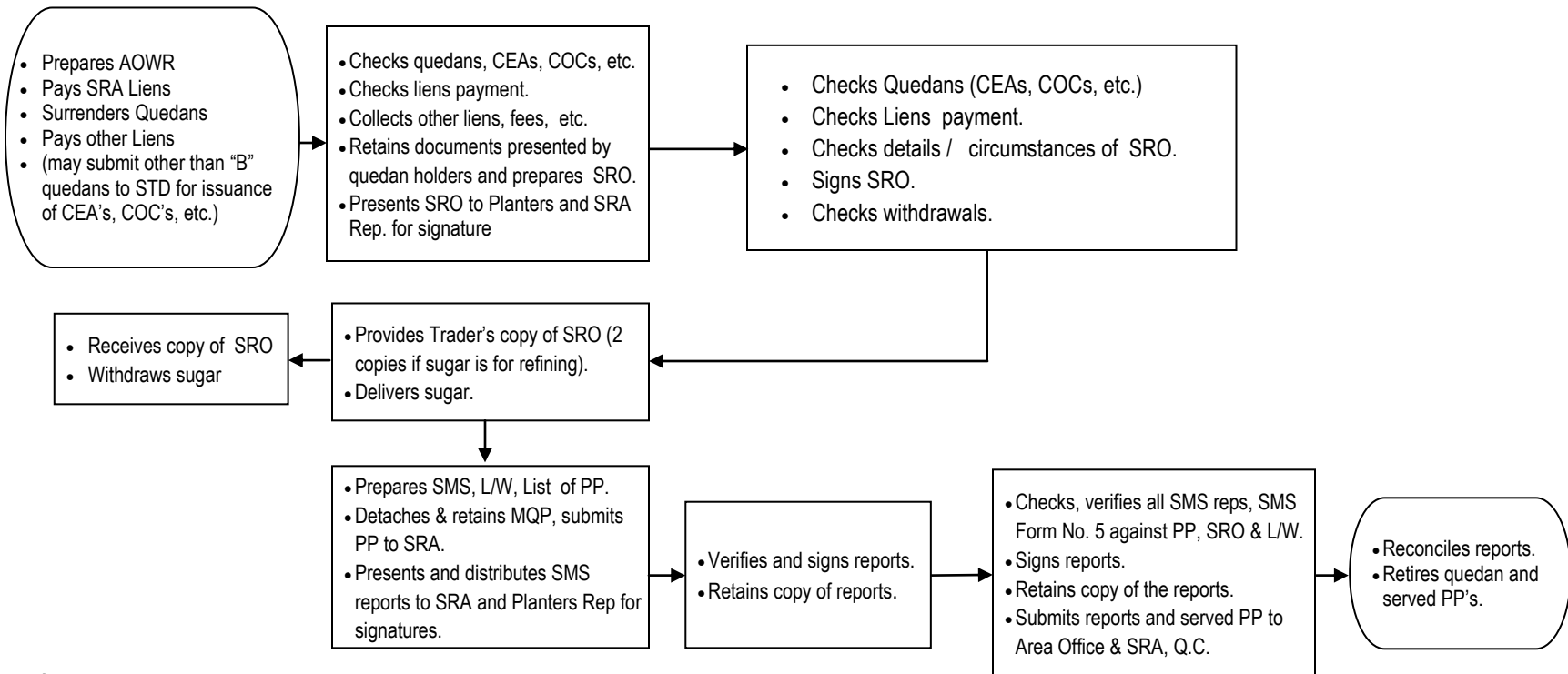


REGULATION DEPARTMENT
Sugar Regulation & Enforcement Division (SRED)-Luzon/Mindanao

Processing Sugar Withdrawals and Verification of Sugar Release Order (SRO)

QUEDAN HOLDER (Traders, Coops, Planters, etc.)	SUGAR MILL			SRA
	MILL REPRESENTATIVE	PLANTER'S REPRESENTATIVE	SRA REPRESENTATIVE	

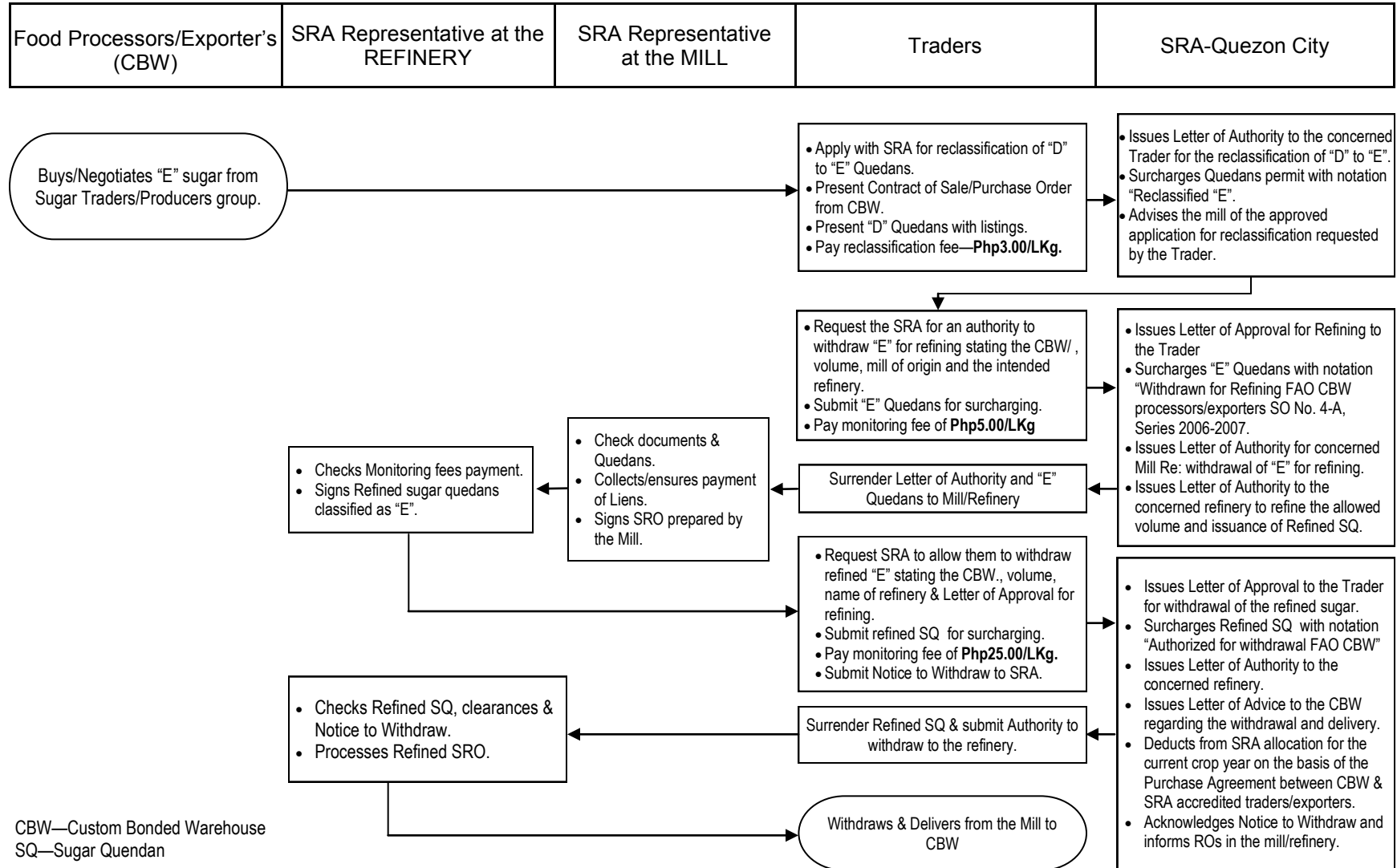


Legend:

- STD—Sugar Transaction Division
- AOWR – Abstract of Official Warehouse Receipts
- L/W – Ledger of Withdrawals
- PP – Permit Portion
- MQP – Mill Quedan Portion
- COC— Certificate of _____
- CEA—Certificate of Exchange Authority
- SMS— Sugar Monitoring System

