



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-JUNE-002



**CIRCULAR LETTER NO. 22**  
Series of 2017-2018

**SUBJECT: APPLICATION FOR MILLING/REFINING LICENSE  
FOR CROP YEAR 2018-2019**

With reference to the above-mentioned subject, all Sugar Mill/Refinery Companies are hereby directed to submit the following requirements to Regulation Department, Sugar Regulatory Administration (SRA), Diliman, Quezon City, to wit:

- a) Application (in triplicate) for the issuance of a stated license to manufacture or refine centrifugal sugar subject to the conditions under SRA Sugar Order No. 8, dated 23 July 1992, and SRA Sugar Order No. 4, dated 17 September 1992, respectively;
- b) Duly accomplished Milling or Refining License Questionnaire;
- c) Crop Estimate for Crop Year 2018-2019 (applicable only to Sugar Mill Companies);
- d) Duly Notarized Undertaking (see attached prescribed form).

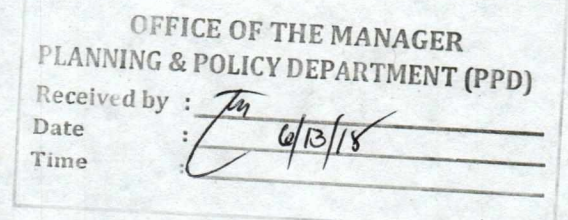
The aforementioned requirements (copies of which are attached hereto for your reference), shall be submitted Thirty (30) Days prior to the start of Crop Year 2018-2019.

Additionally, consistent with SRA's desire to rationalize the mill schedules of the industry, please take note of the scheduled start of your milling operation, SRA hopes that said schedule considers cane maturity and good mill efficiency.

This Circular Letter shall take effect immediately.

**HERMENEGILDO R. SERAFICA**  
Administrator

Encl.: as stated



**APPLICATION FOR MILLING LICENSE**

Date: \_\_\_\_\_

**SUGAR REGULATORY ADMINISTRATION**

Sugar Center Building  
North Avenue, Diliman  
Quezon City 1101 Philippines

Gentlemen:

Pursuant to SRA Sugar Order No. 8, dated 23 July 1992, series of 1991-1992, I HEREBY APPLY for the issuance of license to manufacture centrifugal sugar for the Crop Year \_\_\_\_\_. For this purpose, I hereby set forth the following information:

1. Mill Company Name: \_\_\_\_\_
2. President: \_\_\_\_\_
3. Millsite Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_
4. Metro Manila Office Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_
5. We are owners/not owners (circle one) of the mill we operate. (If not owners, submit documents pertinent to right or authority from owner to operate sugar mill).
  - a. MOA/Contract of Lease
  - b. Surety/Cash Bond
6. Enclosed herewith are latest copies of each of the mill company's business papers:
 

	<u>Number and Date</u>
a. Mayor's Permit (Millsite) _____	
b. DTI Registration _____	
c. SEC Registration _____ ( Enclosed latest copy of Articles of Incorporation)	
d. CDA Registration for Cooperative _____	
e. Tax Payer Identification Number (TIN) _____	
f. Email Address _____	

I HEREBY CERTIFY that the above-information are correct, and I AGREE that the same be examined and verified by SRA whenever necessary, and to submit reports regularly, as maybe required by the SRA.

Further, I understand that SRA may cause the suspension, cancellation or revocation of the MILLING LICENSE or the imposition of a fine, or both, for non-observance or violation of the conditions imposed by SRA Sugar Order No. 8 dated 23 July 1992, Series of 1991-1992 and pertinent SRA rules and regulations.

\_\_\_\_\_  
**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 \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_.

## MILLING LICENSE QUESTIONNAIRE CROP YEAR 2018-2019

**A. Production (2017-2018)**

- |                              |  |        |
|------------------------------|--|--------|
| 1. Cane Milled Gross         |  | TC     |
| 2. Average Daily Grinding    |  | TC     |
| 3. Sugar Due Cane            |  | LKg.   |
| 4. Actual Sugar Manufactured |  | LKg.   |
| 5. Average Daily Production  |  | LKg.   |
| 6. Average Pol of Raw Sugar  |  |        |
| 7. Total Time Elapsed        |  | Hrs.   |
| 8. Total Purchased Power     |  | Kw/Hr. |
| 9. Bunker Fuel Consumption   |  | Li     |
| 10. Area Harvested           |  |        |
| a. Plant Cane Area           |  | Has.   |
| b. Ratoon Cane Area          |  | Has.   |
| 11. Area Irrigated           |  | Has.   |
| 12. Molasses Production      |  | M.T.   |
| 13. End-of-Year Sugar Stock  |  | LKg.   |

**B. Production Estimates (2018-2019)**

- |                                  |  |      |
|----------------------------------|--|------|
| 1. Total Area Planted            |  |      |
| a. Plant Cane Area               |  | Has. |
| b. Ratoon Cane Area              |  | Has. |
| 2. Estimated Cane Tonnage        |  | TC   |
| 3. Estimated Sugar Production    |  | Lkg. |
| 4. Estimated Molasses Production |  | M.T. |
| 5. Rated Capacity                |  | TC/D |
| 6. Start of Milling              |  |      |
| 7. Estimated End of Milling      |  |      |
| 8. Milling Participation         |  |      |
| a. Planter's Share               |  | %    |
| b. Mill share                    |  | %    |

**C. Technical Information**

- |  |  |        |
|--|--|--------|
| 1. Work Force  |  |        |
| a. Permanent   |  |        |
| b. Seasonal  |  |        |
| 2. Warehouse Capacity  |  |        |
| a. Millsite  |  | LKg.   |
| b. Subsidiary  |  |        |
| WH#1   |  | LKg.   |
| WH#2   |  | LKg.   |
| 3. Molasses Tank Capacity                                      |  | M.T.   |
| 4. Number of Boilers   |  |        |
| 5. Total Capacity of Boilers                                   |  | T/Hr.  |
| 6. Average Operating Pressure of Boilers                       |  | Kg/Cm. |
| 7. No. of Turbo-Generators (TG)                                |  |        |
| 8. Total Capacity of TG  |  | KW.    |
| 9. Description of Air Pollution Control Device                 |  |        |
| 10. Capacity and Description of Waste Water Treatment Facility |  |        |
| 11. ISO or Related Certifications                              |  |        |
| 12. Factory Manager  |  |        |
| 13. Chief Chemist/Head, QA                                     |  |        |
| 14. Pollution Control Officer                                  |  |        |
| 15. Safety Officer   |  |        |

Prepared by: **Mill Company**  
**Resident Manager**  
Date \_\_\_\_\_

**CROP ESTIMATE**  
**CY 2018-2019**

**1. Preliminary Crop Estimate**

All mill companies shall submit not later than 31<sup>st</sup> day of July 2018 their Preliminary Crop Estimate for Crop Year 2018-2019, stating therein the reasons for the expected increase or decrease in comparison with the previous crop year.

Name of Mill Company: \_\_\_\_\_

Date of Crop Estimate : \_\_\_\_\_

Date Expected to Start Milling: \_\_\_\_\_

Date expected to Finish Milling: \_\_\_\_\_

Total Estimate:

Tons Cane \_\_\_\_\_ M. T.

Raw Sugar \_\_\_\_\_ M. T.

\_\_\_\_\_ LKg.

Area Planted, For CY 2017-2018 (Present Crop Year)

Plant Cane \_\_\_\_\_ Has.

Ratoon Cane \_\_\_\_\_ Has.

**2. Final Crop Estimate**

The Final Crop Estimate shall be submitted to the SRA, North Avenue, Diliman, Quezon City, not later than 30<sup>th</sup> day of September 2018 and shall show therein reasons for the increase or decrease from the Preliminary Estimate.

I hereby certify that the above Crop Estimate is based on historical records or sound projection based on available data/records duly verified and that any willful and deliberate misrepresentation of entries, herein stated shall constitute a ground for the suspension, cancellation, or revocation of the Milling/Refining License or imposition of a fine, or both, by SRA.

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_; affiant exhibited to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_.

By: \_\_\_\_\_  
Printed Name & Signature

\_\_\_\_\_  
Position/Designation

**UNDERTAKING**

KNOW ALL MEN BY THESE PRESENTS:

\_\_\_\_\_  
(Name of Company/Corporation/Cooperative)

with office address and principal place of business at

\_\_\_\_\_  
hereby undertakes 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 representative/s to inspect my/our warehouse/s anytime of the day; and that I/We shall be held administratively liable for any violation thereof. This is without prejudice to criminal or civil liability, if any, under existing laws.

Furthermore, SRA may, for just cause suspend/ cancel/ revoke/ terminate at anytime my/our license or impose a fine, or both, for violation of pertinent SRA rules and regulations.

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

\_\_\_\_\_  
(Name of Company/ Corporation /Cooperative)

By: \_\_\_\_\_  
(Name/Signature /Position)

(Signature over Printed Name or person duly authorized for this purpose)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_; affiant exhibited to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

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Page No. \_\_\_\_\_  
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Series of \_\_\_\_\_

# APPLICATION FOR REFINING LICENSE

Date: \_\_\_\_\_

## SUGAR REGULATORY ADMINISTRATION

Sugar Center Building  
North Avenue, Diliman  
Quezon City 1101 Philippines

Gentlemen:

Pursuant to Sugar Order No. 4, dated 17 September 1992, Series of 1992-1993, I HEREBY APPLY for the issuance of license to manufacture refined sugar for the Crop Year \_\_\_\_\_. For this purpose, I hereby set forth the following information:

1. Refinery Name: \_\_\_\_\_
2. President: \_\_\_\_\_
3. Refinery Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_
4. Metro Manila Office Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_
5. We are owners/not owners (circle one) of the sugar refinery we operate. (If not owners, submit documents pertinent to right or authority from owner to operate sugar refinery).
  - a. MOA/Contract of Lease
  - b. Surety/Cash Bond
6. Enclosed herewith are latest copies of each of the sugar refinery's business papers:

Number and Date

- a. Mayor's Permit (Refinery site) \_\_\_\_\_
- b. DTI Registration \_\_\_\_\_
- c. SEC Registration \_\_\_\_\_  
( Enclosed latest copy of Articles of Incorporation)
- d. CDA Registration for Cooperative \_\_\_\_\_
- e. Tax Payer Identification Number (TIN) \_\_\_\_\_
- f. Email Address \_\_\_\_\_

I HEREBY CERTIFY to the correctness of above information and I AGREE to have same examined and verified by SRA whenever necessary and to submit reports regularly.

Further, I HEREBY AGREE that SRA may cause the suspension, cancellation or revocation of the REFINING LICENSE or the imposition of a fine, or both, for non-observance or violation of the conditions imposed by SRA Sugar Order No. 4 dated 17 September 1992, Series of 1992-1993 and pertinent SRA rules and regulations.

\_\_\_\_\_  
**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 \_\_\_\_\_.

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_.

**REFINING LICENSE QUESTIONNAIRE  
CROP YEAR 2018-2019**

**A. Production (2017-2018)**

- |                                      |       |  |          |
|--------------------------------------|-------|--|----------|
| 1. Total Raw Melted                  |       |  |          |
| 1.1 Average Pol                      | _____ |  | M.T.     |
| 1.2 Average Color                    | _____ |  | %        |
| 2. Melting Rate                      | _____ |  | ICUMSA   |
| 3. Refined Sugar Manufactured, Gross | _____ |  | LKg/Day  |
| 4. Refined Sugar Manufactured, Net   | _____ |  | LKg./Day |
| 4.1 Average Pol                      | _____ |  | %        |
| 4.2 Average Color                    | _____ |  | ICUMSA   |
| 5. Average Refined Sugar Output      | _____ |  | LKg.     |
| 6. Rated Capacity (RAW)              | _____ |  | LKg./Day |
| 7. Total Molasses Produced           | _____ |  | M.T.     |
| 8. Total available Operating Time    | _____ |  | Hrs.     |
| 9. Total Actual Operating Time       | _____ |  | Hrs.     |
| 10. Start of Operation               | _____ |  |          |
| 11. End of Operation                 | _____ |  |          |
| 12. End-of-Year Sugar Stock          | _____ |  | LKg.     |

**B. Production Estimates (2018-2019)**

- |  |       |  |      |
|--|-------|--|------|
| 1. Projected Raw Sugar Available for Melting | _____ |  | LKg. |
| 1.1 Mill Share                               | _____ |  | Lkg. |
| 1.2 Outside Local Raw                        | _____ |  | LKg. |
| 1.3 Imported Raw                             | _____ |  | Lkg. |
| 2. Projected Refined Sugar Production        | _____ |  | Lkg. |
| 2.1 Premium Grade                            | _____ |  | Lkg. |
| 2.2 Bottlers Grade                           | _____ |  | Lkg. |
| 2.3 Standard Grade                           | _____ |  | Lkg. |
| 3. Projected Refining Period                 |       |  |      |
| 3.1 Start                                    | _____ |  |      |
| 3.2 End                                      | _____ |  |      |

**C. Technical Information**

- |  |       |  |        |
|--|-------|--|--------|
| 1. Work Force                                    |       |  |        |
| 1.1 Permanent                                    | _____ |  |        |
| 1.2 Seasonal                                     | _____ |  |        |
| 2. Warehouse Capacity                            |       |  |        |
| 2.1 Main Refined Sugar Warehouse                 | _____ |  | LKg.   |
| 2.2 Subsidiary Warehouse                         | _____ |  | Lkg.   |
| 3. Power and Energy                              |       |  |        |
| 3.1 Bagasse Consumed                             | _____ |  | Tons   |
| 3.2 Bunker Oil Consumed                          | _____ |  | Li     |
| 3.3 Outside Power Purchased                      | _____ |  | Kw     |
| 4. Pollution Abatement Facilities for Refineries |       |  |        |
| 4.1 Type or Method                               | _____ |  |        |
| 4.2 Rated Capacity                               | _____ |  | Li/Day |
| 5. Refinery Superintendent                       | _____ |  |        |
| 6. Factory Manager                               | _____ |  |        |
| 7. Chief Chemist/Head, QA                        | _____ |  |        |
| 8. Pollution Control Manager                     | _____ |  |        |

Prepared by: **Mill Company** \_\_\_\_\_

**Resident Manager** \_\_\_\_\_

**Date** \_\_\_\_\_

## UNDERTAKING

KNOW ALL MEN BY THESE PRESENTS:

\_\_\_\_\_  
(Name of Company/Corporation/Cooperative)

with office address and principal place of business at

\_\_\_\_\_  
hereby undertakes 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 representative/s to inspect my/our warehouse/s anytime of the day; and that I/We shall be held administratively liable for any violation thereof. This is without prejudice to criminal or civil liability, if any, under existing laws.

Furthermore, SRA may, for just cause suspend/ cancel/ revoke/ terminate at anytime my/our license or impose a fine, or both, for violation of pertinent SRA rules and regulations.

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

\_\_\_\_\_  
(Name of Company/ Corporation /Cooperative)

By: \_\_\_\_\_

(Name/Signature /Position)

(Signature over Printed Name or person duly authorized for this purpose)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_; affiant exhibited to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

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