 4. Release and require client to sign in the logbook | None | 5 Minutes | <i>Secretary Office of the Manager III-Regulations</i> |
| | TOTAL: | P3,000/Certificate of Sugar Requirement (additional) | 25 days and 1 hour 3 days is only for processing of the documents up to endorsement to the Sugar Board. Approval of the Board would depend on the schedule of Board Meeting | |



1.6.c. Issuance of Certificate of Origin

The Certificate of Origin is issued to the consignor and the consignee of the shipment of the export sugar or world market sugar indicating the quantity and description of the goods that it is of Philippine origin, production and manufacture.

| | | | | |
|---|--|--|------------------------------|---|
| Office or Division | | Sugar Transaction Division | | |
| Classification | | Simple | | |
| Type of Transaction | | G2B-Government to Business Entity | | |
| Who may avail: | | SRA registered international sugar traders | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Notarized application letter (1 Original & 1 Photocopy) | | Applicant/Exporter | | |
| SRA Official Receipt (payment of fees) | | SRA Treasury Division, 2/F Annex Bldg. | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present application letter and requirements to Sugar Transaction Division | 1. Evaluate, verify and check application letter and requirements. Prepare Order of Payment (OP) | None | 10 Minutes | <i>Regulation Officer</i> Sugar Transaction Division |
| 2. Pay application fees to Cashier of Budget & Treasury Division | 2. Accept payment with OP and issue Official Receipt (OR) | ₱0.50/Lkg-bag | 30 Minutes | <i>Cashier</i> Budget & Treasury Division |
| 3. Submit checked and verified application letter and requirements to the Office of Deputy Adm.-Regulations/Office of Manager III-Regulations | 3.1. Receive application letter and requirements | None | 10 Minutes | <i>Secretary</i> Office of Deputy Adm.-Regulations/ Office of Manager III-Regulations |
| | 3.2. Process/Prepare Certificate | None | 1 day | <i>Regulation Officer</i> Sugar Transaction Division |
| | 3.3. Signs/approves Certificate | None | 1 day | <i>Administrator or authorized representative</i> |
| 4. Receive clearance at the Sugar Transaction Division Office | 4. Release and require client to sign in the logbook | None | 5 Minutes | <i>Secretary</i> Sugar Transaction Division |
| TOTAL: | | ₱0.50/Lkg-bag | 2 Days 55 Minutes | |



1.7.a. Issuance of Certificate Exchange Authority (CEA) and Letters to the Mills

The Certificate of Exchange Authority is issued to domestic sugar traders for the swapping of sugar of different classes at different sugar mills or warehouses. The Letters to the Mills is issued to sugar traders for the withdrawal of the swapped sugar covered by the Certificate of Exchange Authority.

| | | | | |
|--|--|---|------------------------------|--|
| Office or Division | | Sugar Transaction Division | | |
| Classification | | Simple | | |
| Type of Transaction | | G2B-Government to Business Entity | | |
| Who may avail: | | SRA registered domestic sugar traders | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Notarized application letter (1 Original & 1 Photocopy) | | Applicant/Trader | | |
| Affidavit of ownership (1 Original) | | Applicant/Trader | | |
| Physical quedan-permit portion (All Original) | | Sugar Mills where sugar is produced and to be withdrawn | | |
| Listing of quedan-permits (1 Original) | | Applicant/Trader | | |
| Softcopy of listings send to email address: sra.std@yahoo.com | | Applicant/Trader | | |
| SRA Official Receipt (payment of fees) | | SRA Treasury Division, 2/F Annex Bldg. | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present application letter and requirements to the <i>Regulation Officer</i> of Sugar Transaction Division | 1. Evaluate, verify and check application letter and requirements. Prepare Order of Payment (OP) | None | 10 Minutes | <i>Regulation Officer</i> Sugar Transaction Division |
| 2. Pay application fees at the <i>Cashier</i> Budget & Treasury Division | 2. Accept payment with OP and issue Official Receipt (OR) | ₱1.50/Lkg-bag | 30 Minutes | <i>Cashier</i> Budget & Treasury Division |
| 3. Submit checked and verified application letter and requirements to the Office of Deputy Adm.- Regulations/Office of Manager III-Regulations | 3.1. Accept application letter and requirements | None | 10 Minutes | <i>Secretary</i> Office of Deputy Adm.-Regulations/ Office of Manager III -Regulations |
| | 3.2. Process application by Surcharging and signing Quedan-permits Average - 2,000 pcs. Prepare Certificate. | None | 1 day | <i>Regulation Officer</i> Sugar Transaction Division |
| | 3.3. Signs/approves Clearance | None | 1 day | <i>Administrator or authorized representative</i> |
| 4. Receive clearance by signing in the logbook at the Sugar Transaction Division office | 4. Release and require client to sign in the logbook | None | 5 Minutes | <i>Secretary</i> Sugar Transaction Division |
| | TOTAL: | ₱1.50/Lkg-bag | 2 Days 55 Minutes | |



1.7.b. Issuance of Certificate for Verification of “A” or U.S Export Sugar & “D” or World Market Sugar Quedan-Permits

The Certificate of Verification of “A” or export sugar quedan-permits is issued to exporters who wish to verify sugar-quedan permits of “A” or US Export Sugar and “D” or World Market Sugar

| | | | | |
|--|--|---|------------------------------|--|
| Office or Division | | Sugar Transaction Division | | |
| Classification | | Simple | | |
| Type of Transaction | | G2B-Government to Business Entity | | |
| Who may avail: | | SRA registered international sugar traders | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Notarized application letter (1 Original & 1 Photocopy) | | Applicant/Sugar Quedan Owner | | |
| Physical quedan-permit portion (All Original) | | Sugar Mill where the “A” or “D” sugar is produced | | |
| Listing of quedan-permits (1 Original) | | Applicant/Sugar Quedan Owner | | |
| Submit soft copy of listings c/o sra.std@yahoo.com | | Applicant/Sugar Quedan Owner | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present application letter and requirements to Sugar Transaction Division Office | 1. Evaluate, verify and check application letter and requirements. Prepare Order of Payment (OP) | None | 10 Minutes | <i>Regulation Officer</i> Sugar Transaction Division |
| 2. Submit checked and verified application letter and requirements to the Office of Deputy Adm.- Regulations/.Office of the Manager III- Regulations | 2.1. Accept application letter and requirements | None | 10 Minutes | <i>Secretary</i> Office of Deputy Adm.- Regulations/.Office of the Manager III- Regulations |
| | 2.2. Process application by Surcharging and signing Quedan-permits Average - 2,000 pcs. Prepare Certificate. | None | 1 day | <i>Regulation Officer</i> Sugar Transaction Division |
| | 2.3. Signs/approves Certificate | None | 1 day | <i>Administrator or authorized representative</i> |
| 3. Receive clearance by signing in logbook at Sugar Transaction Division | 3. Release and require client to sign in the logbook | None | 5 Minutes | <i>Clerk</i> Sugar Transaction Division |
| | TOTAL: | None | 2 Days 55 Minutes | |



1.7.c. Issuance of Certificate for Reinstatement of “A” or U.S Export Sugar & “D” or World Market Sugar Quedan-Permits

The Certificate for Reinstatement of “A” and “D” sugar quedan-permits is issued to registered domestic and international traders, planters or millers that possess “A” or “D” sugar quedan-permits that was not presented for verification in a given specified crop year.

| | | | | |
|--|--|--|------------------------|---|
| Office or Division | | Sugar Transaction Division | | |
| Classification | | Complex | | |
| Type of Transaction | | G2B-Government to Business Entity | | |
| Who may avail: | | SRA registered sugar domestic & international traders, planters or millers | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Notarized application letter (1 Original & 1 Photocopy) | | Applicant/Trader | | |
| Physical quedan-permit portion (All Original) | | Sugar Mill where the “A” or “D” sugar is produced | | |
| Listing of quedan-permits (1 Original) | | Applicant/Trader | | |
| Submit soft copy of listings c/o sra.std@yahoo.com | | Applicant/Trader | | |
| SRA Official Receipt (payment of fees) | | SRA Treasury Division, 2/F Annex Bldg. | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Present application letter and requirements to Sugar Transaction Division Office | 1. Evaluate, verify and check application letter and requirements. Prepare Order of Payment (OP) | None | 10 Minutes | <i>Regulation Officer</i> Sugar Transaction Division |
| 2. Pay application fees to Cashier at Budget & Treasury Division | 2. Accept payment with OP and issue Official Receipt (OR) | ₱15.00/Lkg-bag Per Sugar Board Resolution or Sugar Order | 30 Minutes | <i>Cashier</i> Budget & Treasury Division |
| 3. Submit checked and verified application letter and requirements to the Office of Deputy Adm.-Regulations/.Office of the Manager III-Regulations | 3.1. Accept application letter and requirements | None | 10 Minutes | <i>Secretary Office of Deputy Adm.-Regulations/.Office of the Manager III-Regulations</i> |
| | 3.2. Process application by Surcharging and signing Quedan-permits Average - 2,000 pcs. | None | 7 hours | <i>Regulation Officer</i> Sugar Transaction Division |
| | 3.3. Prepare Certificate. | | 1 hour | <i>Regulation Officer</i> Sugar Transaction Division |
| | 3.4. Signs/approves Clearance | None | 1 day | <i>Administrator or authorized representative</i> |



| CLIENT STEPS | AGENCY ACTION | FEEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|---|------------------------------|--------------------------------------|
| 4. Receive clearance by signing to logbook at Sugar Transaction Division | 4. Release and require client to sign in the logbook | None | 5 Minutes | Secretary Sugar Transaction Division |
| | | ₱15.00/Lkg-bag Per Sugar Board Resolution or Sugar Order | 2 Days 55 Minutes | |



1.8. REGISTRATION OF BIOETHANOL PRODUCER

Bioethanol Registration is issued to qualified Bioethanol Producers/Manufacturers

