



Republic of the Philippines  
 Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
 Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 101  
 TIN 000-784-336

MEMO-REG-OTM-2020-Aug-007

**SUGAR REGULATORY ADMINISTRATION  
 RECORDS SECTION**  
**RELEASED**  
 BY: \_\_\_\_\_  
 DATE: AUG 18 2020

August 7, 2020

**CIRCULAR LETTER NO. 44**  
 Series of 2020

**OFFICE OF THE MANAGER III  
 PLANNING, POLICY & SPECIAL PROJECTS DEPARTMENT (PPSPD)**  
 Received by : \_\_\_\_\_  
 Date : 8/24/20  
 Time : 10:49 am  
 Tracking No. : 2020-08-772-069

To : **SUGAR, MOLASSES, FRUCTOSE, MUSCOVADO TRADERS/  
 CBW/FOOD PROCESSORS/MANUFACTURERS/EXPORTERS/  
 SUGAR MILLS/REFINERIES/PREMIX COMMODITY  
 IMPORTERS/BIOETHANOL MANUFACTURERS/PRODUCERS  
 AND OTHER CONCERNED STAKEHOLDERS**

From : **ENGR. HERMENEGILDO R. SERAFICA**  
 Administrator

SUBJECT : **ONLINE APPLICATION AND PAYMENT OF ALL FEES/CHARGES**

With some parts of the country still under community quarantine and relative to social distancing due to COVID19 situation, all concerned **STAKEHOLDERS** may submit related applications to the following email addresses of concerned Office/Division below:

Office/Division	Email Address	Telephone Number
Regulation Department, Office of the Manager (OTM), Quezon City (QC)	<a href="mailto:rdmanagerqc@gmail.com">rdmanagerqc@gmail.com</a>	8-926-4493
	<a href="mailto:jrupertgarcia@yahoo.com">jrupertgarcia@yahoo.com</a>	0949-889-9746
		0947-993-9082
Regulation Department, Office of the Manager (OTM), Bacolod City	<a href="mailto:imdvisayas@gmail.com">imdvisayas@gmail.com</a>	(034) 434-1470
		435-3755
		435-3139
		0998-845-3194
Sugar Transaction Division (STD, QC)	<a href="mailto:importallocation_sraqc@yahoo.com">importallocation_sraqc@yahoo.com</a>	8-929-92-23
	<a href="mailto:sra.std@yahoo.com">sra.std@yahoo.com</a>	0998-845-3159
	<a href="mailto:sratransaction@gmail.com">sratransaction@gmail.com</a>	



Management System  
 ISO 9001:2015



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



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

Licensing and Monitoring Division (LMD, QC)	lmdqc_sra@yahoo.com <u>manjarresrondell@gmail.com</u> <u>maryfaith_ramos@yahoo.com</u> cyrdavid.jarabesra@gmail.com	3-455-85-10 8-926-44-93 0949-711-11-99  0998-593-3876
Sugar Regulation and Enforcement Division SRED, QC	feb_sept@yahoo.com.ph	3-455-07-93 0998-845-31-72
Environmental Laboratory Services, QC	bles_san@yahoo.com	3-455-24-83
Sugar Laboratory, QC	Jnc_sumagaysay@yahoo.com	3-455-86-16 0908-890-49-53

The Regulation Department (RD) in SRA Bacolod shall process online applications for License to Operate (LTO) as Trader within their jurisdiction only while all other transactions shall be processed by the RD in SRA Quezon City.

Online Payment for applications is also encouraged.

The Steps on Payment for Online Applications for the issuance of necessary documents such as License to Operate as Trader, Mill/Refinery, Permits, Clearances, Laboratory Certificates, etc. and the SRA Fees Payment Details (for online applications) are attached for your guidance and reference.

This is to ensure that all your concerns are accommodated accordingly while following social distancing in order to minimize the possible risk of COVID 19.

For your information and guidance.



**STEPS 1 to 4 PAYMENT OF SRA FEES FOR  
ONLINE APPLICATION AND ISSUANCE OF CLEARANCES, CERTIFICATES, LICENSES, PERMITS, ETC.**

**Step 1:** Computation for the payment on the issuance of SRA Import Clearance, Milling/Refining License, Shipping Permit (QC), including License to Operate as Trader, Bioethanol Registration, Laboratory Certificate of Analysis for Sugar Laboratory and Environment, and etc., then issue an Order of Payment (OP) thru e-mail.

**Step 2:** Deposit the payment thru the **Sugar Regulatory Administration**

**Note:** **For payments thru LandBank of the Phils. (North Avenue Branch)**

**On the upper side of the deposit slip, please indicate the name of the applicant/importer/consignee and indicate the type of transaction for the payment and details (Example: Bill of Lading No. (BL)/ BOC Entry No. and volume/quantity applied)**

**For Online payments Account No. 0712100281 - LandBank of the Phils. (North Avenue, QC Branch)  
AND Account No. 0422-1062-51 LandBank of the Phils. (Bacolod Branch)**

**Proof of payment/screen shot (with reference or transaction number indicated therein) of the payment made. Please also fill-up the attached SRA payment form.**

**Step 3:** Email the **Deposit Slip/Proof of payment/screen shot (with reference or transaction number indicated therein) of the payment made and the accomplished SRA payment form** to the **concerned Office/Division** for confirmation of the payment made. The **concerned Office/Division** shall print your deposit slip and submit it to the **SRA Budget and Treasury Department** for the issuance of your Official Receipt (OR).

**Step 4:** SRA shall e-mail you the copy of your concerned transaction and the Official Receipt (OR) or you may also secure the original copy of your transaction and OR at the concerned Office/Division of SRA QC Office or SRA Bacolod Office.



**SRA FEES PAYMENT DETAILS (for online application)**

<b>NAME OF PAYEE: SUGAR REGULATORY ADMINISTRATION</b>		<b>DETAILS OF APPLICATION FOR IMPORT/EXPORT TRANSACTION</b>	
NAME OF APPLICANT: _____			
NATURE/TYPE OF TRANSACTION: _____ _____		Quantity in Metric Ton: 121 MT	
AMOUNT PAID:		Bill of Lading No. (if any):	
DATE OF PAYMENT:		BOC Entry No. (if any):	
<b>MODE OF PAYMENT (Please choose one):</b>			
<input type="checkbox"/> <b>OVER-THE-COUNTER</b> <input type="checkbox"/> Landbank Name of Branch: _____  <input type="checkbox"/> Cash  <input type="checkbox"/> Check  Name of Bank: _____  Name of Branch: _____  Check No.: _____  Check Date: _____		<input type="checkbox"/> <b>ONLINE PAYMENT</b> <input type="checkbox"/> Bank Fund Transfer  Name of Bank: _____  _____  Transaction No.: _____	

**NOTE :** *Please accomplish this form and e-mail back together with the Bank Deposit Slip to the concerned Office/Division*

