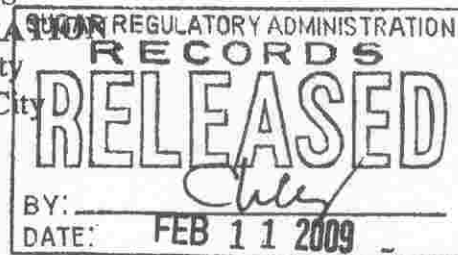




REPUBLIC OF THE PHILIPPINES
SUGAR REGULATORY ADMINISTRATION
North Avenue, Diliman, Quezon City
P.O. Box 70, U.P. Diliman, Quezon City



MEMORANDUM CIRCULAR NO. 1

TO : ALL SUGAR TRADERS AND EXPORTERS

FROM : THE ADMINISTRATOR

SUBJECT : PROCEDURES IN MONITORING MOVEMENT AND SHIPMENT OF "D" OR WORLD MARKET SUGAR CONTAINED IN BAGS AND TRANS-SHIPED FROM OTHER PORTS PRIOR TO LOADING INTO THE INTERNATIONAL VESSEL

Date : February 10, 2009

Please be guided of the following guidelines/procedures that the Sugar Regulatory Administration (SRA) shall impose on above subject of monitoring the movement and containerized shipment of "D"-Sugar contained in bags:

A. Movement/Shipment of D-Sugar within the Philippines

1. D-Sugar shipments must be shipped separate from other classes.
2. Traders/Shippers must inform SRA (DRMG-OIC) on the schedule of loading D-Sugar into container vans. Such notice shall include a request for the presence of an SRA Monitoring Team to observe the loading.
3. Loading of D-sugar into the container shall be observed by a duly-authorized SRA Monitoring Team. An SRA seal shall be attached to the door of the container van after loading. The SRA seal number shall be recorded, which shall be included in the Report of Loading D-Sugar, submitted to the Administrator's Office no later than the next day.
4. Upon arrival of the shipment at the destination, example in Manila, the shipper must notify the SRA (DRMG-OIC). Said notice must include a request for an SRA Team during the opening of the container.
5. Prior to opening, the SRA Team must check the SRA seal as to its integrity. The SRA authorized representative must be the one to break the SRA seal.
6. If the seal is tampered, the container will not be opened and will instead be resealed, and the SRA Administrator will be informed. The SRA Administrator will then send additional personnel to verify the seal and witness the opening of the container. The container will be opened upon the instruction of the Administrator.
7. The unloading of the sugar from the container will be recorded. The number of bags, markings, and other pertinent data must be gathered and included in the Report of Unloading D-Sugar at Destination, which must be submitted no later than the next day.
8. The D-Sugar must be stored in a separate and distinct stockpile from other classes of sugar.

Website: <http://www.sra.gov.ph> Telefax: 455-2566/455-3376 Tel.: 455-7402/455-2185

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9. An SRA-accredited stock ledger must be maintained and updated at the warehouse.

B. Movement/Shipment of D-Sugar to the World Market (Export)

- 1) When the Loading Authority is issued, the exporter must inform the SRA on the date of loading. Such notice must include a request for an SRA Monitoring Team to observe the loading.
- 2) During loading, the SRA Team must witness until closing of the container van. An SRA seal shall then be installed. The container number, quantity of sugar loaded, SRA seal number, and other pertinent information must be recorded and included in the Report of Loading Export Sugar, which must be submitted on the next day.
- 3) The exporter must inform the SRA when the container van loaded with export sugar is delivered to the Port of Origin for shipment abroad. The SRA Monitoring Team shall inspect the shipment prior to loading on the international vessel.
- 4) The exporter shall submit proof, including a sworn statement from the consignee, that the sugar arrived at destination and was received by the consignee. Such statement must state the container #, shipping line seal #, and SRA seal #.

For compliance.


RAFAEL L. COSCOLLUELA
Administrator