| Office or Division | Licensing and Monitoring Division, Regulation Department |
|--|--|
| Classification | Complex (New & Renewal) |
| Type of Transaction | G2B-Government to Business Entity |
| Who may avail: | Any person or business entity duly created under the laws of the Philippines |
| CHECKLIST OF REQUIREMENTS (TWO SETS of COPIES) | WHERE TO SECURE |
| Notarized Application Form with Passport size ID picture of Signatory (Owner/President/ Authorized Representative) | Licensing and Monitoring Division (LMD), SRA Website www.sra.gov.ph Applicant |
| Notarized Letter requesting Registration | Applicant |
| Valid Government Issued ID of Signatory | Applicant |
| For Corporation: SEC Registration* Articles of Incorporation and By Laws* <i>*Not required for renewal applications unless expired or amended</i> General Information Sheet | Securities and Exchange Commission Company Registration and Business Name Department or Satellite Offices http://crs.sec.gov.ph online registration for pre-processing |
| For Cooperatives: CDA Registration* Articles of Cooperation and By Laws* <i>*Not required for renewal applications unless expired or amended</i> Certificate of Compliance | Cooperative Development Authority (CDA) |
| Tax Identification Number (Photocopy of TIN ID/BIR Registration 2303) <i>*Not required for renewal applications unless expired or amended</i> | Bureau of Internal Revenue (BIR) Revenue District Office that has jurisdiction over place of residence/business office |
| Business/Mayor's Permit Current Year (Photocopy) | Local Government (City or Municipality of Business Location) Economic Zones with Area of Jurisdiction |
| Inspection of Bio Ethanol Plant (For New Applicants) | LMD, SRA |
| Company ID (Photocopy) and Authorization Letter for Authorized Representative (Original Copy) | Applicant |
| Office and Plants's Vicinity Map & Lease Contract (if rented) or Tax Declaration (if owned) (Photocopy) | Applicant |
| Sworn Statement by the Bioethanol Producer that feedstocks used are locally sourced | Applicant |
| Compliance to Monthly submission of SRA Prescribed Matrix for E-Cane Report (Feedstock Utilization Report SRA Forms B-4 to B-7) (Photocopy) | Applicant |
| Official Receipts (OR)/ Deposit Slips as proof of payment for applicable SRA Liens (Certified True Copy by RD-SRED) | Applicant |
| Certificate of No Pending Tax Liability from BIR | Applicant |
| Registration Fee | Applicant |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|--|---|
| Submit two (2) sets of notarized Application Form with attached requirements to LMD thru SRA Office or thru LMD Official Email/s | Check application and requirements if complete. | None | 10 Minutes | LMD Personnel |
| Prepare office and plant for physical/online inspection as per agreed schedule with assigned LMD Personnel (For NEW LTO Applications) | Inspect (physical/online) the office and plant of the applicant | None | 1 day including travel time (if physical inspection within NCR, Regions III & IV) 3 days including travel time (if physical inspection in Luzon, Visayas & Mindanao Except NCR, Regions III & IV) 2 Hours if thru online | LMD Personnel LMD Personnel |
| | Evaluate and Verify authenticity of documents from concerned government agencies (For NEW LTO Applications) Preparation of Inspection Reports (For NEW LTO Applications) | | 2 days 2 hours | LMD Personnel LMD Personnel |
| | Endorse to Sugar Board for Approval | None | 22 days for Board approval | RD Manager/ Deputy Administrator |
| 3. Secure Order of Payment (OP) from LMD Personnel/LMD EMail and pay the LTO application fee at Budget and Treasury Division (BTD) or thru Online Banking Transactions | Issue OP Accept payment with OP and issue OR | P2,000.00 | 5 Minutes 5 Minutes | LMD Personnel Budget Officer/ Cashier-BTD |

| | | | | |
|-------------------------|--|------|------------|--|
| | 3.3. Prepare LTO | None | 10 Minutes | LMD Personnel |
| | 3.4 For signature | | 2 Days | RD Manager/ Deputy Administrator/ Administrator |
| 4. Recieve LTO from LMD | 4. Release LTO to applicant (Thru Pick up/Email if Soft copy/Records if by Mail) | None | 10 Minutes | LMD Personnel |

| | | | |
|---------------|-----------------|--|--|
| | PhP2,000 | New LTO Application 26WD, 4H, 40M to 29WD, 2H, 40M depending on the location of the applicant if online or physical inspection Renewal Application 24WD and 40M <i>Note: WD=Working Days, H=Hours D=Days</i> | |
| TOTAL: | | | |

1.9 LICENSE TO OPERATE AS SUGAR MILL/REFINERY

License to Operate as Sugar Mill/Refinery is issued to a qualified applicant to operate a Sugar Milling/Refining Plant.



