



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

SUGAR REGULATORY ADMINISTRATION RECORDS SECTION	
<b>RELEASED</b>	
BY:	<i>[Signature]</i>
DATE:	<u>JUN 03 2019</u>

May 29, 2019

MEMO-REG-LMD-2019-May-026

CIRCULAR LETTER NO. 22  
Series of 2019

**SUBJECT : REVISED APPLICATION FORM FOR LICENSE TO OPERATE  
(LTO) AS TRADER (FM-REG-LMD-001-REV.05 Effectivity  
date: May 24, 2019)**

All trader applicants are hereby directed to use the revised Application Form for License to Operate as Trader (LTO). The revisions done are the Gender Selection box on the front page of the application form right beside (b) Proprietor, Managing Partner/President AND the additional requirements (Authorization letter and Company ID of the authorized representative from the owner to transact business) found on page two (2).

This is necessary to provide all traders the revised application forms and requirements needed for compliance prior approval of license for a given Crop Year.

The revised application form can be downloaded from the SRA Website [www.sra.gov.ph](http://www.sra.gov.ph). Previous application forms are considered invalid.

All Traders are advised to check all documents needed as part of the requirements to avoid delays in the processing of LTO. Applications with incomplete requirements will no longer be accepted.

Please be guided accordingly.

**ENGR. HERMENEGILDO R. SERAFICA**  
Administrator

<b>OFFICE OF THE MANAGER III</b>	
PLANNING, POLICY & SPECIAL PROJECTS DEPARTMENT (PPSPD)	
Received by:	<i>[Signature]</i>
Date :	<u>6/3/19</u>
Time :	<u>2:30 p.m.</u>
<u>19-04-24/T-094-B#1</u>	

Passport size picture  
50 mm wide X 70  
mm high (2 inches  
wide X 2- 3/4 inches  
long)

### APPLICATION FOR LICENSE TO OPERATE AS TRADER

#### SUGAR REGULATORY ADMINISTRATION

North Avenue, Diliman, Quezon City  
P.O. Box 90 U.P. Diliman  
Quezon City 1101

**Attention: REGULATION DEPARTMENT**

Gentlemen:

I **HEREBY APPLY** for license/s for Crop Year \_\_\_\_\_ - \_\_\_\_\_, to operate as (Please see asterisk) and engage in Sugar/Molasses/Muscovado trading in accordance with existing laws, decrees and implementing rules and regulations promulgated by the Sugar Regulatory Administration (SRA). For this purpose, I **HEREBY SET FORTH** the following information:

(\* Mark appropriate box with an X)

**SUGAR TRADER**

**DOMESTIC SUGAR TRADER**

**INTERNATIONAL SUGAR TRADER (EXPORTER/IMPORTER)**

**HIGH FRUCTOSE CORN SYRUP /CRYSTALLINE FRUCTOSE TRADER**

**MOLASSES TRADER**

**DOMESTIC MOLASSES TRADER**

**INTERNATIONAL MOLASSES TRADER (EXPORTER/IMPORTER)**

**MUSCOVADO TRADER**

**MUSCOVADO TRADER/PRODUCER**

**MUSCOVADO TRADER/NON-PRODUCER**

1. **Firm/Business name:** \_\_\_\_\_

a) Type of Application:       New       Renewal

Last date of Registration(if renewal): \_\_\_\_\_

2. **Business Address:** \_\_\_\_\_

Contact No/s. : \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail Address : \_\_\_\_\_

3. **Business Information:**

(a) *Type of Organization:* \_\_\_\_\_

(Single Proprietorship, Partnership, Corporation, Cooperative)

(b) *Proprietor / Managing Partner / President:*       Male       Female

\_\_\_\_\_  
(Name and Position)

\_\_\_\_\_  
(Nationality)

(c) *Official/Authorized Representative to sign reports and other pertinent documents:*

	<b>Name and Position</b>	<b>TIN #</b>	<b>Specimen Signature</b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

(d) Number of years in sugar / molasses / muscovado trading: \_\_\_\_\_

(e) Area of operation/distribution outlets (specify name of province, city or municipality covered):  
\_\_\_\_\_

(f) Warehouse (For Sugar and Muscovado)

Number of warehouse/s: \_\_\_\_\_

Location : \_\_\_\_\_

Dimension (Per Meter- Length x Width x Height) : \_\_\_\_\_

Made of (materials): \_\_\_\_\_

Capacity : \_\_\_\_\_

**Please attached separate sheet for more than one (1) warehouse**

*Storage/Container (For Molasses)*

Number of warehouse/tanks: \_\_\_\_\_

Location: \_\_\_\_\_

Dimension (Per Meter- Length x Width x Height) : \_\_\_\_\_

Made of (materials): \_\_\_\_\_

Capacity: \_\_\_\_\_

**4. Supporting documents for three (3) sets of application.**

**Submit one (1) copy of each document per application (the 3<sup>rd</sup> set of application serves as receiving copy).**

