



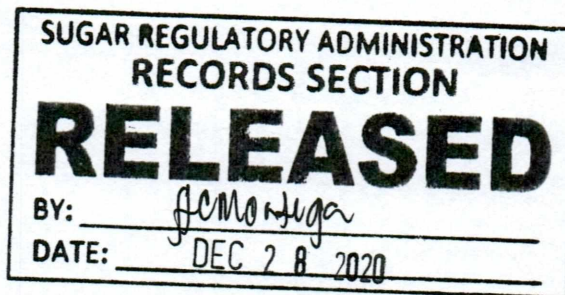
Republic of the Philippines
 Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
 Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1101
 TIN 000-784-336

OFFICE OF THE MANAGER III
 PLANNING, POLICY & SPECIAL PROJECTS DEPARTMENT (PPSPD)
 Received by : Jh
 Date : 12/28/20
 Time : 9:50 am
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MEMO-REG-LMD-2020-DEC-017

December 15, 2020

CIRCULAR LETTER NO. 14
 Series of 2020-2021



SUBJECT : REVISED SRA TRADER'S ACTIVITY REPORT

In view of SRA's efforts to continuously improve its processes for a more effective and efficient performance of its regulatory functions, the SRA TRADER'S ACTIVITY REPORT is hereby REVISED and disseminated for implementation. All traders are required to use and have the said form notarized using valid and unexpired Government issued ID and not Community Tax Certificate prior to submission every March 15 covering the period from September to February and every September 15 for March to August coverage.

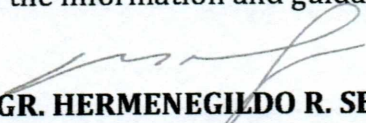
A penalty is imposed for failure to submit Trader's Activity Report on time as per SRA Book of Penalties found in Sugar Order No. 10 Series of 2009-2010 on **CODIFIED VIOLATIONS OF SRA REGULATIONS AND SUGAR ORDERS, PROVIDING FOR PENALTIES AND SIMPLIFIED RULES AND PROCEDURES FOR THE DISPOSITION OF CASES RELATED THERETO under RULE II OFFENSES AND PENALTIES** of Section 2 of offenses under reportorial requirements with corresponding penalties which states in Section 2.3: *Failure to submit semi-annual activities within 15 days after the middle and end of every Crop Year, respectively:*

- 1st offense - Fine of PhP 5,000.000*
- 2nd offense - Fine of PhP 10,000.00*
- 3rd offense - Fine of PhP 15,000.00 and/or suspension or cancellation of license*

All other provisions such as Sugar Orders and Circular Letters relating to the above are still strictly enforced.

A copy of the revised SRA Trader's Activity Report form is attached.

For the information and guidance of all concerned.


ENGR. HERMENEGILDO R. SERAFICA
 Administrator



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"



Republic of the Philippines
Sugar Regulatory Administration
 North Avenue, Diliman, Quezon City

SRA TRADER'S ACTIVITY REPORT

Name of Trader: _____

Crop Year: _____

Business Address: _____

Contact Number: _____

Please check applicable category:

SUGAR

MOLASSES

MUSCOVADO

FRUCTOSE

Previous Crop Stock Balance: _____

CY/MONTH	PURCHASES (VOLUME)					Pls specify Sources & other information	UTILIZATION (VOLUME)					Stock Balance
	IMPORTATION	LOCAL MILLS	LOCAL TRADERS	AUCTION (BOC)			OWN USED/ MANUFACTURING	SALE TO DOMESTIC MARKET	EXPORT TO US MARKET	EXPORT TO WORLD MARKET	Clients, & other information	
Year: _____												
September												
October												
November												
December												
Year: _____												
January												
February												
TOTAL												

Note: Activity Report/s from September to February should be submitted on or before March 15 of each CY.

CY/MONTH	PURCHASES (VOLUME)					Pls specify Sources & other information	UTILIZATION (VOLUME)					Stock Balance
	IMPORTATION	LOCAL MILLS	LOCAL TRADERS	AUCTION (BOC)			OWN USED/ MANUFACTURING	SALE TO DOMESTIC MARKET	EXPORT TO US MARKET	EXPORT TO WORLD MARKET	Clients, & other information	
March												
April												
May												
June												
July												
August												
TOTAL												

Note: Activity Report/s from March to August should be submitted on or before September 15 of each CY.



Republic of the Philippines
Sugar Regulatory Administration
 North Avenue, Diliman, Quezon City

SRA TRADER'S ACTIVITY REPORT

REMARKS:

I HEREBY CERTIFY to the Correctness of the given information and
 I HEREBY AGREE that SRA may cause the suspension/cancellation or revocation of the LICENSE TO OPERATE (LTO)
 or in lieu, the imposition of a fine for non compliance or violation of its rules/regulations/issuances.

Name & Signature: _____
 Position/Designation: _____
 Contact #/Email Add: _____
 Date submitted: _____

SUBSCRIBED AND SWORN TO, before me this ____ day of _____ at _____.
 Affiant exhibited to me his government ID _____ No. _____ as his/her competent evidence of identity. Issued on _____ and valid until _____.

Doc No: _____
 Page No.: _____
 Book No.: _____
 Series of: _____

NOTARY PUBLIC