| Office or Division | Licensing and Monitoring Division |
|--|---|
| Classification | Highly Technical (New) Simple (Renewal) |
| Type of Transaction | G2B-Government to Business Entity |
| Who may avail: | Any person or business entity duly created under the laws of the Philippines |
| CHECKLIST OF REQUIREMENTS (TWO SETS of COPIES) | WHERE TO SECURE |
| Notarized Application Form with Passport size ID picture of Signatory (Owner/President/ Authorized Representative) <i>*Separate application form for Mill & Refinery</i> | Licensing and Monitoring Division (LMD), SRA Website www.sra.gov.ph Applicant |
| For Corporation: SEC Registration* Articles of Incorporation and By Laws* <i>*Not required for renewal applications unless expired or amended</i> General Information Sheet For Sole Proprietorship: DTI Registration* <i>*Not required for renewal applications unless expired or amended</i> For Cooperatives: CDA Registration* Articles of Cooperation and By Laws* <i>*Not required for renewal applications unless expired or amended</i> Certificate of Compliance | Securities and Exchange Commission Company Registration and Business Name Department or Satellite Offices http://crs.sec.gov.ph online registration for pre-processing Department of Trade and Industry DTI Negosyo Center Cooperative Development Authority |
| Business/Mayor's Permit Current Year (Photocopy) | Local Government (City or Municipality of Business Location) Economic Zones within area of jurisdiction |
| Tax Identification Number (Photocopy of TIN ID/BIR Registration 2303) <i>*Not required for renewal applications unless expired or amended</i> | Bureau of Internal Revenue (BIR) Revenue District Office within area of jurisdiction residence/business office |
| Profile of Key Officers and Board Members <i>*For new LTO Applications only</i> | Applicant |
| Individual & Corporate Income Tax Returns with Audited Financial Statements for the three (3) consecutive years | Applicant |
| Technical Inspection Report <i>*For new LTO Applications only</i> | RDE Technical Services Division and LMD Personnel |
| Plant, Office and Warehouse's Vicinity Map & Copy of Land Title/Tax Declaration (if owned) or Lease Contract (if rented) (Photocopy) <i>*Not required for renewal applications unless expired or amended</i> | Applicant |
| Certificate of No Pending Tax Liability from BIR | Applicant |
| Milling License Fee/Payment (PhP 0.05/ short ton) | Applicant |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|---|---|---|
| 1. Submit two (2) sets of notarized Application Form with attached requirements to LMD | Check application and requirements if complete. | None | 10 Minutes | LMD Personnel |
| 2. Prepare for technical mill inspection as per agreed schedule with LMD/Technical Services Section Research Development and Extension Department (For NEW LTO Applications) | 2.1 Conduct technical Inspection | None | 1 day including travel time (if physical inspection is within NCR, Regions III & IV) 3 days including travel time (if physical inspection in Luzon, Visayas & Mindanao Except NCR, Regions III & IV) | LMD & Technical Services Section, Research Development and Extension Dep't. |
| | Evaluate and Verify authenticity of documents from concerned government agencies (For NEW LTO Applications) Preparation of Inspection Report (For NEW LTO Applications) for endorsement to the Administrator | | 2 days 2 Days | LMD Personnel RDE |
| | Endorse to Sugar Board for Approval (For new LTO applications) | None | 22 days for Board approval | RD Manager/ Deputy Administrator |
| 3. Secure Order of Payment (OP) from LMD Personnel and Pay the LTO application fee at the Budget and Treasury Division (BTD) or thru Online Banking Transactions | 3.1. Issue OP 3.2 Accept payment with OP and issue OR | PHP .05/short tons | 5 Minutes 5 Minutes | LMD Personnel Budget Officer/ Cashier-BTD |
| | 3.3. Prepare LTO 3.4 For signature | None | 10 Minutes 2 days | LMD Personnel RD Manager/ Deputy Administrator/ Administrator |
| 4. Recieve LTO from LMD | 4. Release LTO to applicant (Thru Pick up/ Email if Soft copy/ Records if by Mail) | Nope | 10 Minutes | LMD Personnel |
| TOTAL: | | PHP .05/ short tons (ST) for Sugar Mills No Fee for Reninery | New LTO Application 29WD, 40M to 31WD, 40M depending on the location of the applicant Renewal Application 2WD and 40M <i>Note: WD=Working Days, H=Hours D=Days</i> | |

1.10.a. Sugar Quality and Safety Assessment (PNS/BAFS 81:2018) Analysis of Raw Sugars from Mills

Sugar Mills are required to submit their weekly composite samples to the Laboratory for the monitoring & assessment of sugar quality and safety as produced. Sugar quality and safety conformance is assessed using the Philippine National Standard for Raw Sugar (PNS/BAFS 81:2018). Analysis of sample is done on a *first come-first serve* basis. Issuance of Certificate of Analysis is within ten (10) days from start of analysis.

| | | | | |
|---|--|---|------------------------|---|
| Office or Division: | Laboratory Services Division | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2B – Government to Business Entity | | | |
| Who May Avail: | Sugar Mills | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Raw Sugar Sample (2 Kg) Complete Certificate of Analysis (1 original) Certificate of Analysis for BIR Submission (3 original) | | Client's Mill Client's Laboratory Client's Laboratory | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submits Raw Sugar sample to the Laboratory Location: Left Wing, Ground Floor, SRA Annex Bldg. | 1.1. Evaluates and receives sample if it meets required specification | PHP 2950 | 10 minutes | <i>Chemist II</i> Sugar Laboratory, Left Wing, Ground Floor, SRA Annex Bldg. |
| | 1.2. Records sample in the Entry Sheet and assigns sample identification | None | 5 minutes | <i>Chemist II</i> Sugar Laboratory |
| | 1.3. Conducts analysis and computes for tests results | None | 4 days | <i>Chemist II & Chemist III</i> Sugar Laboratory |
| | 1.4. Reviews/ verifies data and computation of results | None | 4 days | <i>Chemist III</i> Sugar Laboratory |
| | 1.5. Prepares Certificate of Analysis and Billing | None | 2 days | <i>Chemist II</i> Sugar Laboratory |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------|--|-----------------|--|---|
| | 1.7. Evaluates and certifies prepared Certificate of Analysis and Billing for correctness | None | 4 hours | <i>Chemist III</i> Sugar Laboratory |
| | 1.8. Approves Certificate of Analysis | None | 10 minutes | <i>Manager III</i> Office of the Manager III, Regulation Dept. – Luzon & Mindanao |
| | 1.9. Submits Certificate of Analysis to Records Section for Releasing | None | 10 minutes | <i>Science Aide</i> Sugar Laboratory |
| | 1.10. Issuance of Certificate of Analysis by mail or thru the assigned Mill Regulation Officer | None | 10 minutes | <i>Records Officer</i> Records Section, 2nd Floor, Left Wing, SRA Annex Bldg. |
| TOTAL: | | PHP 2950 | 10 days, 4 hours and 45 minutes | |

1.10.b Sugar Quality and Safety Assessment (PNS/BAFS 82:2018) Analysis of White Sugars from Refineries/Mills

