



APPLICATION FOR LICENSE TO OPERATE (LTO) AS TRADER

SUGAR REGULATORY ADMINISTRATION
North Avenue, Diliman, Quezon City
P.O. Box 90 U.P. Diliman
Quezon City 1101

Attention: REGULATION DEPARTMENT

Ma'am/Sir:

I HEREBY APPLY for license/s for Crop Year _____ - _____, to operate as (Please see asterisk) and engage in Sugar/Molasses/Muscovado trading in accordance with existing laws, decrees and implementing rules and regulations promulgated by the Sugar Regulatory Administration (SRA). For this purpose, I HEREBY SET FORTH the following information:

(* Mark appropriate box/category with an X)

- ☐ **SUGAR TRADER**
 - ☐ DOMESTIC SUGAR TRADER
 - ☐ INTERNATIONAL SUGAR TRADER (EXPORTER/IMPORTER)
 - ☐ OTHER SUGAR AND SUGAR CONFECTIONERY TRADER
- ☐ **FRUCTOSE TRADER**
- ☐ **MOLASSES TRADER**
 - ☐ DOMESTIC MOLASSES TRADER
 - ☐ INTERNATIONAL MOLASSES TRADER (EXPORTER/IMPORTER)
- ☐ **MUSCOVADO TRADER**
 - ☐ MUSCOVADO TRADER/PRODUCER
 - ☐ MUSCOVADO TRADER/NON-PRODUCER

1. Firm/Business name: _____
TIN : _____

a) Type of Application: ☐ New ☐ Renewal
Last date of Registration(if renewal): _____

2. Business Address: _____
Contact No/s. : _____ Fax No. _____
E-mail Address : _____

3. Business Information:

(a) Type of Organization: _____
(Single Proprietorship, Partnership, Corporation, Cooperative)

(b) Proprietor / Managing Partner / President: : ☐ Male ☐ Female

(Name and Position) (Nationality)

(c) Official/Authorized Representative to sign reports and other pertinent documents:

	Name and Position	TIN #	Specimen Signature
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

(d) Number of years in sugar / molasses / muscovado trading: _____

(e) Area of operation/distribution outlets (specify name of province, city or municipality covered): _____

(f) Warehouse (For Sugar, Fructose, Muscovado, and Other Sugar & Sugar Confectionery)

Number of warehouse/s: _____

Location : _____

Dimension (Per Meter- Length x Width x Height) : _____

Made of (materials): _____

Capacity : _____

Please attached separate sheet for more than one (1) warehouse

Storage/Container (For Molasses)

Number of warehouse/tanks: _____

Location: _____

Dimension (Per Meter- Length x Width x Height) : _____

Made of (materials): _____

Capacity: _____

4. Supporting documents for two (2) sets of application

The 2nd set of application serves as receiving copy. If more than one or multiple category of application, attach only one (1) sets of requirements.

Sole Proprietorship	Corporation	Cooperative
DTI Registration	SEC Registration (New)	Cooperative Development Authority (CDA) Registration
	Articles of Incorporation & By Laws for New & Renewal (if amended)	Certificate of Compliance
	General Information Sheet(GIS)	Certificate of Cooperation & By Laws (For New and Renewal (if amended)
Application Form(Duly Notarized) with photo copy of government ID of signatory of application	Application Form(Duly Notarized) with photo copy of government ID of signatory of application	Application Form(Duly Notarized) with photo copy of government ID of signatory of application
Passport Size Picture and Company ID	Passport Size Picture and Company ID	Passport Size Picture and Company ID
Tax Identification Number(TIN)	Tax Identification Number(TIN)	Tax Identification Number(TIN)
Authorization letter and Company ID of the authorized Representative from the owner to transact with SRA	Authorization letter and Company ID of the authorized Representative from the owner to transact with SRA	Authorization letter and Company ID of the authorized Representative from the owner to transact with SRA
Business/Mayor's Permit	Business/Mayor's Permit	Business/Mayor's Permit
Vicinity Map of Office and warehouse	Vicinity Map of Office and warehouse	Vicinity Map of Office and warehouse
-Contract of Lease(Lessee) -Tax Declaration for Office & warehouses(Owner)	-Contract of Lease(Lessee) -Tax Declaration for Office & warehouses(Owner)	-Contract of Lease(Lessee) -Tax Declaration for Office & warehouses(Owner)
Activity Report (For Renewal)	Activity Report (For Renewal)	Activity Report (For Renewal)
Track Record of Domestic and Import/Export Transaction (New International Trader Applicant)	Track Record of Domestic and Import/Export Transaction (New International Trader Applicant)	Track Record of Domestic and Import/Export Transaction (New International Trader Applicant)
Income Tax Return (ITR) of the preceding year and Financial Statements	Income Tax Return (ITR) of the preceding year and Financial Statements	Income Tax Return (ITR) of the preceding year and Financial Statements
Photo copy of previous LTO (Renewal)	Photo copy of previous LTO (Renewal)	Photo copy of previous LTO (Renewal)

Additional Requirement for Muscovado Producer or Non Producer

- ☐ **For Trader/Producer of Muscovado** whose products are declared as Organic: Certificate issued by the Organic Certifying Body (OCB) accredited by the Bureau of Agriculture and Fisheries Product Standards (BAFPS) of the Department of Agriculture (DA):
- ☐ **For Trader/Non-Producer of Organic Muscovado** (Traders whose sources of Organic Muscovado are from Organic Muscovado Producers); Organic Certificate issued by OCB to Muscovado Producers where the Trader/Non-Producer will source its muscovado products for sale and distribution.

The certificates issued by the OCB are valid only for one (1) year. For Trader/Producer of Muscovado whose products are declared as Organic and for Trader/Non-Producer of Organic Muscovado are required to secure OCB Certificate every year and submit the same to SRA two (2) months prior to the start of the Crop Year within the validity period of the Certificate of Registration (or COR) issued pursuant to Muscovado Order No. 2

I HEREBY CERTIFY to the correctness of the above information and **I HEREBY AGREE** that SRA may cause the suspension/cancellation or revocation of the **LICENSE TO OPERATE** or in lieu thereof, the imposition of a fine for non-observance or violation of its rules/regulations/issuances.

Proprietor/Managing Partner/President
(Signature Over Printed Name)

SUBSCRIBED AND SWORN TO before me this ____ day of ____ Affiant exhibited to me his/her Government ID. _____ No. _____ as his/her competent evidence of identity. Issued on _____ at _____

NOTARY PUBLIC

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of ____:

Republic of the Philippines)
City of _____) S.S.
X-----X

SWORN UNDERTAKING

The undersigned hereby certify under oath that all the above information are true and correct; all documents submitted in support of this application are either original or true copies of the original and are subject to verification; any misrepresentation and/or manifestation of fraud in this application or in the conduct of my business as a trader shall be a ground for the disapproval of my application, and blacklisting of our firm and the undersigned as the applicant.

Further, I hereby undertake 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 representatives to inspect my/our warehouse/s, storage containers anytime of the day; and that SRA may for just cause/s, cancel/revoke/terminate at any time my/our license and I/We shall be held civilly, criminally and administratively liable for any violation thereof including payment of damages, if any.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____ at _____, Philippines.

Proprietor/Company Authorized
Representative

SUBSCRIBED AND SWORN TO before me this ____ day of _____ at _____,
Affiant exhibiting to me his/her Government issued I.D. _____ No. _____
issued on _____ as his/her competent evidence of identity and valid until _____.

Notary Public

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of ____: