



Table of Contents

OPERATIONS MANUAL.....	2
A. INSPECTORATE	3
1.0 FIELD INSPECTION	3
2.0 FIRE INSPECTION	5
3.0 INVESTIGATIONS	6
4.0 PLAN UPDATING	7
B. REGISTRATION	8
C. CLAIMS	15
1.0 ISH.....	15
2.0 METHODOLOGY FOR DETERMINATION OF EVENT YEAR.....	21
3.0 GENERAL COMPENSATION METHODOLOGY.....	Error! Bookmark not defined.
4.0 DESTROYED PLANTATIONS - GENERAL ASSESSMENT OF PLANTERS AND MILLERS	23
5.0 INTER-CROP FIRE ASSESSMENT.....	26
6.0 TRANSPORT ALLOWANCE	27
7.0 RECONCILIATION OF CURRENT ACCOUNT BALANCES	28
D. SURVEY	29
1.0 TYPES OF SURVEYS CARRIED OUT	29
2.0 BLOCK SURVEY PROCEDURES:	30
3.0 PROCEDURES FOR SURVEY OF FIRE CASES.....	33
E. DRAWING OFFICE.....	34
F. SPECIAL UNIT	36



OPERATIONS MANUAL

This manual is based on insurance terms in accordance with the prevailing legislation governing the activities of the Sugar Insurance Fund Board and shall be subject to modifications and updating as and when required.

This Manual spells out the **Standard Operating Procedures** to follow in the execution of work processes in the Operations Department and for the sound operations of the operational activities of the different sections within the Operations Department, in the order specified hereunder:

- A. Inspectorate
- B. Claims
- C. Survey
- D. Drawing Office
- E. Special Unit

The procedures spelt out hereinafter, **including but not limited to** are to be adhered in conjunction with relevant sections of the Sugar Insurance Fund (SIF) Act, as subsequently amended by the Finance (Miscellaneous Provisions) Act 2022, and with the SIF (Amendment of Schedules) Regulations 2022 and the SIF (Prescribed Area and Prescribed Percentage of Total Insurable Sugar) Regulations 2022, by all officers posted in any section within the Operations Department in the execution of their respective duties.

In case of doubt, officers may at any time consult their immediate supervisors for any guidance and follow such instructions that may be issued from time to time with respect to their duties. These SOPs shall be updated by the COO/OM as and when required.

STANDARD OPERATING PROCEDURES

A. INSPECTORATE

1.0 FIELD INSPECTION

Purpose : To capture correct Area under Cane and Harvest Extent for Assessment of premium and compensation by the Claims section

Responsibilities : All inspecting officers including Responsible Officers of Sub-Offices/Outlets

Data Source : Measurements in sugar cane fields

References : Sections 42, 43 of SIF Act

1.1 Pre-Registration (I1) and Post-Registration (I2) Inspections

- 1) An inspection schedule is prepared from start to finish inspection.
- 2) The inspection schedule has to be approved by the Area Manager.
- 3) Inspecting officers will be allowed to start inspection after approval of weekly plan of work by the Area Manager. Once approved copy is remitted to respective ROs.
- 4) Monday to Thursday inspection and Friday report to HO full day for reporting and issue adverse reports to planters, data punching and validation unless otherwise directed by the COO or OM.
- 5) Mobile data, location GPS etc. be put on during working hours.
- 6) Any change in plan of schedule work, the RO and AM be informed accordingly.
- 7) Information to be collected in field and punched in the system are as follows:
 - (i) Area under cane.
 - (ii) Area uprooted/replanted.
 - (iii) Maintenance of plots => Weeds, Not Properly Fertilised and Gaps.
 - (iv) Area Damaged by pest and disease.
 - (v) Area damaged by cyclone, drought, excessive rainfall and fire.
 - (vi) Maintenance of drains if any.

1.2 Post-Harvest Inspection (I3)

- 1) This is the most important inspection of all 3 rounds of field inspection. It is meant to determine the Harvest Extent used for assessment.
- 2) The same principles under 1.1 (1) to 1.1 (7) apply.
- 3) Information to be collected in field and punched in the insurance system:
 - (i) Area under cane.
 - (ii) Area uprooted/replanted.
 - (iii) % gaps.
 - (iv) Area Damaged by pest and disease.
 - (v) Maintenance of drains if any.
- 4) Data to be collected in PHI field-book and punched in the system as adjustment data namely:-
 - (i) Extent used as cuttings
 - (ii) Extent mature canes not harvested
 - (iii) Extent harvested and left in field
 - (iv) Extent harvested by other planter
 - (v) Extent harvested on unclaimed plots
 - (vi) Extent damaged by rats and monkeys
 - (vii) Extent gleaned
 - (viii) Extent abandoned
 - (ix) Extent used as value added, Rhum Agricole, etc.

1.3 Notes:

- 1) For any change in area under cane cultivation, officers should take measurements and the computed area be recorded in i1 field book in Insurance.
- 2) Officers should refrain from using terminology BAH, BBH, HUP etc.
- 3) If case field inspectors encounter with the planter during routine inspections, it is desirable to inform the planter of our inspection findings and issue of adverse reports is any.
- 4) It is a common practice that some planters will uproot after harvest. Therefore there is no adjustment to be inserted in the system.
- 5) In other scenario, plot may be uprooted before harvest and the extent must be deducted from the extent under cane.

2.0 FIRE INSPECTION

- 2.1 As provided by the SIF Act, declaration of fire has to be made within 10 days of occurrence of fire. This can be done by way of phone, letter or the planter may call in person at any office and is recorded in the occurrence book.
- 2.2 Declaration is made on-line in insurance menu on the same day and a copy of the notification should be handed over to the Responsible Officer concerned who in turn will give it to inspecting officers under his supervision.
- 2.3 Any declaration made at sub-offices should be immediately transferred in the system in the Insurance system and printed forms be given to officers concerned.
- 2.4 Inspection be carried out in presence of planter; findings w.r.t area burnt, cut and left in field, harvested and sent to mill are recorded in fire inspection field book. The planter may delegate his representative to be present on site on the schedule date for inspection.
- 2.5 For cases of partially burnt fields, it is important that the measurements of the harvested burnt canes are carried out in presence of planter or his representative; the planter should be informed of the partially burnt extent and same be punched in the Insurance system.
- 2.6 As far as practical, fire inspection field books must be signed by inspecting officers and planters/representative as well on site; if not findings in the Fire Inspection report ought to be sent to the planter by registered post.
- 2.7 RO ought to review the findings in fire inspection field book against those data punched in the system. In case of discrepancies, the relevant amendments ought to be made by the officer who performed the inspection etc....
- 2.8 After validating the fire claims, RO will despatch same to respective officer in Claims section.
- 2.9 Any irregularities noted by officers in Claims section will be channelled to ROs for verification who will forward amended forms to the Claims section at the earliest so as not to delay the process of payment fire compensation.
- 2.10 A close follow-up of all fire occurrences for the crop year is carried out by the AM.

3.0 INVESTIGATIONS

The following lists are issued for investigation purposes:

1. *Accounts with Neglected Plot(s) with abnormal yield.*
 - Effective HE must be adjusted accordingly. Ensure plot is tagged “YES” neglected.
2. $(I3 - HE) > 60\%$
 - To ascertain correctness of PHI adjustments namely:
 - (i) Area cutting used
 - (ii) Area cut and left in field
 - (iii) Area selectively harvested
 - (iv) Area used for value added- fodder, Rhum etc.
 - (v) Area not harvested
 - (vi) Area abandoned
3. $He > 0, CWT = 0$
 - In whose accounts the canes have been consigned?
4. $He = 0, CWT > 0$
 - The source of canes if the planter has not harvested on the land in his own account? May be planter harvested and bulldozed the land but entries made as mature canes not harvested or abandoned before harvest which is not the case HE is reinstated
5. $CTH < 25 T/Ha$
 - Possibly adjustment value is too small, officer to ascertain the correctness of PHI *adjustment figure, if any.*
6. $CTH > 125 T/Ha$
 - May be adjustment value is too large, officer to insert the correct adjustment figure. Unknown plot harvested with no agency.
 - Inspectorate must insert the last agency through which money transaction was made.
 - Extent punched in program Sec 26(7) does not tally with entries made in object i3-destroyed by excessive rainfall or by drought.

Once correct and reliable information data are obtained, the insurance system must be updated accordingly.

4.0 PLAN UPDATING

After each routine inspection, Inspectorate will update inspection plans to incorporate each of the following:

- a) New permanent physical features such as school, temple etc...
- b) Divided/combined plots under cane.
- c) Creation or elimination of roads, drains, stone heaps.
- d) Reconcile existing plots as per the insurance system against inspection plan.
- e) The updated hard copy plan is forwarded to the Drawing section in batch office wise for proper monitoring by the Area Manager.
- f) Draughtsman will update soft copy AUTO-CAD version and issue hard copy plan.
- g) Inspectorate has the responsibility to check whether all amendments appear in the updated prints.
- h) If there are omissions, step (e) is repeated until Inspectorate is satisfied with results obtained.

B. REGISTRATION



NON EXHAUSTIVE PROCEDURES FOR REGISTRATION OF PLANTERS

1.1 Planter

Every planter/*métayer* who presents himself in person at any SIFB registration centre for registration purposes has to produce KYC documents, namely:

- (i) NIC or valid Passport;
- (ii) Proof of Address (any recent utility bill, not more than 3 months old); and
- (iii) All other documents which the SIFB shall ask him to produce.

1.2 Planter's Representative

The representative of a planter/*métayer* should produce (i) his own KYC documents, (ii) the KYC of the planter/*métayer* on whose behalf he has been designated to act, together with:

- (i) A signed and dated authorisation letter from the planter/*métayer*; or
- (ii) A signed and dated proxy from the planter/*métayer* (Sample at ANNEX 1); or
- (iii) A power of attorney (procuration)

that duly authorises a representative to act as proxy for the planter/*métayer*.

1.3 Legal entities

1.3.1 In case the cane plantations are to be registered in the name of a legal entity, the person who presents himself at any registration centre should produce his own KYC, along with:

- (i) A board resolution or other relevant document authorising him to represent the entity;
- (ii) Certificate of incorporation/registration of the entity;
- (iii) The constitution/memorandum and articles of association or "*statuts*" or other relevant document of the entity;
- (iv) All other documents which the SIFB shall ask him to produce.

1.4 LAND OCCUPATION AND PLANTING

Documents that may be required to be produced at time of registration by the applicant to establish the identity of the planter for the crop year include but are not limited to those spelt out below:

- (i) Title deed;
- (ii) Site location plan drawn by a Sworn Land Surveyor; if not available, the plot to be identified by the planter and/or representative on the SIFB inspection plan;
- (iii) Lease agreement;
- (iv) Rent book or proof of settlement of rent;
- (v) Letter of authorisation or consent of co-owner(s);
- (vi) Métayer contract;
- (vii) Other receipts such as land bulldozing, purchase of cuttings, fertilisers, herbicides, etc;
- (viii) Affidavit or deed of notoriety;
- (ix) Proof of relationship with the previous planter (such as birth or marriage certificate);
- (x) All other documents which the SIFB shall ask him to produce.

2. PROVISIONAL REGISTRATION

2.1 Some planters requesting for registration may not possess relevant documents seeking to establish their right to be registered in relation to a particular plot.

2.2 The applicant requesting registration should then, *inter alia*:

- (i) fill and sign the Provisional Registration form– ANNEX 2;
- (ii) produce admissible proof of authenticity of being the *planter* by furnishing information and documents including information and documents with respect to date(s) of plantation, cane variety as well as receipts for purchase of cuttings, fertilizers and herbicides, if available;
- (iii) locate the land(s) in question on the SIFB inspection plan;
- (iv) produce whatever other documents that the SIFB shall request him to produce;
- (v) sign whatever other documents which the SIFB shall ask him to sign.

2.3 The applicant may if so required be requested to sign an undertaking with the Board before registration can be granted to the applicant for a particular plot(s) for the given crop year (ANNEXES 3 & 4).

The above is not exhaustive and not limitative, and each case is dealt with on a case-to-case basis. The above are guidelines only, and the SIFB reserves its rights to depart from same whenever the need arises, and to amend same without notice whenever it shall deem fit.

SAMPLE

ANNEX 1

PROXY FORM

The Chief Executive Officer,
 SUGAR INSURANCE FUND BOARD
 18, SSR Street
 PORT-LOUIS

I, hereby appoint the following person as my representative to act on my behalf for the completion of all administrative formalities regarding the registration of my cane plantations with SIFB.

NAME OF PLANTER			
NIC OF PLANTER			
ADDRESS OF PLANTER			
PLANTER'S SIGNATURE/ THUMBPRINT			
SIFB ACCOUNT (S)			
GEOGRAPHICAL LOCATION OF CANE PLANTATIONS			
WITNESSES (FOR THUMBPRINT ONLY)	NAME		
	SIGNATURES		

NAME OF PROXY	
NIC OF PROXY	
ADDRESS OF PROXY	
SIGNATURE	
DATE	



Factory		Crop			Serial						Type	

PROVISIONAL REGISTRATION OF CANE PLANTATIONS

Factory		Locality		Sub-Locality		Block		Plot No.		

1. S.I.F.B. plot reference number(s):

2. (i) Name of Applicant: _____

(ii) Address: _____

(iii) Reference of planter if he has other cane plantations / if other plantations are registered in his name:

Factory Area _____

Account No.

			/						
--	--	--	---	--	--	--	--	--	--

3. DESCRIPTION OF PLANTATION AT 1

(i) Extent of plantations _____ Hectares or _____ Arpents _____ perches.

(ii) Geographical Location: _____

(iii) Name and Address of 4 neighbours:

a. _____

b. _____

c. _____

d. _____

4. PREVIOUS REGISTRATION

For the past preceding three years the plot was registered as follows:

	CROP YEAR	REGISTERED BY
1.		
2.		
3.		

5. DECLARATION OF APPLICANT (STRIKE OUT WHAT IS NOT APPLICABLE)

(i) I, the undersigned declare that:

(a) I have planted canes on above plot(s) on ____/____/20____

(b) I have maintained the plantations for _____ crop;

(c) I have fertilised the cane plantation in the month(s) of _____.

(d) I have harvested the canes for the last crop year OR the crop was last harvested by _____

(e) This plot is part of the lands belonging to my ancestor/s, namely _____.

(f) The plot is not presently subject to any dispute.

(ii) I intend to harvest the above plantation and request the Board to register me provisionally as a planter for the above plot.

(iii) I undertake to produce the following documents within 1 month, failing which the Board may refuse to compensate me for losses that may arise on this plantation.

SN	DOCUMENT TYPE	(✓)
1	Title Deed	
2	Lease Deed	
3	Affidavit	
4	Letter of Authorisation	
5	Letter of consent of all heirs	
6	Other: _____	

6. I understand this registration is provisional only to allow harvesting the cane plantations thereon for Crop _____.

7. I consent and agree that the provisional registration may be cancelled at any time by SIFB, in which case I undertake to return to the SIFB the registration card issued to me. I also undertake not to make any claim against the SIFB and against the SIFB's Chairman, Directors, General Manager, officers, employees, "préposés" and/or consultants as a result of the said provisional registration and/or its cancellation.

The above has been read and clearly explained to me, and I understand the contents thereof.

Signature of Applicant _____ Date ____/____/20____

Name of Registering Officer _____ Date ____/____/20____

8. RECOMMENDATION OF INSPECTING OFFICER (NEW PLANTER or NEW PLOT ONLY)

.....

9. DECISION OF AM/RESPONSIBLE OFFICER (NEW PLANTER or NEW PLOT ONLY)

- 1. Plot has been located and is indicated on plan
- 2. Inspection reports have been sent to planter _____

.....

Signature _____ Date ____/____/20____

10. FOLLOW-UP ACTION

- 1. Case needs to be reconsidered in _____ months
- 2. Further action(s):

.....

Signature _____ Date ____/____/20____

11. OBSERVATION / INSTRUCTION FROM OM/COO

.....

Signature _____ Date ____/____/20____

ANNEX 3

I, Mr/Mrs/Ms born, bearing National Identity Card Number: acknowledge and agree that:

Plot bearing SIFB Ref: of extent Ha, located at, was occupied and registered by my, late, since

The plot is presently under sugar cane which I have planted on and also maintained for crop 20...

Since the plot belongs to my ancestor/s, namely but is/are occupied, maintained and planted by me, the SIFB is granting me a provisional registration for Crop 20... which will allow me to harvest the cane plantations for milling.

I am the correct and rightful planter of canes on the said plot of land. This is not disputed by any person.

In case there is any challenge or dispute from any other heir or other person, I consent and agree that the SIFB has the right to cancel the provisional registration at any time, in which case I undertake to return to the SIFB the provisional registration card issued to me by the SIFB.

I undertake not to make any claim of any nature to the SIFB and/or to any of the SIFB's Chairman, Directors, General Manager, officers, employees, "préposés" and/or consultants, as a result of the provisional registration, of any registration, of the cancellation of the provisional registration, of the cancellation of any registration, and of any matter directly and/or indirectly related to the provisional registration, to any registration, to the cancellation of the provisional registration and/or any registration, and/or any matter directly and/or indirectly related to any relationships and/or matters with the SIFB.

I also undertake to make good to the SIFB and to the SIFB's Chairman, Directors, General Manager, officers, employees, "préposés" and/or consultants, any claim which may be made against them, and any prejudice which may be caused to them, and this on demand, without me having the possibility to raise any objection or challenge of any sort.

The above has been read and clearly explained to me, and I understand the contents thereof.

Signature:

Name:

Signed in presence of:

.....

(Officer:)

.....