**REGULATION DEPARTMENT
Sugar Regulation & Enforcement Division (SRED)-Luzon/Mindanao**

Processing of “D” Sugar to “E” Sugar

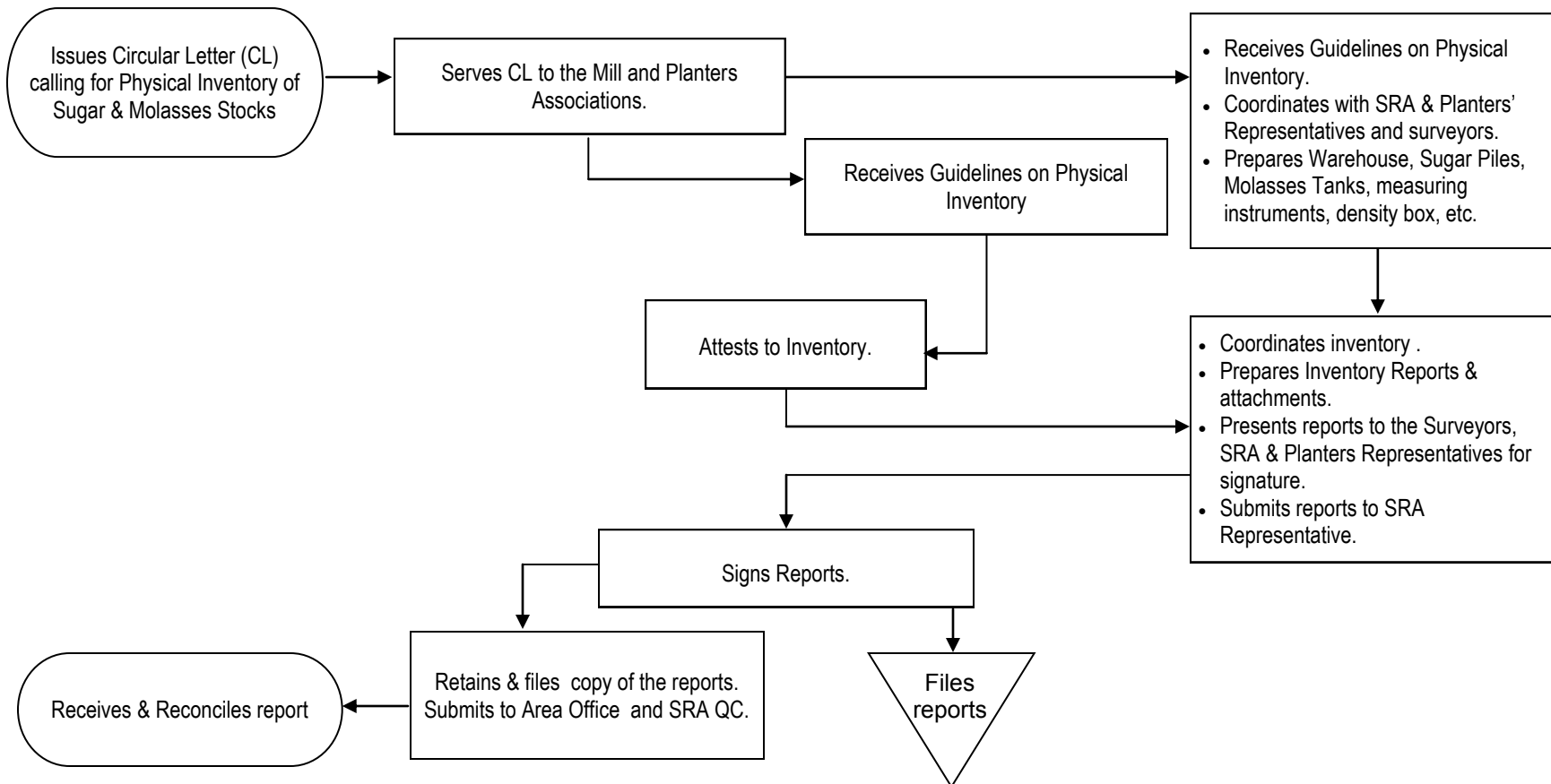


CBW—Custom Bonded Warehouse
SQ—Sugar Quendan

REGULATION DEPARTMENT
Sugar Regulation & Enforcement Division (SRED)-Luzon/Mindanao

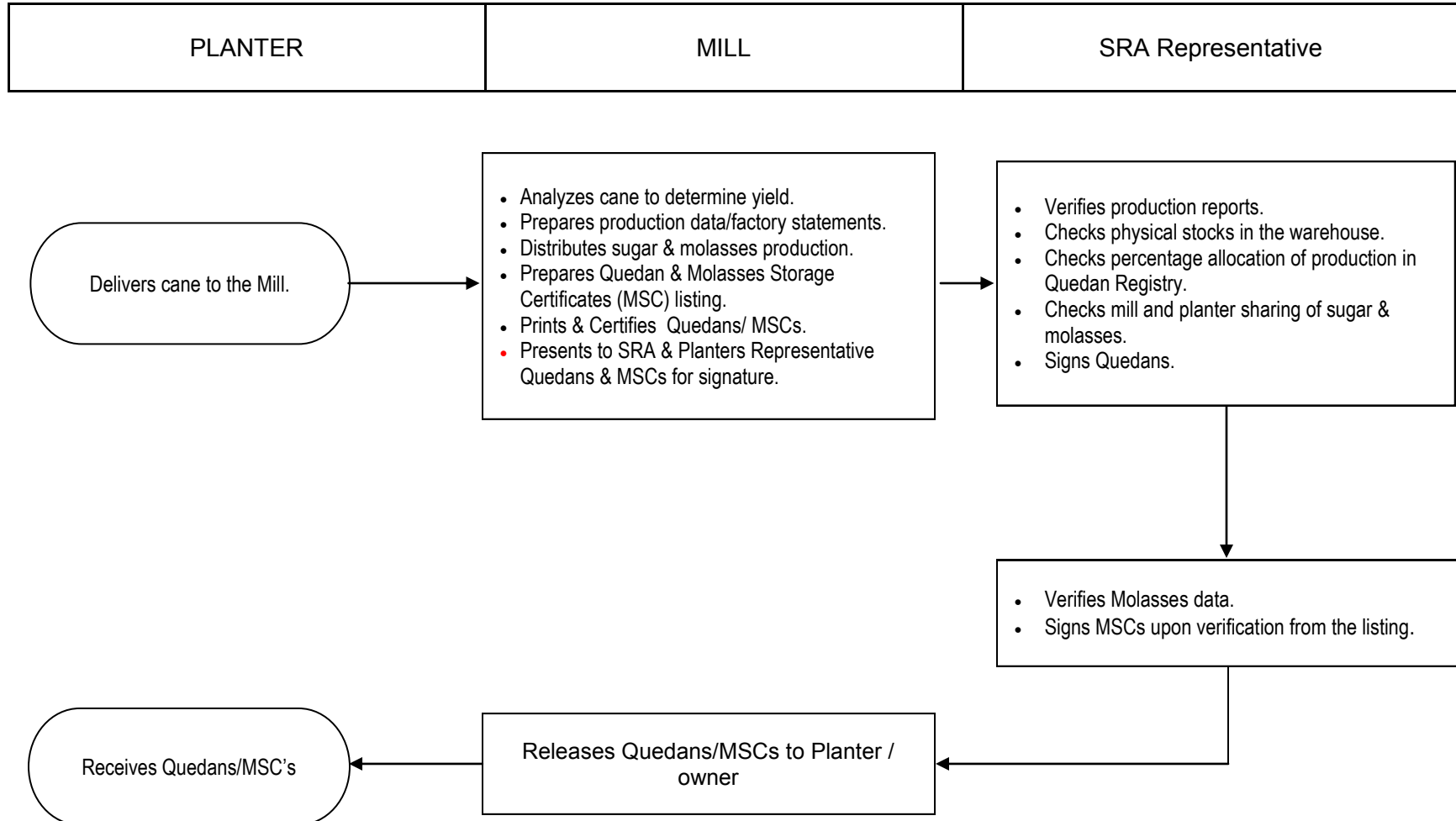
Physical Inventory of Sugar and Molasses

SRA	SRA Representative	Planter's Association Representative	Mill Representative
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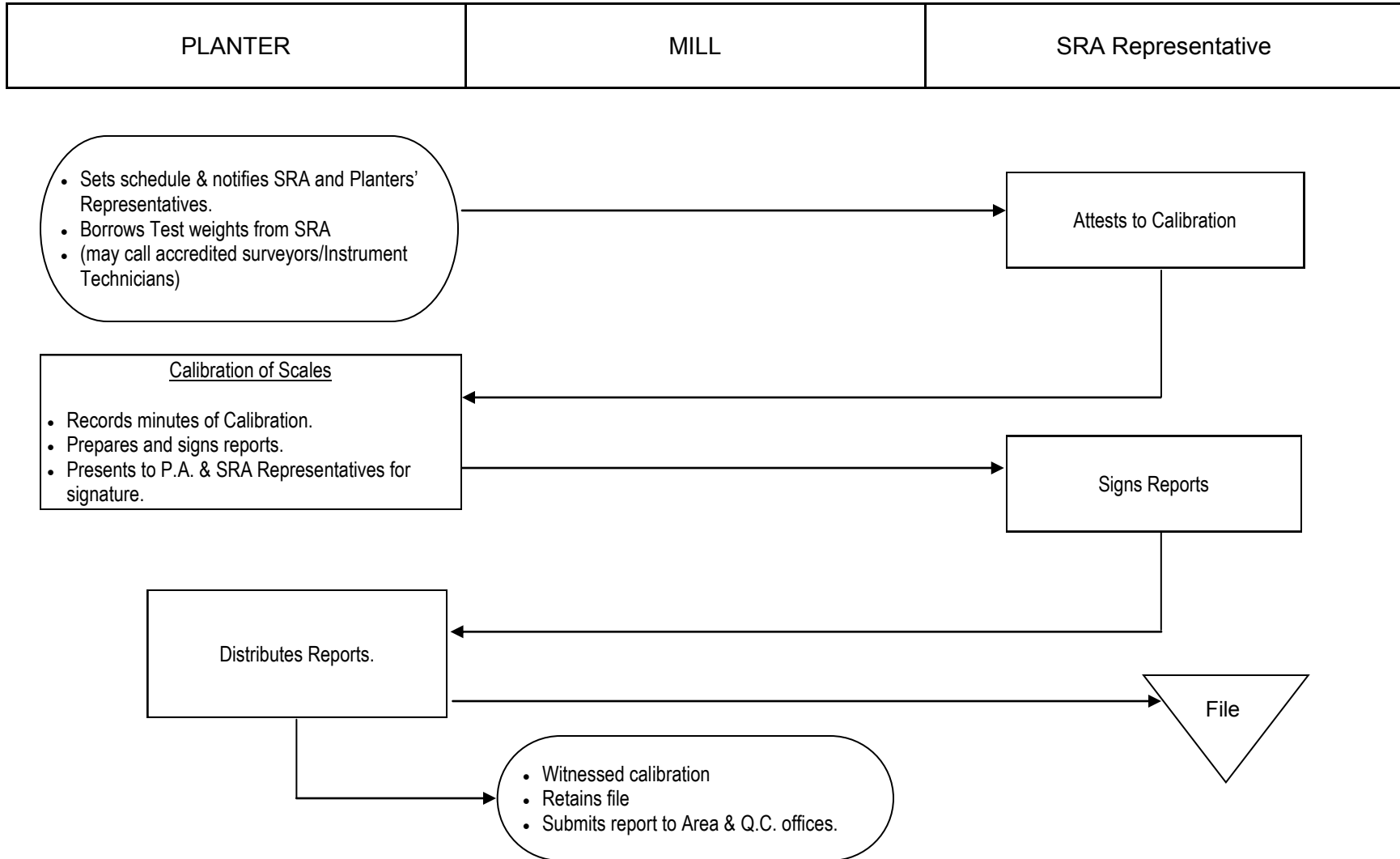
REGULATION DEPARTMENT
Sugar Regulation & Enforcement Division (SRED)-Luzon/Mindanao

