



REGIONAL OFFICES

External Services



**OFFICE OF THE REGIONAL DIRECTOR –
Enforcement and Operations Division (EOD)
External Services**



SERVICE NAME:	1. Issuance/Release of A. Admission Slip for Radio Operator Examination 1. RROC-Aircraft 2. Radiotelephone/Radiotelegraph 3. Amateur B. Report of Rating (except NTC-NCR)
The Admission Slip is a document issued by the Commission to a qualified applicant authorizing the holder thereof to take the commercial or non-commercial radio operator examination. The Report of Rating is issued to a Radio Operator Examinee indicating therein the result of his/her examination.	
Office or Division:	Regional Office - Enforcement and Operations Division (EOD), Office of the Regional Director (ORD)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	A.1. Restricted Radio Operator Certificate (RROC) – Aircraft • Commercial pilots • Student pilots A.2. Radiotelephone/Radiotelegraph • Graduates of General Radio Communication Operator (GRCO) • Graduates of Industrial Electronics Technician Course (IETC) • Graduates of Communications Technician Course (CTC) • Graduates of Bachelor of Science in Avionics Technology (BS AVTECH) • Graduates of Bachelor of Science in Electronics and Communications Engineering / Bachelor of Science in Electronics Engineering (BS ECE) A.3. Amateur • Radio enthusiasts • Registered ECE and commercial operators (Sec. IV, Item 5 of NTC Memorandum Circular 3-8-2012) • Licensed amateurs (for upgrading) B. All Examinees



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A.1 RROC-Aircraft	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR EXAMINATION [Form No. NTC 1-01]	Licensing Unit/ Website: ntc.gov.ph
2. Aircraft pilot's license OR student pilot's license issued by the Civil Aviation Authority of the Philippines (CAAP) / Certified True Copy of the Pilot license issued by the aviation authority of the Administration OR endorsed by the Embassy of foreign applicants OR Photocopy of Report of Rating for Retakers	CAAP/Applicant
3. Two (2) ID pictures (1" x 1") taken within the last six (6) months	Applicant
A.2 Radiotelephone/ Radiotelegraph	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR EXAMINATION [Form No. NTC 1-01]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of ANY of the following: National ID Birth Certificate Passport Driver's License OR any government issued document which can serve as the basis for age requirement OR printed copy of eGovPH generated ID <i>Note 1: The applicant has to show the Original.</i> <i>Note 2: This requirement is not applicable to Retakers and upgrades to higher class.</i>	PSA/Church/DFA/PRC/LTO /BIR/Post Office/SSS/GSIS/ PAG-IBIG/NBI/eGovPH App
3. Photocopy of Transcript of Records with Special Order (SO) <i>Note 1: The applicant has to show the Original.</i> <i>Note 2: SO is not required for State Universities/ Colleges.</i> <i>Note 3: This requirement is not applicable for Retakers.</i>	School/University/College
4. Two (2) ID pictures (1" x 1") taken within the last six (6) months	Applicant
5. For upgrade to higher class, Copy of valid ROC	Applicant
6. For Retakers, Copy of Report of Rating	Applicant
A.3. Amateur (Class A, Class B, Class C, Class D)	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR EXAMINATION [Form No. NTC 1-01]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of ANY of the following: National ID Birth Certificate Baptismal Certificate Passport Driver's License OR any document which can serve as the basis for age requirement	PSA/Church/DFA/PRC/LTO /BIR/Post Office/SSS/GSIS/ PAG-IBIG/NBI



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Note 1: The applicant has to show the Original.</i> <i>Note 2: This requirement is not applicable for Retakers and upgrades to higher class.</i>	
3. Certificate of attendance of seminar issued by NTC accredited Amateur Radio Club <i>Note 1: This requirement is not applicable for Retakers.</i>	NTC accredited Amateur Radio Club
4. Two (2) ID pictures (1" x 1") taken within the last six (6) months	Applicant
5. <i>For upgrade to higher class</i> , Copy of valid AT-ROC	Applicant
6. <i>For Special Candidates taking Class B (Element 2 only)</i> , valid PRC License OR 1PHN OR 1RTG/2RTG	Applicant
7. <i>For Retakers</i> , Copy of Report of Rating	Applicant
B. Release of Report of Rating	
1. Admission Slip or any valid government ID	Examinee
Supporting Documents for Representative(s)	
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.	Applicant

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
A. Issuance of Admission Slip				
Pre – Assessment Stage				
1. Submit application at the Licensing Unit	1. Screen/Assess application as to the completeness of submitted documents		10 Minutes	Engr. I/ Engr. II/ Engr. III
1.1 Receive back the application and NOD	1.1 <i>If incomplete</i> , issue Notice of Deficiency (NOD) and return the application			
1.2 Receive the SOA and application, and proceed to Payment Stage	1.2 <i>If complete</i> , issue Statement of Account (SOA)			
Payment Stage				
2. Pay the required fees				
2.1 Submit SOA and application at Window 1	2.1 Issue Order of Payment		10 Minutes	Accountant II/ Acctng. Staff

2.2 Pay prescribed fees at Window 2	2.2 Receive payment, issue Official Receipt and indicate proof of payment on the application form	Refer to Table: Fees to be Paid	10 Minutes	Cash Collecting Officer (designated)
2.3 Receive Official Receipt and application				
Processing Stage				
3. Return to the Licensing Unit to submit the application with proof of payment	3. Receive application with proof of payment		15 Minutes	Engr. I/ Engr. II/ Engr. III
	3.1 Review application			Engr. V
	3.2 Approve/ Disapprove application			Director II
	3.3 Release Admission Slip			Admin. Aide III/ Admin. Aide IV
3.1 Receive Admission Slip ¹				
	TOTAL		15 Minutes	
B. Release of Report of Rating				
4. Present Admission slip or any government issued ID	4. Retrieve examinees' file		5 Minutes	Engineer I/ Admin. Aide VI
	4.1 Verify Report of Rating from the Official master list of Results of Examination	None	5 Minutes	Engineer I/ Admin. Aide VI
	4.2 Record and release the Report of Rating		5 Minutes	Admin. Aide III/ Admin. Aide IV
4.1 Receive the Report of Rating				
	TOTAL		15 Minutes	

¹Examinees shall present this Admission Slip and any valid government issued ID with picture or School ID, for students. (No Admission Slip and ID, No Exam.)



How to compute the FEE to be paid	
Examination Fee	FEE = EXF
Report of Rating Fee	NONE

Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000	
Particulars	Amount (in PHP)	
Examination Fee (EXF)	50.00	
Report of Rating Fee	-	



SERVICE NAME:	2. Issuance of Radio Operator Certificate (ROC) excluding Amateur ROC A. Commercial ROC (1RTG, 2RTG, 3RTG, 1PHN, 2PHN, 3PHN) (New/Renewal) B. Restricted Radiotelephone Operator's Certificate – Aircraft (RROC-Aircraft) (New/Renewal) C. Temporary ROC for Foreign Pilot D. Special Radio Operator's Permit (SROP) (New/Renewal) E. Government Radio Operator Certificate (GROC) (New/Renewal) F. Restricted Radiotelephone Operator's Certificate for Land Mobile Station (RROC-RLM) (New/Renewal) G. Modification of any of the above certificates
A Radio Operator Certificate is a written authority issued by the Commission authorizing the holder thereof to operate a particular class of radio station under a specific radio service. The renewal of a Radio Operator Certificate is required for the continuous operation of a particular class of radio station under a specific radio service. The modification of a Radio Operator Certificate is required for changes in the particulars indicated in the Certificate.	
Office or Division:	Regional Office - Enforcement and Operations Division (EOD), Office of the Regional Director (ORD)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	• Individuals who have passed the <i>Commercial Radio Operator's Examination</i> conducted by NTC • Commercial pilots and student pilots • Government radio operators who have completed the <i>Government Radio Operator's Seminar</i> conducted by NTC • Individuals working in the maritime service who have completed the <i>Special Radio Operator's Seminar</i> conducted by NTC • Individuals who have completed the <i>Restricted Land Mobile Radiotelephone Operator's Seminar</i> conducted by NTC • Licensed pilots of foreign countries



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Commercial ROC (1RTG, 2RTG, 3RTG, 1PHN, 2PHN, 3PHN)	
A.1 Commercial ROC (NEW)	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR CERTIFICATE [Form No. NTC 1-02]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of valid <i>Report of Rating</i>	NTC/Applicant
3. Three (3) ID pictures (1" x 1") taken within the last six (6) months	Applicant
4. <i>For upgrade to higher class</i> , Photocopy of valid ROC	Applicant
A.2 Commercial ROC (RENEWAL)	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR CERTIFICATE [Form No. NTC 1-02]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of ROC	Applicant
3. Three (3) ID pictures (1" x 1") taken within the last six (6) months	Applicant
B. Restricted Radiotelephone Operator's Certificate – Aircraft (RROC-Aircraft)	
B.1 RROC-Aircraft (NEW)	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR CERTIFICATE [Form No. NTC 1-02]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of valid <i>Report of Rating</i>	Applicant
3. Three (3) ID pictures (1" x 1") taken within the last six (6) months	Applicant
B.2 RROC-Aircraft (RENEWAL)	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR CERTIFICATE [Form No. NTC 1-02]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of ROC	Applicant
3. Three (3) ID pictures (1" x 1") taken within the last six (6) months	Applicant
C. Temporary ROC for Foreign Pilot	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR CERTIFICATE [Form No. NTC 1-02]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of pilot license issued from country of origin <i>Note 1: The applicant has to show the Original.</i>	Applicant
3. Three (3) ID pictures (1" x 1") taken within the last six (6) months	Applicant
D. Special Radio Operator's Permit (SROP)	
D.1 SROP (NEW)	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR CERTIFICATE [Form No. NTC 1-02]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of <i>Certificate of Completion</i> of seminar	Applicant



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Three (3) ID pictures (1" x 1") taken within the last six (6) months	Applicant
D.2 SROP (RENEWAL)	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR CERTIFICATE [Form No. NTC 1-02]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of ROC	Applicant
3. Three (3) ID pictures (1" x 1") taken within the last six (6) months	Applicant
E. Government Radio Operator Certificate (GROC)	
E.1 GROC (NEW)	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR CERTIFICATE [Form No. NTC 1-02]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of ALL of the following: 2.1 Service Record 2.2 Certificate of Good Moral Character 2.3 Certification that the applicant is in the government service as a radio operator	Applicant's employer
3. Photocopy of <i>Certificate of Completion</i> of seminar	Applicant
4. Three (3) ID pictures (1" x 1") taken within the last six (6) months	Applicant
E.2 GROC (RENEWAL)	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR CERTIFICATE [Form No. NTC 1-02]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of ROC	Applicant
3. Three (3) ID pictures (1" x 1") taken within the last six (6) months	Applicant
4. Certificate of Employment	Applicant's employer
F. Restricted Radiotelephone Operator's Certificate for Land Mobile Station (RROC-RLM)	
F.1 RROC-RLM (NEW)	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR CERTIFICATE [Form No. NTC 1-02]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of <i>Certificate of Completion</i> of seminar	Applicant
3. Three (3) ID pictures (1" x 1") taken within the last six (6) months	Applicant
F.2 RROC-RLM (RENEWAL)	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR CERTIFICATE [Form No. NTC 1-02]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of ROC	Applicant
3. Three (3) ID pictures (1" x 1") taken within the last six (6) months	Applicant



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
G. Modification of any of the above certificates	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR CERTIFICATE [Form No. NTC 1-02]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of ROC	Applicant
3. Three (3) ID pictures (1" x 1") taken within the last six (6) months	Applicant
4. <i>For correction of name</i> , Photocopy of any valid government ID, OR Photocopy of Birth Certificate, OR Photocopy of Marriage Certificate	BIR/Post Office/DFA/SSS/ GSIS/PAG-IBIG/PSA
Supporting Documents for Representative(s)	
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.	Applicant

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit application at the Licensing Unit	1. Screen/Assess application as to the completeness of submitted documents		30 Minutes	Engr. I/ Engr. II/ Engr. III
1.1 Receive back the application and NOD	1.1 <i>If incomplete</i> , issue Notice of Deficiency (NOD) and return the application			
1.2 Receive the SOA and application, and proceed to Payment Stage	1.2 <i>If complete</i> , issue Statement of Account (SOA)			
Payment Stage				
2. Pay the required fees				
2.1 Submit SOA and application at Window 1	2.1 Issue Order of Payment		10 Minutes	Accountant II/ Acctng. Staff
2.2 Pay prescribed fees at Window 2	2.2 Receive payment, issue Official Receipt and indicate proof of payment on the application form	Refer to Table: Fees to be Paid	10 Minutes	Cash Collecting Officer (designated)
2.3 Receive Official Receipt and application				



Processing Stage				
3. Return to the Licensing Unit to submit the application with proof of payment 3.1 Receive the AR	3. Receive application with proof of payment		2 Hours	Engr. I/ Engr. II/ Engr. III
	3.1 Assign Unique Identification Number (UIN) and issue Acknowledgement Receipt (AR)			
	3.2 Evaluate the application; encode and print the certificate		1 Day and 4 Hours	Engr. I/ Engr. II/ Engr. III
	3.3 Review printed certificate and affix initial		4 Hours	Engr. V
3.2 Present the AR and receive certificate at the Licensing Unit	3.4 Approve/ Disapprove certificate		4 Hours	Director II
	3.5 Release approved certificate to the Applicant		2 Hours	Admin. Aide III/ Admin. Aide IV/
TOTAL			3 Days	

How to compute the FEE to be paid	
A.1 Commercial ROC (NEW)	$FEE_{ROC} = (ROC)(YR) + DST$
A.2 Commercial ROC (RENEWAL)	$FEE_{ROC} = (ROC)(YR) + DST + SUR$ Where, SUR means Surcharge, $SUR = (ROC)(50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional 50\% shall be imposed for every 6 months delay in filing.})$
B.1 RROC-Aircraft (NEW)	$FEE_{ROC} = (ROC)(YR) + DST$
B.2 RROC Aircraft (RENEWAL)	$FEE_{ROC} = (ROC)(YR) + DST + SUR$ Where, SUR means Surcharge, $SUR = (ROC)(50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after$

	expiration date. Thereafter, an additional 50% shall be imposed for every 6 months delay in filing.)
C. Temporary ROC for Foreign Pilot	$FEE_{ROC} = ROC + DST$
D.1 SROP (NEW)	$FEE_{ROC} = AF + SEM + (ROC)(YR) + DST$
D.2 SROP (RENEWAL)	$FEE_{ROC} = (ROC)(YR) + DST + SUR$ Where, SUR means Surcharge, $SUR = (ROC)(50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional 50\% shall be imposed for every 6 months delay in filing.})$
E.1 GROC (NEW)	$FEE_{ROC} = FF + AF + (ROC)(YR) + DST$
E.2 GROC (RENEWAL)	$FEE_{ROC} = (ROC)(YR) + DST + SUR$ Where, SUR means Surcharge, $SUR = (ROC)(50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional 50\% shall be imposed for every 6 months delay in filing.})$
F.1 RROC-RLM (NEW)	$FEE_{ROC} = FF + AF + (ROC)(YR) + DST$
F.2 RROC-RLM (RENEWAL)	$FEE_{ROC} = (ROC)(YR) + DST + SUR$ Where, SUR means Surcharge, $SUR = (ROC)(50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional 50\% shall be imposed for every 6 months delay in filing.})$
G. Modification of any of the above certificates	$FEE_{ROC} = MOD + DST$



Fees to be Paid:		Based on NTC Memorandum Circular No. 19-12-2000; 09-07-92 ¹ ; Republic Act No. 10963, Section 2, XIV			
NEW/RENEWAL	Amount (in PHP)				
	Filing Fee (FF) (per certificate)	Application Fee (AF) (per certificate)	Seminar Fee (SEM) (per certificate)	Certificate Fee (ROC) (per year)	Documentary Stamp Tax (DST) per document)
1RTG	-		-	180.00	30.00
2RTG	-		-	120.00	30.00
3RTG	-		-	60.00	30.00
1PHN	-		-	120.00	30.00
2PHN	-		-	100.00	30.00
3PHN	-		-	60.00	30.00
RROC- AIRCRAFT	-		-	100.00	30.00
SROP		20.00*	20.00*	60.00	30.00
GROC	10.00*	20.00*		60.00	30.00
RROC-RLM ¹	10.00*	20.00*		60.00	30.00
MODIFICATION	Modification Fee (MOD) (per certificate)			Documentary Stamp Tax (DST) (per document)	
Any of the above certificates	120.00			30.00	



SERVICE NAME:	3. Issuance of Certificates, Permits and Licenses in the Amateur Service A. Amateur Radio Operator Certificate (AT-ROC) <i>(New/Renewal/Modification)</i> B. Amateur Radio Station License (AT-RSL) <i>(New/Renewal/Modification)</i> C. Lifetime Amateur Radio Station License for Class A (AT-LIFETIME) <i>(New/Modification)</i> D. Amateur Club Radio Station License (AT-CLUB RSL) [Repeater (RT), Fixed (FX), Land Base (FB)] <i>(New/Renewal/Modification)</i> E. Temporary Permit to Operate an Amateur Radio Station – Foreign Visitor F. Special Permit for the Use of Vanity Call Sign <i>(New/Renewal)</i> G. Special Permit for the Use of Special Event Call Sign H. Permit to Possess (for Storage) of Amateur Radio Stations
The Amateur Radio Operator Certificate and/or Amateur Radio Station License including Permits are written authorities issued by the Commission to a person or a club authorizing the holder thereof to operate a class of radio station in the Amateur Service. The renewal of Amateur Radio Operator Certificate, Amateur Radio Station License and/or Special Permit for the Use of Vanity Call Sign are required for the continuous operation of any class of radio stations in the Amateur Service. The modification of Amateur Radio Operator Certificate and/or Amateur Radio Station License is required for changes in the particulars indicated in the Certificate/License. A Permit to Possess (for Storage) is a written authority issued by the Commission authorizing the holder thereof to possess radio communications equipment.	
Office or Division:	Regional Office - Enforcement and Operations Division (EOD), Office of the Regional Director (ORD)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	• Individuals who have passed the <i>Amateur Radio Operator Examination</i> conducted by NTC • Duly accredited amateur radio clubs • Foreign amateurs qualified under the reciprocity agreement • Licensed amateur radio operators



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Amateur Radio Operator Certificate (AT-ROC)	
A.1 AT-ROC (NEW)	
1. Duly accomplished APPLICATION FOR AMATEUR RADIO OPERATOR CERTIFICATE/AMATEUR RADIO STATION LICENSE [Form No. NTC 1-03]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of valid <i>Report of Rating</i>	Applicant
3. Three (3) ID pictures (1" x 1") taken within the last six (6) months	Applicant
A.2 AT-ROC (RENEWAL)	
1. Duly accomplished APPLICATION FOR AMATEUR RADIO OPERATOR CERTIFICATE/AMATEUR RADIO STATION LICENSE [Form No. NTC 1-03]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of AT-ROC	Applicant
3. Proof of Amateur Activity(ies) <i>Note: For AT-ROC and/or AT-RSL expired beyond 5 years, a Certificate of Attendance from a seminar on current Radio Laws and Radio Ethics, issued by the National Amateur Radio Organization. (MC No. 03-08-2012)</i>	PARA/Amateur Club/ Amateur
4. Three (3) ID pictures (1" x 1") taken within the last six (6) months	Applicant
A.3 AT-ROC (MODIFICATION)	
1. Duly accomplished APPLICATION FOR AMATEUR RADIO OPERATOR CERTIFICATE/AMATEUR RADIO STATION LICENSE [Form No. NTC 1-03]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of AT-ROC	Applicant
3. Three (3) ID pictures (1" x 1") taken within the last six (6) months	Applicant
4. If modification is due to: 4.1 <i>Upgrading</i> , Photocopy of valid <i>Report of Rating</i> 4.2 <i>Update of Name</i> , Copy of any government-issued ID OR Copy of Birth Certificate OR Copy of Marriage Certificate OR Court Order	Applicant Government Agencies RTC
B. Amateur Radio Station License (AT-RSL)	
B.1 Permit to Purchase/Possess	
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	Licensing Unit/ Website: ntc.gov.ph
2. <i>For new AT-RSL</i> , 2.1 Photocopy of valid <i>Report of Rating</i> , OR 2.2 Photocopy of valid AT-ROC	Applicant Applicant
3. <i>For Change of Equipment and/or Additional Equipment</i> , Photocopy of valid AT-RSL	Applicant



B.2 AT-RSL (NEW)	
1. Duly accomplished APPLICATION FOR AMATEUR RADIO OPERATOR CERTIFICATE/AMATEUR RADIO STATION LICENSE [Form No. NTC 1-03]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of valid Permit to Purchase/Possess	Applicant
3. For AT-ROC holders, Copy of AT-ROC	Applicant
4. Photocopy of document indicating source of equipment (a) For locally-sourced equipment, Official Receipt Sales Invoice from authorized Radio Dealer, OR (b) For imported equipment, Photocopy of Invoice from the supplier AND Copy of Permit to Import, OR (c) For equipment from licensed Amateur, Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09] AND Photocopy AT-RSL of the Seller <i>Note 1: Apply for Duplicate Photocopy if Original is lost/ mutilated/destroyed or not available.</i>	Authorized Radio Dealer Supplier/Applicant Licensing Unit/ Website: ntc.gov.ph / Applicant/Licensed Amateur
5. Three (3) ID pictures (1" x 1") taken within the last six (6) months	Applicant
B.3 AT-RSL (RENEWAL)	
1. Duly accomplished Application for Radio Station License [Form No. NTC 1-03]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of AT-RSL	Applicant
3. Proof of Amateur Activity(ies) <i>Note: For AT-ROC and/or AT-RSL expired beyond 5 years, a Certificate of attendance of the seminar on current Radio Laws and Radio Ethics, issued by the National Amateur Radio Organization. (MC No. 03-08-2012)</i>	PARA/Amateur Club/ Amateur
4. Three (3) ID pictures (1" x 1") taken within the last six (6) months	Applicant
B.4 AT-RSL (MODIFICATION)	
1. Duly accomplished APPLICATION FOR AMATEUR RADIO OPERATOR CERTIFICATE/AMATEUR RADIO STATION LICENSE [Form No. NTC 1-03]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of AT-RSL	Applicant
3. Three (3) ID pictures (1" x 1") taken within the last six (6) months	Applicant
4. If modification is due to: 4.1 Change of Equipment and/or Additional Equipment, 4.1.1 Photocopy of valid Permit to Purchase/Possess	Applicant



4.1.2 Photocopy of document indicating source of equipment	
(a) <i>For locally-sourced equipment</i> , Official Receipt or Sales Invoice from authorized Radio Dealer, OR	Authorized Radio Dealer
(b) <i>For imported equipment</i> , Photocopy of Invoice from the supplier AND Photocopy of Permit to Import, OR	Supplier/Applicant
(c) <i>For equipment from licensed Amateur</i> , Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09] AND Photocopy AT-RSL of the Seller	Licensing Unit/ Website: ntc.gov.ph / Applicant/Licensed Amateur
4.2 <i>Upgrading</i> , Photocopy of valid <i>Report of Rating</i>	Applicant
4.3 <i>Deletion of Equipment due to:</i>	
4.3.1 <i>Lost</i> , Original Affidavit of Loss of Equipment	Applicant
4.3.2 <i>Storage</i> , Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	Licensing Unit/ Website: ntc.gov.ph
4.3.3 <i>Sell/Transfer</i> , Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	Licensing Unit/ Website: ntc.gov.ph
4.4 <i>Transfer of Location/Change of District</i>	
4.4.1 APPLICATION FOR AMATEUR RADIO OPERATOR CERTIFICATE/AMATEUR RADIO STATION LICENSE [Form No. NTC 1-03]	Licensing Unit/ Website: ntc.gov.ph
4.4.2 Photocopy of AT-RSL	Applicant
4.5 <i>Update of Name</i> , Copy of any government-issued ID OR Copy of Birth Certificate OR Copy of Marriage Certificate OR Court Order	Government Agencies RTC
B.5 Permit to Sell/Transfer	
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of AT-RSL of the Seller	Applicant
C. Lifetime Amateur Radio Station License for Class A (AT-LIFETIME)	
C.1 Permit to Purchase/Possess due to additional equipment	
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of Supplementary Certificate	Applicant
C.2 AT-LIFETIME (New)	
1. Duly accomplished APPLICATION FOR AMATEUR RADIO OPERATOR CERTIFICATE/AMATEUR RADIO STATION LICENSE [Form No. NTC 1-03]	Applicant
2. Certificate of Good Standing as a Member from a registered amateur club or association with the NTC	PARA/Amateur Club



3. Photocopy of ANY of the following: Birth Certificate Passport PRC License Driver's License <i>Note 1: The applicant has to show the Original.</i> <i>Note 2: Applicant must be at least 60 years of age.</i>	PSA/DFA/PRC/LTO
4. Photocopy of Amateur Class "A" RSL	Applicant
5. Proof of amateur service of at least fifteen (15) consecutive years	PARA/Amateur Club
6. Three (3) ID pictures (1" x 1") taken within the last six (6) months	Applicant
C.3 Modification of AT-Lifetime Supplementary Certificate	
1. Duly accomplished APPLICATION FOR AMATEUR RADIO OPERATOR CERTIFICATE/AMATEUR RADIO STATION LICENSE [Form No. NTC 1-03]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of Supplementary Certificate	Applicant
3. If modification is due to: 3.1 <i>Additional Equipment</i> , 3.1.1 Photocopy of valid Permit to Purchase/Possess 3.1.2 Photocopy of document indicating source of equipment (a) <i>For locally-sourced equipment</i> , Official Receipt or Sales Invoice from authorized Radio Dealer, OR (b) <i>For imported equipment</i> , Photocopy of Invoice from the supplier AND Photocopy of Permit to Import, OR (c) <i>For equipment from licensed Amateur</i> , Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09] AND Photocopy AT-RSL of the Seller 3.2 <i>Deletion of Equipment due to</i> : 3.2.1 <i>Lost</i> , Original Affidavit of Loss of Equipment 3.2.2 <i>Storage</i> , Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09] 3.2.3 <i>Sell/Transfer</i> , Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	Applicant Authorized Radio Dealer Supplier/NTC Licensing Unit/ Website: ntc.gov.ph / Applicant/Licensed Amateur Applicant Licensing Unit/ Website: ntc.gov.ph Licensing Unit/ Website: ntc.gov.ph
D. Amateur Club Radio Station License (AT-CLUB RSL) [Repeater (RT), Fixed (FX), Land Base (FB)]	
D.1 Permit to Purchase/Possess	
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of SEC Registration/ Articles of Incorporation/ By-laws	SEC



3. Photocopy of the Memorandum of Agreement with NTC indicating the conditions under which the applicant organization maybe accredited	Applicant
4. List providing the licensed Amateur Club Trustee, Officers and Members of the organization <i>Note 1: List must contain a minimum membership of twenty-five (25) duly licensed amateur radio operators.</i> <i>Note 2: The licenses of prospective members shall be validated.</i> <i>Note 3: The Amateur Club Trustee designated by the Club must be a licensed Class A for at least five (5) years.</i> <i>Note 4: The Amateur Fixed Station shall be issued only to the Club Trustee</i>	Applicant
5. Map showing the location with geographical coordinates of station	Applicant
D.2 AT-CLUB RSL (NEW)	
1. Duly accomplished APPLICATION FOR AMATEUR RADIO OPERATOR CERTIFICATE/AMATEUR RADIO STATION LICENSE [Form No. NTC 1-03]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of Permit to Purchase/Possess	Applicant
3. Photocopy of document indicating source of equipment (a) <i>For locally-sourced equipment</i> , Official Receipt or Sales Invoice from authorized Radio Dealer, OR (b) <i>For imported equipment</i> , Photocopy of Invoice from the supplier AND Photocopy of Permit to Import, OR (c) <i>For equipment from licensed Amateur</i> , Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	Authorized Radio Dealer Supplier/Applicant Licensing Unit/ Website: ntc.gov.ph
D.3 AT-CLUB RSL (RENEWAL)	
1. Duly accomplished APPLICATION FOR AMATEUR RADIO OPERATOR CERTIFICATE/AMATEUR RADIO STATION LICENSE [Form No. NTC 1-03]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of Amateur Club RSL	Applicant
3. List providing the licensed Amateur Club Trustee, Officers and Members of the organization <i>Note 1: List must contain a minimum membership of twenty-five (25) duly licensed amateur radio operators.</i> <i>Note 2: The licenses of prospective members shall be validated.</i> <i>Note 3: The Amateur Club Trustee designated by the Club must be a licensed Class A for at least five (5) years.</i> <i>Note 4: The Amateur Fixed Station shall be issued only to the Club Trustee</i>	Applicant