Sugar Refineries/Mills are required to submit their weekly composite samples to the Laboratory for the monitoring & assessment of sugar quality and safety as produced. Sugar quality and safety conformance is assessed using the Philippine National Standard for White Sugar (PNS/BAFS 82:2018). Analysis of sample is done on a *first come-first serve* basis. Issuance of Certificate of Analysis is within ten (10) days from start of analysis.

| | | | | |
|--|---|---|------------------------|---|
| Office or Division: | Laboratory Services Division | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2B – Government to Business Entity | | | |
| Who May Avail: | Sugar Refineries/Mills | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| White Sugar Sample (2 Kg) Complete Certificate of Analysis (1 original) | | Client's Refinery/Mill Client's Laboratory | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submits White Sugar sample to the Laboratory Location: Ground Floor, Right Wing, SRA Annex Bldg. | 1.1. Evaluates and receives sample if it meets required specification | None | 10 minutes | <i>Chemist II</i> Sugar Laboratory |
| | 1.2. Records sample in the Entry Sheet and assigns sample identification | None | 5 minutes | <i>Chemist II</i> Sugar Laboratory |
| | 1.3. Conducts analysis and computes for tests results | None | 4 days | <i>Chemist II & Chemist III</i> Sugar Laboratory |
| | 1.4. Reviews/ verifies data and computation of results | None | 4 days | <i>Chemist III</i> Sugar Laboratory |
| | 1.5. Prepares Certificate of Analysis | None | 2 days | <i>Chemist I or Chemist II</i> Sugar Laboratory |
| | 1.6. Evaluates and certifies prepared Certificate of Analysis for correctness | None | 4 hours | <i>Chemist III</i> Sugar Laboratory |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------|---|-----------------|--|--|
| | 1.7. Approves Certificate of Analysis | None | 10 minutes | <i>Manager III</i> Office of the Manager III, Regulation Dept. – Luzon & Mindanao |
| | 1.8. Submits Certificate of Analysis to Records Section for Releasing | None | 10 minutes | <i>Science Aide</i> Sugar Laboratory |
| | 1.9. Issuance of Certificate of Analysis by mail or thru the assigned Mill Regulation Officer | None | 10 minutes | <i>Records Officer</i> Records Section |
| TOTAL: | TOTAL: | None | 10 days, 4 hours and 45 minutes | |



1.10.c Analysis of Pre-mixes, Dry Mixes & Concentrate/Sucrose Analyte

Analysis of Premixes, Dry Mixes and other food concentrates are requirement for issuance of SRA Premix Commodity Release Clearance. Analysis of sample is done on a *first come-first serve* basis. Issuance of Certificate of Analysis is within ten (10) days from start of analysis.

| | | | | |
|---|--|---------------------------------|------------------------|--|
| Office or Division: | Laboratory Services Division | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2B – Government to Business Entity | | | |
| Who May Avail: | Importers, Brokers | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Request for Premix Commodity Release Clearance (1 photocopy) to be submitted by the Licensing & Monitoring Division to Laboratory | | Licensing & Monitoring Division | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| | 1.1. Coordinate with Regulations Department for sampling schedule (upon receipt of request for clearance from client by Regulations Dept.) | None | 10 minutes | <i>Chemist III</i> Sugar Laboratory |
| | 1.2. Conduct site sampling and submit sample to the Laboratory | None | 5 days | <i>Chemist I, Chemist II or Chemist III,</i> Sugar Laboratory |
| 2. Client obtains Order of Payment from the Laboratory Location: Right Wing, Ground Floor, SRA Annex Bldg. | 2. Issues Order of Payment to the Client | None | 10 minutes | <i>Chemist I, Chemist II or Chemist III,</i> Sugar Laboratory |
| 3. Pays the required Analysis Fee Location: Right Wing, 2nd Floor, SRA Annex Bldg. | 3.1. Collects required analysis fee from the Client | PHP 3,000 | 30 minutes | <i>Cashier</i> Treasury Section |
| | 3.2. Records sample in the Entry Sheet and assigns sample identification | None | 5 minutes | <i>Chemist II</i> Sugar Laboratory |



| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|------------------|--|---|
| | 3.3. Conducts analysis and computes for tests results | None | 4 days | <i>Chemist I, Chemist II & Chemist III</i> Sugar Laboratory |
| | 3.4. Reviews/ verifies data and computation of results | None | 4 days | <i>Chemist III</i> Sugar Laboratory |
| | 3.5. Prepares Certificate of Analysis | None | 2 days | <i>Chemist II</i> Sugar Laboratory |
| | 3.6. Evaluates and certifies prepared Certificate of Analysis for correctness | None | 4 hours | <i>Chemist III</i> Sugar Laboratory |
| | 3.7. Approves Certificate of Analysis | None | 10 minutes | <i>Manager III</i> Office of the Manager III, Regulation Dept. – Luzon & Mindanao |
| | 3.8. Submits Certificate of Analysis to Records Section for Releasing | None | 10 minutes | <i>Science Aide</i> Sugar Laboratory |
| 4. Client presents Official Receipt to the Records Officer to claim Certificate of Analysis Location: Left Wing, 2nd Floor, SRA Annex Bldg. | 4. Issuance of Certificate of Analysis | None | 30 minutes | <i>Records Officer</i> Records Section |
| TOTAL: | | PHP 3,000 | 15 days, 5 hours and 45 minutes | |

1.10.d. Analysis of Raw Sugar, White Sugar, Muscovado, Molasses, and Other Sugar Products (for Special Samples & Walk-in Clients)