Attestation of Sugar Quedans & Molasses Storage Certificates



REGULATION DEPARTMENT
Sugar Regulation & Enforcement Division (SRED)-Luzon/Mindanao

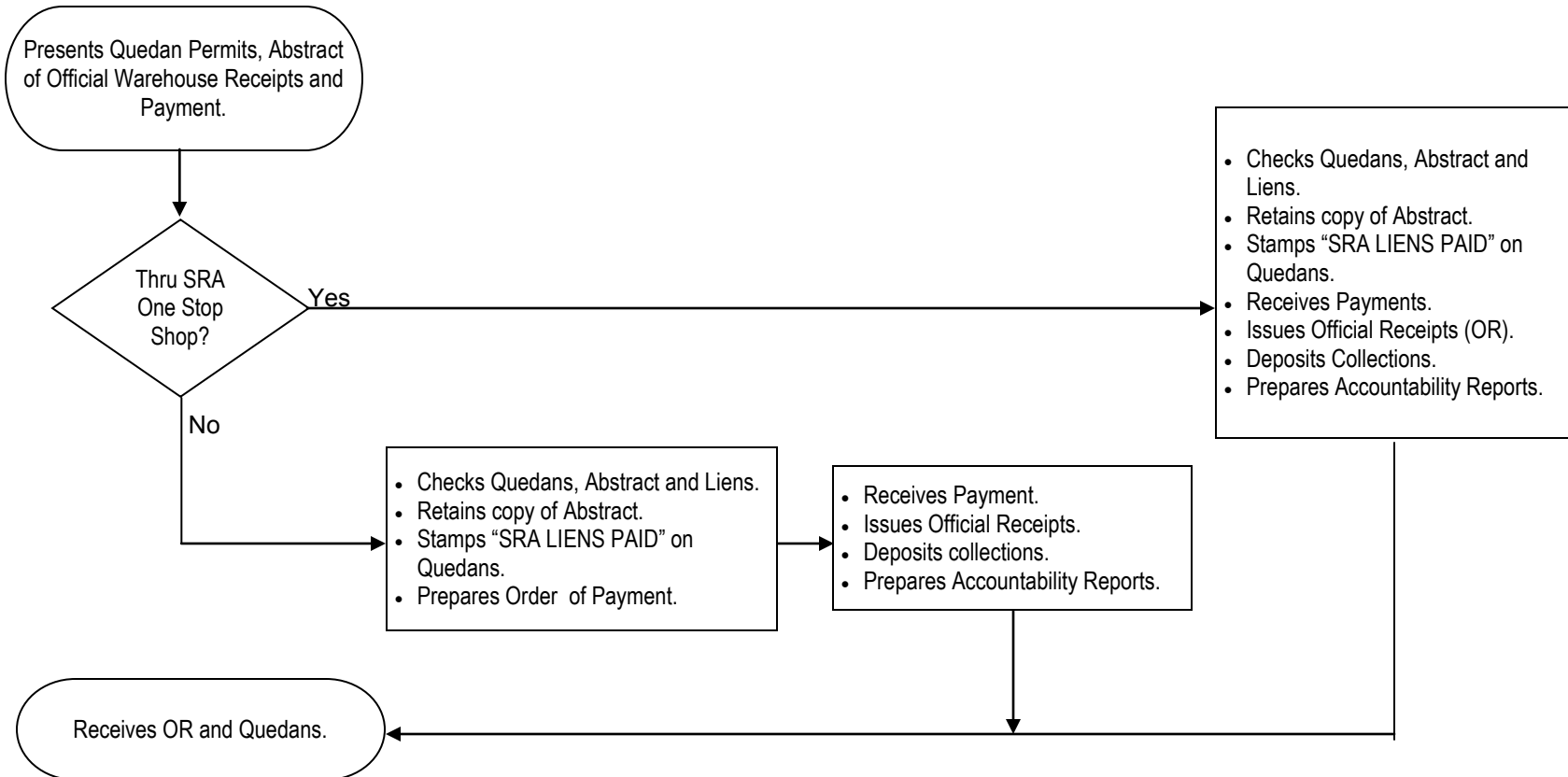
Calibration of Scales and Other Balances



