



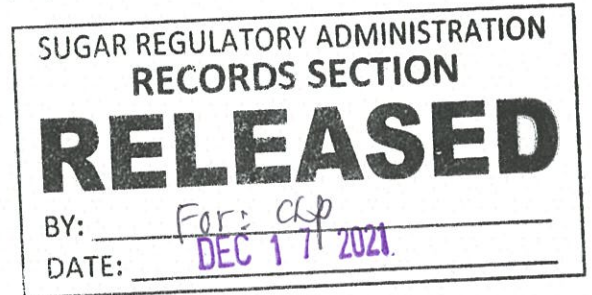
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CIRCULAR LETTER No. C
Series of 2021

TO : ALL CONCERNED

SUBJECT : GUIDELINES GOVERNING THE ONLINE PAYMENT SYSTEM FOR THE SRA REGULATORY SERVICE FEES THROUGH THE LANDBANK LINK.BIZPORTAL



In accordance with Republic Act (RA) No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, and Republic Act (RA) No. 8972, otherwise known as the "Electronic Commerce Act of 2000," mandate the simplification of the existing service delivery processes and administrative procedures of the government and the ease of doing business majority of which can be described as manual, time-consuming, tedious, and crowded. Further, in 2020, the SRA has experienced difficulty in responding to the regulatory needs of its existing and potential clients due to the challenges brought about by the virus called severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) that causes coronavirus disease (COVID-19).

Hence, SRA responds to the challenges and undertakes the digitalization of its regulatory services to provide fast and efficient alternative payment collection services for its regulatory clientele. Thus, under SRA Board Resolution No. 2021-061 dated June 13, 2021, the Sugar Board approved the Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU) between SRA and the Landbank of the Philippines (LBP) for the utilization of the Link.BizPortal.

Digitalization is an essential building block for the SRA's trade facilitation transformation agenda. It aims to develop a capability in expediting the release of regulatory documents.

The following guidelines for the implementation of the online payment system within the Sugar Regulatory Administration (SRA) is hereto published as follows:

1. Objectives

1.1 To prescribe the procedure on availing the SRA Online Payment System using the LANDBANK Link.BizPortal.



Management System
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1.2 To provide detailed instructions to regulatory clients and concerned personnel of SRA on the new platform for the online payment of regulatory service fees using the internet.

2. Scope

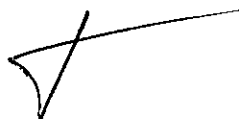
2.1 The online payment system will be available to selected Regulation services only. The manual payment being conducted at the SRA treasury section shall continue to be offered for walk-in clients.

2.2 The online payment system shall cover the following regulatory services:

1. Muscovado Export Clearance
2. Molasses Export Clearance
3. Imported Molasses Clearance
4. Imported Refined Sugar Clearance Fee (for Domestic Consumption)
5. Imported Raw Sugar Clearance Fee (for Domestic Consumption)
6. Imported Clearance Fee for High Fructose Corn Syrup (HFCS)
7. Imported Clearance Fee for Crystalline Fructose
8. Monitoring Fee for Imported Refined Sugar under the Customs Bonded Warehouse (CBW)
9. Monitoring Fee for Local Sugar under the Customs Bonded Warehouse (CBW)
10. Application for the issuance of Certification of Sugar Requirements of CBW food processors
11. Application for the issuance of additional sugar allocation for CBW food processors
12. Premix Commodity Release Clearance - PCRC
13. License To Operate as Trader (domestic)
14. License To Operate as Trader (international)
15. Registration of Warehouse/Storage for Raw & Refined Sugar (new and renewal)
16. Registration of Bioethanol Producer (new and renewal)
17. License to Operate as Sugar Mill/Refinery
18. Shipping Permit
19. Sugar Quedan Fees/Liens
20. Monitoring Fee (Raw to Refined)
21. BRDE Lien, and Bioethanol Monitoring Fee Lien
22. Raw Sugar Analysis
23. White Sugar Analysis
24. Analysis of Pre-mixes, Dry Mixes, and Concentrate/Sucrose Analyte
25. Complete Raw Sugar Analysis (Moisture, Polarization, Color, Sulfur Dioxide, Dextran)
26. Complete White Sugar Analysis (Moisture, Polarization, Color, Reducing Sugar, Ash)
27. Complete Molasses Analysis
28. Water/Wastewater - Analysis
29. Air Emission

3. General Provisions

3.1 Background Information



- 3.1.1 Regulatory clients wishing to apply for a regulatory service covered in Section 2.2 must first follow the existing system of submission and Processing of their documents at the concerned regulatory delivery unit.
- 3.1.2 The process owner or the delivery unit concerned upon receipt of the application documents shall review and evaluate the submitted documents then issue the order of payment (OP) to the applicant once all the documents are found to be compliant to the requirements.

3.2 Definition of Terms

- 3.2.1 A glossary of terms is provided in Annex A.

4. Operational Provisions

4.1 How and when to access the Online Payment System

- 4.1.1 LANDBANK Link.BizPortal. The system may be accessed through the website of the LANDBANK via www.landbank.com or to the Link available at the SRA Website (www.sra.gov.ph). The Link.BizPortal e-banking menu of the LANDBANK website may be accessed from 12:01 AM to 11:00 PM, Philippine Standard Time (PST), seven days a week including holidays, subject to service periods, maintenance time, computer, telecommunication, electrical or network failure, and any other reasons beyond the control of the Bank.
 - 4.1.1.1 Applicants will be notified by email when the application has been reviewed and approved for payment. The applicants can now view/print the Order of Payment sent to their email by this time.
 - 4.1.1.2 Once an applicant is ready to make payment, the client may now log into the www.landbank.com website or the Link (Link.BizPortal) available on the SRA website. Once inside the LANDBANK website, click the "Link.BizPortal" tab to proceed into the online payment portal.
 - 4.1.1.3 When inside the "Link.BizPortal," click the "PAY" tab, then enter the Sugar Regulatory Administration as the merchant.
 - 4.1.1.4 The client now selects the desired transaction type as enumerated in Section 2.2, then proceed to the payment gateway option and fill-out the required mandatory fields such as amount (as reflected in the order of payment), transaction ID/Number (as reflected in the order of payment), name of applicant or company (not the name of the broker), email address of the applicant. The required amount of the fee/s and the unique transaction number, are included in the issuance of the Order of Payment by the concerned delivery unit.



