



Republic of the Philippines
 Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
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OFFICE OF THE MANAGER III
 PLANNING, POLICY & SPECIAL PROJECTS DEPARTMENT (PPSPD)
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December 15, 2020

CIRCULAR LETTER NO. 14
 Series of 2020-2021



SUBJECT : REVISED SRA TRADER'S ACTIVITY REPORT

In view of SRA's efforts to continuously improve its processes for a more effective and efficient performance of its regulatory functions, the SRA TRADER'S ACTIVITY REPORT is hereby REVISED and disseminated for implementation. All traders are required to use and have the said form notarized using valid and unexpired Government issued ID and not Community Tax Certificate prior to submission every March 15 covering the period from September to February and every September 15 for March to August coverage.

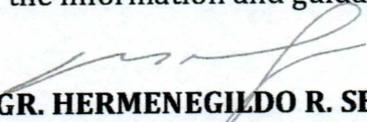
A penalty is imposed for failure to submit Trader's Activity Report on time as per SRA Book of Penalties found in Sugar Order No. 10 Series of 2009-2010 on **CODIFIED VIOLATIONS OF SRA REGULATIONS AND SUGAR ORDERS, PROVIDING FOR PENALTIES AND SIMPLIFIED RULES AND PROCEDURES FOR THE DISPOSITION OF CASES RELATED THERETO under RULE II OFFENSES AND PENALTIES** of Section 2 of offenses under reportorial requirements with corresponding penalties which states in Section 2.3: *Failure to submit semi-annual activities within 15 days after the middle and end of every Crop Year, respectively:*

- 1st offense - Fine of PhP 5,000.000*
- 2nd offense - Fine of PhP 10,000.00*
- 3rd offense - Fine of PhP 15,000.00 and/or suspension or cancellation of license*

All other provisions such as Sugar Orders and Circular Letters relating to the above are still strictly enforced.

A copy of the revised SRA Trader's Activity Report form is attached.

For the information and guidance of all concerned.


ENGR. HERMENEGILDO R. SERAFICA
 Administrator



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