(Witness:)

Date:

ANNEX 4

I,..... bearing National Identity Card Number: acknowledge and agree that:

1. A formal objection has been made to the SIFB concerning the ownership of a plot of land under cane located at bearing SIFB Ref: of extent hectares which is presently occupied and planted by me.
2. Plot was occupied and registered by my, late, for years as from to I have been occupying and planting the plot since the and have been maintaining and planting the cane plantations for crop
3. Pending the outcome of the land ownership challenge or of any other challenge or dispute in a Court of Law or before any other competent body or authority, the SIFB is granting me a provisional registration for Crop which will allow me to harvest the cane plantations for milling.
4. I agree that, pending the final and non-appealable outcome the case before the Court or the competent body or authority, and in spite of the fact that provisional registration has been granted to me, any sum payable by the SIFB shall not be given to me but shall be kept with the SIFB.
5. The SIFB reserves the right to cancel the provisional registration at any time in which case I undertake to return to the SIFB the provisional registration card issued to me by the SIFB.
6. I undertake not to make any claim of any nature to the SIFB and/or to any of the SIFB's Chairman, Directors, General Manager, officers, employees, "préposés" and/or consultants, as a result of the provisional registration, of any registration, of the cancellation of the provisional registration, of the cancellation of any registration, and of any matter directly and/or indirectly related to the provisional registration, to any registration, to the cancellation of the provisional registration and/or any registration, and/or any matter directly and/or indirectly related to any relationships and/or matters with the SIFB.
7. I shall keep the SIFB informed in writing of future developments on matters pertaining to the dispute on the land ownership and of any other challenge or dispute and their outcome, whether in my favour or not.
8. I also undertake to make good to the SIFB and to the SIFB's Chairman, Directors, General Manager, officers, employees, "préposés" and/or consultants, any claim which may be made against them, and any prejudice which may be caused to them, and this on demand, without me having the possibility to raise any objection or challenge of any sort.
9. I understand and agree that the SIFB may or may not, as it shall deem fit in the circumstances, act in accordance with the decision or outcome of any decision of the Court, body or other authority as the SIFB shall deem fit, and in that case I also undertake not to make any claim of any nature to the SIFB and/or to any of the SIFB's Chairman, Directors, General Manager, officers, employees, "préposés" and/or consultants.

The above has been read and clearly explained to me, and I understand the contents thereof.

Signature :

Name of Planter :

Signed in presence of:

.....

.....

(OFFICER:)

(OFFICER:)

Date:

C. CLAIMS

1.0 ISH

1.1 ISH for Common Management

“Common management” assessment, under the General Insurance Account, is done either under sub-section 26 (5) or sub-section 22 (2B) of the SIF Act.

Sub-section 26 (5) provides as follows:-

*“Where a person holds the majority or controlling interest in some plantations registered in the name of 2 or more different planters **in the same factory area**, any compensation payable in respect of these plantations shall, for the purpose of subsection (1), be assessed as if he were the registered owner of all these plantations and shall be paid to the registered planters in proportion to the harvested acreage of each of these registered plantations.”*

Sub-section 22 (2B) provides as follows:-

*“Notwithstanding section 33, where a large planter holds plantations registered in his name **in factory areas found in the same enlarged factory area or adjoining enlarged factory areas**, the Board may, for the purpose of assessment of premium and compensation, determine the total insurable sugar in respect of these plantations as if they pertained to one account and apportion the insurable sugar of each of his account in proportion to the harvested acreage of his plantation in each factory area.”*

For a given crop year of assessment Y, the Insurable Sugar per Hectare (ISH_Y) of the common management group is calculated as follows:-

- 1. For the past 5 years preceding year of Assessment Y, i.e., years Y-1, Y-2, Y-3, Y-4 and Y-5, tabulate the Harvest Extents (HE) from ‘Payment Information’ insurance application for each of the accounts in the common management group.**
2. The **Total HE** of the common management group for each of the past 5 years is the sum of the HE of all the accounts for the respective years.
- 3. For the past 5 years preceding year of Assessment Y, tabulate the Sugar Accruing in tonnes at planter’s share (SA) from “Payment Information” insurance application for each of the accounts in the common management group.**
4. For the past 5 years preceding year of Assessment Y, tabulate the “**factory efficiency**” pertaining to the FA code of the account. The “factory efficiency” is usually 78% but can be slightly less and can be retrieved from “factory efficiency” insurance application. It is also available in Miller’s Assessment files kept in Claims section.
5. For the past 5 years preceding year of Assessment Y, calculate the Sugar Accruing per Hectare at 100% (**SA@100%**) by dividing the SA from step 3 above by the corresponding factory efficiency from step 4 above.
6. The **Total SA@100%** of the common management group for each of the past 5 years is the sum of the SA@100% of all the accounts for the respective years.

7. For the past 5 years preceding year of Assessment Y, tabulate the Sugar Accruing per Hectare at 100% (**SAH@100%**) of the common management group by dividing the Total SA@100% from step 6 above by the corresponding Total HE from step 2 above.
8. Select the 3 years among the past 5 years which have the highest SAH@100% values. These are the 3 best years (also known as “normal years”) of the group.
9. The **ISH** of the common management group is 78% times the sum of the Total SA@100% for the 3 best years divided by the sum of the Total HE for the 3 best years.
10. The result obtained from the above methodology should be in the ballpark of the system figures, which caters for TOB.

1.2 ISH for Large Planter (Single Account)

For a given crop year of assessment Y, the Insurable Sugar per Hectare (ISH_Y) of a large planter (single account – normal assessment) is calculated as follows:-

1. For the past 5 years preceding year of Assessment Y, i.e., years Y-1, Y-2, Y-3, Y-4 and Y-5, tabulate the Harvest Extents (HE) from “Payment Information” insurance application for the account.
2. For the past 5 years preceding year of Assessment Y, tabulate the Sugar Accruing in tonnes at planter’s share (SA) from “Payment Information” insurance application for the account.
3. For the past 5 years preceding year of Assessment Y, tabulate the “**factory efficiency**” pertaining to the FA code of the account. The “factory efficiency” is usually 78% but can be slightly less and can be retrieved from “factory efficiency” insurance application. It is also available in Miller’s Assessment files kept in Claims section.
4. For the past 5 years preceding year of Assessment Y, calculate the Sugar Accruing per Hectare at 100% (**SA@100%**) by dividing the SA from step 3 above by the corresponding factory efficiency from step 4 above.
5. For the past 5 years preceding year of Assessment Y, tabulate the Sugar Accruing per Hectare at 100% (**SAH@100%**) of the account by dividing the SA@100% from step 4 above by the corresponding HE from step 1 above.
6. Select the 3 best years (also known as “normal years”) among the past 5 years which have the highest SAH@100% values.
7. The **ISH** of the account is 78% times the sum of the SA@100% for the 3 best years divided by the sum of the HE for the 3 best years.

If SAH_{Y-1} turns out to be one of the best years, the reliability of SAH_{Y-1} ought to be ensured by examining the category of canes for year (Y-1) as well as its ratio with the 3rd best year (index).

1.3 ISH for Growing Unit

SECTION 2:

Growing Unit means a grouping of planters other than large planters and metayers growing canes in any prescribed area.

“Large planter” means a planter who cultivates cane, whether in one or more factory areas, on an extent under cane of not less than 300 hectares.

Subject to subsections (2) and (3) and section 27, the insurable sugar of any large planter or growing unit in respect of a cane plantation shall be determined by the Board and shall be the percentage, described in section 2 in paragraph (a) of the definition of “sugar accruing” or “sugar accrued” of the product of the weighted average sugar yield per hectare for the normal years on that cane plantation and the number of hectares to be harvested.

GN 261 of 2022: Sugar Insurance Fund (Prescribed area and Prescribed Percentage of Total Insurable Sugar) Regulations 2022

For the purpose of section 25(1) of the Act,

- (a) the prescribed area for computing the total sugar accrued shall –
 - (i) subject to section 22(2A), be the extents under cane of all large planters in the island of Mauritius; or
 - (ii) be the extents under cane of all the growing units in the island of Mauritius; and
- (b) the prescribed percentage of the total insurable sugar shall be 80 per cent.

There are three Growing Units for each of the three EFAs, namely, Terra, Alteo and Omnicane.

Identification of Large Planter for following years

An exceptional list to be generated: if treated as Large Planter in previous assessment year and area under cane based on I3 for current year is less than 300 Hectares, a grace period of 2 to 3 years to be given and the Large Planter be notified accordingly.

MERGING OF SA & HE FOR COMPUTATION OF NEXT YEAR'S ISH:

1. For each year Y-1 to Y-5, all active (supplied canes or HE>0) accounts other than Large Planters and Experimental Planters for respective EFA is taken into consideration for the computation of ISH_Y for the growing unit.
2. For each year Y-1 to Y-5, sum up the SA (after conversion to 100%) and HE based on the respective year of assessment.
3. The Total Sugar Accruing (TSA) divided by the total HE for each year gives the sugar yield (SAH) of the growing unit for that year.

4. "Normal years" means the 3 best years of the 5 crop years preceding crop year Y having the highest SAH.
5. Adding the 3 SAs of the 3 best years and dividing by the total HEs for the 3 best years gives the ISH_Y at 100% for the growing unit.
6. Each growing unit has a virtual account number with suffix 99900 for ISH after merging:-

Terra Growing Unit	:	05-99900
Alteo Growing Unit	:	25-99900
Omicane Growing Unit	:	22-99900
7. The ISH file is updated for year Y with total HE and Total SA @ 100% used for the assessment.

1.4 STEPS FOR VERIFICATION OF ISH FILE FOR EVERY CROP YEAR OF ASSESSMENT

These steps are to be followed sequentially by all Claims staff and each step ought to be completed before proceeding to the next step. The verification process will only be complete with Step 10 at time of finalisation of assessment with the final Comp-Prem.

1. DATA COMPLETENESS

- 1.1 For each of past 5 years, basic data on HE and SA must appear in the ISH file.
- 1.2 Basic data on HE and SA in ISH file for each of the last 8 years must be same as in Payment information.
- 1.3 If data is not the same for any of the best years, check if there has been any TOB transaction during that year.
- 1.4 In case of a TOB transaction during Year Y, then data on HE and SA for all years prior to Year Y will also not be the same.
- 1.5 If planter was involved in land purchase/sale, then HE and SA for ISH will be higher/lower than the corresponding value in Payment Information.
- 1.6 If for any year there is any missing data in the ISH file from Payment Information, the ISH file should be updated manually.

2. CHECKS ON BEST YEARS

- 2.1 Checks on HE and SA at 100% according to FA Efficiency for each crop year.
- 2.2 Manually work-out the SAH @ 100% and identify the 3 best years.
- 2.3 The 3 best years must be same as in printed list.
- 2.4 If year Y-5 drops from one of the best years, the next best SAH year should be reliable in terms of age of plantations (cane category).
- 2.5 Calculate Index, i.e. ratio of the 1st and 2nd best years to the 3rd best year.
- 2.6 If last year Y-1 is among best years, ensure it is reliable by verifying for the age of plantations and/or any irrigation practices.

2.7 The ratoon age ought to be recent and/or the planter has adopted irrigation practices to his cane plantations.

3. CHECKS ON ISH FIGURE

3.1 If there is no change in best years compared to last year's assessment, check from Consolidated Comp-Prem Y-1 if ISH value has remained the same as last year.

3.2 If there is any change in best years, logically the ISH value must be less than last year or close thereto (To check from Comp-Prem Y-1).

3.3 It can also be different if the last year Y-1 has moved to be one of the 3 best years.

3.4 In case of change in value by 5% compared to last year, then check the underlying data again to ascertain if correct.

4. COMMON MANAGEMENT GROUP OF ACCOUNTS

4.1 To perform all checks specified for Data Completeness in Step 1.

4.2 Manually work-out the common ISH for each group of same planter accounts under Common Management.

4.3 To perform the same checks on best years as specified in Step 2 for each group of accounts in Common Management.

4.4 To perform the same checks on the common ISH figure as specified in Step 3.

5. CHECKS ON BEST YEARS & ISH FOR COMMON MGT

5.1 If all 3 best years are the same as last year's assessment, the ISH value ought to remain the same - check from Consolidated Comp-Prem Y-1.

5.2 If there is any change in best years, the ISH value ought to be less than last year (To check from Comp-Prem Y-1), unless Year Y-1 has moved to be one of the 3 three best years.

5.3 In case of change in value by 5% compared to last year, then check the underlying data again if correct and ensure its reliability as per Steps 2.4 to 2.5.

5.4 If Year Y-1 is one of the best years for the group of accounts, ensure its reliability according to Steps 2.6 and 2.7.

6. GROWING UNIT ACCOUNTS

Manually work out the ISH for the growing unit of each EFA as follows:

6.1 Generate Sugar Accruing (SA) and Harvest Extent (HE) for all planters of all FA's from Y-1 to Y-5.

6.2 Generate Efficiency (Sugar Sharing Ratio between Planter and Miller) for all FA's Y-1 to Y-5.

6.3 Retrieve data (SA and HE) on all Large Planters from Payment Information in Insurance for each crop Y-1 to Y-5. Large Planters by Planter Code.

6.4 Retrieve data (SA and HE) on all Experimental Planters from Payment Information in Insurance for each crop Y-1 to Y-5. Tabulate SA, HE and Efficiency for all FA's from Y-1 to Y-5.

6.5 Tabulate SA and HE for all Large planters and Experimental Planters and sum by FA.

- 6.6 For each crop year Y-1 to Y-5, subtract data for LPs and Experimental Planters (SA and HE) from Total SA and Total HE by FA to obtain SA and HE for all planters constituting a Growing Unit.
- 6.7 Convert SA at (vii) to 100% by FA for each of crops Y-1 to Y-5 (dividing by Sharing Ratio).
- 6.8 Sum SA (@ 100%) and HE by Enlarged Factory Area for each of crops Y-1 to Y-5.
- 6.9 Calculated SAH @ 100% by EFA for each of crops Y-1 to Y-5.
- 6.10 Re-arrange SAH @ 100% in descending order for each Growing Unit of each EFA.
- 6.11 Determine the crop year pertaining to the SAH for each Growing Unit.
- 6.12 For each Growing unit, select the 3 best years of SAH from Y-1 to Y-5.
- 6.13 For each Growing unit, look up SA@100% and HE corresponding to each of the 3 best years.
- 6.14 Calculate $ISH_y @100%$ for each growing unit as weighted average of SA@100% and HE.
- 6.15 $ISH_y @78% = \text{Step 6.14} \times 78%$.

7. CHECKS ON GROWING UNIT ACCOUNTS

- 7.1 The Total HE and Total SA should be close to the corresponding system generated figures appearing in the ISH file of the accounts of the Growing Units.
- 7.2 The Best Years should be same as in the list.
- 7.3 The manually worked-out ISH value of the Growing Unit accounts should be in the ballpark of the system-generated figures.

8. CHECKS ON NEXT YEAR'S RANKING

- 8.1 For Normal A/Cs, apply the formula in First Schedule of SIF Act to last year's ranking.
- 8.2 For A/Cs assessed under Common Management, use last year's ranking from Consolidated Comp-Prem and apply formula as per the First Schedule of SIF Act to calculate next year's ranking.
- 8.3 For Growing Unit A/Cs, apply the formula in First Schedule of SIF Act to last year's ranking.

Note: Use GPrem and GComp from last year's Consolidated Comp-Prem.

9. SYSTEM UPDATING

As a result of all of the above checks and manual workings, the Insurance system should be updated by the Supervising Officers of each Claims Section where these appear missing for any A/C concerned.

10. SUPPLEMENTARY CHECKS ON FINAL COMP-PREM BEFORE FINALISATION OF ASSESSMENT

- 10.1 The basic data on HE and SA underlying the ISH file of each Normal A/C or group of A/Cs is up to date.
- 10.2 The ISH of each A/C or group of A/Cs is the same as the above after any updating that may be required in Insurance.
- 10.3 The Ranking of each A/C or group of A/Cs is the same as (8) above.

2.0 METHODOLOGY FOR DETERMINATION OF EVENT YEAR

Responsibilities : CEO, COO, OM
Source data : Latest Comp/Prem list

- 2.1 As provided for under section 26(1) (“Assessment of compensation”), where an event year has been declared, every insured within the prescribed area shall be eligible for compensation on the shortfall due to cyclones, drought or excessive rainfall. Therefore, the fundamental pre-requisite for assessment of compensation is declaration of event year.
- 2.2 Section 25(1) (“*Declaration of event year*”) provides that where, in any crop year, the total sugar accrued for a prescribed area is not more than the prescribed percentage of the **total insurable sugar** for the prescribed area on account of the occurrence of all or any of the following events –
- (a) cyclone;
 - (b) drought; or
 - (c) excessive rainfall,

the Board may, not later than 30 April following that crop year, declare that crop year to be an event year on account of all or any of those events.

N.B.: The Total Sugar Accrued for a prescribed area as a percentage of its Total Insurable Sugar **should not be rounded** for the purpose of declaration of event year.

- 2.3 Section 27 (“*Reduction of compensation*”) provides that where the Board is satisfied that any part of the loss in the sugar yield of a planter or a metayer is attributable to causes other than cyclones, drought or excessive rainfall, the Board may, in respect of the loss due to cyclones, drought or excessive rainfall, pay compensation determined by reference to the amount of insurable sugar calculated in accordance with the formula set out in the Third Schedule.

- 2.4 The Third Schedule is reproduced below:-

Planter or Metayer

Unadjusted Insurable Sugar of planter or metayer in tonnes = **TIS**

Sugar accruing to planter or metayer in tonnes = **SA**

Proportion of TIS disallowed due to gaps under section 27 = **Z**

Adjusted Insurable Sugar of planter or metayer in tonnes
(ATIS) = TIS - (Z x TIS)

Proportion of Adjusted Insurable Sugar disallowed due to weediness and poor fertilization under section 27 = **Y**

Indemnifiable Loss (before application of first loss) = **ATIS - (Y x ATIS) - SA**

- 2.5 For the purpose of determining whether an event year is to be declared in respect of a grouping in the island of Mauritius, Unadjusted Insurable Sugar after removal of gappiness has to be used, i.e. weediness and poor fertilization have to be ignored.

3.0 GENERAL COMPENSATION METHODOLOGY

Responsibilities : COO, SSE, OM, Claims Supervisors

Source data : Past 5 years data, Latest Comp/Prem list generated;

3.1 Computation of general compensation payable in case of Declaration of Event Year

Each Growing Unit of small planters in the 3 EFAs will have an ISH based on the weighted average of the 3 best sugar yields (SAH) out of the 5 preceding crop years, i.e. for each of the past 5 crop years:-

- (i) the sugar accruings of all small planters in the EFA will be summed up;
- (ii) the HEs of all small planters in the EFA will be summed up;
- (iii) the Total Sugar Accruing (TSA) divided by the total HE for each year gives the sugar yield (SAH) for that year;
- (iv) adding the 3 SAs of the 3 best years and dividing by the total HEs for the 3 best years gives the current year ISH for the grouping.

3.2 The Total Insurable Sugar (TIS) for the grouping is the product of the ISH and the total HE of all small planters in the grouping for the current crop;

3.3 Based on this TIS, a total general premium and a total general compensation (in case of declaration of event year for the grouping, i.e. in case the CR% of the grouping exceeds 20%) are computed for the grouping.

3.4 Given the assessment for small planters is done on "group" basis, compensation and premium per grouping must be allocated according to Harvest Extent (HE) as the proxy for the exposure measure, i.e. the individual premium is the total general premium prorated by the individual HE.

3.5 Likewise, the individual compensation is the total general compensation prorated by the individual HE.

➤ Total General Compensation of Growing Unit =
[(TIS of Growing Unit – First Loss of Growing Unit) – Total Sugar Accruing of Growing Unit] x Sugar Price growing side x Value Shortfall%

➤ General Compensation payable to a small planter (with no adverse report on account of weeds/improper fertilization) =

Total General Compensation of Growing Unit x HE of small planter / Total HE of Growing Unit

➤ General Compensation payable to a small planter (with adverse report on account of weeds/improper fertilization) = Total General Compensation of Growing Unit x AHE of small planter/Total HE of Growing Unit
where:-

AHE = Adjusted HE on account of Non Allowable Losses due to weeds/improper fertilization

= ATIS / ISH of Growing Unit

ATIS = TIS – NAL x TIS/100

TIS = HE of small planter x ISH of Growing Unit

NAL = $100 - [(100 - NAL_w) \times (100 - NAL_f)] / 100$

NAL_w: % of Non-Allowable Loss on account of weediness

NAL_f: % of Non-Allowable Loss on account of improper fertilization.

3.6 Accounts of large planters continue to be assessed on an individual basis based on their individual ISH.

4.0 DESTROYED PLANTATIONS - GENERAL ASSESSMENT OF PLANTERS AND MILLERS

Responsibilities : COO, OM, Claims Supervisors, Claims
Source data : Section 26(7) Comp/Prem lists for all planters (irrespective of grouping type);
References : SFadmc26(M);
SIF Act sections 26(7)-(10);

Page 76 of 2016/2017 Actuarial Review dated March 2018;
Assessment Committee recommendation + Board decision on prescribed area;
Minister's approval of rate for each tonne of insurable sugar short produced.

4.1 Preamble: why sections 26(7)-(8) were reinstated?

- If declared an Event Year, the small planter in the Growing Unit gets compensation of the Growing Unit pro-rated on his HE. In case of partly or totally destroyed cane plantation on account of an insured risk, e.g. excessive rainfall, his HE is zero as no cane has been supplied. Such planter incurs a total loss, i.e. the maximum shortfall in sugar being equal to his Total Insurable Sugar on his EUC destroyed.
- Such planter cannot be compensated under normal general assessment as dividing the total compensation of the growing Unit by zero is indeterminate.
- Aggregating the EUCs destroyed with the HEs of all of the accounts in the Growing Unit would not be appropriate as the former represent total loss whereas the latter may not necessarily be the result of a catastrophe event but merely due to a moderate event whereby the sugar production of the Growing Unit is slightly less than 80%.
- In their 2011 Actuarial Report, the then Consulting Actuaries, Messrs. I. Morris and B. Pickett of Bacon Woodrow Channel Islands (BWCI) recommended the introduction of a 25% crop reduction threshold at island level, whereby *"the declaration threshold would represent an evolution in the nature of the Fund as cover would be less comprehensive with claims expected to be met one in six years rather than almost every year under the current system."* Effectively, the cover changed to a catastrophe-type cover whereby catastrophe events only would be compensated. Consequently, subsections 26(7) and 26(8) of the SIF Act were deemed superfluous and repealed by Act No. 1 of 2012 following approval of the 2011 Actuarial Review.
- In light of the above, PWC Consulting Actuaries recommended to re-instate sections 26(7)-(8).

4.2 Prescribed area eligible for payment on insurable sugar short produced on account of partly/totally destroyed and rates to be used:

4.3 Claims Supervisors to keep records of:-

- (1) which prescribed areas the Board determined for payment of compensation net of premium for partly or totally destroyed cane plantations.
- (2) the rate(s) approved by the Minister for each tonne of insurable sugar short produced.

N.B.: In the past, the Board used to determine 2 rates, 1 for mature plantations destroyed and 1 for plant canes destroyed.

4.4 Validity checks on Inspectorate input:-

There should be no double payment under partly/totally destroyed assessment and under normal general assessment.

- 4.5 Since, EUC destroyed by an insured peril is not meant for harvest and is usually destroyed prior to start of registration exercise, registration of the EUC destroyed is not an issue.
- 4.6 In insurance PHI field book, any input by Inspectorate in “Extent Destroyed by Flood/Drought” automatically decreases the EUC for normal general assessment, the accounts of which if eligible would be compensated.
- 4.7 AM to confirm that Inspectorate section completed checks on checklists plot-wise for all the accounts with entries in Transaction_Inspection Maintenance_Destroyed Section 26(7) for Comp/Prem purpose tally with “Extent Destroyed by Flood/Drought” in I3 (Post Harvest Inspection) Object. Claims to check same directly from Insurance.

4.8 Destroyed Assessment for Planters under section 26(7), 26(9)-(10)

4.8.1 SSE processes section 26(7) Comp/Prem lists for Claims to check workings for payment of net compensation under section 26(7) as follows:-

4.8.2 For account of a planter in a Growing Unit in an eligible prescribed area:-

TIS short produced = HE destroyed x ISH of growing unit
General Compensation = TIS short produced x rate approved by Minister x
value of shortfall % for ranking of Growing Unit
General Premium = TIS short produced x rate approved by Minister x
premium % for ranking of Growing Unit
Fire Premium = TIS short produced x fire premium rate based on discount structure of
account of the planter
Net Compensation = General Compensation - General Premium - Fire Premium

4.8.3 For account of a Large Planter in an eligible prescribed area:-

TIS short produced = HE destroyed x ISH of account of LP
General Compensation = TIS short produced x rate approved by Minister x
value of shortfall % for ranking of account of LP
General Premium = TIS short produced x rate to be approved by Minister x
premium % for ranking of account of LP
Fire Premium = TIS short produced x fire premium rate based on discount structure of
account of the LP
Net Compensation = General Compensation - General Premium - Fire Premium

4.9 Destroyed Assessment for Miller under section 26(7)-(8):

4.9.1 Same ranking to be used as for miller’s normal assessment.

4.9.2 **For each rate type:-**

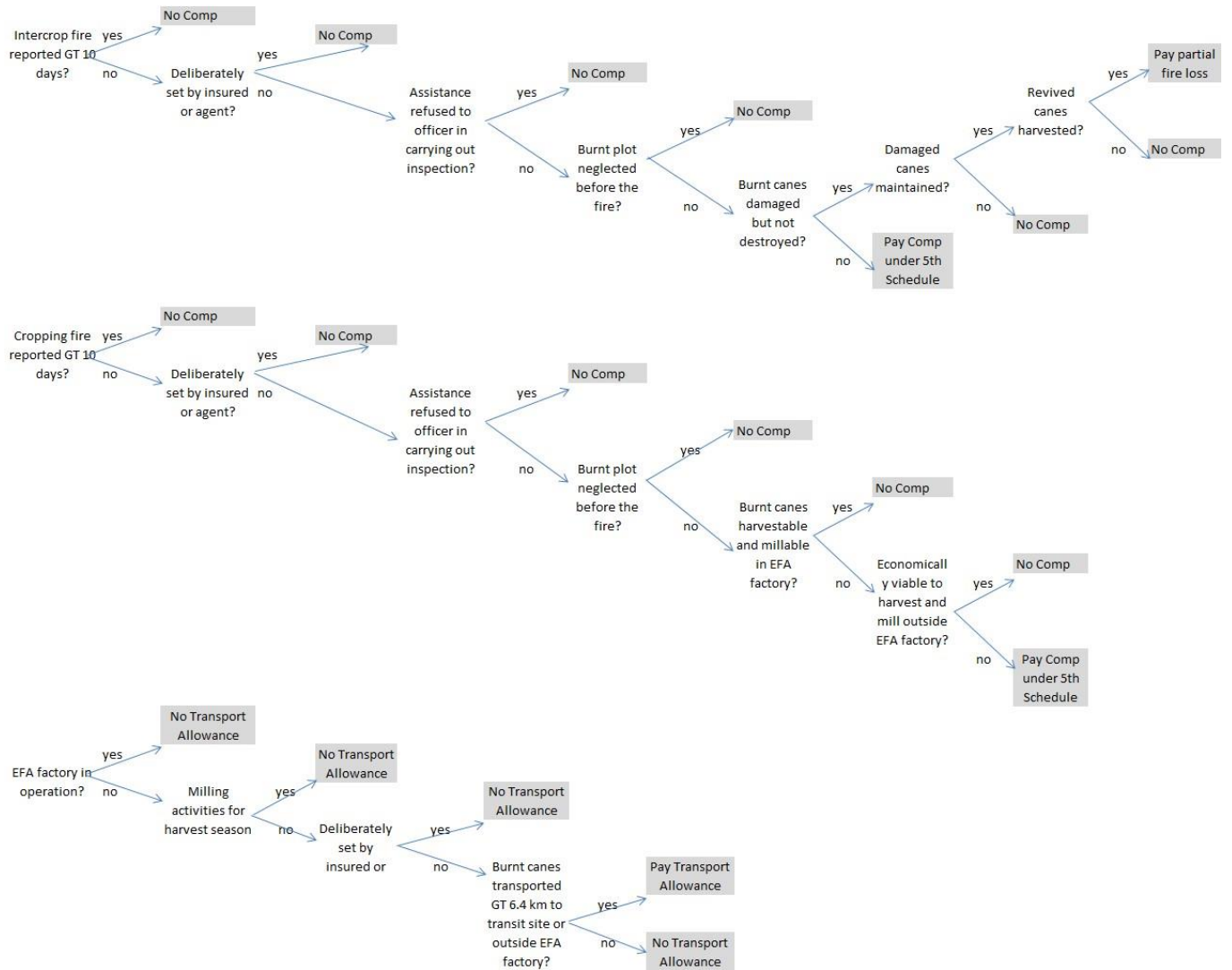
- $\text{Sec26(7)TISp} = \text{Sum of TIS from section 26(7) Comp/Prem for all FAs of miller's EFA.}$

