



Republic of the Philippines
Department of Agriculture

SUGAR REGULATORY ADMINISTRATION

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SUGAR REGULATORY ADMINISTRATION
RECORDS SECTION

RELEASED

BY: gmamejada

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April 24, 2025

CIRCULAR LETTER NO. 27
Series of 2024-2025

SUBJECT : REVISED SRA TRADER'S ACTIVITY REPORT

In view of SRA's efforts to continuously improve its processes for a more effective and efficient performance of its regulatory functions, the SRA TRADER'S ACTIVITY REPORT is hereby REVISED and disseminated for implementation. All licensed traders are required to use and have the said form notarized using valid and unexpired Government issued ID prior to submission every March 15 covering the period from September to February and every September 15 for March to August coverage.

A penalty is imposed for failure to submit the Trader's Activity Report on time as per SRA book of Penalties found in Sugar Order No. 10 Series of 2009-2010 on **CODIFIED VIOLATIONS OF SRA REGULATIONS AND SUGAR ORDERS, PROVIDING FOR PENALTIES AND SIMPLIFIED RULES AND PROCEDURES FOR THE DISPOSITION OF CASES RELATED THERETO under RULE II OFFENSES AND PENALTIES** of Section 2 of offenses under reportorial requirements with corresponding penalties which states that:

Section 2.3: Failure to submit semi-annual activities within 15 days after the middle and end of every Crop Year, respectively:

1st offense – Fine of Php 5,000.00

2nd offense – Fine of Php 10,000.00

3rd offense – Fine of Php 15,000.00 and/or suspension or cancellation of license

All other provisions such as Sugar Orders and Circular Letters relating to the above are still strictly enforced

For the information and guidance of all concerned.


PABLO LUIS S. AZCONA
Administrator & CEO





Republic of the Philippines
Sugar Regulatory Administration
North Avenue, Diliman, Quezon City

SRA TRADER'S ACTIVITY REPORT

Name of Trader: _____

Crop Year: _____

☐ 25 KG ☐ METRIC TON

Business Address: _____

Contact Number: _____

☐ 50 KG ☐ OTHERS _____

Pls check applicable category: ☐ SUGAR ☐ MOLASSES ☐ MUSVOCADO ☐ FRUCTOSE ☐ OTHER SUGAR & SUGAR CONFECTIONERY Previous Crop Stock Balance: _____

CY/MONTH	PURCHASES (VOLUME)					UTILIZATION (VOLUME)					Stock Balance
	IMPORTATION	LOCAL MILLS	LOCAL TRADERS	AUCTION (BOC)	Pls specify Sources & other information	OWN USED/ MANUFACTURING	SALE TO DOMESTIC MARKET	EXPORT TO US MARKET	EXPORT TO WORLD MARKET	Clients, & other information	
Year: _____											
September											
October											
November											
December											
Year: _____											
January											
February											
TOTAL											

Note: Activity reports covering the period from September to February must be submitted on or before March 15 of each Crop Year.

CY/MONTH	PURCHASES (VOLUME)					UTILIZATION (VOLUME)					Stock Balance
	IMPORTATION	LOCAL MILLS	LOCAL TRADERS	AUCTION (BOC)	Pls specify Sources & other information	OWN USED/ MANUFACTURING	SALE TO DOMESTIC MARKET	EXPORT TO US MARKET	EXPORT TO WORLD MARKET	Clients, & other information	
March											
April											
May											
June											
July											
August											
TOTAL											

Note: Activity reports covering the period from March to August must be submitted on or before September 15 of each Crop Year.



Republic of the Philippines
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North Avenue, Diliman, Quezon City

SRA TRADER'S ACTIVITY REPORT

REMARKS:

I HEREBY CERTIFY to the Correctness of the given information and
I HEREBY AGREE that SRA may cause the suspension/cancellation or revocation of the LICENSE TO OPERATE (LTO)
or in lieu, the imposition of a fine for non compliance or violation of its rules/regulations/issuances.

Name & Signature: _____
Position/Designation: _____
Contact #/Email Add: _____
Date : _____

SUBSCRIBED AND SWORN TO, before me this _____ day of _____ at _____.
Affiant exhibited to me his government ID _____ No. _____ as his/her competent evidence of identity. Issued on _____ and valid until _____.

Doc No: _____
Page No.: _____
Book No.: _____
Series of: _____

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