



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 _____.

**CROP ESTIMATE
CROP YEAR 2016-2017**

I Preliminary Crop Estimate

All mill companies shall submit not later than 31 July 2016 their Preliminary Crop Estimate for CY 2016-2017, stating therein the reasons for the expected increase or decrease in comparison with the previous crop.

Name of Company: _____

Date of Crop Estimate: _____

Date Expected to Start Milling: _____

Date Expected to Finish Milling: _____

Total Estimate:

Tons Cane	_____	M.T.
Raw Sugar	_____	M.T.
	_____	LKg.

Area Planted, for CY 2015-2016 (Present Crop Year)

Plant Cane _____ Has.

Ratoon Cane _____ Has.

2. Final Crop Estimate

The Final Crop Estimate shall be submitted to the SRA, North Avenue, Diliman, Quezon City, not later than 30 September 2016 and shall allow therein the reasons for the increase or decrease from the Preliminary Estimate.

I hereby certify that the above crop estimate is based on historical records or sound projection based on available data/records duly verified and that any willful and deliberate misrepresentation of entries, herein stated shall constitute a ground for the suspension, cancellation, or revocation of the Milling / Refining License or imposition of a fine, or both, by SRA.

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 _____.

By: _____

Printed Name & Signature _____

MILLING LICENSE QUESTIONNAIRE

CROP YEAR 2014-2015

A. Production (2015-2016)

- | | | |
|------------------------------|-------|--------|
| 1. Cane Milled Gross | _____ | TC |
| 2. Average Daily Grinding | _____ | TC |
| 3. Sugar Due Cane | _____ | LKg. |
| 4. Actual Sugar Manufactured | _____ | LKg. |
| 5. Average Daily Production | _____ | LKg. |
| 6. Average Pol of Raw Sugar | _____ | |
| 7. Total Time Elapsed | _____ | Hrs. |
| 8. Total Purchased Power | _____ | Kw/Hr. |
| 9. Bunker Fuel Consumption | _____ | Li |
| 10. Area Harvested | | |
| a. Plant Cane Area | _____ | Has. |
| b. Ratoon Cane Area | _____ | Has. |
| 11. Area Irrigated | _____ | Has. |
| 12. Molasses Production | _____ | M.T. |
| 13. End-of-Year Sugar Stock | _____ | LKg. |

B. Production Estimates (2016-2017)

- | | | |
|----------------------------------|-------|------|
| 1. Total Area Planted | | |
| a. Plant Cane Area | _____ | Has. |
| b. Ratoon Cane Area | _____ | Has. |
| 2. Estimated Cane Tonnage | _____ | TC |
| 3. Estimated Sugar Production | _____ | Lkg. |
| 4. Estimated Molasses Production | _____ | M.T. |
| 5. Rated Capacity | _____ | TC/D |
| 6. Start of Milling | _____ | |
| 7. Estimated End of Milling | _____ | |
| 8. Milling Participation | | |
| a. Planter's Share | _____ | % |
| b. Mill share | _____ | % |

C. Technical Information

- | | | |
|--|-------|--------|
| 1. Work Force | | |
| a. Permanent | _____ | |
| b. Seasonal | _____ | |
| 2. Warehouse Capacity | | |
| a. Millsite | _____ | LKg. |
| b. Subsidiary | | |
| WH#1 | _____ | LKg. |
| WH#2 | _____ | LKg. |
| WH#3 | _____ | LKg. |
| 3. Molasses Tank Capacity | _____ | M.T. |
| 4. Number of Boilers | _____ | |
| 5. Total Capacity of Boilers | _____ | T/Hr. |
| 6. Average Operating Pressure of Boilers | _____ | Kg/Cm. |
| 7. No. of Turbo-Generators (TG) | _____ | |
| 8. Total Capacity of TG | _____ | KW. |
| 9. Description of Air Pollution Control Device | _____ | |
| 10. Capacity and Description of Waste Water Treatment Facility | _____ | |
| 11. ISO or Related Certifications | _____ | |
| 12. Factory Manager | _____ | |
| 13. Chief Chemist/Head, QA | _____ | |
| 14. Pollution Control Officer | _____ | |
| 15. Safety Officer | _____ | |

Prepared by: Mill Company

Resident Manager

Date

UNDERTAKING

KNOW ALL MEN BY THESE PRESENTS:

(Name of Company / Corporation / Cooperative)

with office address and principal place of business at

hereby undertakes 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 representative/s to inspect my / our warehouse/s anytime of the day; and that I/We shall be held administratively liable for any violation thereof. **This is without prejudice to criminal or civil liability, if any, under existing laws.**

Furthermore, SRA may, for just cause **suspend** / cancel / revoke / terminate at any time my /our license **or impose a fine, or both, for violation of pertinent SRA rules and regulations.**

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

(Name of Company / Corporation / Cooperative)

By: _____
(Name / Signature / Position)

(Signature over Printed Name or person duly authorized for this Purpose)

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 _____.