4.9.3 TIS short produced by miller for the rate type:

- $\text{Sec26(7)TISm} = \text{Sec26(7)TISp} \times \text{Fraction current of miller capped at } 22/78$
- $\text{Miller's General Compensation} = \text{Sec26(7)TISm} \times \text{rate approved by Minister} \times \text{value of shortfall \% for ranking of miller}$
- $\text{Miller's General Premium} = \text{Sec26(7)TISm} \times \text{rate to be approved by Minister} \times \text{premium \% for ranking of miller}$
- $\text{Miller's Fire Premium} = \text{Sum of Fire Premium from section 26(7) Comp/Prem for all FAs of miller's EFA} \times 22/78$
- $\text{Miller's Net Compensation} = \text{Miller's General Compensation} - \text{Miller's General Premium} - \text{Miller's Fire Premium}$
- Net off any balance brought forward.

4.9.4 INTER-CROP FIRE ASSESSMENT

Purpose: To determine eligibility for 1) Intercrop fire compensation; 2) Cropping fire compensation; 3) Transport allowance
Responsibilities: Claims supervising officer of respective factory area; Operations Manager; COO
Source data: SFSO54, Inspectorate report, Miller's factory area return
References: Part VI SIF Act amended by Finance (Miscellaneous Provisions) Act 2019



5.0 TRANSPORT ALLOWANCE

Responsibilities: COO, OM, LS, Claims Supervisors, Claims staff, Drawing Office

Source Data: Road Rate from Control And Arbitration Department
Factory Area Returns of (1) factory of burnt cane plantation;
(2) factory of outside EFA

5.1 Section 37 A is a self-contained provision which provides for:-

“(1) A planter or métayer whose cane plantations have been burnt, while the factory in his enlarged factory area is not in operation prior to the end of its milling activities in any crop year, shall be entitled to a transport allowance at the rate determined by the Board for all canes transported over a distance exceeding 6.4 kilometres to a factory or cane transit site, whichever is applicable.

“(2) No transport allowance shall be paid where the Board is satisfied that the fire was deliberately set by the insured or his agent to the cane plantation with a view to obtaining transport allowance.”

5.2 Ensure eligibility as per SOP_Eligibility for Fire Transport Allowance.

5.3 CAD determines 2 categories of road rates:

- (i) Planters supplying up to 100 tonnes of canes;
- (ii) Planters supplying more than 100 tonnes of canes.

5.4 Claims checks the 9000 series burnt canes tonnage of the a/c no. sent to factory outside the EFA against the Factory Area returns of the factory of the burnt cane plantation and of the factory outside the EFA where the burnt canes were milled.

5.5 If any discrepancy is noted in the burnt caneweight transferred, the RO supervising the EFA is contacted to sort out with the weighbridge.

5.6 Road distance in kms from plot burnt to the factory outside the EFA is calculated by the Drawing Staff based on data typed on standard form SFADMCTA(b).

N.B.: CAD intimated that burnt canes are sent directly to the factory and not a cane transit, the location of the factory outside the EFA is used.

5.7 Transport Allowance is calculated manually on standard form SFADMCTA(a) by Claims staff for each A/C by EFA as follows:-

Transport Allowance = Burnt Cane Weight x (Road Distance – 6.4km) x Rate determined by Board

N.B.: watch out for units of CWT and rates.

5.8 The payment list is checked by Claims staff and Internal Control staff. A summary is sent to Finance Section, 1 copy of the detailed payment list and 1 copy of the summary of payment list are left at the Registry to be sent each to the Syndicate and to Credit Cooperative Societies concerned.

6.0 RECONCILIATION OF CURRENT ACCOUNT BALANCES

Responsibilities	: Claims Supervisors, Claims
Source data	: Current Account Balance lists; Consolidated Comp/Prem lists; SFadmc26; Payment lists;
Reference	: SIF Act section 44.

6.1 Generation and printing of Current Account Balances

6.1.1 During the first week of each month, Current Account Balance lists are issued to Claims Supervisors from "New Insurance_Report_List of Debit/Credit Balance" for each factory area as follows:-

"From Date" is the date of the 1st of the previous month;
"To Date" is the last date of the previous month;
"Report Type" is "Detail".

6.1.2 The output of existing Drs and Crs by FA is a table of Account Number, Name of Planter, Dr B/F, Cr B/F, Dr C/F and Cr C/F.

6.2 New Drs or Crs

6.2.1 A new Dr or Cr occurs when an account has been re-assessed manually on SFadmc26 form.

6.2.2 In "New Insurance_Transaction_Assessment_Reassessment", for each account reassessed, Claims retrieve a new computer-generated Reference No., input the "Crop Year" reassessed, the "Account No." and "Remarks" why the account has been reassessed and input the following:-

- ✓ "Additional Compensation";
- ✓ "Additional General Premium";
- ✓ "Additional Fire Premium" and
- ✓ "Additional Government Contribution".

6.2.3 The current account balance of the planter is updated automatically and Claims staff verify the entry is correct.

6.2.4 A new Cr occurs in the following scenarios:-

- Following an assessment (destroyed, fire or general), the payment for the account is less than Rs100.
- The compensation payable for the account following an assessment has been retained pending the outcome of a court case or clearance of doubtful extent for assessment.
- The net payment following a reassessment is less than Rs100.

6.3 Reconciliation of opening with closing Current Account Balances

After each final assessment, reconciliation of opening with closing Current Account Balances is done based on transactions from the consolidated comp/prem list, the SFadmc26 forms and the payment lists.

D. SURVEY

The Board is empowered under Section 43 of the SIF Act to undertake a survey of all lands under sugar cane plantations and keep a register of the area of the cane plantations of every planter/métayer.

Section 43: Survey of plantations

(1) (a) The Board shall keep a register in which shall be entered the area of the cane plantations of every planter or métayer.

(b) The Board may, on evidence being adduced to its satisfaction that an entry in the register is incorrect, cause the entry to be rectified.

(2) Notwithstanding the Land Surveyors Act, the Board may cause the area of a cane plantation to be ascertained by an officer or by a land surveyor, and the area so ascertained shall, for the purposes of this Act, be deemed to be the correct area and shall be entered by the Board as the area of the cane plantation in the register.

1.0 TYPES OF SURVEYS CARRIED OUT

1.1 **Block Survey (All planters & Sugar Estates)**

Block survey is carried out to ascertain total area under cane and extent not under cane for example:(drains, roads, waste land ...etc.), following which Cadastral plans are drawn up for inspection purpose. It is the measurement and capture of all features located within a delimited Region tagged 'block' in SIFB jargon. These features include:-

1. Asphalted roads, untarred roads, Cane tracks, footpaths,
2. Road reserves, pavements
3. Rivers, rivulets, canals, drains, reservoirs, storm water pit,
4. River reserves, mountain reserves,
5. Buffer zone for rail-way tracks,
6. Buildings, ruins, old Chimneys,
7. Electrical & telecom poles,
8. Manholes (CWA, Wastewater etc.),
9. Stone heaps, stone walls, stone slabs, stone demarcation walls
10. Agricultural lands, for example, Sugar canes fields, foodstuff etc.
11. Bare lands, waste lands, marshy lands, forests
12. Residential areas, that is, block of houses
13. Recreational areas, for example, volley/football ground, kindergarten
14. Industrial zones such as Sugar cane Factories
15. Resting place for Center Pivot irrigation system

In the context of S.I.F.B., block Survey **focuses mainly on extent under sugar canes cultivation** and extent not under cane; the above-mentioned features should figure on the surveyed plan.

1.2 Contested cases

In case the area under cane registered by a planter at the SIFB does not tally with the extent occupied by him, a survey of the contested acreage is undertaken and the new extent obtained is duly amended for registration purposes.

1.3 New Plantations

Survey of new plantations is carried out to ascertain the exact acreage of area under cane.

1.4 New Lands

New lands may also include mountain and river reserves. In that case, the additional extent occupied is measured and the acreage is kept for inspection records.

1.5 Doubtful Extents

Where an extent under cane appears doubtful by Inspectorate section during investigation works at the end of a crop year in connection with High Yield and Low Yield, it is referred for a Survey to be carried out to confirm the correct acreage.

1.6 Extents damaged by Fire

Where the measurement of extents damaged by inter-crop fire is not straightforward to be carried out by Inspectorate, these cases are referred to the Survey Section.

Note:

For 1.2 to 1.6 above, the planter is convened on site to show the plot delimitations, boundaries and occupation with any necessary documents; and the survey is carried out in his presence on site.

2.0 **BLOCK SURVEY PROCEDURES:**

2.1 Desk Study

This preliminary exercise is meant to look for in house information available, such as:-

- Existing old Surveyed plans
- Old aerial photos
- LAVIMS Orthophotos originated from the Cadastre Dept. of the Ministry of Housing & Land
- Google maps & Satellite photos
- Declarations of planters recorded in Occurrence books kept by Inspectorate sections.
- Requests forwarded by Responsible officers whereby they express the difficulties encountered during inspections as a result of drastic or considerable changes in a block or simply as a result of lack of a surveyed plan for a block.

The desk study includes a full analysis of the above information before coming to a final decision whether or not there is necessity for a block survey. **The following situations may necessitate for a complete block Survey:-**

- A region which has never been surveyed
- Where there have been bulk re-structure of roads and drains etc. in a block
- Where the plan is too old and does not reflect reality and as a result of which the officers are finding them going astray on site
- When there is considerable change due to upgrading of Residential zoning by the Town & Country Planning
- When there is drastic change due bulk conversion of sugar canes fields into other use for the purpose of **IRS, Morcellement VRS** etc...

2.2 Site Visit: “Reconnaissance du Lieu”

A Site Visit is conducted throughout the block using any old existing plan, aerial plan or LAVIMS Orthophoto to:-

- First confirm the reason that necessitates a block survey
- Locate existing Landmarks such as Social Welfare Centers, Churches, Hospitals, Schools, Super Markets, Telecom or Emtel Towers etc., that exist within the block

The landmarks are important features on a plan in order to locate a given site.

- Identify existing relevant features within the block, for instance, Iron Pegs, Boundary stones, Stone walls, Boundary fences, Boundary lines, Occupational demarcations, Stone heaps etc...
- Identify **Existing Control Points attached to UTM coordinates**, which are permanent points (usually copper pegs embedded in concrete), also referred to as **Stations** set by the Ministry of housing & Land. Each such point has a coordinated reference, attached to a Universal & Conventional Grid known as the **Universal Traverse Mercator (UTM)**.
- To Establish **Arbitrary Control Points**

This involves the fixing of points (usually iron peg embedded in concrete) throughout the whole block. These points should be (i) inter-visible, and (ii) permanent, that is, accessible and survive till the end of the survey and for future reference.

The distance between two points, known as the **Leg of the Traverse**, should be of maximum length so as to minimize angular error.

These points are allotted coordinates in a **Local Grid**, known as **Arbitrary Coordinates** with the **origin** set at any convenient point and attributed a coordinates of (10,000 mE, 10000 mN). These points are then referred to as **Arbitrary control Points**, which are later used to transform the finished plan as a whole in the **Map Grid of Mauritius** in UTM coordinates.

Note:

Control Points or Stations Referencing

The stations should be labeled and well referenced, that is, measurements from two or three permanent features to the station should be recorded on a sketch for ease of access to stations in the future.

2.3 ON SITE SURVEY:

Once a reconnaissance de lieu has been done, the survey team (consisting of 4) can now embark on a full on site survey which proceed as follows:

Instruments Required: Total Station, Measuring Tapes, Ranging Rods, three tri-pods, three tribrachs and two prisms.

Tri-Tripod Traversing: This involves taking Angular & Linear observations

The control points established around the main block or **Main Traverse**, should be intervisible and when joined should form a closed loop, that is, a closed polygon.

In surveying, angular and linear observation is one of the most important operations. It should be taken with great care and attention. Several observations should be recorded, of which a mean is calculated.

- (i) The Total Station mounted on a tri-pod is leveled on a control point known as Instrument Station. The two prisms, fastened each on a tri-pod, are leveled, one at backsight station and the other at the foresight station. Then start the angular observations. The backsight prism is viewed and the angular reading is set to zero.
- (ii) The telescope is rotated in a clockwise direction until the foresight prism is targeted. A first reading is recorded. Several readings should be taken; by first setting the backsight readings to zero, then to 90 degrees, 180 degrees and 270 degrees.
- (iii) When the telescope is in the normal position, it is said to be in **Face Left**. When the telescope is rotated 180 degrees in the vertical plane, and readings are taken in this inverted position, the instrument is said to be in **Face Right**.
- (iv) Balancing of angular observations and distribution of error within a closed block.
- (v) Calculation of coordinates of arbitrary Control Points.
- (vi) Starting details pick-ups of all relevant features, for example, canes tracts, roads, drains, river reserves, stone heaps, wastelands, buildings, existing boundaries etc... and recording all observations within a Job created in the Total Station.

2.4 PLOTTINGS:

1. All data and features captured on site via Total stations are downloaded in the Drawing Office through Prolink or Sokkia Links Software and converted into a DXF file and moved to AutoCAD to create a drawing Format.
2. The raw observations are uploaded onto AUTOCAD to perform plotting works. Plotting also consists of fixation of roads, boundaries, plot numbering and other physical features related to plan.
3. The extent of each plot can then be calculated, together with total area under cane and area not under cane for each plot.

4. The plans so drawn is referenced and delivered to Drawing Office for Allocation or Re-allocation of plot numbers on the newly surveyed plans. A copy of the plan is submitted to Inspectorate for amendment, if any, to be incorporated.

2.5 TRANSFORMATION OF FINISHED PLAN FROM LOCAL GRID TO MAP GRID 2008 OF MAURITIUS (UTM COORDINATES)

1. To be able to transform the coordinates of points from the local grid to that of the Map Grid of Mauritius 2008 (MGM2008), three inter-visible Stations on site, are surveyed each in Static mode by a Trimble GPS for a period of about 15 to 20 minutes in collaboration with the Cadastre section of the Ministry of Housing and Land.
2. The distance between two of the points is calculated using Pythagoras Theorem for both the Local grid and the Map Grid of Mauritius 2008.
3. A Scale factor is then obtained by dividing the distance computed from the MGM 2008 coordinates by that calculated from the arbitrary coordinates.
4. After reducing the surveyed plan as per the Scale factor, it undergoes a translation followed by a rotation so that the arbitrary coordinates are mapped exactly on their corresponding UTM coordinates. The third point serves as a check for the successful transformation.

2.6 NOTIFICATION TO PLANTER:

For all changes in extents, the planter is hereby notified via SFSY(10C). After acceptance of planter, the data is amended in the registration details of the planter who is issued an amended registration card if required.

3.0 PROCEDURES FOR SURVEY OF FIRE CASES

- (i) Receiving requests from inspectorate department for survey of fire cases
- (ii) Analysing the requests made by inspectorate department
- (iii) Convene Planter either through SFSO15 or by phone or by mail to attend the survey
- (iv) The part burnt is measured in the presence of the planter
- (v) Plotting works & calculation of extent burnt
- (vi) The survey findings are submitted to the inspectorate department, who will, in turn, notify the planters through SFSO54C.

E. DRAWING OFFICE

1. Updating locality plans:

- b) Submission of amended plans to drawing office by ROs accompanied with SF SY (10h) forms filled with all the amendments to be inserted on soft copy of plans available at the Drawing Office.
- c) A new layer "*amendadd*" is created using AUTOCAD software where new amendments concerning boundaries, roads, plot numbers, new features, etc... are added to the soft copy of the concerned locality plans.
- d) Another layer "*amend*" is created using AUTOCAD software where old features such as boundaries, roads, plot numbers, etc... are to be deleted from the soft copy of the concerned locality plans.
- e) The layer "*amend*" is then turned off, but nevertheless remains available in the soft version of the locality plan for reference purposes if needed.
- f) A new layer "*amendtable*" is created using AUTOCAD software to record the name of the inspecting officer who proposed the amendment, the name of officer in the Drawing Office section who has executed the amendment on the plan as well as the date thereof.
- g) The amended soft copy of the revised locality plan is saved in our system on a folder named "Plan on Coordinates".
- h) The original SF SY (10h) forms are then filed at the Drawing Office for records.
- i) The hard copy of the updated plans is submitted to the RO's through the Registry.