D.4 AT-CLUB RSL (MODIFICATION)	
1. Duly accomplished APPLICATION FOR AMATEUR RADIO OPERATOR CERTIFICATE/AMATEUR RADIO STATION LICENSE [Form No. NTC 1-03]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of Amateur Club RSL	Applicant
3. If modification is due to: 3.1 <i>Change of Equipment and/or Additional Equipment</i> , 3.1.1 <i>Photocopy of Permit to Purchase/Possess</i> 3.1.2 Photocopy of document indicating source of equipment (a) <i>For locally-sourced equipment</i> , Official Receipt or Sales Invoice from authorized Radio Dealer, OR (b) <i>For imported equipment</i> , Photocopy of Invoice from the supplier AND Photocopy of Permit to Import, OR (c) <i>For equipment from licensed Amateur</i> , Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09] AND Copy AT-RSL of the Seller 3.2 <i>Deletion of Equipment due to:</i> 3.2.1 <i>Lost</i> , Original Affidavit of Loss of Equipment 3.2.2 <i>Storage</i> , Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09] 3.2.3 <i>Sell/Transfer</i> , Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09] 3.3 <i>Change of Club Trustee</i> , Photocopy of valid AT-RSL 3.4 <i>Change of station location</i> , Map showing the location with geographical coordinates, as applicable	Authorized Radio Dealer Supplier/Applicant Licensing Unit/ Website: ntc.gov.ph / Applicant/Licensed Amateur Applicant Licensing Unit/ Website: ntc.gov.ph Applicant Applicant
E. Temporary Permit to Operate an Amateur Radio Station – Foreign Visitor	
1. Letter of Intent	Applicant
2. Duly accomplished APPLICATION FOR AMATEUR RADIO OPERATOR CERTIFICATE/AMATEUR RADIO STATION LICENSE [Form No. NTC 1-03]	Licensing Unit/ Website: ntc.gov.ph
3. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09], as applicable	Licensing Unit/ Website: ntc.gov.ph
4. Photocopy of valid Amateur Radio Operator Certificate issued by the country of citizenship	Applicant
5. Any proof that his/her country provides the same privilege with the Filipino Amateurs	Applicant
6. Endorsement from recognized national organization (i.e., Philippine Amateur Radio Association (PARA), Inc.)	PARA
7. Three (3) ID pictures (1" x 1") taken within the last six (6) months	Applicant



F. Special Permit for the Use of Vanity Call Sign <i>Note: For Service 3.F, applications shall be submitted to NTC-NCR only.</i>	
F.1 Special Permit for the Use of Vanity Call Sign [NEW]	
1. Duly accomplished APPLICATION FOR AMATEUR RADIO OPERATOR CERTIFICATE/AMATEUR RADIO STATION LICENSE [Form No. NTC 1-03]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of valid AT-RSL or AT-ROC	Applicant
3. Endorsement from the Philippine Amateur Radio Association (PARA), Inc.; OR Proof of any of the following radio amateur activities: 3.1 DXCentury Club (DXCC) 5B awards 3.2 Continental Champion for three (3) consecutive years of a major amateur radio contest 3.3 DXpedition in any of the top twenty (20) Most Wanted DXCC entities	PARA PARA/ Amateur Club /Amateur
F.2 Special Permit for the Use of Vanity Call Sign [RENEWAL]	
1. Duly accomplished APPLICATION FOR AMATEUR RADIO OPERATOR CERTIFICATE/AMATEUR RADIO STATION LICENSE [Form No. NTC 1-03]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of valid AT-RSL or AT-ROC	Applicant
3. Photocopy of Special Permit	Applicant
G. Special Permit for the Use of Special Event Call Sign	
1. Duly accomplished APPLICATION FOR AMATEUR RADIO OPERATOR CERTIFICATE/AMATEUR RADIO STATION LICENSE [Form No. NTC 1-03]	Licensing Unit/ Website: ntc.gov.ph
2. Letter Request stating, among others, nature of event, duration of event, etc.	Applicant
3. Photocopy of valid AT-RSL or AT-ROC	Applicant
H. Permit to Possess for Storage of Amateur Radio Stations	
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/TRANSFER [Form No. NTC 1-09]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of valid AT-RSL	Applicant
3. For AT-LIFETIME, Copy of Supplementary Certificate	Applicant
Supporting Documents for Representative(s)	
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.	Applicant



Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit application at the Licensing Unit	1. Screen/Assess application as to the completeness of submitted documents		30 Minutes	Engr. I/ Engr. II/ Engr. III
1.1 Receive back the application and NOD	1.1 <i>If incomplete</i> , issue Notice of Deficiency (NOD) and return the application			
1.2 Receive the SOA and application, and proceed to Payment Stage	1.2 <i>If complete</i> , issue Statement of Account (SOA)			
Payment Stage				
2. Pay the required fees				
2.1 Submit SOA and application at Window 1	2.1 Issue Order of Payment		10 Minutes	Accountant II/ Acctng. Staff
2.2 Pay prescribed fees at Window 2	2.2 Receive payment, issue Official Receipt and indicate proof of payment on the application form	Refer to Table: Fees to be Paid	10 Minutes	Cash Collecting Officer (designated)
2.3 Receive Official Receipt and application				
Processing Stage				
3. Return to the Licensing Unit to submit the application with proof of payment	3. Receive application with proof of payment		2 Hours	Engr. I/ Engr. II/ Engr. III
3.1 Receive the AR	3.1 Assign Unique Identification Number (UIN) and issue Acknowledgement Receipt (AR)			
	3.2 Evaluate the application; encode and print the certificate/permit/license		1 Day and 4 Hours	Engr. I/ Engr. II/ Engr. III
	3.3 Review printed certificate/permit/		4 Hours	Engr. V

3.2 Present the AR and receive certificate/ permit/license at the Licensing Unit	license and affix initial			
	3.4 Approve/ Disapprove certificate/permit/ license		4 Hours	Director II
	3.5 Release approved certificate/permit/ license to the Applicant		2 Hours	Admin. Aide III/ Admin. Aide IV
	TOTAL		3 Days	

How to compute the FEE to be paid	
A.1 AT-ROC (NEW)	$FEE_{AT-ROC} = (ROC)(YR) + DST$
A.2 AT-ROC (RENEWAL)	$FEE_{AT-ROC} = (ROC)(YR) + DST + SUR$ Where SUR means Surcharge, $SUR = (ROC)(50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional } 50\% \text{ shall be imposed for every 6 months delay in filing.})$
A.3 AT-ROC (MODIFICATION)	$FEE_{AT-ROC} = MOD + DST$
B.1 AT-RSL Permit to Purchase/ Possess	$FEE_{PUR/POS} = (PUR)(UNIT) + (POS)(UNIT) + DST$
B.2 AT-RSL (NEW)	$FEE_{AT-RSL} = FF + (LF)(YR) + DST$ Note: To collect fees for AT-ROC.
B.3 AT-RSL (RENEWAL)	$FEE_{AT-RSL} = (LF)(YR) + DST + SUR$ Where SUR means Surcharge, $SUR_{RSL} = (RSL)(50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional } 50\% \text{ shall be imposed for every 6 months delay in filing.})$ Note: To collect fees for AT-ROC.
B.4 AT-RSL (MODIFICATION)	$FEE_{AT-RSL} = FF + MOD + DST$
B.5 Permit to Sell/Transfer	$FEE_{STF} = (STF)(UNIT) + DST$
C.1 AT-LIFETIME Permit to Purchase/Possess	$FEE_{PUR/POS} = (PUR)(UNIT) + (POS)(UNIT) + DST$
C.2. AT-LIFETIME	$FEE_{AT-LIFETIME} = LF + DST$
C.3 AT-LIFETIME (MODIFICATION)	$FEE_{AT-LIFETIME} = FF + MOD + DST$
D.1 AT-CLUB Permit to Purchase/ Possess	$FEE_{PUR/POS} = (PUR)(UNIT) + (POS)(UNIT) + DST$
D.2 AT-CLUB RSL (NEW)	$FEE_{AT-RSL-CLUB} = FF + CPF + (LF)(YR) + DST$



D.3 AT-CLUB RSL (RENEWAL)	$FEE_{AT-RSL-CLUB} = (LF)(YR) + DST + SUR$ Where SUR means Surcharge, $SUR = (RSL)(50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional 50\% shall be imposed for every 6 months delay in filing.})$
D.4 AT-CLUB RSL (MODIFICATION)	$FEE_{AT-RSL-CLUB} = FF + CPF + MOD + DST$
E. Temporary Permit to Operate an Amateur Radio Station – Foreign Visitor	$FEE_{AT-TEMPORARY} = FF + (PUR)(UNIT) + (POS)(UNIT) + (ROC)(YR) + (LF)(YR) + DST$ Where, YR is equivalent to one (1) year only
F.1 Special Permit for the Use of Vanity Call Sign [NEW]	$FEE_{VANITY-AT} = (SP)(YR) + DST$
F.2 Special Permit for the Use of Vanity Call Sign [RENEWAL]	$FEE_{VANITY-AT} = (SP)(YR) + DST$
G. Special Permit for the Use of Special Event Call Sign	$FEE_{SPECIAL EVENT-AT} = SP + DST$
H. Permit to Possess for Storage of Amateur Radio Stations	$FEE_{POS} = (POS)(UNIT) + DST$

Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963, Section 2, XIV				
PERMIT TO PURCHASE/ POSSESS/ SELL/TRANSFER	Amount (in PHP)				
	Purchase Permit Fee (PUR) (per unit)	Possess Permit Fee (POS) (per unit)	Sell/Transfer Permit Fee (STF) (per unit)	Documentary Stamp Tax (DST) (per document)	
AT-RSL	50.00	50.00	50.00	30.00	
AT-CLUB RSL	50.00	50.00	50.00	30.00	
Temporary Permit to Operate an Amateur Radio Station – Foreign Visitor	50.00	50.00	-	30.00	
NEW/ RENEWAL AT-ROC & AT-RSL	Amount (in PHP)				
	Filing Fee (FF) (for NEW stations only)	Construction Permit Fee (CPF) (per station, for NEW stations only)	License Fee (LF) (per year)	Certificate Fee (ROC) (per year)	Documentary Stamp Tax (DST) (per document)
AT-ROC	-	-	-	60.00	30.00
AT-RSL					
Class A	60.00	-	120.00	60.00	30.00
Class B	60.00	-	132.00	60.00	30.00
Class C	60.00	-	144.00	60.00	30.00
Class D	60.00	-	144.00	60.00	30.00
AT-LIFETIME	60.00	-	50.00*	-	30.00
AT-CLUB RSL					
Simplex	180.00	600.00	700.00	-	30.00
Repeater	180.00	600.00	1,320.00	-	30.00
TEMPORARY PERMIT TO OPERATE AN AMATEUR RADIO STATION - FOREIGN VISITOR					
Class A	60.00	-	120.00	60.00	30.00



Class B	60.00	-	132.00	60.00	30.00
Class C	60.00	-	144.00	60.00	30.00

**Note1: One-time payment for Lifetime Amateur License*

SPECIAL PERMIT		Amount (in PHP)		
		Special Permit Fee (SP)	Documentary Stamp Tax (DST) (per document)	
Special Event Call Sign (per event)		120.00	30.00	
Vanity Call Sign (per year)		1,000.00	30.00	
MODIFICATION	Amount (in PHP)			
	Filing Fee (FF)	Modification Fee (MOD) (per certificate)	Possess Permit Fee (POS) (per unit)	Documentary Stamp Tax (DST) (per document)
AT-ROC	-	50.00	-	30.00
AT-RSL	60.00	50.00	50.00	30.00
AT-LIFETIME	60.00	50.00	50.00	30.00
AT-CLUB RSL	180.00	50.00	50.00	30.00



SERVICE NAME:	4. Issuance of A. Permit to Purchase/Possess B. Fixed Aeronautical Station License (New/Renewal/Modification) C. Aircraft Station License (New/Renewal/ Modification) in the Aeronautical Service D. Permit to Possess (for Storage)
A Permit to Purchase/Possess is a written authority issued by the Commission to an individual, private and government entities authorizing the holder thereof to purchase/acquire and/or possess/own a radio transceiver. A Fixed Aeronautical Station License is a written authority issued by the Commission to an individual, private and government entities authorizing the holder thereof to operate an aeronautical fixed station in the Aeronautical Fixed Service. An Aircraft Station License is a written authority issued by the Commission to an individual or private or government entities authorizing the holder thereof to operate a mobile station installed onboard any type of aircraft. The renewal of Fixed Aeronautical Station License or Aircraft Station License is required for the continuous operation of an existing radio station. The modification of Fixed Aeronautical Station License or Aircraft Station License is required for changes in the particulars indicated in the License.	
Office or Division:	Regional Office - Enforcement and Operations Division (EOD), Office of the Regional Director (ORD)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
Who may avail:	Individuals and Private and Government Entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Permit to Purchase/Possess	
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of valid Aircraft Station License(s)	Applicant
3. For new Aeronautical Fixed Station, Frequency assignment/allocation issued by the Civil Aviation Authority of the Philippines (CAAP)	CAAP
4. For Change of Equipment and/or Additional Equipment for Fixed Aeronautical Station, Photocopy of valid RSL	Applicant

