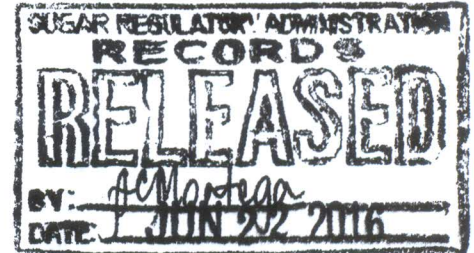




Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Sugar Center Bldg., North Ave., Diliman, Quezon City  
Philippines 1101  
TIN 000-784-336



MEMO-REG-LMD-2016-JUNE-017

June 20, 2016

**CIRCULAR LETTER NO. 31**  
Series of 2015-2016

**SUBJECT: APPLICATION FOR MILLING/REFINING LICENSE  
FOR CROP YEAR 2016-2017**


With reference to the abovementioned subject, all Sugar Mill/Refinery Companies are hereby directed to submit the following requirements to Regulation Department, SRA, Diliman, Quezon City, to wit:

- a) Application (in triplicate) for the issuance of a license to manufacture or refine centrifugal sugar subject to the conditions set under SRA Sugar Order No. 8, dated 23 July 1992, and SRA Sugar Order No. 4, dated 17 September 1992, respectively;
- b) Duly accomplished Milling or Refining License Questionnaire;
- c) Crop Estimate for Crop Year 2016-2017, only for Sugar Mill Companies;
- d) Duly notarized Undertaking (see prescribed form).

The aforementioned requirements (copies hereto attached) shall be submitted Thirty (30) Days prior to the start of Crop Year 2016-2017.

Additionally, consistent with SRA's desire to rationalize the mill schedules of the industry, please take special importance to your scheduled start of milling operation which we hope also considers cane maturity and good mill efficiency.

This Circular Letter shall take effect immediately.

  
**MA. REGINA BAUTISTA-MARTIN**  
Administrator

Encl.: as stated



APPLICATION FOR MILLING LICENSE

Date : \_\_\_\_\_

SUGAR REGULATORY ADMINISTRATION

Philippine Sugar Center Bldg.  
North Avenue, Diliman,  
Quezon City 1101

Gentlemen:

Pursuant to SRA Sugar Order No. 8, dated 23 July 1992, series of 1991-1992, I HEREBY APPLY for the issuance of license to manufacture centrifugal sugar for the Crop Year \_\_\_\_\_. For this purpose, I hereby set forth the following information:

1. Mill Company Name: \_\_\_\_\_
2. President: \_\_\_\_\_
3. Millsite Address: \_\_\_\_\_  
Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_
4. Metro Manila Office Address: \_\_\_\_\_  
Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_
5. We are owners/not owners (circle one) of the sugar mill we operate. ( If not owners, submit documents pertinent to right or authority from owner to operate sugar mill).  
a. MOA/Contract of Lease  
b. Surety/Cash Bond
6. Enclosed herewith are latest copies of each of the mill company's business papers:

**Number and Date**

- a. Mayor's Permit (Millsite) \_\_\_\_\_
- b. DTI Registration \_\_\_\_\_
- c. SEC Registration \_\_\_\_\_  
(Enclose latest copy of Articles of Incorporation)
- d. CDA Registration for Cooperative \_\_\_\_\_
- e. Tax Payer's Identification No. \_\_\_\_\_

I HEREBY CERTIFY to the correctness of above information and I AGREE to have same examined and verified by SRA whenever necessary and to submit reports regularly as may be required by SRA.

Further, I HEREBY AGREE that SRA may cause the **suspension**, cancellation or revocation of the **MILLING LICENSE or the imposition of a fine**, or both, for non-observance or violation of the conditions imposed by SRA Sugar Order No. 8 dated 23 July 1992, Series of 1991-1992 and pertinent SRA rules and regulations.

\_\_\_\_\_  
**President**  
(Signature over Printed Name)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_;  
affiant exhibited to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on  
\_\_\_\_\_ at \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_.

