NATIONAL ADMINISTRATIVE REGISTER · AUGUST 23, 2000

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

*SRA CIRCULAR LETTER NO. 43, August 23, 2000*

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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- PERMITS ISSUED**

**NO. OF PCS.**

**INVALIDATED/ CANCELLED/ DESTROYED QUEDANS**

**NO. OF PCS.**



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**UNUSED QUEDAN FORMS**

**NO. OF PCS.**

**MISSING UNUSED QUEDAN FORMS**

**NO. OF PCS.**

**TOTAL NO. OF PCS. OF QUEDAN- PERMITS RECEIVED FROM PRINTER**

**"A"**

**"B"**

**FROM**

**TO**

**FROM**

**TO**

**FROM**

**TO**

**FROM**

**TO**

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

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

**CROP YEAR**


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**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 and Regulation Office, Sugar Regulatory Administration, Diliman, Quezon City, and shall serve as a requirement for the issuance of SRA Clearance for the release of the pre-printed quedan-permit forms every crop year.

Sugar mills that had stopped milling prior to the issuance of this Circular Letter shall submit the report not later than 30 days from the date hereof (September 23, 2000).

Provisions of Circular Letters, Memoranda and/or other rules and regulations contrary to or inconsistent with this Circular Letter are hereby amended, modified or revoked.

This Circular Letter shall take effect immediately until revoked.

Adopted: 23 August 2000

(SGD.) NICOLAS A. ALONSO
Administrator

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