

[SRA MEMORANDUM CIRCULAR NO. 1, February 10, 2009]

**PROCEDURES IN MONITORING MOVEMENT AND SHIPMENT OF
"D" OR WORLD MARKET SUGAR CONTAINED IN BAGS AND
TRANS-SHIPED FROM OTHER PORTS PRIOR TO LOADING INTO
THE INTERNATIONAL VESSEL**

Please be guided of the following guidelines/procedures that the Sugar Regulatory Administration (SRA) shall impose on above subject of monitoring the movement and containerized shipment of "D" Sugar contained in bags:

A. Movement/Shipment of D-Sugar within the Philippines

1. D-Sugar shipments must be shipped separate from other classes.
2. Traders/Shippers must inform SRA (DRMG-OIC) on the schedule of loading D-Sugar into container vans. Such notice shall include a request for the presence of an SRA Monitoring Team to observe the loading.
3. Loading of D-sugar into the container shall be observed by a duly-authorized SRA Monitoring Team. An SRA seal shall be attached to the door of the container van after loading. The SRA seal number shall be recorded, which shall be included in the Report of Loading D-Sugar, submitted to the Administrator's Office no later than the next day.
4. Upon arrival of the shipment at the destination, example in Manila, the shipper must notify the SRA (DRMG-OIC). Said notice must include a request for an SRA Team during the opening of the container.
5. Prior to opening, the SRA Team must check the SRA seal as to its integrity. The SRA authorized representative must be the one to break the SRA seal.
6. If the seal is tampered, the container will not be opened and will instead be resealed, and the SRA Administrator will be informed. The SRA Administrator will then send additional personnel to verify the seal and witness the opening of the container. The container will be opened upon the instruction of the Administrator.
7. The unloading of the sugar from the container will be recorded. The number of bags, markings, and other pertinent data must be gathered and included in the Report of