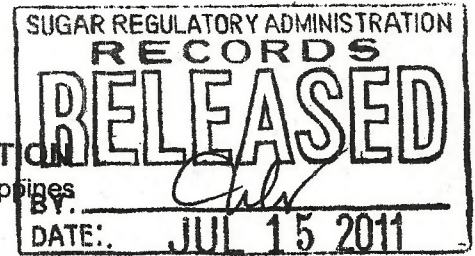




REPUBLIC OF THE PHILIPPINES  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
North Avenue, Diliman, Quezon City, 1101 Philippines  
TIN 0000-784-336



July 4, 2011

**SUGAR ORDER NO. 12**  
Series of 2010-2011

**SUBJECT: ISSUANCE OF SEPARATE LICENSE TO DOMESTIC  
SUGAR TRADER AND INTERNATIONAL SUGAR  
TRADER (EXPORTERS/ IMPORTERS)**

**WHEREAS**, Sugar Order No. 9, Series of 2008-2009, amending Sugar Order No. 6, Series of 2004-2005 provides for the procedure/guidelines in the registration of sugar, molasses and muscovado trader;

**WHEREAS**, the aforesaid Sugar Order prescribed the granting of single/one license only to sugar/molasses/muscovado traders whether these traders are engage in domestic and/or export and import trading. Hence, there is now a need to rationalize the granting of license to traders engage in domestic and/or export/import trading in order for the SRA to remain fair among traders especially in the field of importation;

**WHEREAS**, it has been observed that many business entities are applying for license to the SRA, e. g. sugar trader only for the purpose of participating in the public bidding and/or to import sugar but have no tract record of domestic or export trading of sugar;

**WHEREAS**, a comparative study made on some government agencies issuing licenses/accreditation shows that there are separate requirements for the issuance of separate licenses either for domestic and international operators;

**NOW, THEREFORE**, under and by virtue of the authority vested in the Sugar Regulatory Administration (SRA), it is hereby ordered that:

**Section 1. SCOPE.** This Sugar Order covers the granting of license to sugar traders, as a domestic sugar trader and/ or as an international sugar trader (exporter/ importer).

**Section 2. LICENSE TO ENGAGE IN SUGAR TRADING.** No person or entity may engage in the trade of sugar, whether domestic or international, without the necessary license granted by the SRA, either as a Domestic Sugar Trader or International Sugar Trader.

**Section 3. QUALIFICATIONS.** Any person or business entity duly created under the laws of the Philippines may apply with the Regulation Department, SRA, Quezon City or Bacolod City for trader's license subject to compliance/ submission of the following:

**3.1 The Requirement for application as a Domestic Sugar Trader are as follows:**

**3.1. Single Proprietorship**

- 3.1.1 Current Year Mayor's Permit
- 3.1.2 Certificate of Registration from DTI
- 3.1.3 Tax Account Number (TIN)
- 3.1.4 Passport size picture of the applicant
- 3.1.5 Notarized Application Form

**3.2 Corporation**

- 3.2.1 Mayor's Permit
- 3.2.2 SEC Registration
- 3.2.3 Current Year General Information Sheet (GIS) submitted and received by SEC
- 3.2.4 Articles of Incorporation and by-laws
- 3.2.5 TIN
- 3.2.6 Passport size picture of the representative
- 3.2.7 Notarized Application Form

**3.3 Cooperative**

- 3.3.1 Mayor's Permit
- 3.3.2 Cooperative Dev't Authority (CDA Registration)
- 3.3.3 Current Year Certificate of Good Standing from CDA
- 3.3.4 By Laws
- 3.3.5 TIN
- 3.3.6 Passport size picture of the representative
- 3.3.7 Notarized Application Form

**3.2 The Requirement for application as a International Sugar Trader (Export/ Import) are as follows:**

- 3.2.1 Mayor's Permit
- 3.2.2 SEC Registration
- 3.2.3 Current Year General Information Sheet (GIS)
- 3.2.4 Articles of Incorporation and by-laws
- 3.2.5 TIN
- 3.2.6 Passport size picture of the representative
- 3.2.7 Notarized Application Form
- 3.2.8 Tract record of domestic and export transactions



3.2.9 Corporate Income Tax Return (ITR) of the preceding year and Financial Statements with corresponding NOTES to Financial Statements pursuant to Revenue Regulations No. 15-2010, dated 25 November 2010.

**Section 4. VERIFICATION AND REPORT.** The Licensing and Monitoring Division, Regulation Department, upon receipt of the application and complete documentary requirements, shall verify the legitimacy of the business of the applicant. Verification may include office and warehouse visit, and random verification with government agencies of the authenticity of the documents submitted. Thereafter, the application shall be submitted to the Administrator together with the verification report and shall state thereto the recommendation to approve or not the application, and the reasons for such recommendations.

**Section 5. AUTHORITY TO APPROVE APPLICATION.** The SRA Administrator is hereby given the authority to approve the application for license subject to the guidelines herein set in this sugar order and such other issuances of the Sugar Board thereafter.

After approval and payment of the registration fee herein set forth, the SRA shall issue the license.

**Section 6. REGISTRATION FEE.** Upon approval by the Administrator of the application, the applicant shall pay the full registration fee pursuant to General Administrative Order No. 1 dated 11 May 2011 (GAO) either in cash, company check, money order or telegraphic/bank transfer. Application filed for the remaining two months of current crop year shall pay only one half (1/2) of the registration fee.

**Section 7. VALIDITY.** Licenses filed for a given crop year, once approved and issued, shall be valid for that crop year.

A change in business name shall render the trader's license invalid, and a new application shall be filed (not renewal).

**Section 8. TRADING REPORT.** Registered/Licensed sugar traders shall submit a semi annual report of trading, every March 15, and September 15 (Forms hereto attached as Annexes "B" and "C") covering the crop for which a license has been issued. A penalty of Five Thousand Pesos (₱5,000.00) shall be imposed for failure to submit on time.

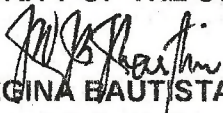
**Section 9. RENEWAL.** Renewal of licenses may be filed two (2) months before the start of the crop year, submitting therewith the requirements enumerated in Section 3 and sub-paragraphs. Furthermore, the Trading Report stated in Section 8 shall form part of the requirements for renewal. Failure to comply with any of the requirements shall be sufficient ground for non-renewal of license.

**Section 10. PUBLICATION.** For the information of the public, a list of traders for the crop year shall be published in a Circular Letter monthly.

**Section 11. CONSISTENCY.** 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.

**Section 12. EFFECTIVITY.** This Order shall take effect immediately.

**BY AUTHORITY OF THE SUGAR BOARD**

  
**MA. REGINA BAUTISTA-MARTIN**  
Administrator