



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-DEP-RD-2024-AUG-001

August 1, 2024



MEMORANDUM CIRCULAR NO. 11  
Series of 2024

TO : ALL CONCERNED

SUBJECT : **GUIDELINES, REQUIREMENTS, AND PROCEDURES ON SUGAR ORDER NO. 3, SERIES OF 2023-2024 OR "EXPORT OF RAW SUGAR IN FULFILMENT OF THE US QUOTA FOR THE YEAR 2024 TO AVAIL OF ALLOCATION FOR FUTURE IMPORT PROGRAM"**

Reference is made to Sugar Order No. 3, Series of 2023-2024, on the **"EXPORT OF RAW SUGAR IN FULFILMENT OF THE US QUOTA FOR THE YEAR 2024 TO AVAIL OF ALLOCATION FOR FUTURE IMPORT PROGRAM"** which took effect on July 29, 2024.

Pursuant to the second paragraph of Section 3.4 thereof, attached hereto are the Guidelines on the requirements and/or procedures necessary under the aforementioned Sugar Order.

Please be guided accordingly.

  
**ATTY. GUILLERMO C. TEJIDA, III**  
Deputy Administrator II for Regulation

Approved:

  
**PABLO LUIS S. AZCONA**  
Administrator and CEO





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

## **GUIDELINES, REQUIREMENTS AND PROCEDURES IMPLEMENTING SUGAR ORDER NO. 3, SERIES OF 2023-2024 OR THE “EXPORT OF RAW SUGAR IN FULFILMENT OF THE US QUOTA FOR THE YEAR 2024 TO AVAIL OF ALLOCATION FOR FUTURE IMPORT PROGRAM”**

### **I. Volume of Export**

Pursuant to section 3.1 of the US Export Program (hereinafter to be referred to as the “Program”) under Sugar Order No. 3, Series of 2023-2024, the maximum volume of locally produced raw sugar for export to the United States of America covered by this Sugar Order shall be **TWENTY-FIVE THOUSAND THREE HUNDRED METRIC TONS RAW VALUE (25,300 MTRV) OR TWENTY-FOUR THOUSAND FIVE HUNDRED EIGHTY-SEVEN METRIC TONS COMMERCIAL WEIGHT (24,587 MTCW).**

### **II. Deadline and Submission of a Notarized Undertaking to Participate**

1. An eligible participant shall submit a faithfully executed Notarized Undertaking, signed by its duly authorized representative, categorically stating either of the following:

- It will participate in the Program;
- It will not participate in the Program;
- It will transfer its right to export under the Program to another trader subject to Section 3.6; or
- It will neither participate in nor transfer its rights to another trader under this Program

2. The Notarized Undertaking cited above shall be submitted to the SRA Regulation Department, either in Bacolod or Quezon City offices, not later than end of government working hours on August 6, 2024;

3. Non-submission of the Notarized Undertaking by an eligible participant shall be deemed a waiver on the latter to take part in the Program pursuant to Section 3.3 (iii), and imposition of sanctions under Section 5, if warranted;

### **III. Transfer of Rights to another Eligible Trader**

1. In accordance with Section 3.6, an eligible participant which opts to transfer its right to participate in the Program shall submit a faithfully executed public document evidencing conveyance of the said right to show proof thereof;



2. The afore-said public document shall be submitted to the SRA Regulation Department, either in Bacolod or Quezon City offices, not later than end of government working hours on August 6, 2024;

#### **IV. Reclassification to "A" or US Quota Sugar**

1. An eligible participant under this Program shall submit to the SRA Regulation Department the following:

- A notarized Application for Reclassification, duly executed by its authorized representative, stating the volume applied for and the corresponding mill mark;
- Physical sugar quedan permit/s to be reclassified as "A";
- Quedan listing/s;

2. Once the Application for Reclassification is verified as complete and compliant by the Regulation Department, through the Deputy Administrator for Regulation, the eligible participant shall pay a corresponding reclassification fee of PhP 10.00 per LKg-bag.

#### **V. Swapping**

1. Swapping, or the exchange of quedans of different classes of sugar with an equal quantity located at different mills or warehouses, in order to facilitate the movement of sugar in the local market and the exportation of sugar earmarked for the United States, whenever applicable and practicable under the circumstances, may be allowed subject to a Swapping Fee of PhP 3.00 per LKg-bag.

2. A Certificate of Exchange Authority (CEA) shall be issued by the SRA subject to its existing rules and regulations on swapping.

#### **VI. Application for SRA Out Withdrawal (WD) and In Loading (IL)**

The SRA shall approve the issuance of the Withdrawal and In Loading Certificates to trader/exporters, subject to existing SRA rules and regulations and only upon complete submission of the following requirements with the Regulation Department:

- Notarized Application Letter
- Undertaking to Ship "A" US Quota Sugar
- "A" US Quota Sugar Quedan Permit Forms
- Two (2) sets of Quedan Listings



## **VII. Application for SRA Out Loading (OL) and Export Clearance (EC)**

The SRA shall approve the issuance of the Out Loading and Export Clearance to trader/exporters only upon complete submission of the following requirements with the Regulation Department:

- Notarized Application for Sugar Exports to the US indicating the following information:
  - Quantity in Metric Tons and LKg-Bags
  - FOB Value in \$
  - Consignee
  - Name of Vessel
  - Destination
  - Date of Loading
  - Date of Departure
- Temporary Export Declaration
- Pro forma Invoice
- Proof of Payment of SRA Export Clearance Fee of PhP 50 per Metric Ton

## **VIII. Prohibited Acts and Sanctions**

1. Submission of misleading or false information or documents, non-compliance or violation with any provision of this Memorandum Circular or any orders, resolutions or circulars of SRA shall result in the disqualification to participate in future sugar export and import programs of SRA. This is without prejudice to other penalties as provided in the SRA Book of Penalties and existing laws such as of the Agricultural Anti-Smuggling Act, etc.;

2. Any natural or juridical person who/which exports sugar but is not a Qualified Participant or does not have an approved export rights shall not be considered part of this import program and shall be considered as engaged in sugar smuggling; and

3. Failure to export sugar within the timeframe for the US Quota Year, which is set before the end of September of the current year, shall be subjected to sanctions and penalties as the SRA may deem proper.

