



Republic of the Philippines
 Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
 Sugar Center Bldg., North Ave., Diliman, Quezon City
 Philippines 1101
 TIN 000-784-336

MEMO-REG-LMD-2018-Jul-051

SUGAR REGULATORY ADMINISTRATION RECORDS SECTION	
RELEASED	
BY: _____	<i>Cuby</i>
DATE: _____	JUL 30 2018

July 26, 2018

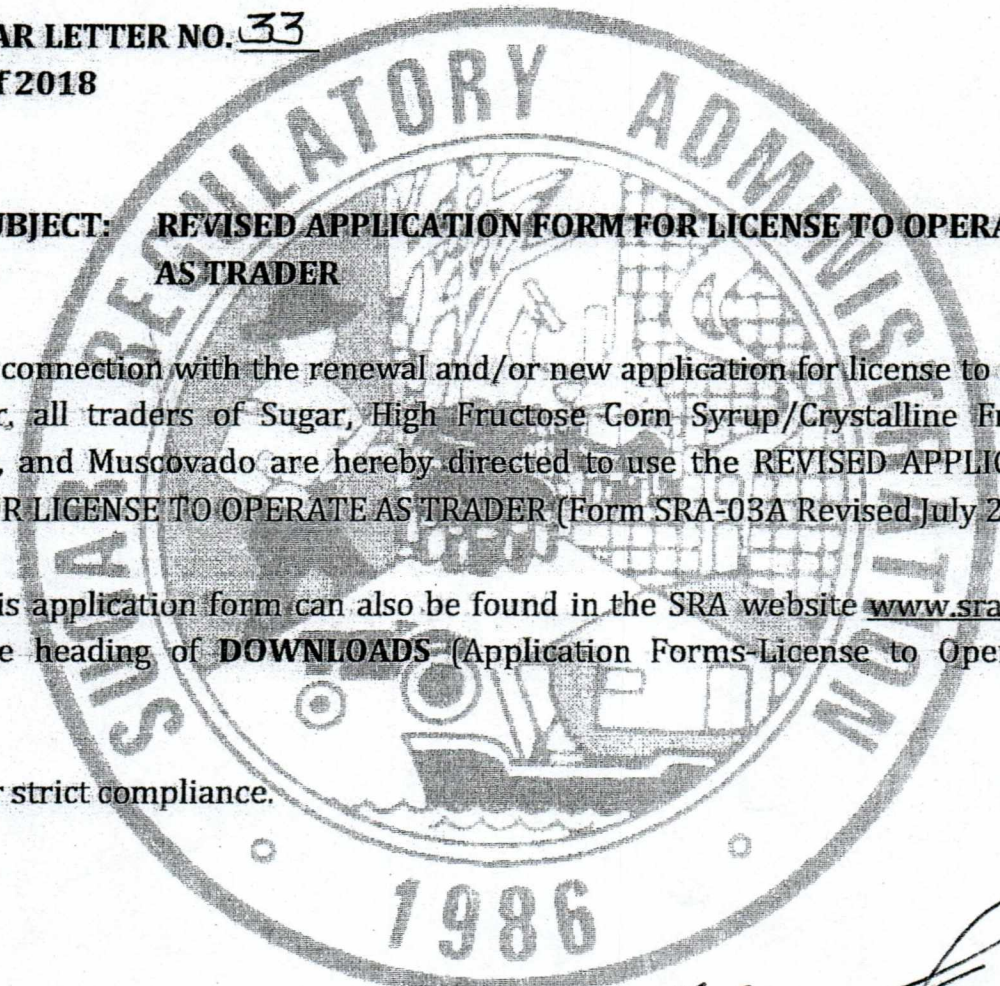
CIRCULAR LETTER NO. 33
Series of 2018

SUBJECT: REVISED APPLICATION FORM FOR LICENSE TO OPERATE AS TRADER

In connection with the renewal and/or new application for license to operate as trader, all traders of Sugar, High Fructose Corn Syrup/Crystalline Fructose, Molasses, and Muscovado are hereby directed to use the REVISED APPLICATION FORM FOR LICENSE TO OPERATE AS TRADER (Form SRA-03A Revised July 2018).

This application form can also be found in the SRA website www.sra.gov.ph under the heading of **DOWNLOADS** (Application Forms-License to Operate as Trader).

For strict compliance.



HERMENEGILDO R. SERAFICA
 Administrator *ju*

Encl.: As stated

OFFICE OF THE MANAGER III	
PLANNING, POLICY & SPECIAL PROJECTS DEPARTMENT [PPSPD]	
Received by: _____	<i>ju</i>
Date: _____	7/30/18
Time: _____	10am
18-07-280-202-013	

Passport size picture
50 mm wide X 70
mm high (2 inches
wide X 2- 3/4 inches
long)

APPLICATION FOR LICENSE TO OPERATE AS TRADER

SUGAR REGULATORY ADMINISTRATION

North Avenue, Diliman, Quezon City
P.O. Box 90 U.P. Diliman
Quezon City 1101

Attention: REGULATION DEPARTMENT

Gentlemen:

I HEREBY APPLY for license/s for Crop Year _____ - _____ , to operate as (Please see asterisk) and engage in Sugar/Molasses/Muscovado trading in accordance with existing laws, decrees and implementing rules and regulations promulgated by the Sugar Regulatory Administration (SRA). For this purpose, **I HEREBY SET FORTH** the following information:

(* Mark appropriate box with an X)

SUGAR TRADER

DOMESTIC SUGAR TRADER

INTERNATIONAL SUGAR TRADER (EXPORTER/IMPORTER)