REGULATION DEPARTMENT
Sugar Regulation & Enforcement Division (SRED)-Luzon/Mindanao

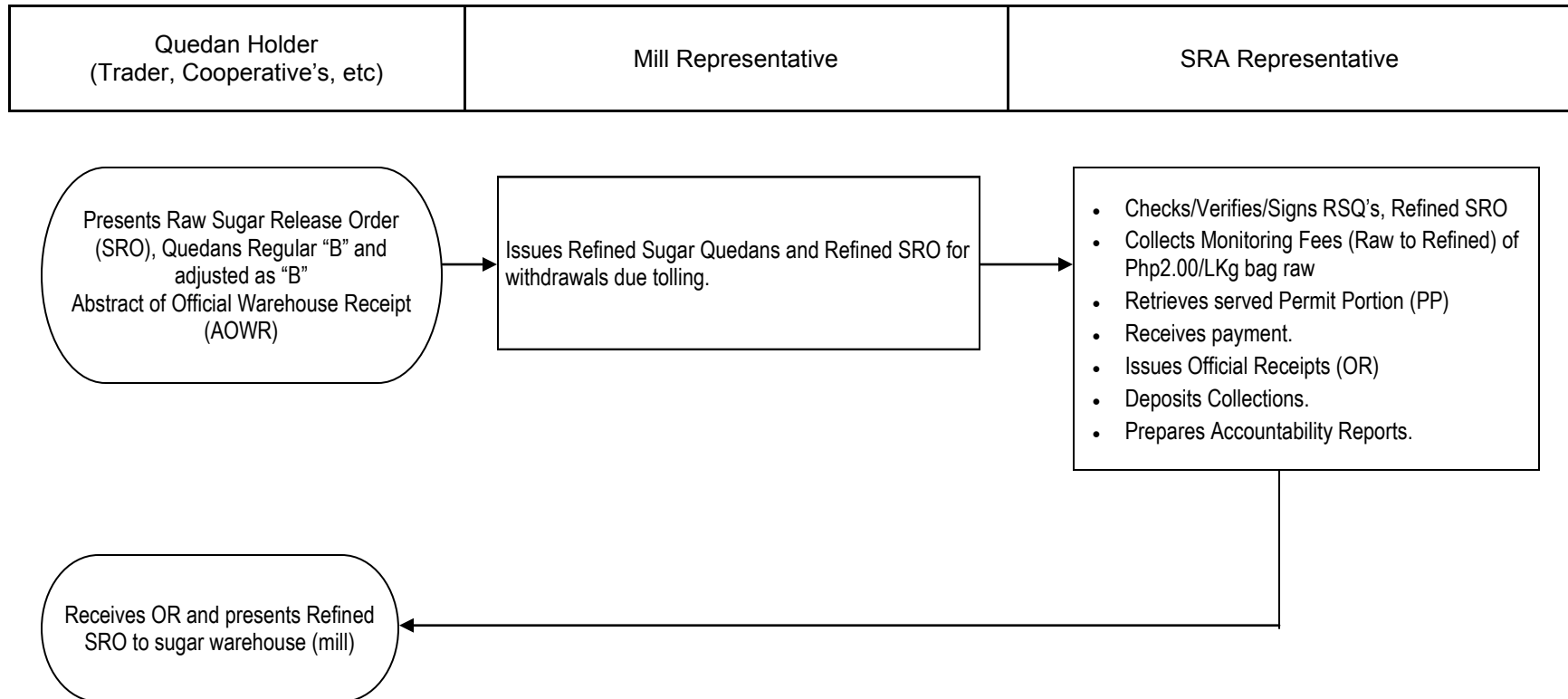
Verification of SRA Monitoring Fees (Raw)

Quedan Holder	SRA		Deputized Collecting SPRO at the Mill
	SRED Verification	Treasury	



