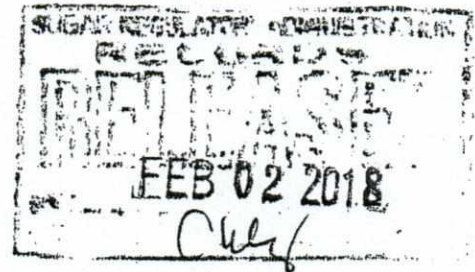




Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
Sugar Center Bldg., North Ave., Diliman, Quezon City
Philippines 1101
TIN 000-784-336



MEMO-REG-OTM-2018-Jan -036

January 31, 2018

MEMORANDUM ORDER No. 3

OFFICE OF THE MANAGER PLANNING & POLICY DEPARTMENT (PPD)	
Received by :	<i>M</i>
Date :	2/2/18
Time :	10:45 am

To : **ALL TRADERS, EXPORTERS, IMPORTERS, CBW/FOOD
MANUFACTURERS, MILLS/REFINERIES**

From : **ENGR. HERMENEGILDO R. SERAFICA**
Administrator

SUBJECT : **NOTARIZED APPLICATION FORM AND LETTER OF INTENT**

You are hereby required to have your letter of intent and application form notarized prior submission to SRA. Otherwise, application form and letter of intent without notarization will not be accommodated.

Please take note of the following transactions for notarization:

- Letter of Intent for Clearance to Release Imported Sugar, Premix, Molasses and Fructose
- High Fructose Corn Syrup or Crystalline Import/Export
- Export Clearance for Sugar, Molasses and Muscovado
- Regular and Advance Swapping
- Verification of A & D sugar
- Shipment of A & D (withdrawal/inloading)
- Certificate of Quota Eligibility
- Replenishment, Reclassification, Refining and Advance Refining
- Application for Trader's License, Warehouse Registration and Milling/Refining License
- Application for Certificate of Sugar Requirements

For strict compliance.