HIGH FRUCTOSE CORN SYRUP/CRYSTALLINE FRUCTOSE TRADER

MOLASSES TRADER

DOMESTIC MOLASSES TRADER

INTERNATIONAL MOLASSES TRADER (EXPORTER/IMPORTER)

MUSCOVADO TRADER

MUSCOVADO TRADER/PRODUCER

MUSCOVADO TRADER/NON-PRODUCER

1. **Firm/Business name:** _____

a) Type of Application: New Renewal

Last date of Registration(if renewal): _____

2. **Business Address:** _____

Contact No/s. : _____ Fax No. _____

E-mail Address : _____

3. **Business Information:**

(a) *Type of Organization:* _____

(Single Proprietorship, Partnership, Corporation, Cooperative)

(b) *Proprietor / Managing Partner / President:*

(Name and Position)

(Nationality)

(c) *Official/Authorized Representative to sign reports and other pertinent documents:*

Name and Position

Specimen Signature

1. _____

2. _____

3. _____

(d) Number of years in sugar / molasses / muscovado trading: _____

(e) Area of operation/distribution outlets (specify name of province, city or municipality covered):

(f) Warehouse (For Sugar and Muscovado)

Number of warehouse/s: _____

Location: _____

Dimension (Per Meter- Length x Width x Height) : _____

Made of (materials): _____

Capacity: _____

Please attached separate sheet for more than one (1) warehouse

Storage/Container (For Molasses)

Number of warehouse/tanks: _____

Location: _____

Dimension (Per Meter- Length x Width x Height) : _____

Made of (materials): _____

Capacity: _____

4. Supporting documents for three (3) sets of application Submit one (1) copy of each document per application.

Sole Proprietorship	Corporation	Cooperative
DTI Registration	SEC Registration	Cooperative Development Authority (CDA) Registration
	Articles of Incorporation & By Laws	Certificate of Compliance
	General Information Sheet (GIS)	Certificate of Cooperation & By Laws
Application Form (Duly Notarized)	Application Form (Duly Notarized)	Application Form (Duly Notarized)
Passport Size Picture	Passport Size Picture	Passport Size Picture
Tax Identification Number (TIN)	Tax Identification Number (TIN)	Tax Identification Number (TIN)
Business/Mayor's Permit	Business/Mayor's Permit	Business/Mayor's Permit
Vicinity Map of Office and warehouse	Vicinity Map of Office and warehouse	Vicinity Map of Office and warehouse
-Contract of Lease (If Lessor) -Tax Declaration for Office & warehouses (If Owner)	-Contract of Lease (If Lessor) -Tax Declaration for Office & warehouses (If Owner)	-Contract of Lease (If Lessor) -Tax Declaration for Office & warehouses (If Owner)
Activity Report (If Renewal)	Activity Report (If Renewal)	Activity Report (If Renewal)
Track Record of Domestic and Export Transaction (International Trader Applicant)	Track Record of Domestic and Export Transaction (International Trader Applicant)	Track Record of Domestic and Export Transaction (International Trader Applicant)
Corporate Income Tax Return (ITR) of the preceding year and Financial Statements	Corporate Income Tax Return (ITR) of the preceding year and Financial Statements	Corporate Income Tax Return (ITR) of the preceding year and Financial Statements

Additional Requirement for Muscovado Producer or Non Producer

For Trader/Producer of Muscovado whose products are declared as Organic: Certificate issued by the Organic Certifying Body (OCB) accredited by the Bureau of Agriculture and Fisheries Product Standards (BAFPS) of the Department of Agriculture (DA):

For Trader/Non-Producer of Organic Muscovado (Traders whose sources of Organic Muscovado are from Organic Muscovado Producers); Organic Certificate issued by OCB to Muscovado Producers where the Trader/Non-Producer will source its muscovado products for sale and distribution.

The certificates issued by the OCB are valid only for one (1) year. For Trader/Producer of Muscovado whose products are declared as Organic and for Trader/Non-Producer of Organic Muscovado are required to secure OCB Certificate every year and submit the same to SRA two (2) months prior to the start of the Crop Year within the validity period of the Certificate of Registration (or COR) issued pursuant to Muscovado Order No. 2

I HEREBY CERTIFY to the correctness of the above information and **I HEREBY AGREE** that SRA may cause the suspension/cancellation or revocation of the **LICENSE TO OPERATE** or in lieu thereof, the imposition of a fine for non-observance or violation of its rules/regulations/issuances.

Proprietor/Managing Partner/President
(Signature Over Printed Name)

SUBSCRIBED AND SWORN TO before me this ____ day of _____ Affiant exhibited to me his/her Community Tax Certificate No. _____ Issued on _____ at _____

NOTARY PUBLIC

Republic of the Philippines)
City of _____) S.S.
X-----X

SWORN UNDERTAKING

The undersigned hereby certify under oath that all the above information are true and correct; all documents submitted in support of this application are either original or true copies of the original and are subject to verification; any misrepresentation and/or manifestation of fraud in this application or in the conduct of my business as a trader shall be a ground for the disapproval of my application, and blacklisting of our firm and the undersigned as the applicant.

Further, I hereby undertake to faithfully abide and comply with all the Sugar Orders, Circulars, Rules and Regulations and other issuances of the Sugar Regulatory Administration; to allow SRA authorized representatives to inspect my/our warehouse/s, storage containers anytime of the day; and that SRA may for just cause/s, cancel/revoke/terminate at any time my/our license and I/We shall be held civilly, criminally and administratively liable for any violation thereof including payment of damages, if any.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____ at _____, Philippines.

Proprietor/Company Authorized
Representative

SUBSCRIBED AND SWORN TO before me this ____ day of _____ at _____,
Affiant exhibiting to me his/her I.D. with No. _____ issued by _____ as
his/her competent evidence of identity.

Notary Public

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of ____: