



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



MEMO-REG-LMD-2020-JUNE-033

June 25, 2020

CIRCULAR LETTER NO. 37
 Series of 2019-2020

SUBJECT: APPLICATION FOR MILLING AND REFINING LICENSE FOR CROP YEAR 2020-2021

With reference to the above-mentioned subject, all Sugar Mill and 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 and/or Refining License Questionnaires;
- c) Crop Estimate for Crop Year 2020-2021 (applicable only to Sugar Mill Company);
- 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 2020-2021.

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.

ENGR. HERMENEGILDO R. SERAFICA
 Administrator

Encl.: as stated

OFFICE OF THE MANAGER III
 PLANNING, POLICY & SPECIAL PROJECTS DEPARTMENT (PPSPD)

Received by : ALF
 Date : 27 JUN 2020
 Time : 8:40 am
 Tracking No. : 2020-07-26-024



Management System
 ISO 9001:2015



Website: <http://www.sra.gov.ph> Email Address: srahead@sra.gov.ph
 Tel. No.: (632)929-3633, (632)455-2135, (632)455-3376



"A food-secure Philippines with prosperous farmers and fisherfolk"

APPLICATION FOR MILLING LICENSE

Date : _____

SUGAR REGULATORY ADMINISTRATION

Philippine Sugar Center Bldg.
North Avenue, Diliman,
Quezon City 1101

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: _____
Tel. No. _____ Fax No. _____
4. Metro Manila Office Address: _____
Tel. No. _____ Fax No. _____
5. We are owners/not owners (circle one) of the sugar 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:
Number and Date
a. Mayor's Permit (Millsite) _____
b. DTI Registration _____
c. SEC Registration _____
(Enclose latest copy of Articles of Incorporation)
d. CDA Registration for Cooperative _____
e. Tax Payer's Identification No. _____
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 as may be required by SRA.

Further, I HEREBY AGREE 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 _____.

CROP ESTIMATE
CY _____

I Preliminary Crop Estimate

All mill companies shall submit not later than 31 July _____ their Preliminary Crop Estimate for CY _____, stating therein the reasons for the expected increase or decrease in comparison with the previous crop.

Name of Company: _____

Date of Crop Estimate: _____

Date Expected to Start Milling: _____

Date Expected to Finish Milling: _____

Total Estimate:

Ton ϕ Cane	_____	M.T.
Raw Sugar	_____	M.T.
	_____	LKg.

Area Planted, for CY _____ (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 September 2020 and shall allow therein the 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 _____.

By:

Printed Name & Signature

Position/Designation

MILLING LICENSE QUESTIONNAIRE CROP YEAR 2020-2021

A. Production (2019-2020)

- | | | |
|------------------------------|-------|--------|
| 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 (2020-2021)

- | | | |
|----------------------------------|-------|------|
| 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. |
| WH#3 | _____ | 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 _____

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 any time 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 _____.

APPLICATION FOR REFINING LICENSE

Date : _____

SUGAR REGULATORY ADMINISTRATION

Philippine Sugar Center Bldg.
North Avenue, Diliman,
Quezon City 1101

Gentlemen:

Pursuant to SRA 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 Company Name: _____
2. President: _____
3. Refinery site Address: _____
Tel. No. _____ Fax No. _____
4. Metro Manila Office Address: _____
Tel. No. _____ Fax No. _____
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 refinery).
 - a. MOA/Contract of Lease
 - b. Surety/Cash Bond
6. Enclosed herewith are latest copies of each of the refinery company's business papers:

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

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. 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 _____.

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 any time 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 _____.

FM-REG-LMD-004 REV00
Effectivity Date: March 12, 2015

**REFINING LICENSE QUESTIONNAIRE
CROP YEAR 2020-2021**

A. Production (2019-2020)

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

B. Production Estimates (2020-2021)

- 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 _____