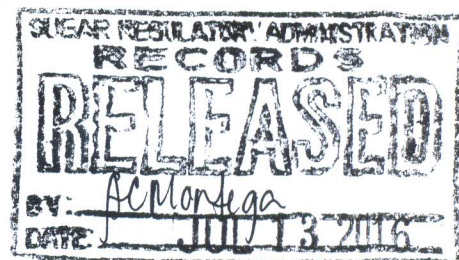




Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Sugar Center Bldg., North Ave., Diliman, Quezon City  
Philippines 1101  
TIN 000-784-336



MEMO-REG-OTM-2016-JUL-01

July 1, 2016

**MUSCOVADO ORDER NO. 1**  
Series of 2015-2016

**SUBJECT: ISSUANCE OF CERTIFICATE OF REGISTRATION  
TO MUSCOVADO TRADERS**

**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 registration 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 registration 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 is necessary to monitor the legitimacy of existence of Muscovado Traders/Producers and verify the authenticity of required documents submitted for the purpose of issuing the Certificate of Registration;

**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 Muscovado Order covers the granting of registration to muscovado traders, as a domestic muscovado trader.

**Section 2. LICENSE TO ENGAGE IN MUSCOVADO TRADING.** No person or entity may engage in the trade of muscovado, without the necessary registration granted by the SRA as a Domestic Muscovado 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 the trader's registration subject to compliance/submission of the following:



**3.1 The Requirements for application as a Domestic Muscovado Trader are as follows:**

**3.1. Single Proprietorship**

- 3.1.1 Current Year Mayor's/Business 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/Business 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/Business 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

**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 registration subject to the guidelines herein set in this Muscovado 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 registration.

**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 (GOA) 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.** Registration filed for a given crop year, once approved and issued, shall be valid only for that crop year.

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

**Section 8. TRADING REPORT.** Registered muscovado 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 (Php 5,000.00) shall be imposed for failure to submit on time and it shall be also be a ground for the revocation or non-renewal of the said registration.


**Section 9. RENEWAL.** Renewal of Certificate of Registration 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 registration.

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

**Section 11 CONSISTENCY.** Provisions of Muscovado Orders, Circular Letters and/or other rules and regulations contrary to or inconsistent with this Muscovado 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