<b>Sole Proprietorship</b>	<b>Corporation</b>	<b>Cooperative</b>
DTI Registration	SEC Registration	Cooperative Development Authority (CDA) Registration
	Articles of Incorporation & By Laws	Certificate of Compliance
	General Information Sheet(GIS)	Certificate of Cooperation & By Laws
Application Form(Duly Notarized)	Application Form(Duly Notarized)	Application Form(Duly Notarized)
Passport Size Picture and Company ID	Passport Size Picture and Company ID	Passport Size Picture and Company ID
Tax Identification Number(TIN)	Tax Identification Number(TIN)	Tax Identification Number(TIN)
Authorization letter and Company ID of the authorized Representative from the owner to transact with SRA	Authorization letter and Company ID of the authorized Representative from the owner to transact with SRA	Authorization letter and Company ID of the authorized Representative from the owner to transact with SRA
Business/Mayor's Permit	Business/Mayor's Permit	Business/Mayor's Permit
Vicinity Map of Office and warehouse	Vicinity Map of Office and warehouse	Vicinity Map of Office and warehouse
-Contract of Lease(Lessee) -Tax Declaration for Office & warehouses(Owner)	-Contract of Lease(Lessee) -Tax Declaration for Office & warehouses(Owner)	-Contract of Lease(Lessee) -Tax Declaration for Office & warehouses(Owner)
Activity Report (For Renewal)	Activity Report (For Renewal)	Activity Report (For Renewal)
Track Record of Domestic and Import/Export Transaction (New International Sugar Trader Applicant)	Track Record of Domestic and Import/Export Transaction (New International Sugar Trader Applicant)	Track Record of Domestic and Import/Export Transaction (New International Sugar Trader Applicant)
Income Tax Return (ITR) of the preceding year and Financial Statements	Income Tax Return (ITR) of the preceding year and Financial Statements	Income Tax Return (ITR) of the preceding year and Financial Statements

*Additional Requirement for Muscovado Producer or Non Producer*

**For Trader/Producer of Muscovado** whose products are declared as Organic: Certificate issued by the Organic Certifying Body (OCB) accredited by the Bureau of Agriculture and Fisheries Product Standards (BAFPS) of the Department of Agriculture (DA):

**For Trader/Non-Producer of Organic Muscovado** (Traders whose sources of Organic Muscovado are from Organic Muscovado Producers);  
Organic Certificate issued by OCB to Muscovado Producers where the Trader/Non-Producer will source its muscovado products for sale and distribution.

The certificates issued by the OCB are valid only for one (1) year. For Trader/Producer of Muscovado whose products are declared as Organic and for Trader/Non-Producer of Organic Muscovado are required to secure OCB Certificate every year and submit the same to SRA two (2) months prior to the start of the Crop Year within the validity period of the Certificate of Registration (or COR) issued pursuant to Muscovado Order No. 2

**I HEREBY CERTIFY** to the correctness of the above information and **I HEREBY AGREE** that SRA may cause the suspension/cancellation or revocation of the **LICENSE TO OPERATE** or in lieu thereof, the imposition of a fine for non-observance or violation of its rules/regulations/issuances.

\_\_\_\_\_  
**Proprietor/Managing Partner/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 \_\_\_\_\_

**NOTARY PUBLIC**

Republic of the Philippines)  
City of \_\_\_\_\_) S.S.  
x-----x

**SWORN UNDERTAKING**

The undersigned hereby certify under oath that all the above information are true and correct; all documents submitted in support of this application are either original or true copies of the original and are subject to verification; any misrepresentation and/or manifestation of fraud in this application or in the conduct of my business as a trader shall be a ground for the disapproval of my application, and blacklisting of our firm and the undersigned as the applicant.

Further, I hereby undertake 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 representatives to inspect my/our warehouse/s, storage containers anytime of the day; and that SRA may for just cause/s, cancel/revoke/terminate at any time my/our license and I/We shall be held civilly, criminally and administratively liable for any violation thereof including payment of damages, if any.

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

\_\_\_\_\_  
Proprietor/Company Authorized  
Representative

**SUBSCRIBED AND SWORN TO** before me this \_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_  
Affiant exhibiting to me his/her I.D. with No. \_\_\_\_\_ issued by \_\_\_\_\_ as  
his/her competent evidence of identity.

Notary Public

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