Provision of analytical support services to sugar mills, refineries, traders, sugar planters, industrial users, researchers brokers, and surveyors, other government agencies, and the general public. Analysis of sample is done on a *first come-first serve* basis. Issuance of Certificate of Analysis is dependent on the required number of parameter/s of each sample submitted.

| | | |
|------------------------------------|---|------------------------|
| Office or Division: | Laboratory Services Division | |
| Classification: | Highly Technical | |
| Type of Transaction: | G2C – Government to Citizens G2B – Government to Business Entity | |
| Who May Avail: | All | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1.1. Sample for Analysis Raw Sugar | | Client |
| Analysis/Test | Required Sample Weight | |
| Moisture | 200 grams | |
| Polarization | 500 grams | |
| Ash | 200 grams | |
| Color – Whole Raw | 100 grams | |
| Sucrose | 250 grams | |
| Reducing Sugar | 500 grams | |
| Dextran | 200 grams | |
| pH | 250 grams | |
| Starch | 200 grams | |
| Sulfur Dioxide | 200 grams | |
| 1.2. White Sugar | | |
| Analysis/Test | Required Sample Weight | |
| Moisture | 250 grams | |
| Polarization | 500 grams | |
| Ash | 250 grams | |
| Color | 250 grams | |
| Reducing Sugar | 250 grams | |
| Floc Test | 2 kilograms | |
| Sulfur Dioxide | 200 grams | |
| Iron | 250 grams | |
| Microorganism | | |
| Total Mesophilic Bacterial Count | 250 grams | |
| Yeast & Moulds | 250 grams | |

| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
|--|------------------------|-----------------|
| Thermophilic Spore-forming Bacteria | 250 grams | Client |
| Grist Size | 500 grams | |
| Quaternary Ammonium Compound (QAC) | 250 grams | |
| Sediment/ Insoluble Matter | 2.5 kilograms | |
| Turbidity | 250 grams | |
| Appearance | 500 grams | |
| Taste & Odor | 250 grams | |
| Odor upon Acidification | 250 grams | |
| pH | 250 grams | |
| 1.3. Muscovado | | |
| Analysis/Test | Required Sample Weight | |
| Moisture | 250 grams | |
| Polarization | 500 grams | |
| Reducing Sugar | 500 grams | |
| Ash | 250 grams | |
| Color | 250 grams | |
| Brix | 500 grams | |
| 1.4. Molasses | | |
| Analysis/Test | Required Sample Weight | |
| Brix | 1 kilogram | |
| Polarization | 500 grams | |
| Sucrose | 250 grams | |
| Reducing Sugar | 250 grams | |
| Total Sugar as Invert | 250 grams | |
| Total Sugar as Invert after Hydrolysis | 250 grams | |
| Total Solids/Dry Substance | 250 grams | |
| Ash | 250 grams | |
| Specific Gravity | 500 grams | |
| Refractive Index | 250 grams | |
| Suspended Solids | 250 grams | |
| pH | 250 grams | |

| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
|--|---|-----------------------------------|--|--|
| 1.5. Premixes, Dry Mixes, Concentrates | | Client | | |
| Analysis/Test | Required Sample Weight | | | |
| Sucrose | 50 grams | | | |
| Sucrose with additional Fructose, Glucose, Lactose | 50 grams | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submits sample to the Laboratory and fills out Request for Analysis Form Location: Ground Floor, Annex Bldg. | 1.1. Evaluates and receives sample if it meets required specification | None | 15 minutes | <i>Chemist II</i> Sugar Lab |
| | 1.2. Issues Order of Payment to the Client | None | 10 minutes | <i>Chemist II</i> Sugar Lab |
| 2. Pays the required analysis fee at the Cashier Location: Right Wing, 2nd Floor, SRA Annex Bldg. | 2.1. Collects required analysis fee from the Client | See Schedule of Fees below | 30 minutes | <i>Cashier</i> Treasury Section |
| | 2.2. Records sample in the Entry Sheet and assigns sample identification | None | 5 minutes | <i>Chemist II</i> Sugar Lab |
| | 2.3. Conducts analysis and computes for tests results | None | Maximum of 10 days depending on parameter/s required | <i>Chemist I, Chemist II & Chemist III</i> Sugar Lab |
| | 2.4. Reviews/ verifies data and computation of results | None | 4 day | <i>Chemist III</i> Sugar Lab |
| | 2.5. Prepares Certificate of Analysis | None | 2 day | <i>Chemist II</i> Sugar Lab |
| | 2.6. Evaluates and certifies prepared Certificate of Analysis for correctness | None | 4 hours | <i>Chemist III</i> Sugar Lab |
| | 2.7. Approves Certificate of Analysis | None | 10 minutes | <i>Manager III</i> Office of the Manager III, Regulation Dept. – Luzon & Mindanao |
| | 2.8. Submits Certificate of Analysis to Records Section for Releasing | None | 10 minutes | <i>Science Aide</i> Sugar Lab |
| 3. Client presents Official Receipt to the Records Officer to claim Certificate of Analysis Location: Left Wing, 2nd Floor, Annex Bldg. | 3. Issuance of Certificate of Analysis | None | 30 minutes | <i>Records Officer</i> Records Section |

| CLIENT STEPS | AGENCY ACTION | FEEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------|---------------|-------------------------------|---------------------------------|--------------------|
| TOTAL: | | Please Schedule of Fees below | 16 days, 5 hours and 50 minutes | |

