

[SRA CIRCULAR LETTER NO. 43, August 23, 2000]

IMPLEMENTING GUIDELINES IN THE ACCOUNTING OF THE QUEDAN-PERMIT FORMS AND SHREDDING/BURNING OF UNUSED QUEDAN-PERMIT FORMS

Since the policy of the Sugar Regulatory Administration (SRA) is not to revalidate all unused sugar quedan-permit forms, the following guidelines are hereby promulgated regarding the accounting of the quedan-permit forms and the shredding/burning of unused quedan-permit forms, to wit:

I. Accounting of the Quedan-Permit Forms

All quedan-permit forms received by the mill/refinery from the official printer of said forms should be accounted for as follows i) quedans issued (by the mill/refinery and attested by the SRA) to sugar producers/traders, ii) quedans invalidated/cancelled/spoiled, iii) quedans unused (blank forms) and iv) missing/unused quedan-permit forms.

The aforesaid accounting of quedan forms and its corresponding report should be done by the SRA SPRO assigned in the mill/refinery.

II. Shredding/Burning of Unused Quedan-Permit Forms

All unused quedan-permit forms shall be destroyed by shredding/burning in the presence of SRA Sugar Production Regulation Office (SPRO).

III. Preparation and Submission of Reports

1. Accounting of Quedans

Below is the prescribed format of the accounting report:

CROP Year	SUGAR CLASS	QUEDAN-PERMIT ISSUED PCS.	NO. INVALIDATED/ CANCELLED/ DESTROYED QUEDANS	NO. UNUSED OF QUEDAN PCS.	NO. MISSING OF QUEDAN FORMS	NO. OF QUEDAN PERMITS RECEIVED FROM PRINTER
"A"	FROM	TO	FROM	TO	FROM	TO
"B"						

2. Report of the Shredding/Burning of Unused Quedan Forms

Below is the prescribed format of the shredding/burning report:

CROP YEAR	CLASS OF QUEDANS	SERIAL NUMBERS
		FROM TO

The abovementioned reports shall be submitted within 30 calendar days from date of end of milling to the Sugar Transactions Department, Production Control