B. Fixed Aeronautical Station License	
B.1 Fixed Aeronautical Station License (NEW)	
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11]	Licensing Unit/ Website: ntc.gov.ph
2. Authenticated copy of existing aircraft station license.	Applicant
3. Photocopy of valid Permit to Purchase/Possess	Applicant
4. Photocopy of document indicating source of equipment (a) <i>For locally-sourced equipment</i> , Official Receipt or Sales Invoice from authorized Radio Dealer, OR (b) <i>For imported equipment</i> , Photocopy of Invoice from the supplier AND Photocopy of Permit to Import	Authorized Radio Dealer Supplier/Applicant
6. Photocopy of valid ROC (at least 2PHN) and Certificate of Employment	Applicant /Applicant's employer
7. NTC Inspection Report of the subject radio station	NTC
B.2 Fixed Aeronautical Station License (RENEWAL)	
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of RSL	Applicant
3. Photocopy of valid ROC (at least 2PHN) and Certificate of Employment	Applicant /Applicant's employer
4. NTC Inspection Report of the subject radio station	NTC
B.3 Fixed Aeronautical Station License (MODIFICATION)	
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11] & FORM D (FOR MODIFICATION) [Form No. NTC 1-13]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of RSL	Applicant
3. If modification is due to: 3.1 <i>Change of Licensee</i> , see requirements for B.1 3.2 <i>Change of Equipment and/or Additional Equipment</i> , 3.2.1 Photocopy of valid Permit to Purchase/ Possess 3.2.2 Photocopy of document indicating source of equipment (a) <i>For locally-sourced equipment</i> , Official Receipt or Sales Invoice from authorized Radio Dealer, OR (b) <i>For imported equipment</i> , Photocopy of Invoice from the supplier AND Photocopy of Permit to Import 3.3 <i>Change of Frequency Assignment/Allocation OR Transfer of Location</i> , duly approved frequency assignment/allocation issued by CAAP	SEC/DTI/Office of the Mayor Applicant Authorized Radio Dealer Supplier/Applicant CAAP
4. Photocopy of valid ROC (at least 2PHN) and Certificate of Employment	Applicant /Applicant's employer



C. Aircraft Station License	
C.1 Aircraft Station License (NEW)	
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11]	Licensing Unit/ Website: ntc.gov.ph
2. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	Licensing Unit/ Website: ntc.gov.ph
3. Photocopy of valid Certificate of Registration issued by the Civil Aviation Authority of the Philippines (CAAP)	CAAP
4. Photocopy of latest Radio, Electronics and Instruments (REI) Inspection Report duly signed by the authorized Technician of the Civil Aviation Authority of the Philippines (CAAP)	CAAP
5. Photocopy of valid RROC-Aircraft and Certificate of Employment	Applicant /Applicant's employer
6. NTC Inspection Report of the subject radio station	NTC
C.2 Aircraft Station License (RENEWAL)	
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of Aircraft Station License	Applicant
3. Photocopy of valid Certificate of Registration issued by the Civil Aviation Authority of the Philippines (CAAP)	CAAP
4. Photocopy of latest Radio, Electronics and Instruments (REI) Inspection Report duly signed by the authorized Technician of the Civil Aviation Authority of the Philippines (CAAP)	CAAP
5. Photocopy of valid RROC-Aircraft and Certificate of Employment	Applicant /Applicant's employer
6. NTC Inspection Report of the subject radio station	NTC
C.3 Aircraft Station License (MODIFICATION)	
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11] & FORM D (FOR MODIFICATION) [Form No. NTC 1-13]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of Aircraft Station License	Applicant
3. If modification is due to: 3.1 <i>Change of Licensee</i> , Photocopy of valid Certificate of Registration issued by the Civil Aviation Authority of the Philippines (CAAP) 3.2 <i>Change of Equipment and/or Additional Equipment</i> , Photocopy of document indicating source of equipment (a) <i>For locally-sourced equipment</i> , Official Receipt or Sales Invoice from authorized Radio Dealer, OR (b) <i>For registered equipment</i> , Photocopy of Permit to Possess	CAAP Authorized Radio Dealer Applicant



D. Permit to Possess for Storage	
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/TRANSFER [Form No. NTC 1-09]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of valid RSL or ASL	Applicant
Supporting Documents for Representative(s)	
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.	Applicant

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit application at the Licensing Unit	1. Screen/Assess application as to the completeness of submitted documents		30 Minutes	Engr. I/ Engr. II/ Engr. III
1.1 Receive back the application and NOD	1.1 <i>If incomplete</i> , issue Notice of Deficiency (NOD) and return the application			
1.2 Receive the SOA and application, and proceed to Payment Stage	1.2 <i>If complete</i> , issue Statement of Account (SOA)			
Payment Stage				
2. Pay the required fees				
2.1 Submit SOA and application at Window 1	2.1 Issue Order of Payment		10 Minutes	Accountant II/ Acctng. Staff
2.2 Pay prescribed fees at Window 2	2.2 Receive payment, issue Official Receipt and indicate proof of payment on the application form	Refer to Table: Fees to be Paid	10 Minutes	Cash Collecting Officer (designated)
2.3 Receive Official Receipt and application				
Processing Stage				
3. Return to the Licensing Unit to submit the application with proof of payment	3. Receive application with proof of payment		2 Hours	Engr. I/ Engr. II/ Engr. III
3.1 Receive the AR	3.1 Assign Unique Identification Number (UIN) and issue Acknowledgement Receipt (AR)			



3.2 Present the AR and receive permit/license at the Licensing Unit	3.2 Evaluate the application; encode and print the permit/license		1 Day and 4 Hours	Engr. I/ Engr. II/ Engr. III
	3.3 Review printed permit/license and affix initial		4 Hours	Engr. V
	3.4 Approve/ Disapprove permit/license		4 Hours	Director II
	3.5 Release approved permit/license to the Applicant		2 Hours	Admin. Aide III/ Admin. Aide IV
	TOTAL		3 Days	

How to compute the FEE to be paid	
A. Permit to Purchase/ Possess	$FEE_{PUR/POS} = (FF)(UNIT) + (PUR)(UNIT) + (POS)(UNIT) + DST$
B.1 Fixed Aeronautical Station License (NEW)	$FEE_{RSL} = CPF + (LF)(YR) + (IF)(YR) + DST$
B.2 Fixed Aeronautical Station License (RENEWAL)	$FEE_{RSL} = (LF)(YR) + (IF)(YR) + DST + SUR$ Where SUR means Surcharge, $SUR = (LF)(50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional 50\% shall be imposed for every 6 months delay in filing.})$
B.3 Fixed Aeronautical Station License (MODIFICATION)	$FEE_{RSL} = FF + CPF + MOD + DST$
C.1 Aircraft Station License (NEW)	$FEE_{ASL} = CPF + (LF)(YR) + (IF)(YR) + DST$
C.2 Aircraft Station License (RENEWAL)	$FEE_{ASL} = (LF)(YR) + (IF)(YR) + DST + SUR$ Where SUR means Surcharge, $SUR = (LF)(50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional 50\% shall be imposed for every 6 months delay in filing.})$
C.3 Aircraft Station License (MODIFICATION)	$FEE_{ASL} = FF + CPF + MOD + DST$
D. Permit to Possess for Storage	$FEE_{POS} = (POS)(UNIT) + DST$



Fees to be Paid:		Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963, Section 2, XIV					
NEW/ RENEWAL <i>(* for new applications only)</i>	Amount (in PHP)						
	Filing Fee* (FF) (per unit)	Purchase Permit Fee* (PUR) (per unit)	Possess Permit Fee* (POS) (per unit)	Construction Permit Fee* (CPF) (per station)	License Fee (LF) (per year)	Inspection Fee (IF) (per year)	Documentary Stamp Tax (DST) (per document)
AIRCRAFT STATION LICENSE							
High Powered (above 100W)	180.00	240.00	120.00	960.00	1,320.00	720.00	30.00
Medium Powered (above 25W up to 100W)	180.00	120.00	96.00	840.00	1,080.00	720.00	30.00
Low Powered (25W & below)	180.00	96.00	60.00	720.00	840.00	720.00	30.00
FIXED AERONAUTICAL STATION LICENSE							
High Powered (above 100W)	180.00	240.00	120.00	1,080.00	1,080.00	720.00	30.00
Medium Powered (above 25W up to 100W)	180.00	120.00	96.00	840.00	960.00	720.00	30.00
Low Powered (25W & below)	180.00	96.00	60.00	600.00	840.00	720.00	30.00
MODIFICATION	Amount (in PHP)						
	Filing Fee (FF) (per station)	Construction Permit Fee (CPF) per station)			Modification Fee (MOD) (per station)	Documentary Stamp Tax (DST) (per document)	
		For aircraft	For fixed aero				
High Powered (above 100W)	180.00	960.00	1,080.00	180.00	30.00		
Medium Powered (above 25W up to 100W)	180.00	840.00	840.00	180.00	30.00		
Low Powered (25W & below)	180.00	720.00	600.00	180.00	30.00		

Note 1: Power is the effective radiated power (ERP) of the station.



SERVICE NAME:	5. Issuance of A. Permit and Ship Station License (<i>New/Renewal/Modification</i>) for Ship engaged in Domestic Trade B. Permit and Private Coastal Station License in the Maritime Service (<i>New/Renewal/Modification</i>) C. Permit to Possess (for Storage) D. Permit to Sell/Transfer E. Deletion Certificate
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The **Ship Station License** is a written authority issued by the Commission to an individual, private and government entities authorizing the holder thereof to operate ship radio station (radio and navigation equipment) in the Maritime Mobile Service.

The **renewal** of a **Ship Station License** is required for the continuous operation of an existing radio station.

A **Private Coastal Station License** is a written authority issued by the Commission to an individual, private and government entities authorizing the holder thereof to operate a radio station in the Maritime Service.

The **renewal** of a **Private Coastal Station License** is required for the continuous operation of a private coastal station.

The **modification** of a **Ship Station License, or Private Coastal Radio Station License** is required for changes in the particulars indicated in the License.

A **Permit to Sell** is a written authority issued by the Commission authorizing a person, company, association, or corporation to sell radio communications equipment to a holder of a Permit to Purchase.

A **Permit to Transfer** is a written authority issued by the Commission authorizing the holder to transfer ownership of radio communications equipment to another person or entity.

Office or Division:	Regional Office - Enforcement and Operations Division (EOD), Office of the Regional Director (ORD)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
Who may avail:	Individuals and Private and Government Entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Permit and Ship Station License (<i>New/Renewal/Modification</i>) for Ship engaged in Domestic Trade	
A.1 Permit to Purchase/Possess	
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/TRANSFER [Form No. NTC 1-09]	Licensing Unit/ Website: ntc.gov.ph



2. Photocopy of Certificate of Vessel Registry and Certificate of Ownership issued by the Maritime Industry Authority (MARINA), OR Permit issued by the Local Government Unit (LGU), OR Photocopy of valid Ship Station License	MARINA/LGU/ Applicant
A.2 Ship Station License for Ship engaged in Domestic Trade (Ship without originally-installed equipment) [NEW]	
1. Duly accomplished APPLICATION FOR SHIP/SHIP-EARTH STATION LICENSE/CARGO SHIP SAFETY RADIO CERTIFICATE/TEMPORARY PERMIT/ FERRYING PERMIT [Form No. NTC 1-04]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of Certificate of Vessel Registry and Certificate of Ownership issued by the Maritime Industry Authority (MARINA), OR Permit issued by the Local Government Unit (LGU)	MARINA/LGU
3. Photocopy of valid and appropriate ROC	Applicant
4. Photocopy of valid Permit to Purchase/Possess.	Applicant
5. Photocopy of document indicating source of equipment (a) <i>For locally-sourced equipment</i> , Official Receipt or Sales Invoice from authorized Radio Dealer, OR (b) <i>For imported equipment</i> , Photocopy of Invoice from the supplier AND Photocopy of Permit to Import (c) <i>For registered equipment</i> , Photocopy of Permit to Possess	Authorized Radio Dealer Supplier/ Applicant Applicant
6. NTC Inspection Report of the subject radio station	NTC

A.3 Ship Station License for Ship engaged in Domestic Trade (Ship with originally-installed equipment) [NEW]	
1. Duly accomplished APPLICATION FOR SHIP/SHIP-EARTH STATION LICENSE/CARGO SHIP SAFETY RADIO CERTIFICATE/TEMPORARY PERMIT/ FERRYING PERMIT [Form No. NTC 1-04]	Licensing Unit/ Website: ntc.gov.ph
2. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/TRANSFER [Form No. NTC 1-09]	Licensing Unit/ Website: ntc.gov.ph
3. Photocopy of Certificate of Vessel Registry and Certificate of Ownership issued by the Maritime Industry Authority (MARINA), OR Permit issued by the Local Government Unit (LGU)	MARINA/LGU
4. Photocopy of valid and appropriate ROC	Applicant
5. NTC Inspection Report of the subject radio station	NTC
A.4 Ship Station License for Ship engaged in Domestic Trade [RENEWAL]	
1. Duly accomplished APPLICATION FOR SHIP/SHIP-EARTH STATION LICENSE/CARGO SHIP SAFETY RADIO CERTIFICATE/TEMPORARY PERMIT/ FERRYING PERMIT [Form No. NTC 1-04]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of Ship Station License	Applicant
3. Photocopy of valid and appropriate ROC	Applicant



4. NTC Inspection Report of the subject radio station	NTC
A.5 Ship Station License for Ship engaged in Domestic Trade [MODIFICATION]	
1. Duly accomplished APPLICATION FOR SHIP/SHIP-EARTH STATION LICENSE/CARGO SHIP SAFETY RADIO CERTIFICATE/TEMPORARY PERMIT/ FERRYING PERMIT [Form No. NTC 1-04]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of Ship Station License	Applicant
3. If modification is due to:	
3.1 <i>Change of Licensee</i> , Photocopy of Certificate of Philippine Registry and Certificate of Ownership issued by the Maritime Industry Authority (MARINA), OR Permit issued by the Local Government Unit (LGU)	MARINA/LGU
3.2 <i>Change of Equipment and/or Additional Equipment</i> ,	
3.2.1 Photocopy of valid Permit to Purchase/Possess	Applicant
3.2.2 Photocopy of document indicating source of equipment	
(a) <i>For locally-sourced equipment</i> , Official Receipt or Sales Invoice from authorized Radio Dealer, OR	Authorized Radio Dealer
(b) <i>For imported equipment</i> , Photocopy of Invoice from the supplier AND Photocopy of Permit to Import, OR	Supplier/ Applicant
(c) <i>For registered equipment</i> , Copy of Permit to Possess	Applicant
B. Private Coastal Station License	
B.1 Permit to Purchase/Possess	
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of valid Ship Station License(s) for ship(s) engaged in Domestic Trade	Applicant
B.2 Private Coastal Station License (NEW)	
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of valid Permit to Purchase/Possess	Applicant
3. Photocopy of valid and appropriate ROC	Applicant/Applicant's employer
4. Photocopy of document indicating source of equipment	
(a) <i>For locally-sourced equipment</i> , Official Receipt or Sales Invoice from authorized Radio Dealer, OR	Authorized Radio Dealer
(b) <i>For imported equipment</i> , Photocopy of Invoice from the supplier AND Photocopy of Permit to Import, OR	Supplier/ Applicant
(c) <i>For registered equipment</i> , Photocopy of Permit to Possess	Applicant