| SCHEDULE OF FEES | | |
|-------------------------------------|-----------------|-----------|
| Matrix | Analysis / Test | Fee |
| Raw Sugar | Moisture | PHP 400 |
| | Polarization | PHP 400 |
| | Ash | PHP 400 |
| | Grain Size | PHP 400 |
| | Color | |
| | Affined | PHP 400 |
| | Whole Raw | PHP 400 |
| | Sucrose | PHP 650 |
| | Reducing Sugar | PHP 600 |
| | Dextran | PHP 1,000 |
| | pH | PHP 400 |
| | Starch | PHP 1,600 |
| | Sulfur Dioxide | PHP 750 |
| | White Sugar | Moisture |
| Polarization | | PHP 400 |
| Ash | | PHP 400 |
| Color | | PHP 400 |
| Reducing Sugar | | PHP 600 |
| Floc Test | | PHP 400 |
| Sulfur Dioxide | | PHP 750 |
| Iron | | PHP 750 |
| Microorganism | | |
| Total Mesophilic Bacterial Count | | PHP 500 |
| Yeast and Moulds | | PHP 500 |
| Thermophilic Spore-Forming Bacteria | | PHP 500 |
| Grist Size | | PHP 400 |
| Quaternary Ammonium Compound (QAC) | | PHP 1700 |
| Sediment/Insoluble Matter | | PHP 600 |
| Turbidity | | PHP 600 |
| Appearance | | PHP 400 |
| Taste and Odor | PHP 400 | |
| Odor upon Acidification | PHP 400 | |
| pH | PHP 400 | |

| SCHEDULE OF FEES | | |
|---|---|------------|
| Matrix | Analysis / Test | Fee |
| Muscovado | Moisture | PHP 400 |
| | Polarization | PHP 400 |
| | Reducing Sugar | PHP 600 |
| | Ash | PHP 400 |
| | Color | PHP 400 |
| | Brix | PHP 400 |
| Molasses | Brix | PHP 400 |
| | Polarization | PHP 400 |
| | Sucrose | PHP 650 |
| | Reducing Sugar | PHP 600 |
| | Total Sugar as Invert | PHP 1,250 |
| | Total Reducing Sugars after Hydrolysis | PHP 1,250 |
| | Total Solids / Dry Substance | PHP 700 |
| | Ash | PHP 400 |
| | Specific Gravity | PHP 400 |
| | Refractive Index | PHP 400 |
| Premixes, Dry Mixes, Concentrates | Sucrose | PHP 3,000 |
| | with Fructose, Glucose, Lactose (for each additional parameter) | PHP 1,000 |
| Fees for Complete Analysis: | | |
| Complete Raw Sugar Analysis (Moisture, Polarization, Color, Sulfur Dioxide, Dextran) | | PHP 2,950 |
| Complete White Sugar Analysis (Moisture, Polarization, Color, Reducing Sugar, Ash, Sulfur Dioxide) | | PHP 2,750 |
| Complete Molasses Analysis (Brix, Polarization, Sucrose, Reducing Sugar, Total Sugar as Invert, Total Solids/Dry substance) | | PHP 2,500 |
| Complete Microbiological Tests (Total Mesophilic Bacterial Count, Yeast and Moulds, Thermophilic Spore-Forming Bacteria) | | PHP 1,400 |
| Rush /Expedite Analysis | Regular Fee + 50%(Regular Fee) | |



1.10.e. Water and Air Emission Analysis

To provide reliable and precise data and results in environmental services to sugar mills/refineries (wastewater and air emissions) and private sectors (water and wastewater) through the use of analytical measurements that is accurate and reliable for the intended purpose.

| | | |
|---|---|--|
| Office or Division | Laboratory Services- Environmental Laboratory | |
| Classification | Highly Technical | |
| Type of Transaction | G2B-Government to Business Entity G2C – Government to Citizens | |
| Who may avail: | Sugar mills, Refineries, Bioethanol, Distilleries and Walk-In Clients | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| Required Sampling Volume, Holding Time/Temperature / Proper Labelling and Type of Container / Schedule of Endorsement | | Environmental Laboratory Section <i>Sugar Regulatory Administration Annex Building, Ground Floor (right wing), North Ave., Diliman, Quezon City</i> |
| WATER / WASTEWATER | SAMPLE VOLUME (ml) | |
| 1. ph | 50 | |
| 2. Total Solids | 100 | |
| 3. Acidity | 200 | |
| 4. Total Alkalinity | 200 | |
| 5. Calcium Hardness | 200 | |
| 6. Total Hardness | 200 | |
| 7. Chloride | 100 | |
| 8. Oil & Grease | 2000 | |
| 9. BOD5 | 1000 | |
| 10. COD | 200 | |
| 11. TSS | 200 | |
| 12. TDS | 100 | |
| 13. Phosphorus | 100 | |
| 14. Ammonia | 100 | |
| 15. Nitrate | 100 | |
| 16. Sulfate | 100 | |
| 17. Silica | 100 | |
| 18. Iron | 200 | |
| 19. Conductivity | 200 | |
| 20. Odor | 1000 | |
| 21. Color | 200 | |
| AIR EMISSION | | |
| 1. PM | As received | |
| 2. Sulfur Dioxide | | |
| 3. Nitrous Oxide | | |
| 4. CO | | |
| 5. Ambient Air | | |