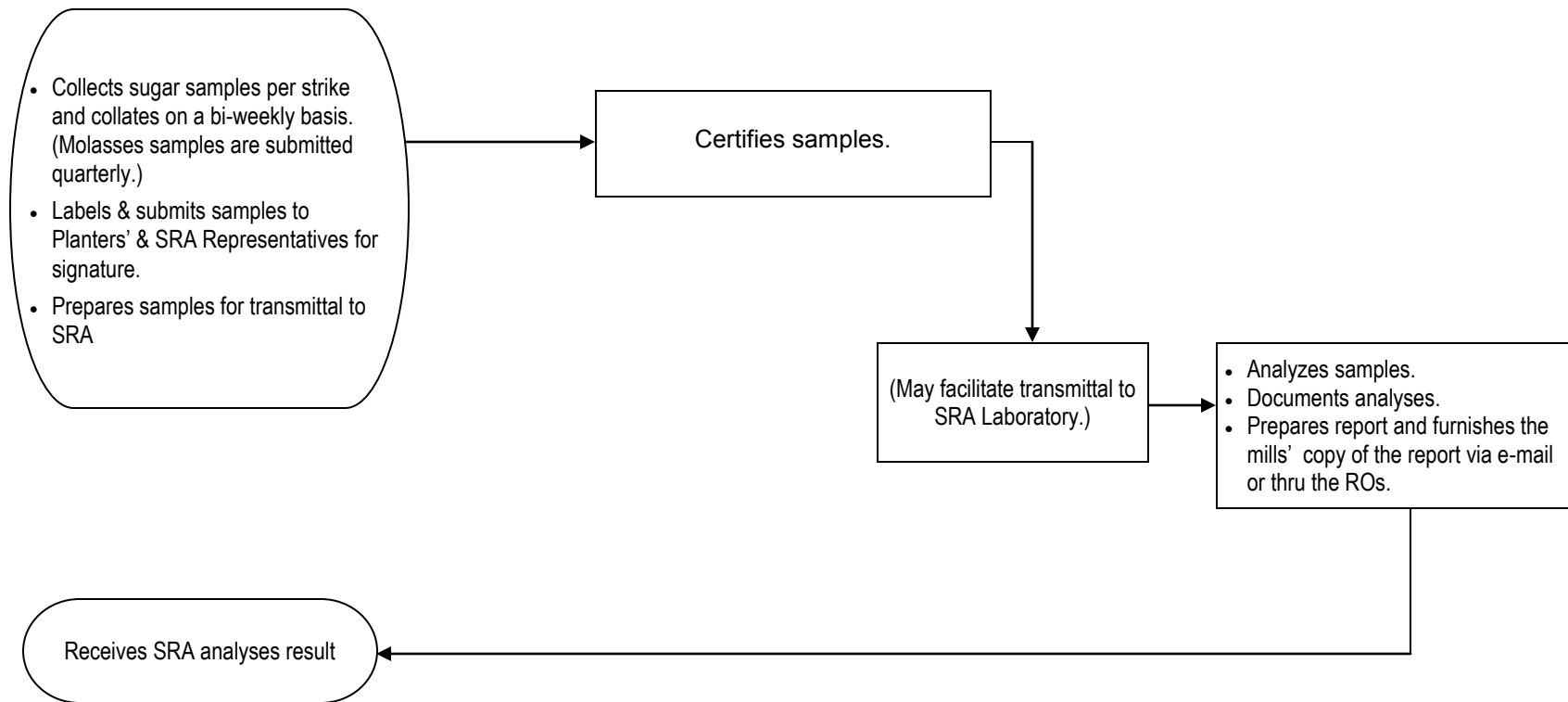
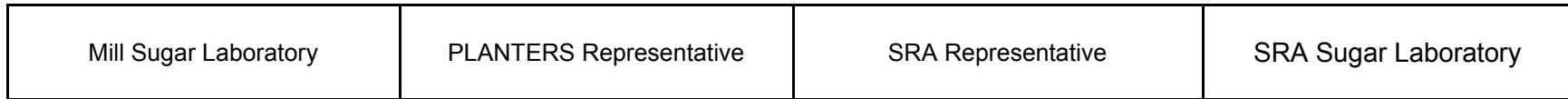
REGULATION DEPARTMENT
Sugar Regulation & Enforcement Division (SRED)-Luzon/Mindanao

Verification of SRA Monitoring Fees (Refined)



