



MEMO-REG-SRA-2024-SEP-001

Republic of the Philippines
Department of Agriculture

SUGAR REGULATORY ADMINISTRATION

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SUGAR REGULATORY ADMINISTRATION
RECORDS SECTION

RELEASED

BY:

SEP 06 2024

September 4, 2024

CIRCULAR LETTER NO. 1
Series of 2024-2025

**SUBJECT: PRINTING OF CROP YEAR 2024-2025
SUGAR QUEDAN FORMS**

Sugar quedans, of the single sheet stub-quedan-permit format, both for raw and refined for Crop Year (CY) 2024-2025, mill companies and sugar refineries intending to revise their forms are hereby requested to submit their revised formats together with the duly accomplished Questionnaire hereto attached, to **SUGAR TRANSACTION DIVISION, Regulation Department**, Sugar Regulatory Administration, Sugar Center Building, North Avenue, Diliman, Quezon City, or you may e-mail the duly accomplished Questionnaire at sratransaction@gmail.com on or before:

1. SEPTEMBER 13, 2024

For mills and refineries that will start their milling/refining operations between the period September and November, 2024 and

2. OCTOBER 11, 2024

For mills and refineries that will start on December, 2024

After the aforesaid dates, this Office will order the printing of quedan-permit forms on the basis of each mill and refinery formats of CY 2024-2025, if no revisions were received.


PABLO LUIS S. AZCONA
Administrator and CEO



QUESTIONNAIRE

1. Do you want to revise your quedan-permit format for CY 2024-2025?

() Yes () No

If Yes, please comply as per attached Circular Letter.

2. When is the start of your milling operation for CY 2024-2025? Please indicate the month and day or week and year, e.g September 01, 2024 or September, 4th week 2024.

3. What are the last serial numbers of the quedan-permits you issued during CY2023-2024 for each of the following class of quedans:

"A" Export Quedan _____

"B" Domestic Quedan _____

Refined Sugar Quedan _____

4. In order to come up with an accurate estimate and efficient use of quedan-permit forms for CY 2024-2025, the official requisition/repeat order for printing of forms shall be based on the average 5-year of actual use, unless otherwise, justified by each mill/refinery concerned. This will serve as your official requisition/repeat order for quedan-permit forms. **Please check whether in pads or continuous form.**

A. For raw mill company:

Quantity

"A" Quedan-Permits _____ () Pads Form

"B" Quedan-Permits _____ () Continuous Form

B. For Refinery:

Refined Quedan-Permit _____ () Pads Form

_____ () Continuous Form

Prepared by:

Mill/Refinery Company

Resident Manager

Signature of Resident Manager

Date Prepared