5. NTC Inspection Report of the subject radio station	NTC
B.3 Private Coastal Station License (RENEWAL)	
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of RSL	Applicant
3. Photocopy of valid and appropriate ROC	Applicant/Applicant's employer
4. NTC Inspection Report of the subject radio station	NTC

B.4 Private Coastal Station License (MODIFICATION)	
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11] & FORM D (FOR MODIFICATION) [Form No. NTC 1-13]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of RSL	Applicant
3. If modification is due to:	
3.1 <i>Change of Licensee, Photocopy of SEC Registration, OR Photocopy of DTI Registration, OR Photocopy of valid Business/ Mayor's Permit</i>	SEC/DTI/Office of the Mayor
3.2 <i>Change of Equipment and/or Additional Equipment,</i>	
3.2.1 Photocopy of valid Permit to Purchase/Possess	Applicant
3.2.2 Photocopy of document indicating source of equipment	
(a) <i>For locally-sourced equipment, Official Receipt or Sales Invoice from authorized Radio Dealer, OR</i>	Authorized Radio Dealer
(b) <i>For imported equipment, Photocopy of Invoice from the supplier AND Photocopy of Permit to Import, OR</i>	Supplier/ Applicant
(c) <i>For registered equipment, Photocopy of Permit to Possess</i>	Applicant

C. Permit to Possess for Storage	
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/TRANSFER [Form No. NTC 1-09]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of RSL	Applicant

D. Permit to Sell/Transfer	
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/TRANSFER [Form No. NTC 1-09]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of RSL OR Copy of Permit to Possess	Applicant

E. Deletion Certificate	
1. Duly accomplished APPLICATION FOR CERTIFICATE OF EXEMPTION/DELETION [Form No. NTC 1-08] OR Letter request / Justification of request	Applicant
2. Certificate of ship's/vessel's deletion from the Philippine Registry issued by MARINA	MARINA



3. Certification from the Accounting Authority that the subject ship/vessel has no outstanding maritime accounts for purposes of deletion, <i>if applicable</i>	Recognized Accounting Authority
4. Photocopy of valid Ship Station License	Applicant
5. Photocopy of valid Ship Earth Station Licenses (i.e., Long Range Identification and Tracking License, Ship Security Alert System License, Inmarsat C/F, and Fleet Broadband), <i>if applicable</i>	Applicant
6. Certificate of Deactivation of Satellite Terminals by the Point of Service Activation (PSA) Entity, <i>if applicable</i>	Accredited PSA
Supporting Documents for Representative(s)	
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.	Applicant

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit application at the Licensing Unit	1. Screen/Assess application as to the completeness of submitted documents		30 Minutes	Engr. I/ Engr. II/ Engr. III
1.1 Receive back the application and NOD	1.1 <i>If incomplete</i> , issue Notice of Deficiency (NOD) and return the application			
1.2 Receive the SOA and application, and proceed to Payment Stage	1.2 <i>If complete</i> , issue Statement of Account (SOA)			
Payment Stage				
2. Pay the required fees				
2.1 Submit SOA and application at Window 1	2.1 Issue Order of Payment		10 Minutes	Accountant II/ Acctng. Staff
2.2 Pay prescribed fees at Window 2	2.2 Receive payment, issue Official Receipt and indicate proof of payment on the application form	Refer to Table: Fees to be Paid	10 Minutes	Cash Collecting Officer (designated)
2.3 Receive Official Receipt and application				
Processing Stage				
3. Return to the Licensing Unit to	3. Receive application with proof of payment		2 Hours	Engr. I/ Engr. II/

submit the application with proof of payment	3.1 Assign Unique Identification Number (UIN) and issue Acknowledgement Receipt (AR)			Engr. III
3.1 Receive the AR	3.2 Evaluate the application; encode and print the permit/license		1 Day and 4 Hours	Engr. I/ Engr. II/ Engr. III
	3.3 Review printed permit/license and affix initial		4 Hours	Engr. V
	3.4 Approve/ Disapprove permit/ license		4 Hours	Director II
3.2 Present the AR and receive permit/license at the Licensing Unit	3.5 Release approved permit/license to the Applicant		2 Hours	Admin. Aide III/ Admin. Aide IV
	TOTAL		3 Days	

How to compute the FEE to be paid	
A.1 Permit to Purchase/ Possess (Ship without originally-installed equipment)	$FEE_{PUR/POS} = (FF)(UNIT) + (PUR)(UNIT) + (POS)(UNIT) + DST$
A.2 Ship Station License for Ship engaged in Domestic Trade (Ship without originally-installed equipment) [NEW]	$FEE_{SSL} = CPF + (LF)(YR) + (IF)(YR) + DST$
A.3 Ship Station License for Ship engaged in Domestic Trade (Ship with originally-installed equipment) [NEW]	$FEE_{SSL} = (FF)(UNIT) + (PUR)(UNIT) + (POS)(UNIT) + CPF + (LF)(YR) + (IF)(YR) + DST$
A.4 Ship Station License for Ship engaged in Domestic Trade [RENEWAL]	$FEE_{SSL} = (LF)(YR) + (IF)(YR) + DST + SUR$ Where SUR means Surcharge, $SUR = (LF)(50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional } 50\% \text{ shall be imposed for every 6 months delay in filing})$
A.5 Ship Station License for Ship engaged in Domestic Trade [MODIFICATION]	$FEE_{SSL} = FF + CPF + MOD + DST$
B.1 Permit to Purchase/ Possess	$FEE_{PUR/POS} = (FF)(UNIT) + (PUR)(UNIT) + (POS)(UNITS) + DST$



B.2 Private Coastal Radio Station License (NEW)	$FEE_{PRI-COASTAL} = CPF + (LF)(YR) + (IF)(YR) + DST$
B.3 Private Coastal Radio Station License (RENEWAL)	$FEE_{PRI-COASTAL} = (LF)(YR) + (IF)(YR) + DST + SUR$ Where SUR means Surcharge, $SUR = (LF)(50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional 50\% shall be imposed for every 6 months delay in filing})$
B.4 Private Coastal Radio Station License (MODIFICATION)	$FEE_{PRI-COASTAL} = FF + CPF + MOD + DST$
C. Permit to Possess for Storage	$FEE_{POS} = (POS)(UNIT) + DST$
D. Permit to Sell/Transfer	$FEE_{STF} = (STF)(UNIT) + DST$
E. Deletion Certificate	$FEE_{DELETION} = FF + CERT + DST$

Fees to be Paid:		Based on NTC Memorandum Circular No. 19-12-2000, 04-12-2019; Republic Act No. 10963, Section 2, XIV					
NEW/ RENEWAL	Amount (in PHP)						
	Filing Fee (FF) (per unit)	Purchase Permit Fee / Sell/Transfer Fee (PUR)/(STF) (per unit)	Possess Permit Fee (POS) (per unit)	Construction Permit Fee (CPF) (per station)	License Fee (LF) (per year)	Inspection Fee (IF) (per year)	Documentary Stamp Tax (DST) (per document)
	(for new applications only)						
SHIPS IN DOMESTIC TRADE							
High Powered*	180.00	240.00	120.00	720.00	840.00	720.00	30.00
Medium Powered*	180.00	120.00	96.00	600.00	720.00	720.00	30.00
Low Powered*	180.00	96.00	60.00	480.00	600.00	720.00	30.00
NEW/ RENEWAL	Amount (in PHP)						
	Filing Fee (FF) (per unit)	Purchase Permit Fee/ Sell/Transfer Fee (PUR)/(STF) (per unit)	Possess Permit Fee (POS) (per unit)	Construction Permit Fee (CPF) (per station)	License Fee (LF) (per year)	Inspection Fee (IF) (per year)	Documentary Stamp Tax (DST) (per document)
	(for new applications only)						
PRIVATE COASTAL STATION: RADIO TELEGRAPHY							
High Powered	180.00	240.00	120.00	1,320.00	1,440.00	720.00	30.00
Medium Powered	180.00	120.00	96.00	960.00	1,200.00	720.00	30.00
Low Powered	180.00	96.00	60.00	600.00	1,080.00	720.00	30.00
PRIVATE COASTAL STATION: RADIO TELEPHONY							
HF	180.00	120.00	96.00	480.00	720.00	720.00	30.00
VHF	180.00	120.00	96.00	480.00	480.00	480.00	30.00

MODIFICATION	Amount (in PHP)			
	Filing Fee (FF) (per station)	Construction Permit Fee (CPF) (per station)	Modification Fee (MOD) (per station)	Documentary Stamp Tax (DST) (per document)
SHIPS IN DOMESTIC TRADE				
High Powered (above 100W)	180.00	720.00	180.00	30.00
Medium Powered (above 25W up to 100W)	180.00	600.00	180.00	30.00
Low Powered (25W and below)	180.00	480.00	180.00	30.00



MODIFICATION	Amount (in PHP)			
	Filing Fee (FF) (per station)	Construction Permit Fee (CPF) (per station)	Modification Fee (MOD) (per station)	Documentary Stamp Tax (DST) (per document)

PRIVATE COASTAL STATION: RADIO TELEGRAPHY				
High Powered (above 100W)	180.00	1,320.00	180.00	30.00
Medium Powered (above 25W up to 100W)	180.00	960.00	180.00	30.00
Low Powered (25W and below)	180.00	600.00	180.00	30.00
PRIVATE COASTAL STATION: RADIO TELEPHONY				
High Frequency (HF)	180.00	480.00	180.00	30.00
Very High Frequency (VHF)	180.00	480.00	180.00	30.00

Note 1: Power is the effective radiated power (ERP) of the station.

Certificate Fees	Amount (in PHP)		
	Filing Fee (FF) (per application)	Certificate Fee (CERT) (per application)	Documentary Stamp Tax (DST) (per document)
Deletion	180.00	200.00	30.00



SERVICE NAME:	6. Issuance of Permit and Public Coastal Station License (New/Modification) in the Maritime Service	
A Permit to Purchase/Possess is a written authority issued by the Commission to a public telecommunications entity (PTEs) authorizing the holder thereof to purchase/acquire and/or possess/own a radio transceiver. A Public Coastal Station License is a written authority issued by the Commission to a public telecommunications entity (PTEs) authorizing the holder thereof to operate a public coastal station in the Maritime Service. The modification of Public Coastal Station License is required for changes in the particulars indicated in the License. A Permit to Sell is a written authority issued by the Commission authorizing a person, company, association, or corporation to sell radio communications equipment to a holder of a Permit to Purchase. A Permit to Transfer is a written authority issued by the Commission authorizing the holder to transfer ownership of radio communications equipment to another person or entity.		
Office or Division:	Regional Office - Enforcement and Operations Division (EOD), Office of the Regional Director (ORD)	
Classification:	Complex	
Type of Transaction:	G2B - Government to Business	
Who may avail:	Public Telecommunications Entities (PTEs) who are authorized to engage in public maritime communications service	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Public Coastal Station License		
A.1 Permit to Purchase/Possess		
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/TRANSFER [Form No. NTC 1-09]		Licensing Unit/ Website: ntc.gov.ph
2. Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE), to wit: 2.1 Network Diagram indicating locations of all stations and the proposed frequency band 2.2 Map showing exact location (<i>Region, Province, City/Municipality, Barangay</i>) of all stations with geographical coordinates (<i>Longitude/Latitude in Degrees/Minutes/Seconds</i>) 2.3 Antenna System Plan (<i>Type, Gain, Diameter, Beamwidth, Azimuth, Height Above Ground, Polarization</i>)		PECE/Applicant
3. Photocopy of valid Provisional Authority OR Certificate of Public Convenience and Necessity		Applicant



A.2 Public Coastal Station License (NEW)	
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of valid Permit to Purchase/Possess	Applicant
3. Photocopy of document indicating source of equipment (a) <i>For locally-sourced equipment</i> , Official Receipt or Sales Invoice from authorized Radio Dealer, OR (b) <i>For imported equipment</i> , Copy of Invoice from the supplier AND Copy of Permit to Import, OR (c) <i>For registered equipment</i> , Copy of Permit to Possess	Authorized Radio Dealer Supplier/ Applicant Applicant
4. Photocopy of valid and appropriate ROC	Applicant
A.3 Public Coastal Station License (MODIFICATION)	
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11] & FORM D (FOR MODIFICATION) [Form No. NTC 1-13]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of RSL	Applicant
3. If modification is due to: 3.1 <i>Change of Licensee</i> , Photocopy of SEC Registration, OR Photocopy of DTI Registration, OR Photocopy of valid Business/Mayor's Permit 3.2 <i>Change of Equipment and/or Additional Equipment</i> , 3.2.1 Photocopy of Permit to Purchase/Possess 3.2.2 Photocopy of document indicating source of equipment (a) <i>For locally-sourced equipment</i> , Official Receipt or Sales Invoice from authorized Radio Dealer, OR (b) <i>For imported equipment</i> , Photocopy of Invoice from the supplier AND Photocopy of Permit to Import, OR (c) <i>For registered equipment</i> , Photocopy of Permit to Possess 3.3 <i>Change of Location</i> , Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE), to wit: 3.3.1 Network Diagram indicating locations of all stations and the proposed frequency band 3.3.2 Map showing exact location (<i>Region, Province, City/Municipality, Barangay</i>) of all stations with geographical coordinates (<i>Longitude/Latitude in Degrees/ Minutes/Seconds</i>) 3.3.3 Antenna System Plan (<i>Type, Gain, Diameter, Beamwidth, Azimuth, Height Above Ground, Polarization</i>)	SEC/DTI/Office of the Mayor Applicant Authorized Radio Dealer Supplier/ Applicant Applicant PECE/Applicant



