



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-DEC-009

December 4, 2020

CIRCULAR LETTER NO. 12
Series of 2020-2021

**SUBJECT : REVISED APPLICATION FORMS FOR MILLING LICENSE
AND REFINING LICENSE**

In view of SRA's efforts to continuously improve its processes for a more effective and efficient performance of its regulatory functions, the APPLICATION FORMS FOR MILLING AND REFINING LICENSES are hereby REVISED and disseminated for implementation. All applicants are required to have the said forms notarized prior to submission.

A copy of the revised forms are attached.

All other provisions relating to amendments of application forms for Milling and Refining Licenses inconsistent with these new revisions are hereby revoked or amended accordingly.

For the information and guidance of all concerned.

ENGR. HERMENEGILDO R. SERAFICA
Administrator



Management System
ISO 9001:2015
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ID 8102085567



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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

Sugar Center Building
North Avenue, Diliman
Quezon City 1101 Philippines

Ma'am/Sir:

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:

(Mark appropriate box with an "X")

1. **Mill Company Name:** _____
2. President: _____ Sex: Male Female
3. Millsite Address: _____
Telephone Number: _____ Fax Number: _____
4. Office Address: _____
Telephone Number: _____ Fax Number: _____
5. We are owners not owners 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 of Issuance</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 government issued ID _____ No. _____ as competent evidence of identity. Issued on _____ at _____. Valid until _____.

Notary Public

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

CROP ESTIMATE

CY _____

1. Preliminary Crop Estimate

All mill companies shall submit not later than every 31st day of July their Preliminary Crop Estimate for Crop Year 2020-2021, 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 _____ (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 every 30th day of September 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 government issued ID _____ No. _____ as competent evidence of identity. Issued on _____ at _____. Valid until _____.

Notary Public

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

By: _____
Printed Name & Signature

Position/Designation

MILLING LICENSE QUESTIONNAIRE
CROP YEAR _____

A. Production (CY _____)

- 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 (CY _____)

- 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 government issued ID _____ No. _____ as competent evidence of identity. Issued on _____ at _____. Valid until _____.

Notary Public

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

Ma'am/Sir:

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:

(Mark appropriate box with an "X")

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 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:

| | <u>Number and Date of Issuance</u> |
|---|------------------------------------|
| 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 government issued ID _____ No. _____ as competent evidence of identity. Issued on _____ at _____. Valid until _____.

Notary Public

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

REFINING LICENSE QUESTIONNAIRE
CROP YEAR _____

A. Production (CY _____)

- 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 (CY _____)

- 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 _____

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 government issued ID _____ No. _____ as competent evidence of identity. Issued on _____ at _____. Valid until _____.

Notary Public

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