4.1.1.5 A payment confirmation slip is generated after the successful payment transaction is made. Keep a copy for reference when tracking a particular transaction.

4.1.2 Transaction Fee

Transaction fee shall be charged/collected by LANDBANK as payment gateway channel according to the payment option, as shown in the table:

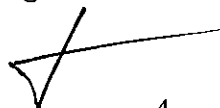
Payment Option	Transaction Amount	Transaction Fee/Merchant Discount Rate, Php
LANDBANK ATM/Visa Debit Cards	No limit	15.0
BancNet Member Bank ATM/Debit Cards	No limit	25.0
Globe G-Cash Accounts	P 1.00 to 999.00	25.0
	P 1,000.00 and above	35.0
Cash Payment	No limit	30.0
PESONet	No limit	25.0
GPAP Credit Card Payment (Select applicable transaction amount)	P1,000.00 and below	Minimum MDR of 2.5%, if the merchant is tax-exempt
	P1,000.00 and above	Minimum MDR of 3.0% is the merchant is not tax-exempt

4.2 Receipt and Processing of the application

4.2.1 The current process and approval procedure within SRA Regulation Department shall continue. After the client has made the online payment, the Online Payment System will alert the delivery unit and the treasury section about the successful payment transaction, which will trigger the processing of the clearance/permit for the applied or requested regulatory service.

4.2.2 When a client would like to follow up on his request, the SRA <processing> officer shall access the system by clicking on the "LOGIN" tab in the Merchant Payment Inquiry (MPI) Homepage. The MPI is a facility where authorized regulation and treasury personnel can validate the payment. By entering their ID and Password (the ID and Password have initially been pre-set in the system and shall be changed by the SRA officer upon the very first login), the status of the payment can be verified.

4.2.3 If the payment is erroneous upon validation, the SRA <receiving/processing> officer shall reject or hold the application.



The SRA <receiving/processing> officer shall notify the client on the reason for rejecting/holding the application and advise the client to rectify the error.

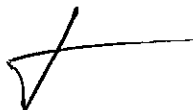
- 4.2.4 If the request is complete/valid, the SRA < receiving/processing> officer shall process the application. The SRA <receiving/processing> officer shall notify the concerned delivery unit that the application is OKAY and the application request can now proceed to prepare the permit or clearance.
- 4.2.5 If there are more applications to be processed by the SRA <receiving/processing> officer, then the process shall be repeated; otherwise, the SRA < receiving/Processing> officer shall then click the "LOGOUT" tab.

4.3 Treasury issuance of Official Receipt for Successful Payment

- 4.3.1 Once the SRA <payment> officer has verified a successful payment through the MPI facility, through the Link.BizPortal system, the SRA <payment> officer (Treasury) shall issue the Official Receipt for a particular successful transaction.
- 4.3.2 The SRA <payment> officer shall, upon successful verification of the payment made, the SRA < payment> officer shall advise the regulation department of the payment and facilitate the issuance of the Official Receipts (OR).
 - 4.3.2.1 At any time, SRA <payment> officer can key in the MPI facility "Transaction Reference Number" to "search" application requests that are yet to be issued "Official Receipts (OR)"
- 4.3.3 If there are more applications to be processed by the SRA <payment> officer, then the process shall be repeated, otherwise, the SRA <payment> officer shall click the "LOGOUT" tab.

4.4 Authorization for the application

- 4.4.1 The SRA <approving> officer shall review the application and mark the application request as authorized if compliant. Alternatively, at this point, the application request can still be rejected due to non-compliance with policies.
- 4.4.2 Once everything is okay, the permits/clearances are printed and submitted for approval by the SRA <approving> officer by affixing his signature.
- 4.4.3 If there are more applications to be authorized by the SRA <approving> officer, then the process shall be repeated.
- 4.4.4 The approved permits/clearances are now ready for release to the clients.



5. Repealing Clause

All circulars, regulations, issuances, or parts thereof, inconsistent with any of the provisions of this Circular are hereby deemed modified, repealed, and/or amended accordingly.

6. Effectivity

This Circular shall take effect immediately until its objectives have been achieved or it is revoked accordingly.


ENGR. HERMENEGILDO R. SERAFICA
Administrator 

Annex A - GLOSSARY OF TERMS

As used in this Circular, the following terms shall mean:

SRA	Sugar Regulatory Administration, a GOCC
LANDBANK	A wholly-owned government financial institution and an Authorized Government Depository Bank (AGDB) duly organized and existing under and virtue of R.A. 3844
LANDBANK Link.BizPortal	Is e-payment facility that allows merchants/clients to pay for products and services via the internet from both the government and private institutions
Convenience fees or transaction fees	Fees are needed to recover the cost of implementing the LANDBANK Link.BizPortal
BancNet	A Philippine-based interbank bank network connecting the Automated Teller Machine (ATM) networks of local and offshore banks
Order of Payment	A document ordering SRA client of money for the assessed amount of fees due to the SRA for a regulatory service
Payment Confirmation Slip/Receipt	An electronically generated document that serves as proof of successful payment