A.4 Permit to Sell/Transfer				
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/TRANSFER [Form No. NTC 1-09]			Licensing Unit/ Website: ntc.gov.ph	
2. Photocopy of RSL OR Copy of Permit to Possess			Applicant	
Supporting Documents for Representative(s)				
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.			Applicant	
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit application at the Licensing Unit	1. Screen/Assess application as to the completeness of submitted documents		45 Minutes	Engr. I/ Engr. II/ Engr. III
1.1 Receive back the application and NOD	1.1 <i>If incomplete</i> , issue Notice of Deficiency (NOD) and return the application			
1.2 Receive the SOA and application, and proceed to Payment Stage	1.2 <i>If complete</i> , issue Statement of Account (SOA)			
Payment Stage				
2. Pay the required fees	2.1 Issue Order of Payment	Refer to Table: Fees to be Paid	10 Minutes	Accountant II/ Acctng. Staff
2.1 Submit SOA and application at Window 1			10 Minutes	Cash Collecting Officer (designated)
2.2 Pay prescribed fees at Window 2				
2.3 Receive Official Receipt and application	2.2 Receive payment, issue Official Receipt and indicate proof of payment on the application form			
Processing Stage				
3. Return to the Licensing Unit to submit the application with proof of payment	3. Receive application with proof of payment		2 Hours	Engr. I/ Engr. II/ Engr. III
3.1 Receive the AR	3.1 Assign Unique Identification Number (UIN) and issue Acknowledgement Receipt (AR)			



3.2 Present the AR and receive license at the Licensing Unit	3.2 Evaluate the application; encode and print the license		4 Days and 4 Hours	Engr. I/ Engr. II/ Engr. III
	3.3 Review printed license and affix initial		1 Day and 4 Hours	Engr. V
	3.4 Approve/ Disapprove license		4 Hours	Director II
	3.5 Release approved license to the Applicant		2 Hours	Admin. Aide III/ Admin. Aide IV
TOTAL			7 Days	

How to compute the FEE to be paid	
A.1 Permit to Purchase/ Possess	$FEE_{PUR/POS} = (FF)(UNIT) + (PUR)(UNIT) + (POS)(UNIT) + DST$
A.2 Public Coastal Station License (NEW)	$FEE_{PUB-COASTAL} = CPF + (LF)(YR) + (IF)(YR) + DST$
A.3 Public Coastal Station License (MODIFICATION)	$FEE_{PUB-COASTAL} = FF + CPF + MOD + DST$
A.4 Permit to Sell/Transfer	$FEE_{PUB-COASTAL} = (STF)(UNIT) + DST$

Fees to be Paid:		Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963, Section 2, XIV			
PERMIT TO PURCHASE/POSSESS	Amount (in PHP)				
	Filing Fee (FF) (per unit)	Purchase Permit Fee / Sell/Transfer Fee (PUR)/(STF) (per unit)	Possess Permit Fee (POS) (per unit)	Documentary Stamp Tax (DST) (per document)	
High Powered (above 100W)	180.00	240.00	120.00	30.00	
Medium Powered (above 25W up to 100W)	180.00	120.00	96.00	30.00	
Low Powered (25W and below)	180.00	96.00	60.00	30.00	



Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963, Section 2, XIV			
NEW	Amount (in PHP)			
	Construction Permit Fee (CPF) (per station)	License Fee (LF) (per year)	Inspection Fee (IF) (per year)	Documentary Stamp Tax (DST) (per document)
High Powered (above 100W)	1,200.00	2,160.00	840.00	30.00
Medium Powered (above 25W up to 100W)	840.00	1,680.00	840.00	30.00
Low Powered (25W and below)	480.00	1,200.00	840.00	30.00
HIGH FREQUENCY (HF)				
High Powered (above 100W)	480.00	1,560.00	720.00	30.00
Medium Powered (above 25W up to 100W)	480.00	1,080.00	720.00	30.00
Low Powered ((25W and below)	480.00	480.00	720.00	30.00
VERY HIGH FREQUENCY (VHF)	480.00	1,200.00	480.00	30.00
MODIFICATION	Amount (in PHP)			
	Filing Fee (FF) (per station)	Construction Permit Fee (CPF) (per station)	Modification Fee (MOD) (per station)	Documentary Stamp Tax (DST) (per document)
RADIO TELEGRAPHY				
High Powered (above 100W)	180.00	1,200.00	180.00	30.00
Medium Powered (above 25W up to 100W)	180.00	840.00	180.00	30.00
Low Powered (25W and below)	180.00	480.00	180.00	30.00
RADIO TELEPHONY				
HIGH FREQUENCY (HF)				
High Powered (above 100W)	180.00	480.00	180.00	30.00
Medium Powered (above 25W up to 100W)	180.00	480.00	180.00	30.00
Low Powered (25W and below)	180.00	480.00	180.00	30.00
VERY HIGH FREQUENCY (VHF)	180.00	480.00	180.00	30.00

Note 1: Power is the effective radiated power (ERP) of the station.



SERVICE NAME:	7. Issuance of Public Coastal Station License (Renewal)			
The renewal of Public Coastal Station License is required for the continuous operation of public coastal stations in the Maritime Service.				
Office or Division:	Regional Office - Enforcement and Operations Division (EOD), Office of the Regional Director (ORD)			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Public Telecommunications Entities (PTEs) authorized to engage in public maritime communications service			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Public Coastal Station License (RENEWAL)				
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11]			Licensing Unit/ Website: ntc.gov.ph	
2. Photocopy of RSL			Applicant	
3. Photocopy of valid and appropriate ROC			Applicant/Applicant's employer	
Supporting Documents for Representative(s)				
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.			Applicant	
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit application at the Licensing Unit 1.1 Receive back the application and NOD	1. Screen/Assess application as to the completeness of submitted documents 1.1 <i>If incomplete</i> , issue Notice of Deficiency (NOD) and return the application 1.2 <i>If complete</i> , issue Statement of Account (SOA)		30 Minutes	Engr. I/ Engr. II/ Engr. III
Payment Stage				
2. Pay the required fees 2.1 Submits SOA and application at Window 1	2.1 Issue Order of Payment		10 Minutes	Accountant II/ Acctng. Staff



2.2 Pay prescribed fees at Window 2	2.2 Receive payment, issue Official Receipt and indicate proof of payment on the application form	Refer to Table: Fees to be Paid	10 Minutes	Cash Collecting Officer (designated)
2.3 Receive Official Receipt and application				
Processing Stage				
3. Return to the Licensing Unit to submit the application with proof of payment	3. Receive application with proof of payment		2 Hours	Engr. I/ Engr. II/ Engr. III
3.1 Receive the AR	3.1 Assign Unique Identification Number (UIN) and issue Acknowledgement Receipt (AR)			
	3.2 Evaluate the application; encode and print the license		1 Day and 4 Hours	Engr. I/ Engr. II/ Engr. III
	3.3 Review printed license		4 Hours	Engr. V
	3.4 Approve/ Disapprove license		4 Hours	Director II
3.2 Present the AR and receive license at the Licensing Unit	3.5 Release approved license to the Applicant		2 Hours	Admin. Aide III/ Admin. Aide IV
TOTAL			3 Days	

How to compute the FEE to be paid	
Public Coastal Station License (RENEWAL)	$FEE_{PUB-COASTAL} = (LF)(YR) + (IF)(YR) + DST + SUR$ Where SUR means Surcharge, $SUR = (LF)$ (50% if application is filed one (1) day to six (6) months after expiration date, 100% if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional 50% shall be imposed for every 6 months delay in filing)



Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963, Section 2, XIV		
RENEWAL	Amount (in PHP)		
	License Fee (LF) (per year)	Inspection Fee (IF) (per year)	Documentary Stamp Tax (DST) per document)
RADIO TELEGRAPHY			
High Powered (above 100W)	2,160.00	840.00	30.00
Medium Powered (above 25W up to 100W)	1,680.00	840.00	30.00
Low Powered (25W and below)	1,200.00	840.00	30.00
RADIO TELEPHONY			
HIGH FREQUENCY (HF)			
High Powered (above 100W)	1,560.00	720.00	30.00
Medium Powered (above 25W up to 100W)	1,080.00	720.00	30.00
Low Powered (25W and below)	480.00	720.00	30.00
VERY HIGH FREQUENCY (VHF)	1,200.00	480.00	30.00

Note 1: Power is the effective radiated power (ERP) of the station.



SERVICE NAME:	8. Issuance of A. Radio Station License (Renewal) of Microwave, VSAT, Public Trunked, BWA, WDN, WLL and BTS Stations B. Radio Station License (Modification) of Base Transceiver Stations (BTS) C. Permit to Possess (for Storage) of BTS radio equipment of Public Telecommunications Entities
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The **renewal** of a **Radio Station License** is required from the public telecommunications entity for the continuous operation of an existing radio station.

The **modification** of a **Radio Station License** is required from the public telecommunications entity for changes in the particulars indicated in the License.

A **Permit to Possess (for Storage)** is a written authority issued by the Commission to a public telecommunications entity (PTE) authorizing the holder thereof to possess radio communications equipment.

Office or Division:	Regional Office - Enforcement and Operations Division (EOD), Office of the Regional Director (ORD)
Classification:	Complex
Type of Transaction:	G2B - Government to Business G2G - Government to Government
Who may avail:	Public Telecommunications Entities (PTEs)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Radio Station License (Microwave, VSAT, Public Trunked, BWA, WDN, WLL, BTS) [RENEWAL]	
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of RSL	Applicant
3. For VSAT, Copy of valid Transponder Lease Agreement (TLA) with any satellite operator	Applicant
B. Radio Station License (MODIFICATION OF BTS)	
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11] & FORM D (FOR MODIFICATION) [Form No. NTC 1-13]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of RSL	Applicant
3. If modification is due to <i>Change of Equipment</i> , Photocopy of Permit to Purchase/Possess, OR Photocopy of Permit to Possess for Storage	Applicant
<i>Note1: For other modifications, the Applicant shall apply at the Networks and Facilities Division, Regulation Branch</i>	



C. Permit to Possess for Storage (BTS)	
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/TRANSFER [Form No. NTC 1-09]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of valid RSL	Applicant
Supporting Documents for Representative(s)	
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.	Applicant

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit application at the Licensing Unit	1. Screen/Assess application as to the completeness of submitted documents		45 Minutes	Engr. I/ Engr. II/ Engr. III
1.1 Receive back the application and NOD	1.1 <i>If incomplete</i> , issue Notice of Deficiency (NOD) and return the application			
1.2 Receive the SOA and application, and proceed to Payment Stage	1.2 <i>If complete</i> , issue Statement of Account (SOA)			
Payment Stage				
2. Pay the required fees				
2.1 Submit SOA and application at Window 1	2.1 Issue Order of Payment		10 Minutes	Accountant II/ Acctng. Staff
2.2 Pay prescribed fees at Window 2	2.2 Receive payment, issue Official Receipt and indicate proof of payment on the application form	Refer to Table: Fees to be Paid	10 Minutes	Cash Collecting Officer (designated)
2.3 Receive Official Receipt and application				
Processing Stage				
3. Return to the Licensing Unit to submit the application with proof of payment	3. Receive application with proof of payment		2 Hours	Engr. I/ Engr. II/ Engr. III
3.1 Receive the AR	3.1 Assign Unique Identification Number (UIN) and issue Acknowledgement Receipt (AR)			



3.2 Present the AR and receive permit/license at the Licensing Unit	3.2 Evaluate the application; encode and print the permit/license		4 Days and 4 Hours	Engr. I/ Engr. II/ Engr. III
	3.3 Review printed permit/license and affix initial		1 Day and 4 Hours	Engr. V
	3.4 Approve/ Disapprove permit/license		4 Hours	Director II
	3.5 Release approved permit/license to the Applicant		2 Hours	Admin. Aide III/ Admin. Aide IV
TOTAL			7 Days	

How to compute the FEE to be paid	
A. Radio Station License (Microwave, VSAT, Public Trunked, BWA, WDN, BTS) [RENEWAL]	<u>A.1 For Microwave, VSAT, Public Trunked, WDN</u> $FEE_{RSL} = (LF)(CH_UNIT)(YR) + (IF)(CH_UNIT)(YR) + (SUF)(YR) + DST + SUR$ <u>A.2 For BTS and BWA</u> $FEE_{RSL} = (LF)(CH_UNIT)(YR) + (IF)(CH_UNIT)(YR) + DST + SUR$ Where CH_UNIT = No. of Channels per Unit SUR means Surcharge, $SUR = SUR_{RSL} + SUR_{SUF}$ $SUR_{RSL} = (LF)(CH_UNIT)(50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional } 50\% \text{ shall be imposed for every 6 months delay in filing})$ $SUR_{SUF} = (SUF)(25\% \text{ of the amount of the SUF due plus } 1\% \text{ of the principal per month of delay})$
B. Radio Station License (MODIFICATION OF BTS)	$FEE_{RSL} = FF + (CPF)(CH_UNIT) + MOD + DST$ Where, CH_UNIT = No. of Channels per Unit <i>Note: Construction Permit Fee is required under MC No. 07-05-87.</i>
C. Permit to Possess for Storage (BTS)	$FEE_{POS} = (POS)(UNIT) + DST$



Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Spectrum User Fee based on Republic Act No. 7925; Memorandum Circular No. 10-10-97, 11-12-2001, 09-09-2003 & 002-09-2021; Republic Act No. 10963, Section 2, XIV				
RADIO STATION LICENSE RENEWAL			Amount (in PHP)		
			License Fee (LF) (per channel per year)	Inspection Fee (IF) (per channel per year)	Documentary Stamp Tax (DST) (per document)
Fixed (FX) – (Microwave, WDN, BWA)			480.00	480.00	30.00
Land Base (FB) – (BTS, WLL, WDN)			480.00	480.00	30.00
Public Trunked			1680.00	360.00	30.00
Terrestrial Communication (TC) - Very Small Aperture Terminal (VSAT)			360.00	420.00	30.00
MODIFICATION	Amount (in PHP)				
	Filing Fee (FF)	Possess Permit Fee (POS) (per unit)	Construction Permit Fee (CPF) (per channel per station)	Modification Fee (MOD) (per document)	Documentary Stamp Tax (DST) (per document)
High Powered (above 100W)	180.00	120.00	360.00	180.00	30.00
Medium Powered (above 25W up to 100W)	180.00	96.00	360.00	180.00	30.00
Low Powered (25W and below)	180.00	60.00	360.00	180.00	30.00