APPLICATION FOR REFINING LICENSE

Date : _____

SUGAR REGULATORY ADMINISTRATION

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

Gentlemen:

Pursuant to SRA Sugar Order No. 4, dated 17 September 1992, Series of 1992-1993, I HEREBY APPLY for the issuance of license to manufacture refined sugar for the Crop Year 2016-2017. For this purpose, I hereby set forth the following information:

1. Refinery Company Name: _____
2. President: _____
3. Refinery site 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 refinery we operate. (If not owners, submit documents pertinent to right or authority from owner to operate refinery).
 - a. MOA/Contract of Lease
 - b. Surety/Cash Bond
6. Enclosed herewith are latest copies of each of the refinery company's business papers:

Number and Date

 - a. Mayor's Permit (Refinery site) _____
 - b. DTI Registration _____
 - c. SEC Registration _____
(Enclose latest copy of Articles of Incorporation)
 - d. CDA Registration for Cooperative _____
 - e. Tax Payer's Identification Number (TIN) _____

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.

Further, I HEREBY AGREE that SRA may cause the **suspension**, cancellation or revocation of the **REFINING 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 _____.

**REFINING LICENSE QUESTIONNAIRE
CROP YEAR 2014-2015**

A. Production (2013-2014)

- | | | |
|--------------------------------------|-------|----------|
| 1. Total Raw Melted | | |
| 1.1 Average Pol | _____ | M.T. |
| 1.2 Average Color | _____ | % |
| 2. Melting Rate | _____ | ICUMSA |
| 3. Refined Sugar Manufactured, Gross | _____ | LKg./Day |
| 4. Refined Sugar Manufactured, Net | _____ | LKg./Day |
| 4.1 Average Pol | _____ | % |
| 4.2 Average Color | _____ | ICUMSA |
| 5. Average Refined Sugar Output | _____ | LKg. |
| 6. Rated Capacity (RAW) | _____ | LKg./Day |
| 7. Total Molasses Produced | _____ | M.T. |
| 8. Total available Operating Time | _____ | Hrs. |
| 9. Total Actual Operating Time | _____ | Hrs. |
| 10. Start of Operation | _____ | |
| 11. End of Operation | _____ | |
| 12. End-of-Year Sugar Stock | _____ | LKg. |

B. Production Estimates (2014-2015)

- | | | |
|--|-------|------|
| 1. Projected Raw Sugar Available for Melting | _____ | LKg. |
| 1.1 Mill Share | _____ | Lkg. |
| 1.2 Outside Local Raw | _____ | LKg. |
| 1.3 Imported Raw | _____ | Lkg. |
| 2. Projected Refined Sugar Production | _____ | Lkg. |
| 2.1 Premium Grade | _____ | Lkg. |
| 2.2 Bottlers Grade | _____ | Lkg. |
| 2.3 Standard Grade | _____ | Lkg. |
| 3. Projected Refining Period | | |
| 3.1 Start | _____ | |
| 3.2 End | _____ | |

C. Technical Information

- | | | |
|--|-------|--------|
| 1. Work Force | | |
| 1.1 Permanent | _____ | |
| 1.2 Seasonal | _____ | |
| 2. Warehouse Capacity | | |
| 2.1 Main Refined Sugar Warehouse | _____ | LKg. |
| 2.2 Subsidiary Warehouse | _____ | Lkg. |
| 3. Power and Energy | | |
| 3.1 Bagasse Consumed | _____ | Tons |
| 3.2 Bunker Oil Consumed | _____ | Li |
| 3.3 Outside Power Purchased | _____ | Kw |
| 4. Pollution Abatement Facilities for Refineries | | |
| 4.1 Type or Method | _____ | |
| 4.2 Rated Capacity | _____ | Li/Day |
| 5. Refinery Superintendent | _____ | |
| 6. Factory Manager | _____ | |
| 7. Chief Chemist/Head, QA | _____ | |
| 8. Pollution Control Manager | _____ | |

Prepared by: **Mill Company** _____

Resident Manager _____

Date _____

UNDERTAKING

KNOW ALL MEN BY THESE PRESENTS:

(Name of Company/Corporation/Cooperative)

with office address and principal place of business at

hereby undertakes 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 representative/s to inspect my/our
warehouse/s anytime of the day; and that I/We shall be held administratively liable
for any violation thereof. This is without prejudice to criminal or civil liability, if any,
under existing laws.

Furthermore, SRA may, for just cause suspend/ cancel/ revoke/ terminate at
anytime my/our license or impose a fine, or both, for violation of pertinent SRA rules
and regulations.

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

(Name of Company/ Corporation /Cooperative)

By: _____

(Name/Signature /Position)

(Signature over Printed Name or person duly authorized for this purpose)

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

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