2. Printing of locality plans:

- a) Request for print-outs of locality plans is made by the RO to the L.S.
- b) Upon approval by L.S, the request is forwarded to P.T.D.O for printing (Cc to Registry).
- c) A list of all printed plans is recorded in the despatch book and submitted to Registry.
- d) Registry will submit print-outs to the respective RO's.

3. Digitisation of plans:

- a) A list of outdated plans where required is drawn every 2 years.
- b) A program of work is then prepared to digitise the outdated plans.
- c) Plans are then digitised by Drawing Office staff from LAVIMS.
- d) The newly digitised plans are saved in our system in a folder named "Plan on Coordinates".
- e) A print of the newly digitised plan is entered in a despatch book and submitted to Registry.
- f) Registry will submit the print-outs to the respective RO's.

4. Calculation of distances for Refund of Transport Allowance in respect of burnt canes milled outside an EFA:

- a) Requests are sent to Drawing Office from Claims Section on an EXCEL sheet indicating the details of burnt plot and the sugar mill where the burnt canes were sent.
- b) The distances are computed as follows:
 - 1. The burnt plot is identified on the SIFB locality plan and mapped onto LAVIMS.
 - 2. On LAVIMS, the distance is calculated from the centroid of the burnt plot to the main road or any reference point which can be identified on Google Map.
 - 3. Using Google Map, the distance of the shortest practicable route is then calculated between the reference point and the sugar mill.
 - 4. The sum of (2) and (3) gives the total distance from burnt plot to the sugar mill.
 - 5. The total distance so computed is validated by a qualified Land Surveyor.
 - 6. The final distance is then rounded up to the nearest 0.5 km to account for variations in land topography.
 - 7. For each burnt plot, the standard form is then filled in the soft copy with the final distances as per (6) above and the printed version returned to the Claims Section bearing the signatures of the Drawing Office and the qualified Land Surveyor.

F. SPECIAL UNIT

1. **REQUEST FOR INFORMATION (RFI)**

- 1.1 Receipt of written request from the applicant together with registration card, copy of site/location plan, copy of affidavit, Letter of authorization from heirs or copy of title deed for the land concerned with respect to information relating to past data from planters, heirs or Attorney-At-Law.
- 1.2 Same is submitted to Registry to create a new folder with a specific pack folio no. in the laserfiche system and forwarded to CEO for instruction.
- 1.3 Instructions are received from CEO, COO and LS/SLS through laserfiche for processing and reporting.
- 1.4 Identification in our system of the land (plot/s) concerned is done by **Drawing Section** using the copy of site/location plan, title deed submitted by applicant and via Insurance system to identify the planters in lite.
- 1.5 Relevant information is retrieved from **cadaster plot slip (CPS) - 1978 to 1987 and 1988 to 1998**.
- 1.6 Site visit is effected in required cases.
- 1.7 Payment is calculated as per approved rate by the Board (**prior to 1998 = Rs 1,500.00 and 1998 to date = Rs 1,000.00**).
- 1.8 After report is completed then signed by LS, COO and CEO, is scanned by registry and handed to applicant.
- 1.9 Upon completion of reports, the applicant is informed about the processing fee to be paid.
- 1.10 Payment by applicant is made either by cash or cheque and receipt is drawn by the Finance section.
- 1.11 Receipt is scanned by registry before being handed to applicant.
- 1.12 Site visit is effected if required cases.
- 1.13 The work flow in the laserfiche is then completed.

2. DUTY FREE CERTIFICATE (DFC)

This is required for Excise Duty Exemption on Double/Single Space Cabin Vehicle as per GN 222 of 2010

- 2.1 Receipt of the request from the applicant on prescribed form **SFADMA37 (b) where the applicant has registered an extent of 5A00 or more for the current crop year and past two years.**
- 2.2 Applicant is informed that a processing fee of Rs 2,000.00 as approved by the Board is payable before issuing the DFC.
- 2.3 Same is submitted to Registry to create a new folder with a specific pack folio no. in the laserfiche system and forwarded to CEO for instruction.
- 2.4 Instructions are received from CEO, COO and LS/SLS through laserfiche for processing and reporting.
- 2.5 Report for registered extent for the past two years and the current crop year prepared, satisfying criteria of minimum extent under cane of 5A.
- 2.6 The DFC is prepared then signed by LS, COO and CEO, is scanned by registry and handed to the applicant together with the scanned receipt.
- 2.7 Applicant is informed by phone to collect the DFC upon payment of the processing fee.
- 2.8 Payment by applicant is made either by cash or cheque and receipt is drawn by Finance section.
- 2.9 Receipt is scanned by registry before being handed to applicant.
- 2.10 The work flow in the laserfiche is then completed and sent to registry.

3. LAND CONVERSION PERMIT (LCP)

This is required as per Section 28(2A) of the Sugar Industry Efficiency (Amendment) Act, 2001

- 3.1 Request from the Land Conversion Unit, Ministry of Agro-Industry and Food Security is received at office via e-mail or Letter (Declaration).
- 3.2 Same is submitted to Registry to create a new folder with a specific pack folio no. in the Laserfiche system and forwarded to CEO for instruction.
- 3.3 Instructions are received from CEO, COO and LS/SLS through laserfiche for processing and reporting.
- 3.4 Identification in our system of the land (plot/s) concerned is done by **Drawing Section** using the copy of site/location plan, title deed submitted by applicant.
- 3.5 Applicant is requested through phone or e-mail to pay a processing fee to this office.
- 3.6 Payment is calculated as per approved rate by the Board (**0A1P to 0A20P = free of charge**), (**0A21P to 5A00 = Rs 3,000.00**), (**5A01P to 10A00 = Rs 5,000.00**) and (**10A01P and above = Rs 5,000.00 + Rs 2.00 per perches**).
- 3.7 Payment by applicant is made either by cash or cheque and receipt is drawn by the Finance section.
- 3.8 Receipt is scanned by registry before being handed to applicant.
- 3.9 Site visit is effected in required cases.
- 3.10 After report is completed then signed by LS, COO and CEO, is scanned by registry and despatched to Ministry of Agro-Industry and Food Security.
- 3.11 Payment is also collected for **No Records Plot** at same rate.
- 3.12 No return is sent to the Ministry for applicants **not paying processing** fees.
- 3.13 The work flow in the Laserfiche is then completed and sent to Registry.

Note:

- A monthly meeting is held at the seat of the Ministry under the chairmanship of the Senior Chief Executive for recommendation and approval of the land to be converted.
- A copy of the approved Land Conversion Permit is sent by the Land Conversion Unit to the SIFB.
- Same process is done by Registry in the Laserfiche and the hard copy is filed by Special Unit.

4. MORCELLEMENT PERMIT (MHL)

This is in accordance with Section 10(3) of the Sugar Industry Efficiency Act 2001.

- 4.1 Receipt of the request from applicant (**covering letter and two copies of site/location plans from Ministry of Housing and Lands - Morcellement Unit**) under Ref: MHL/M/..... requesting a **certificate to the effect that the land has been under cane cultivation for a period of not less than two years out of the ten preceding years**).
- 4.2 Same is submitted to Registry to create a new folder with a specific pack folio no. in the laserfiche system and forwarded to CEO for instruction.
- 4.3 Instructions are received from CEO, COO and LS/SLS through laserfiche for processing and reporting.
- 4.4 Identification in our system of the land (plot/s) concerned is done by **Drawing Section** using the copy of site/location plan, title deed submitted by applicant.
- 4.5 Applicant is informed of the processing he has to pay upon collection of report.
- 4.6 Payment is calculated as per approved rate by the Board (**0A01P to 5A00 = Rs 1,000.00 and 5A01P and above = Rs 1,000.00 + Rs 3.00 per perches**).
- 4.7 After report is completed then signed by LS, COO and CEO, is scanned by registry and handed to applicant.
- 4.8 Payment by applicant is made either by cash or cheque and receipt is drawn by Finance section.
- 4.9 Site visit is effected in required cases
- 4.10 Issue certificates to the effect that the land in question has or has not been under sugar cane cultivation for at least two year out of ten preceding years.
- 4.11 Receipt scanned by registry before being handed to applicant.
- 4.12 The work flow in the laserfiche is then completed.

5. COURT CASES

- 5.1 Summons with respect to related cases duly signed, indicating the date, time and the Court to be attended is received at this office from the Court Usher.
- 5.2 The SIFB is requested to depone so from day to day until the Cause is tried in order to produce documents and give evidence on behalf of either plaintiff or defendant.
- 5.3 Immediately, the documents are scanned by registry and channeled to CEO for instructions through laserfiche.
- 5.4 Instructions received from CEO, COO and LS/SLS for working.
- 5.5 List of Court cases as from January to date is updated regularly.
- 5.6 Report prepared as per the site location plan and information requested by the attorney at law.
- 5.7 Information is retrieved from Insurance system 1998 to 2019, and past documents (Cadaster Plot slips - 1978 - 1987 and 1988 to 1998).
- 5.8 An officer from Special Unit is deputed to attend case related to Supreme Court, intermediate court and District court on date specified in the summons.
- 5.9 Submit report to court as and when the officer is called on to depone in the particular case.
- 5.10 After hearing the case may be postponed or completed.