| CLIENT STEPS | | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|---|-----------------|-----------------|--|
| Walk-in Client | SAGE Monitoring Team | | | | |
| 1. Submit samples and fill up the Chain of Custody (COC) at Envilab Section | 1. Endorsement/ Submit samples and fill up the Chain of Custody (COC) | 1. Evaluates accomplished COC and adequacy of samples as per analytical requirement | None | 5 minutes | <i>Chemist/ SSRS (Envilab Section)</i> |
| 2. Pays the analytical fee after the Order of Payment is issued at the Treasury Division | | <u>For walk-in clients:</u> 2.1. Issues Order of Payment | None | 2 minutes | <i>Chemist/ SSRS (Envilab Section)</i> |
| | | 2.2. Accepts payment and issues Official Receipt to the client | None | 2 minutes | <i>Cashier/ Treasury Division</i> |
| | | <u>For SAGE samples:</u> 2.3. Issues billing statement to SAGE QA-QC Manager | None | 2 minutes | <i>Chemist/ SSRS (Envilab Section)</i> |
| 3. Return to laboratory and presents Official Receipt | None | 3.1. Logs the OR# in the chain of custody | None | 1 minute | <i>Chemist/ SSRS (Envilab Section)</i> |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|--|--|---|---|
| | 3.2. Conducts Analysis: <u>Water/Wastewater</u> pH Total Solids Acidity Total Alkalinity Calcium Hardness Total Hardness Chloride Oil & Grease BOD5 COD TSS TDS Phosphorus Ammonia Nitrate Sulfate Silica Iron Conductivity Odor Color <u>Air Emission</u> Particulate Matter Sulfur Dioxide Nitrous Oxide Carbon Monoxide Ambient Air (PM ₁₀) | (Php) 200 500 300 300 300 300 300 800 1,000 500 700 500 400 400 400 400 400 400 400 200 200 400 400 700 600 250 400 | Maximum of 12 days depending on the requested parameters | <i>Chemist/ SSRS ENVILAB Staff (Envilab Section)</i> |
| | 3.3. Reviews/verifies test data and computes for the result | None | 30 minutes | <i>Chemist III SSRS (Envilab Section)</i> |
| | 3.4. Prepares test certificate | None | 10 minutes | <i>Chemist I Sr. Science Research Specialist (Envilab Section)</i> |
| | 3.5. Review and certifies prepared test certificate/s | None | 10 minutes | <i>Chemist III (Envilab Section)</i> |
| | 3.6. Reviews and approves test certificate/s | None | 5 minutes | <i>Manager III (Regulation Department)</i> |



| CLIENT STEPS | | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|-------|---|-------------------------------|--|--|
| | | 3.7. For <u>walk-in clients</u> , test certificate is delivered to the Records Section | None | 1 minute | <i>Science Aide (Envilab Section)</i> |
| | | 3.8. For <u>SAGE samples</u> , test certificate/test report (air emission) is forwarded to SAGE QA/QC Manager for final computation of results and preparation of Environmental Monitoring Report | None | 1 minute | <i>Science Aide (Envilab Section)</i> |
| 4. Secures test certificate/s at the Records Section | ----- | 4. For <u>walk-in clients</u> Verifies client's OR Dry seals and releases test certificate/s | None | 1 minute | <i>Records Officer (Records Section)</i> |
| TOTAL: | | | See 3.2. for schedule of fees | 12 days 1 hr 16 minutes | |

*The "Attachment" represents the Service Specification Table Reflecting The Total Processing Hours Per Analyte

**SERVICE SPECIFICATION TABLE
REFLECTING TOTAL PROCESSING HOURS PER ANALYTE**

| ANALYTE | Walk-in Clients | SAGE Monitoring Team |
|--------------------------------------|------------------------|-----------------------------|
| <u>WATER / WASTEWATER</u> | | |
| pH | 1 hr, 17 mins | 1 hr, 13 mins |
| Total Solids | 1 hr, 12 mins | 1 hr, 8 mins |
| Acidity | 2 hrs, 7 mins | 2 hrs, 3 mins |
| Total Alkalinity | 2 hrs, 7 mins | 2 hrs, 3 mins |
| Calcium Hardness | 1 hr, 37 mins | 1 hr, 33 mins |
| Total Hardness | 1 hr, 37 mins | 1 hr, 33 mins |
| Chloride | 2 hrs, 7 mins | 2 hrs, 3 mins |
| Oil & Grease | 3 hrs, 7 mins | 3 hrs, 3 mins |
| BOD5 | 5 days, 1 hr, 7 mins | 5 days, 1 hr, 3 mins |
| COD | 5 hrs, 7 mins | 5 hrs, 3 mins |
| TSS | 1 hr, 32 mins | 1 hr, 28 mins |
| TDS | 5 hrs, 7 mins | 5 hrs, 3 mins |
| Phosphorus | 5 hrs, 7 mins | 5 hrs, 3 mins |
| Ammonia | 5 hrs, 7 mins | 5 hrs, 3 mins |
| Nitrate | 5 hrs, 7 mins | 5 hrs, 3 mins |
| Sulfate | 5 hrs, 7 mins | 5 hrs, 3 mins |
| Silica | 5 hrs, 7 mins | 5 hrs, 3 mins |
| Iron | 5 hrs, 7 mins | 5 hrs, 3 mins |
| Conductivity | 1 hr, 27 mins | 1 hr, 23 mins |
| Odor | 1 hr, 17 mins | 1 hr, 13 mins |
| Color | 2 hrs, 7 mins | 2 hrs, 3 mins |
| <u>AIR EMISSION</u> | | |
| PM | - | 3 days, 1 hr, 3 mins |
| Sulfur Dioxide | - | 4 hrs, 3 mins |
| Nitrous Oxide | - | 9 hrs, 3 mins |
| CO | - | 5 hrs, 3 mins |
| Ambient Air (PM10) | - | 1 day, 1 hr, 3 mins |