SPECTRUM USER FEE (SUF) RATE <i>SUF = (Rate) x (Bandwidth in kHz) x (No. of channel)</i>	Amount (in PHP)		
	Metro Manila	Highly Urbanized Cities	All Other Areas
SATELLITE SERVICE (EXCEPT RECEIVE ONLY)	5.00	2.50	1.75
PUBLIC RADIO PAGING SERVICE	5.00	2.50	1.25
PUBLIC TRUNKED RADIO SERVICE <i>Note: The rate of the SUF for TRS operators using 12.5 kHz or less per voice channel shall be reduced by 50%.</i>	5.00	2.50	1.25
WIRELESS LOCAL LOOP (WLL) <i>Note: (per 5 kHz per station)</i>	1.00	0.50	0.25
POINT TO MULTIPOINT RADIO STATIONS <i>Note 1: If used to provide basic telephone service the SUF shall be based on WLL rates.</i> <i>Note 2: If used to provide broadband services the SUF shall be based on BWA rates.</i>	5.00		
POINT TO POINT RADIO STATION, FIXED (FX) – MICROWAVE (MW)			
Lower than 10GHz	2.00		
10GHz to lower than 20GHz	1.50		
20GHz and above	1.25		



SERVICE NAME:	9. Issuance of Permit to Purchase/Possess for Government and Private Radio Stations in the Fixed and Land Mobile Service (New/Extension)	
A Permit to Purchase/Possess is a written authority issued by the Commission to an individual or private or government entities authorizing the holder thereof to purchase/acquire and/or possess/own a radio transceiver.		
Office or Division:	Regional Office - Enforcement and Operations Division (EOD), Office of the Regional Director (ORD)	
Classification:	A. Highly Technical [requiring new frequency(ies)] B. Complex [for pre-assigned/allocated frequency(ies) requiring Engineering Plans] C. Simple [for pre-assigned/allocated frequency(ies) not requiring Engineering Plans] D. Simple [Permit to Purchase (Extension)]	
Type of Transaction:	G2B - Government to Business G2G - Government to Government	
Who may avail:	Private and Government Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Highly Technical: Permit to Purchase/Possess [Repeater (RT), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)]		
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/TRANSFER [Form No. NTC 1-09]		Licensing Unit/ Website: ntc.gov.ph
2. Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE), to wit: 2.1 Network Diagram indicating locations of all stations and the proposed frequency band 2.2 Map showing exact location (Region, Province, City/Municipality, Barangay) of all stations with geographical coordinates (Longitude/Latitude in Degrees/Minutes/ Seconds) 2.3 Antenna System Plan (Type, Gain, Azimuth, Height Above Ground)		PECE/Applicant
3. For Microwave Radio Link, Link Budget Analysis		PECE/Applicant
4. For VSAT, 4.1 Photocopy of valid Transponder Lease Agreement (TLA) with any Philippine or International Satellite Operator OR 4.2 Certification of assigned transponder(s) with the following parameters: (i) Transponder ID/Number (ii) Center Frequency (Uplink/Downlink), (iii) Bandwidth, (iv) Polarization (Uplink/Downlink)		Applicant/Philippine or International Satellite Operator Applicant



5. <i>For Government Entities</i> , Letter of Intent duly signed by the head of the agency or his duly authorized representative stating availability of funds to support the proposal	Applicant
6. <i>For Civic Action Groups</i> , 6.1 Photocopy of SEC Registration, OR Copy of DTI Registration, OR Copy of valid Business/Mayor's Permit OR Copy of existing Radio Station License from national office of the Civic Action Group 6.2 List of Officers and at least 50 active Members 6.3 Photocopy of Memorandum of Agreement with the government & non-government organizations	SEC/DTI/Office of the Mayor/ Applicant
7. <i>For Private Entities</i> , Copy of SEC Registration, OR Photocopy of DTI Registration, OR Photocopy of valid Business/ Mayor's Permit	SEC/DTI/Office of the Mayor
B. Complex: Permit to Purchase/Possess [Repeater (RT), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)]	
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/TRANSFER [Form No. NTC 1-09]	Licensing Unit/ Website: ntc.gov.ph
2. Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE), to wit: 2.1 Network Diagram indicating locations of all stations and the proposed frequency band 2.2 Map showing exact location (<i>Region, Province, City/Municipality, Barangay</i>) of all stations with geographical coordinates (<i>Longitude/Latitude in Degrees/Minutes/ Seconds</i>) 2.3 Antenna System Plan (<i>Type, Gain, Azimuth, Height Above Ground</i>)	PECE/Applicant
3. <i>For Microwave Radio Link</i> , Link Budget Analysis	PECE/Applicant
4. <i>For VSAT</i> , 4.1 Photocopy of valid Transponder Lease Agreement (TLA) with any Philippine or International Satellite Operator OR 4.2 Certification of assigned transponder(s) with the following parameters: (i) Transponder ID/Number (ii) Center Frequency (Uplink/Downlink), (iii) Bandwidth, (iv) Polarization (Uplink/Downlink)	Applicant/Philippine or International Satellite Operator Applicant
5. <i>For Government Entities</i> , Letter of Intent duly signed by the head of the agency or his duly authorized representative stating availability of funds to support the proposal	Applicant



6. <i>For Civic Action Groups,</i> 6.1 Photocopy of SEC Registration, OR Copy of DTI Registration, OR Photocopy of valid Business/Mayor's Permit OR Photocopy of existing Radio Station License from national office of the Civic Action Group 6.2 List of Officers and at least 50 active Members 6.3 Photocopy of Memorandum of Agreement with the government & non-government organizations	SEC/DTI/Office of the Mayor/ Applicant
7. <i>For Private Entities,</i> Photocopy of SEC Registration, OR Photocopy of DTI Registration, OR Photocopy of valid Business/ Mayor's Permit	SEC/DTI/Office of the Mayor
C. Simple: Permit to Purchase/Possess [Repeater (RT), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)]	
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/TRANSFER [Form No. NTC 1-09]	Licensing Unit/ Website: ntc.gov.ph
2. <i>For Entities with pre-assigned(existing) frequency(ies),</i> Photocopy of valid Radio Station License	Applicant
3. <i>For Government Entities,</i> Letter of Intent duly signed by the head of the agency or his duly authorized representative stating the availability of funds to support the proposal.	Applicant
4. <i>For Civic Action Groups,</i> 4.1 Photocopy of SEC Registration, OR Photocopy of DTI Registration, OR Photocopy of valid Business/Mayor's Permit OR Photocopy of existing Radio Station License from national office of the Civic Action Group 4.2 List of Officers and at least 50 active Members 4.3 Photocopy of Memorandum of Agreement with the government & non-government organizations	SEC/DTI/Office of the Mayor/Applicant
5. <i>For Private Entities,</i> Photocopy of SEC Registration, OR Photocopy of DTI Registration, OR Photocopy of valid Business/ Mayor's Permit	SEC/DTI/Office of the Mayor
D. Simple: Permit to Purchase [Extension] [Repeater (RT), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)]	
1. Copy of valid Permit to Purchase <i>Note: If Permit to Purchase is expired, a corresponding surcharge for SUF shall be collected</i>	Licensing Unit
Supporting Documents for Representative(s)	
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.	Applicant

Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit application at the Licensing Unit	1. Screen/Assess application as to the completeness of submitted documents		45 Minutes	Engr. I/ Engr. II/ Engr. III
1.1 Receive back the application and NOD	1.1 <i>If incomplete</i> , issue Notice of Deficiency (NOD) and return the application			
1.2 Receive the SOA and application, and proceed to Payment Stage	1.2 <i>If complete</i> , issue Statement of Account (SOA)			
Payment Stage for Filing Fee				
2. Pay the required fees				
2.1 Submit SOA and application at Window 1	2.1 Issue Order of Payment		10 Minutes	Accountant II/ Acctng. Staff
2.2 Pay prescribed fees at Window 2	2.2 Receive payment, issue Official Receipt and indicate proof of payment on the application form	Refer to Table: Fees to be Paid	10 Minutes	Cash Collecting Officer (designated)
2.3 Receive Official Receipt and application				
Processing Stage				
3. Return to the Licensing Unit to submit the application with proof of payment	3. Receive application with proof of payment		2 Hours	Engr. I/ Engr. II/ Engr. III
3.1 Receive the AR	3.1 Assign Unique Identification Number (UIN) and issue Acknowledgement Receipt (AR)			
	3.2 Evaluate the application		2 Hour	Engr. I/ Engr. II/ Engr. III
	3.3 For Highly Technical applications requiring new frequency assignment, prepare		1 Hour	Engr. I/ Engr. II/ Engr. III

	Endorsement to Radio Spectrum Planning Division (RSPD) for issuance of Frequency Assignment Sheet (FAS). 3.4 Refer to RSPD process 3.5 Encode and print the Permit to Purchase a. For Highly Technical b. For Complex c. For Simple 3.6 Review printed permit and affix initial a. For Highly Technical b. For Complex c. For Simple 3.7 Approve/ Disapprove permit 3.8 Issue Statement of Account (SOA) for the Permit Fee and Documentary Stamp Tax		10 Days 7 Days 4 Days and 2 Hours 1 Day and 2 hours 1 Day and 4 Hours 1 Day and 4 Hours 4 Hours 1 Hour	RSPD Engr. I/ Engr. II/ Engr. III Engr. V Director II Engr. I/ Engr. II/ Engr. III
Payment Stage for Permit Fee				
4. Pay the required fees 4.1 Submit SOA and application at Window 1 4.2 Pay prescribed fees at Window 2 4.3 Receive Official Receipt and application	4.1 Issue Order of Payment 4.2 Receive payment, issue Official Receipt and indicate proof of payment on the application form	Refer to Table: Fees to be Paid	10 Minutes 10 Minutes	Accountant II/ Acctng. Staff Cash Collecting Officer (designated)



Releasing Stage				
5. Present the AR and receive permit at the Licensing Unit	5. Release approved permit to the Applicant		2 Hours	Admin. Aide III/ Admin. Aide IV
	TOTAL Highly Technical Complex Simple		20 Days 7 Days 3 Days	

How to compute the FEE to be paid	
Permit to Purchase/Possess [Repeater (RT), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)]	$FEE_{PUR/POS} = (FF)(UNIT) + (PUR)(UNIT) + (POS)(UNIT) + DST$
Permit to Purchase (Extension) [Repeater (RT), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)]	$FEE_{PUR(EXT)} = (FF)(UNIT) + (PUR)(UNIT) + (SUF)(CH_UNIT) + DST + SUR_{SUF}$ Where, $SUR_{SUF} = (SUF)(CH_UNIT)(25\% \text{ of the amount of the SUF due plus } 1\% \text{ of the principal per month of delay})$

Fees to be Paid:	Based on NTC Memorandum Circular Nos. 19-12-2000, & 003-03-2026; Republic Act No. 10963, Section 2, XIV			
PERMIT TO PURCHASE/POSSESS	Amount (in PHP)			
	Filing Fee (FF) (per unit)	Purchase Permit Fee (PUR) (per unit)	Possess Permit Fee (POS) (per unit)	Documentary Stamp Tax (DST) (per document)
High Powered (above 100W)	180.00	240.00	120.00	30.00
Medium Powered (above 25W up to 100W)	180.00	120.00	96.00	30.00
Low Powered (25W and below)	180.00	96.00	60.00	30.00

Note 1: Power is the effective radiated power (ERP) of the station.

Note 2: Wireless Data Network (Outdoor) is classified as low powered.

SPECTRUM USER FEE (SUF) RATE $SUF = (SUF \text{ Rate}) \times (\text{Bandwidth in kHz})$	Amount (in PHP)		
	Metro Manila	Highly Urbanized Cities	All Other Areas
PRIVATE MOBILE RADIO SERVICE (SIMPLEX)			
FB	20.00	10.00	5.00
ML, P	2.00	1.00	0.50
PRIVATE MOBILE RADIO SERVICE (DUPLEX)			
FB	50.00	25.00	12.50
ML, P	2.00	1.00	0.50
PUBLIC TRUNKED RADIO SERVICE			
FB, ML, P	5.00	2.50	1.25
PRIVATE TRUNKED RADIO SERVICE			
FB, ML, P	20.00	10.00	5.00



SPECTRUM USER FEE (SUF) RATE <i>SUF = (SUF Rate) x (Bandwidth in kHz)</i>	Amount (in PHP)		
	lower than 10GHz	10GHz to lower than 20GHz	20GHz and above
POINT TO POINT RADIO STATIONS (FX)	2.00	1.50	1.25

SPECTRUM USER FEE (SUF) RATE (Fixed Wireless System) <i>SUF = (SUF Rate) x (per 250MHz of Bandwidth)</i>	Amount (in PHP)
Paired (FDD) System	20,000.00
Unpaired System	15,000.00

SPECTRUM USER FEE (SUF) RATE (utilizing IMT Frequencies) <i>SUF = (SUF Rate) x (Bandwidth in MHz) x (No. of City or Municipality of Service/Coverage Area)</i>	Amount (in PHP)
Metro Manila	10,000.00
Highly Urbanized Cities	7,500.00
All Other Areas	5,000.00



SERVICE NAME:	10. Issuance of Construction Permit and Radio Station License (New/Modification) for Government and Private Radio Stations in the Fixed and Land Mobile Service ¹	
A Construction Permit is a written authority issued by the Commission to a person, firm, company, association, or corporation authorizing the holder thereof to construct or install radio transceivers or radio station(s). A Radio Station License is a written authority issued by the Commission to a person, firm, company, association, or corporation authorizing the holder thereof to operate a radio station during the period specified in said instrument or authorization. The modification of a Radio Station License is required from the Commission to an individual, private and government entities for changes in the particulars indicated in the License.		
Office or Division:	Regional Office - Enforcement and Operations Division (EOD), Office of the Regional Director (ORD)	
Classification:	Complex	
Type of Transaction:	G2B - Government to Business G2G - Government to Government	
Who may avail:	Private and Government Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Construction/Radio Station License [Repeater (RT), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)]		
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11]		Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of valid Permit to Purchase/Possess		Applicant
3. Photocopy of document indicating source of equipment (a) For locally-sourced equipment, Official Receipt or Sales Invoice from Authorized Radio Dealer, OR (b) For imported equipment, Photocopy of Invoice from the supplier AND Photocopy of Permit to Import, OR (c) For registered equipment, Photocopy of Permit to Possess		Authorized Radio Dealer Supplier/ Applicant Applicant
4. For land mobile station, Photocopy of vehicle's valid OR/CR		LTO

¹ The actual operation of any transmitting or receiving apparatus in any radio station shall be carried on by persons holding operator licenses required by regulations.



