



REPUBLIC OF THE PHILIPPINES  
**SUGAR REGULATORY ADMINISTRATION**  
North Avenue, Diliman, Quezon City  
P.O. Box 70, U.P. Diliman, Quezon City  
TIN 000-784-336-000



24 June 2005

**SUGAR ORDER NO.** 6  
**Series of 2004-2005**

**SUBJECT: REGISTRATION OF SUGAR, MOLASSES  
AND MUSCOVADO TRADERS**

**WHEREAS**, there is a need to simplify procedures for the registration of sugar, molasses and muscovado traders and to provide maximum service therefore;

**WHEREAS**, it is necessary to institute a credible reporting system of all sugar transactions entered into by all traders registered with the Sugar Regulatory Administration;

**NOW, THEREFORE**, pursuant to the powers vested in the Sugar Regulatory Administration (SRA), it is hereby ordered that:

**Section 1.** Application for registration as sugar, molasses or muscovado trader should be filed with the Production Regulation and Control Office (PCRO), Sugar Regulatory Administration, Quezon City or with its regional offices in Bacolod City, Iloilo City and Cebu City.

**Section 2.** Application should be sworn to before a Notary Public or before any person authorized by law to notarize public documents. The application should be supported by the following:

- a. Municipal License;
- b. Mayor's Permit;
- c. BIR Privilege Tax
- d. Certificate of Registration of the Business Name with the Bureau of Domestic Trade (Individual applicants need not submit this Certificate);
- e. Certificate of Registration with the Securities and Exchange Commission if applicant is a partnership or corporation or if applicant is a sugar marketing cooperative, it must submit a Certificate of Registration with the Cooperative Development Authority and Certificate of Good Standing issued by their respective Regulatory Agencies;
- f. Certificate of Registration for Tax Identification Number (TIN) and Taxpayer's Identification Card.

Tel. 920-2416; 920-4367; 926-1933  
Fax: 920-4325

**Section 3.** A registration fee pursuant to General Administrative Order (GAO) at the time of application shall be made payable to the Sugar Regulatory Administration (SRA), either in cash, company check, money order or telegraphic transfer

**Section 4.** Applications filed and approved within a crop year shall be effective only for that crop year, except for applications received during the months of July and August which shall be effective for the next crop year which starts September 1 of the current year.

**Section 5.** Sugar/Molasses/Muscovado traders may renew their licenses by submitting to the Sugar Regulatory Administration copies of the documents mentioned in Section 2 hereof, provided that there is no change in their business names or form of organizations or places of business.

**Section 6.** Registered sugar/molasses/muscovado traders shall submit an annual report of trading activities covering the previous crop year, as per attached forms Annexes "A" and "B". The report shall be submitted within fifteen (15) days after each crop year. A fine of ₱ 2,000.00 shall be charged for late submission of reports.

**Section 7.** Licenses of registered sugar/molasses/muscovado traders who fail to submit the required reports within the prescribed period shall not be renewed unless the aforesaid report has been submitted and a fine and registration fee are paid to SRA.

**Section 8.** A list of sugar and molasses traders shall be published in Circular Letters to be issued by the Administration during the crop year for the information of all concerned. Similarly, a list of cancelled registration of sugar/molasses/muscovado traders shall be issued in Circular Letters a day after the grace period has lapsed.

**Section 9.** Provisions of Sugar Orders, Circular Letters, and/or other rules and regulations contrary to or inconsistent with this Sugar Order, are hereby amended, modified or revoked accordingly.

**BY AUTHORITY OF THE SUGAR BOARD:**

  
**JAMES C. LEDESMA**  
Administrator

Annex A.

Republic of the Philippines  
SUGAR REGULATORY ADMINISTRATION  
North Avenue, Diliman, Quezon City

SUGAR TRADER ACTIVITY REPORT  
(Figures in LKg-Bags)

NAME OF TRADER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

Crop Year: \_\_\_\_\_

MONTH	PURCHASES		SALES			BALANCE		
	MILL	QUANTITY	RAW	WASHED	REFINED	RAW	WASHED	REFINED
September								
October								
November								
December								
January								
February								
March								
April								
May								
June								
July								
August								
<b>TOTAL</b>								

PREPARED & CERTIFIED CORRECT:

Name & Signature: \_\_\_\_\_  
Position/Title: \_\_\_\_\_

Annex B.

Republic of the Philippines  
SUGAR REGULATORY ADMINISTRATION  
North Avenue, Diliman, Quezon City

MOLASSES/MUSCOVADO TRADERS ACTIVITY REPORT  
(Figures in Kilograms)

NAME OF TRADER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

Period Covered: \_\_\_\_\_  
Crop Year: \_\_\_\_\_

MONTH	PURCHASES		SALES/ WITHDRAWALS	BALANCE (QUANTITY/MILL)
	MILL	QUANTITY		
September				
October				
October				
November				
December				
January				
February				
March				
April				
May				
June				
July				
August				
<b>TOTAL</b>				

PREPARED & CERTIFIED CORRECT:

Name & Signature: \_\_\_\_\_  
Position/Title: \_\_\_\_\_