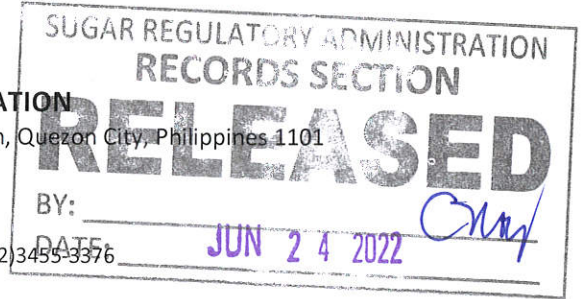




Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
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MEMO-REG-OTM-2022-JUNE-016

June 22, 2022

MEMORANDUM CIRCULAR No. 13
Series of 2022

TO : ALL TRADERS/MILLS/REFINERIES/ BIOETHANOL
MANUFACTURERS/PRODUCERS/WAREHOUSE OWNERS

FROM : ENGR. HERMENECHILDO R. SERAFICA
Administrator

SUBJECT : RENEWAL OF APPLICATION FOR CERTIFICATE OF
LICENSE TO OPERATE (LTO) AS TRADER, MILL,
REFINERY, BIOETHANOL PRODUCER/MANUFACTURER
AND WAREHOUSE REGISTRATION

The Certificate of License/Registration of the above concerned stakeholders is for renewal annually which starts prior to the opening of the new Crop Year (CY). The CY starts every September and ends in August the following year.

All concerned whose business are in operation are directed to give this notice utmost concern to renew the above application for License to Operate (LTO) and Registration certificates prior or at the start of every CY.

For mill and refinery owners, you are hereby directed to submit your milling and refining license application thirty days prior opening of CY 2022-2023 as per Sugar Order No. 8 and No. 4 Series of 1991-1992.

Likewise, all are advised to settle your pending financial obligations (Bioethanol Research Development and Extension (BRDE) liens, penalties for late submission of Trader's Activity Report, etc.) to avoid any delay in the processing of your application for renewal.

Furthermore, all are advised to fill out the application form, supply all the needed information and submit the necessary requirements accordingly.

For your information and guidance.



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with empowered and prosperous farmers and fisherfolk*