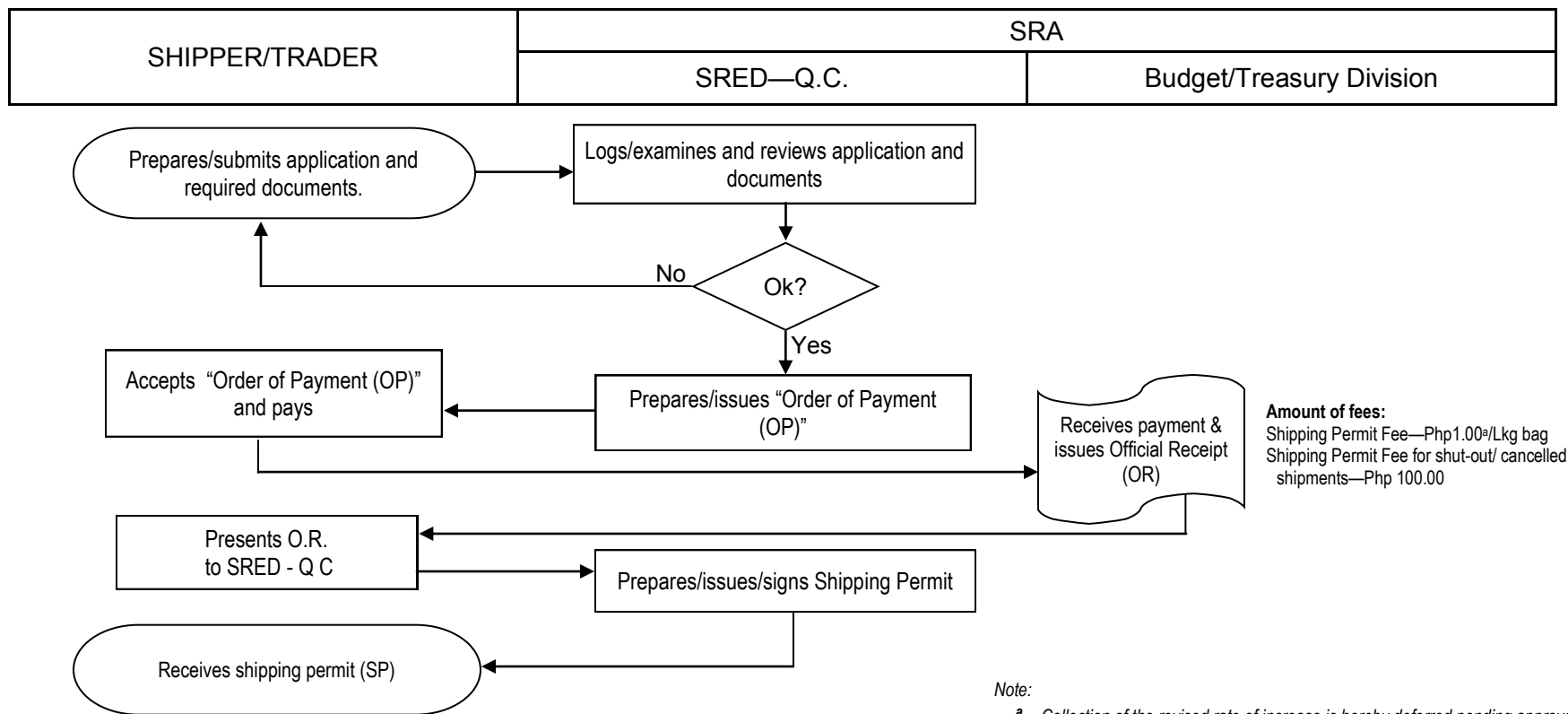
REGULATION DEPARTMENT
Sugar Regulation & Enforcement Division (SRED)-Luzon/Mindanao

Mill's Submission of Sugar and Molasses Samples



REGULATION DEPARTMENT
Sugar Regulation & Enforcement Division (SRED) - Luzon/Mindanao

Issuance of Shipping Permit



Amount of fees:
 Shipping Permit Fee—Php1.00#/Lkg bag
 Shipping Permit Fee for shut-out/ cancelled shipments—Php 100.00

Note:
^a – Collection of the revised rate of increase is hereby deferred pending approval by the Department of Agriculture. Meantime, the old rate of fees and charges as provided for in General Administrative Order No. 1 and General Administrative Order No. 1-A, both Series of 2001-2002 and General Administrative Order No. 1, Series of 2002-2003 shall be collected.

Forms/Documents Required:

1. Application for Permit to Ship Sugar Within Philippine Territory
2. Sugar Release Order (SRO) - Mill documents
3. SRO and/or Waybill in case sugar comes from another province or from far flung areas which is transported by land.
4. Shipping Permit, SRO, Waybill/Bill of Lading—in case sugar comes from another island.
5. Letter of Authority of the Administrator and Waybill—in case sugar is to be shipped out to another island for transfer purposes only.
6. Authorization to person processing/securing/receiving Shipping Permit.
 - Original Board Resolution/Secretary's Certificate for Corporation and Cooperative
 - Special Power of Attorney for single Proprietorship and Partnership
7. Official Receipt for payment of Shipping Permit Fee./Notice of Award (NOA) - Imported Auctioned Sugar

- Shipping Permit Issuing Offices:**
Licensing & Monitoring Division—Visayas
- SRA, Bacolod City — Chief, SPRO
 - SRA, Cebu City —Sr. SPRO
 - SRA, Dumaguete City —SPRO III
 - Central Azucarera de Bais —SPRO III