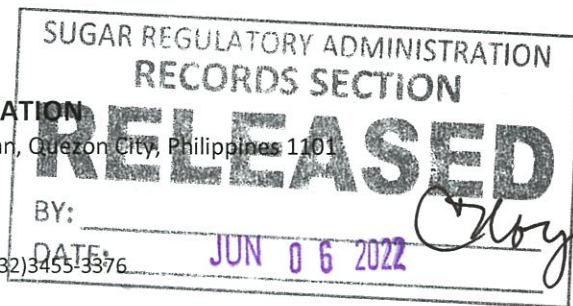




Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1101  
TIN 000-784-336  
Website: <http://www.sra.gov.ph>  
Email Address: [srahead@sra.gov.ph](mailto:srahead@sra.gov.ph)  
Tel. No.: (632)8929-3633, (632)3455-2135, (632)3455-3376



MEMO-REG-LMD-2022-JUNE-001

June 02, 2022

**CIRCULAR LETTER NO. 23**  
Series of 2021-2022

**SUBJECT: APPLICATION FOR MILLING/REFINING LICENSE  
FOR CROP YEAR 2022-2023**

With reference to the above-mentioned subject, all Sugar Mill/Refinery Companies are hereby directed to submit the following requirements to Regulation Department, Sugar Regulatory Administration (SRA), Diliman, Quezon City, to wit:

- a) Filled up Application Forms for Milling License and Refining License using the attached copies which are also downloadable from the SRA website ([www.sra.gov.ph](http://www.sra.gov.ph))
- b) Duly accomplished Milling or Refining License Questionnaire;
- c) Duly accomplished Crop Estimate for Crop Year 2022-2023 (applicable only to Sugar Mill Companies);
- d) Duly Notarized Undertaking.

The aforementioned requirements (copies of which are attached hereto for your reference), shall be submitted Thirty (30) Days prior to the start of Crop Year 2022-2023.

Additionally, consistent with SRA's intention to rationalize the mill schedules of the industry, please take note of the scheduled start of your milling operation, taking into consideration cane maturity and good mill efficiency.

This Circular Letter shall take effect immediately.

**ENGR. HERMENEGILDO R. SERAFICA**  
Administrator



Management System  
ISO 9001:2015

[www.tuv.com](http://www.tuv.com)  
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*A food-secure and resilient Philippines  
with empowered and prosperous farmers and fisherfolk*



APPLICATION FOR MILLING LICENSE

Date: \_\_\_\_\_

SUGAR REGULATORY ADMINISTRATION

Sugar Center Building
North Avenue, Diliman
Quezon City 1101 Philippines

Ma'am/Sir:

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 2022-2023. For this purpose, I hereby set forth the following information:

(\* Mark appropriate box with an "X" )

- 1. Mill Company Name:
2. President: Sex: Male Female
3. Millsite Address: Telephone Number: Fax Number:
4. Office Address: Telephone Number: Fax Number:
5. We are owners not owners of the 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 of Issuance
a. Mayor's Permit (Millsite)
b. DTI Registration
c. SEC Registration (Enclosed latest copy of Articles of Incorporation)
d. CDA Registration for Cooperative
e. Tax Payer Identification Number (TIN)
f. Email Address

I HEREBY CERTIFY that the above-information are correct, and I AGREE that the same be examined and verified by SRA whenever necessary, and to submit reports regularly, as maybe required by the SRA.

Further, I understand 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 government issued ID No. as competent evidence of identity. Issued on at Valid until

Notary Public

Doc. No.
Page No.
Book No.
Series of

**CROP ESTIMATE**  
**CY 2022-2023**

**1. Preliminary Crop Estimate**

All mill companies shall submit not later than every 31<sup>st</sup> day of July their Preliminary Crop Estimate for Crop Year 2022-2023, stating therein the reasons for the expected increase or decrease in comparison with the previous crop year.

Name of Mill 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 \_\_\_\_\_ (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 every 30<sup>th</sup> day of September and shall show therein 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 government issued ID \_\_\_\_\_ No. \_\_\_\_\_ as competent evidence of identity. Issued on \_\_\_\_\_ at \_\_\_\_\_. Valid until \_\_\_\_\_.

Notary Public

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

By: \_\_\_\_\_  
Printed Name & Signature

\_\_\_\_\_  
Position/Designation

**MILLING LICENSE QUESTIONNAIRE**  
**CROP YEAR 2022-2023**

**A. Production (CY 2021-2022)**

- |                              |       |        |
|------------------------------|-------|--------|
| 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 (CY 2022-2023)**

- |                                  |       |      |
|----------------------------------|-------|------|
| 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.   |
| 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 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 government issued ID \_\_\_\_\_ No. \_\_\_\_\_ as competent evidence of identity. Issued on \_\_\_\_\_ at \_\_\_\_\_. Valid until \_\_\_\_\_.

Notary Public

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

**APPLICATION FOR REFINING LICENSE**

Date: \_\_\_\_\_

**SUGAR REGULATORY ADMINISTRATION**

Sugar Center Building  
North Avenue, Diliman  
Quezon City 1101 Philippines

Ma'am/Sir:

Pursuant to 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 2022-2023**. For this purpose, I hereby set forth the following information:

( \* Mark appropriate box with an "X" )

- 1. Refinery Name: \_\_\_\_\_
- 2. President: \_\_\_\_\_ Sex:  Male  Female
- 3. Refinery Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_
- 4. Metro Manila Office Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_
- 5. We are owners  not owners  of the sugar refinery we operate. If not owners, submit documents pertinent to right or authority from owner to operate sugar refinery:
  - a. MOA/Contract of Lease
  - b. Surety/Cash Bond
- 6. Enclosed herewith are latest copies of each of the sugar refinery's business papers:

|   | <u>Number and Date of Issuance</u> |
|---|------------------------------------|
| a. Mayor's Permit (Refinery site)   | _____                              |
| b. DTI Registration   | _____                              |
| c. SEC Registration<br>( Enclosed latest copy of Articles of Incorporation) | _____                              |
| d. CDA Registration for Cooperative   | _____                              |
| e. Tax Payer Identification Number (TIN)                                    | _____                              |
| f. Email Address _____  |                                    |

**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. 4 dated 17 September 1992, Series of 1992-1993 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 government issued ID \_\_\_\_\_ No. \_\_\_\_\_ as competent evidence of identity. Issued on \_\_\_\_\_ at \_\_\_\_\_. Valid until \_\_\_\_\_.

Notary Public

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

**REFINING LICENSE QUESTIONNAIRE**  
**CROP YEAR 2022-2023**

**A. Production (CY 2021-2022)**

- 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 (CY 2022-2023)**

- 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 government issued ID \_\_\_\_\_ No. \_\_\_\_\_ as competent evidence of identity. Issued on \_\_\_\_\_ at \_\_\_\_\_. Valid until \_\_\_\_\_.

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Book No. \_\_\_\_\_  
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**FM-REG-LMD-005 Rev.02**  
**Effectivity Date: January 1, 2021**