



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-2019-July-034



July 24, 2019

CIRCULAR LETTER NO. 31
Series of 2018-2019

**SUBJECT: APPLICATION FOR MILLING/REFINING LICENSE
FOR CROP YEAR 2019-2020**

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 2019-2020** (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 2019-2020.

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



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: _____ Sex: Male Female
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 _____.

CROP ESTIMATE
CY 2019-2020

1. Preliminary Crop Estimate

All mill companies shall submit not later than 31st day of July 2019 their Preliminary Crop Estimate for Crop Year 2019-2020, 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 2018-2019 (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 30th day of September 2019 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 _____.

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Page No. _____
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Series of _____

By: _____
Printed Name & Signature

Position/Designation

**MILLING LICENSE QUESTIONNAIRE
CROP YEAR 2019-2020**

A. Production (2018-2019)

- 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 (2019-2020)

- 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 _____

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 _____.

Doc. No. _____
Page No. _____
Book No. _____
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: _____ Sex: Male Female
- 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 _____.

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REFINING LICENSE QUESTIONNAIRE CROP YEAR 2019-2020

Production (2018-2019)

- | | | | |
|-----|-----------------------------------|-------|----------|
| 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 (2019-2020)

- | | | | |
|----|---|-------|------|
| 1. | Projected Raw Sugar Available for Melting | | |
| | 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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