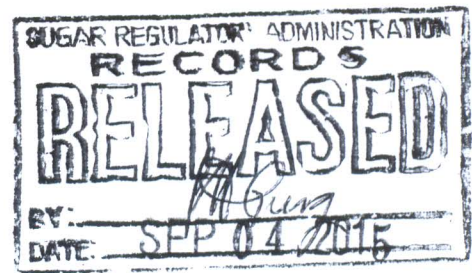




Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
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03 September 2015

MEMORANDUM CIRCULAR NO. 6

Series of 2015

**TO :** ALL SUGAR MILLS  
PHILIPPINE SUGAR MILLERS ASSOCIATION

**SUBJECT :** WEEKLY SUBMISSION OF COMPOSITE SUGAR SAMPLES

In compliance with Bureau of Internal Revenue (BIR) Revenue Regulations No. 08-2015 dated 22 May 2015, in accordance with the understanding between the Sugar Regulatory Administration (SRA) and the BIR in a meeting of 05 June 2015, and as a result of the SRA-Mill consultation conducted 25 June 2015, it is hereby ordered that:

1. Composite samples of all sugars manufactured for every production week must be submitted to the SRA on a weekly basis.
2. Sample collection and preparation must follow appropriate standard protocols as follows:

**2.1 SAMPLING OF RAW SUGAR UPON MANUFACTURE FROM SUGAR MILLS AND PREPARATION OF WEEKLY COMPOSITE SAMPLES**

**2.1.1. SAMPLING DEVICE**

All mills are required to install acceptable automatic/continuous sampling devices immediately before or after the factory sugar scales that must obtain proportionate representative samples and preserve the quality of the samples obtained. Refer to Section 6.12 of the Official Chemical Handbook of the Philippine Sugar Industry for examples of acceptable sampling systems for sugar.

**2.1.2. HOURLY SUGAR SAMPLES (HSS)**

Proportionate hourly composite sugar sample (HSS) are collected regularly at the end of each hour and stored in clean, dry and airtight containers.

**2.1.3. DAILY SUGAR SAMPLES (DSS)**

At the regular closing of each 24 hour period, the daily sugar sample (DSS) is prepared by thoroughly mixing the HSS for the day and taking at least two kilograms aliquot and set aside for the preparation of the weekly composite sample (WSS).



#### **2.1.4. WEEKLY SUGAR SAMPLES (WSS)**

At the end of each weekly milling period, the seven 2 kilograms aliquot set aside daily shall in turn be composited in proportion to the daily production and thoroughly mixed. The composited weekly sample shall be packed in plastic jars of one and one half (1 ½) kilo capacity, sealed and labelled in the presence of the mill chemist, the planters' association representative and the SRA authorized representative. Each jar shall be labelled with the name of the mill company, the weekly milling period, the volume of sugar manufactured and the dates of preparation and transmittal of the WSS. The labels shall bear the signature of the attending mill chemist, the planters' association representative and the SRA authorized representative. **Two (2) plastic jars of one and one half kilo composited WSS shall be sent to the SRA Laboratory** for routine quality tests together with the results of analysis of WSS as analyzed by the mills (See Section 2.2.1 below).

Said samples shall be submitted to SRA Laboratory in Quezon City or Bacolod City **two (2) days** after the end of each weekly milling period. Sending the samples to the SRA laboratory shall be the responsibility of the mills. Samples should be received by the SRA Laboratory not later than the next weekly milling period.

## **2.2 ANALYSIS OF WEEKLY COMPOSITE SUGAR SAMPLES**

### **2.2.1 MILL ANALYSIS**

Sugar mills shall conduct laboratory analysis of the same composite WSS in accordance with the prescribed methods of analysis in the **Philippine National Standard for Raw Sugar (PNS/BAFPS 81:2010)** and upon submission of samples, shall provide the SRA laboratory with one (1) copy of the complete results of analysis and three (3) copies of results of analysis containing polarization and color values only for submission to the BIR. The results of the analysis for polarization and color shall be the initial basis for the printing or stamping of "Raw Cane Sugar" in quedans as provided for in BIR RR No.08-2015.

### **2.2.2 SRA LABORATORY ANALYSIS**

SRA Laboratories shall conduct routine quality and safety tests on the composite WSS submitted in accordance with the prescribed methods of analysis in the **Philippine National Standard for Raw Sugar (PNS/BAFPS 81:2010)**.

SRA shall send original copies of the complete results of its analysis on the composite samples submitted by the mills to the Resident Manager of the mill concerned. Likewise, SRA shall send original copies of the results of its analysis on polarization and color on the composite samples submitted by the mills and copies of the results of analysis on the same

composite sample conducted by the mills to the 1.)Assistant Commissioner for Large Taxpayers Service, BIR National Headquarters, Agham Road Quezon City, 2.) BIR Revenue District or Regional office having jurisdiction over the mill and 3.)BIR Office where the mill is registered. All sugar mills are directed to provide SRA with the name/s and address of the BIR officer in their revenue district or region.

**2.2.3 COST OF ANALYSIS**

Analysis fee of Php 3150.00 and mailing cost of Php 369.60 to cover the mailing of results of analysis to mills and BIR per sample shall be charged. Billing statements shall be issued and mailed together with the results of analysis. Payment of the analysis fee and mailing cost must be made within the first week of the succeeding month. Non-payment of four (4) successive billing statements by any mill will compel the SRA not to submit results of analysis to the BIR.

**2.2.4 NON SUBMISSION OF SAMPLES BY THE MILLS**

Non submission of WSS by the mills will mean that no results will be submitted by SRA to the BIR and BIR, upon post audit may impose VAT on the mill's weekly production. SRA shall notify BIR of the non submission of the mill's WSS or non submission of its results of analysis.

This supersedes earlier issuances on the bi-weekly submission of composite sugar samples.

Please be guided accordingly.



**Ma. REGINA BAUTISTA-MARTIN**

Administrator