B. Construction Permit / Radio Station License (MODIFICATION)	
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11, Form No. NTC 1-06 (FORM B - Modification)]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of RSL	Applicant
3. For the following modifications that require issuance of a Construction Permit, Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE) shall be submitted: 3.1 Change of Location beyond 500 meters from the original location 3.2 Change of Mode of Transmission, Change or Additional Frequency 3.3 Change of Point(s) of Communications and Service Area	PECE/Applicant
4. For modification due to change of vehicle, Photocopy of valid OR/CR	LTO
5. For modification due to Change of Equipment and/or Additional Equipment, 5.1 Photocopy of valid Permit to Purchase/Possess 5.2 Photocopy of document indicating source of equipment (a) For locally-sourced equipment, Official Receipt or Sales Invoice from Authorized Radio Dealer, OR (b) For imported equipment, Photocopy of Invoice from the supplier AND Photocopy of Permit to Import, OR (c) For registered equipment, Photocopy of Permit to Possess	Applicant Authorized Radio Dealer Supplier/ Applicant Applicant
Supporting Documents for Representative(s)	
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.	Applicant

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit application at the Licensing Unit	1. Screen/Assess application as to the completeness of submitted documents		45 Minutes	Engr. I/ Engr. II/ Engr. III
1.1 Receive back the application and NOD	1.1 If incomplete, issue Notice of Deficiency (NOD) and return the application			

1.2 Receive the SOA and application, and proceed to Payment Stage	1.2 <i>If complete</i> , issue Statement of Account (SOA)			
Payment Stage				
2. Pay the required fees 2.1 Submit SOA and application at Window 1	2.1 Issue Order of Payment		10 Minutes	Accountant II/ Acctng. Staff
2.2 Pay prescribed fees at Window 2	2.2 Receive payment, issue Official Receipt and indicate proof of payment on the application form	Refer to Table: Fees to be Paid	10 Minutes	Cash Collecting Officer (designated)
2.3 Receive Official Receipt and application				
Processing Stage				
3. Return to the Licensing Unit to submit the application with proof of payment 3.1 Receive the AR	3. Receive application with proof of payment 3.1 Assign Unique Identification Number (UIN) and issue Acknowledgement Receipt (AR)		2 Hours	Engr. I/ Engr. II/ Engr. III
	3.2 Evaluate the application; encode and print the license		4 Days and 4 Hours	Engr. I/ Engr. II/ Engr. III
	3.3 Review printed license and affix initial		1 Day and 4 Hours	Engr. V
	3.4 Approve/ Disapprove license		4 Hours	Director II
3.2 Present the AR and receive license at the Licensing Unit	3.5 Release approved license to the Applicant		2 Hours	Admin. Aide III/ Admin. Aide IV
	TOTAL		7 Days	



How to compute the FEE to be paid	
A. Radio Station License (NEW)	$FEE_{RSL} = (CPF)(UNIT) + (LF)(CH_UNIT)(YR) + (IF)(UNIT)(YR) + (SUF)(CH_UNIT)(YR) + DST$ Note: CPF shall not apply for Portable Station
B. Radio Station License (MODIFICATION)	$FEE_{RSL} = (FF)(UNIT) + (CPF)(UNIT) + (MOD)(UNIT) + DST$ Note: CPF shall not apply for Portable Station
C. Radio Station License (IMT Frequencies) (NEW)	$FEE_{RSL} = (LF)(CH_UNIT)(YR) + (SUF)(YR) + (IF)(UNIT)(YR) + DST$ Where, CH_UNIT = No. of Channels per Unit

Fees to be Paid:	Based on NTC Memorandum Circular Nos. 19-12-2000, 002-09-2021, & 03-03-2006; Republic Act No. 10963, Section 2, XIV			
NEW	Amount (in PHP)			
	Construction Permit Fee (CPF) (per station)	License Fee (LF) (per year)	Inspection Fee (IF) (per year)	Documentary Stamp Tax (DST) (per document)
SIMPLEX MODE				
High Powered (above 100 W)				
Fixed (FX)	240.00	600.00	480.00	30.00
Land Base (FB)	240.00	720.00	480.00	30.00
Land Mobile (ML)	240.00	480.00	240.00	30.00
Portable (P)	-	480.00	240.00	30.00
Medium Powered (above 25W up to 100W)				
Fixed (FX)	240.00	480.00	480.00	30.00
Land Base (FB)	240.00	600.00	480.00	30.00
Land Mobile (ML)	240.00	360.00	240.00	30.00
Portable (P)	-	360.00	240.00	30.00
Low Powered (25W and below)				
Fixed (FX)	240.00	360.00	480.00	30.00
Land Base (FB)	240.00	480.00	480.00	30.00
Land Mobile (ML)	240.00	240.00	240.00	30.00
Portable (P)	-	240.00	240.00	30.00
DUPLEX MODE				
High Powered (above 100W)				
Repeater (RT)	600.00	1,320.00	480.00	30.00
Fixed (FX)	240.00	1,200.00	480.00	30.00
Land Base (FB)	240.00	1,440.00	480.00	30.00
Land Mobile (ML)	240.00	960.00	240.00	30.00
Portable (P)	-	960.00	240.00	30.00
Medium Powered (above 25W up to 100W)				
Repeater (RT)	600.00	1,320.00	480.00	30.00
Fixed (FX)	240.00	960.00	480.00	30.00
Land Base (FB)	240.00	1,200.00	480.00	30.00
Land Mobile (ML)	240.00	720.00	240.00	30.00
Portable (P)	-	480.00	240.00	30.00



NEW	Amount (in PHP)			
	Construction Permit Fee (CPF) (per station)	License Fee (LF) (per year)	Inspection Fee (IF) (per year)	Documentary Stamp Tax (DST) (per document)
Low Powered (25W and below)				
Repeater (RT)	600.00	1,320.00	480.00	30.00
Fixed (FX)	240.00	720.00	480.00	30.00
Land Base (FB)	240.00	960.00	480.00	30.00
Land Mobile (ML)	240.00	480.00	240.00	30.00
Portable (P)	-	480.00	240.00	30.00
WIRELESS DATA NETWORK – OUTDOOR				
Fixed (FX)	240.00	480.00	480.00	30.00
Land Mobile (ML)	240.00	240.00	240.00	30.00
Portable (P)	-	240.00	240.00	30.00
MODIFICATION (HIGH/MEDIUM/LOW POWERED)	Amount (in PHP)			
	Filing Fee (FF) (per station)	Construction Permit Fee (CPF) (per station)	Modification Fee (MOD) (per station)	Documentary Stamp Tax DST (per document)
RT	180.00	600.00	180.00	30.00
FX, FB, ML	180.00	240.00	180.00	30.00
P	-	-	180.00	30.00
WIRELESS DATA NETWORK – OUTDOOR				
FX	180.00	240.00	180.00	30.00

Note 1: Power is the effective radiated power (ERP) of the station.

Note 2: A station can be fixed and land base. Corresponding fees shall be collected.

SPECTRUM USER FEE (SUF) RATE <i>SUF = (Rate) x (Bandwidth in kHz)</i>	Amount (in PHP)		
	Metro Manila	Highly Urbanized Cities	All Other Areas
PRIVATE MOBILE RADIO SERVICE (SIMPLEX)			
FB	20.00	10.00	5.00
ML, P	2.00	1.00	0.50
PRIVATE MOBILE RADIO SERVICE (DUPLEX)			
FB	50.00	25.00	12.50
ML, P	2.00	1.00	0.50
PUBLIC TRUNKED RADIO SERVICE			
FB, ML, P	5.00	2.50	1.25
PRIVATE TRUNKED RADIO SERVICE			
FB, ML, P	20.00	10.00	5.00

SPECTRUM USER FEE (SUF) RATE <i>SUF = (Rate) x (Bandwidth in kHz)</i>	Amount (in PHP)		
	lower than 10GHz	10GHz to lower than 20GHz	20GHz and above
POINT TO POINT RADIO STATIONS (FX)	2.00	1.50	1.25

SPECTRUM USER FEE (SUF) RATE (Fixed Wireless System) <i>SUF = (SUF Rate) x (per 250MHz of Bandwidth)</i>	Amount (in PHP)
Paired (FDD) System	20,000.00
Unpaired System	15,000.00



SPECTRUM USER FEE (SUF) RATE (utilizing IMT Frequencies) <i>SUF = (SUF Rate) x (Bandwidth in MHz) x (No. of City or Municipality of Service/Coverage Area)</i>	Amount (in PHP)
Metro Manila	10,000.00
Highly Urbanized Cities	7,500.00
All Other Areas	5,000.00



SERVICE NAME:	11. Issuance of Radio Station License (Renewal) for Government and Private Radio Stations in the Fixed and Land Mobile Service ¹	
The renewal of a Radio Station License is required from an individual or private or government entities for the continuous operation of an existing radio station.		
Office or Division:	Regional Office - Enforcement and Operations Division (EOD), Office of the Regional Director (ORD)	
Classification:	Simple	
Type of Transaction:	G2B - Government to Business G2G - Government to Government	
Who may avail:	Private and Government Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Radio Station License [Repeater (RT), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)] [RENEWAL]		
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11]		Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of RSL		Applicant
Supporting Documents for Representative(s)		
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.		Applicant

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit application at the Licensing Unit	1. Screen/Assess application as to the completeness of submitted documents		30 Minutes	Engr. I/ Engr. II/ Engr. III
1.1 Receive back the application and NOD	1.1 <i>If incomplete</i> , issue Notice of Deficiency (NOD) and return the application			
1.2 Receive the SOA and application, and proceed to Payment Stage	1.2 <i>If complete</i> , issue Statement of Account (SOA)			

¹ The actual operation of any transmitting or receiving apparatus in any radio station shall be carried on by persons holding operator licenses required by regulations.

Payment Stage				
2. Pay the required fees				
2.1 Submit SOA and application at Window 1	2.1 Issue Order of Payment		10 Minutes	Accountant II/ Acctng. Staff
2.2 Pay prescribed fees at Window 2	2.2 Receive payment, issue Official Receipt and indicate proof of payment on the application form	Refer to Table: Fees to be Paid	10 Minutes	Cash Collecting Officer (designated)
2.3 Receive Official Receipt and application				
Processing Stage				
3. Return to the Licensing Unit to submit the application with proof of payment	3. Receive application with proof of payment		2 Hours	Engr. I/ Engr. II/ Engr. III
	3.1 Assign Unique Identification Number (UIN) and issue Acknowledgement Receipt (AR)			
3.1 Receive the AR	3.2 Evaluate the application; encode and print the license		1 Day and 4 Hours	Engr. I/ Engr. II/ Engr. III
	3.3 Review printed license and affix initial		4 Hours	Engr. V
	3.4 Approve/ Disapprove license		4 Hours	Director II
3.2 Present the AR and receive license at the Licensing Unit	3.5 Release approved license to the Applicant		2 Hours	Admin. Aide III/ Admin. Aide IV
	TOTAL		3 Days	



How to compute the FEE to be paid	
A. Radio Station License [Repeater (RT), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)] [RENEWAL]	$FEE_{RSL} = (LF)(CH_UNIT)(YR) + (IF)(UNIT)(YR) + (SUF)(CH_UNIT)(YR) + DST + SUR$ Where, CH_UNIT = No. of Channels per Unit SUR means Surcharge, $SUR = SUR_{RSL} + SUR_{SUF}$ $SUR_{RSL} = (LF)(CH_UNIT)(50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional 50\% shall be imposed for every 6 months delay in filing})$ $SUR_{SUF} = (SUF)(CH_UNIT)(25\% \text{ of the amount of the SUF due plus } 1\% \text{ of the principal per month of delay})$
B. Radio Station License (IMT Frequencies) (RENEWAL)	$FEE_{RSL} = (LF)(CH_UNIT)(YR) + (SUF)(YR) + (IF)(UNIT)(YR) + DST + SUR$ Where, CH_UNIT = No. of Channels per Unit SUR means Surcharge, $SUR = SUR_{RSL} + SUR_{SUF}$ $SUR_{RSL} = (LF)(CH_UNIT)(50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional 50\% shall be imposed for every 6 months delay in filing.})$ $SUR_{SUF} = (SUF)(CH_UNIT)(25\% \text{ of the amount of the SUF due plus } 1\% \text{ of the principal per month of delay})$

Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000, 002-09-2021; Republic Act No. 10963, Section 2, XIV			
RENEWAL	Amount (in PHP)			
	Construction Permit Fee (CPF) (per station)	License Fee (LF) (per year)	Inspection Fee (IF) (per year)	Documentary Stamp Tax (DST) (per document)
SIMPLEX MODE				
High Powered (above 100 W)				
Fixed (FX)	240.00	600.00	480.00	30.00
Land Base (FB)	240.00	720.00	480.00	30.00
Land Mobile (ML)	240.00	480.00	240.00	30.00
Portable (P)	-	480.00	240.00	30.00
Medium Powered (above 25W up to 100W)				
Fixed (FX)	240.00	480.00	480.00	30.00
Land Base (FB)	240.00	600.00	480.00	30.00
Land Mobile (ML)	240.00	360.00	240.00	30.00
Portable (P)	-	360.00	240.00	30.00
Low Powered (25W and below)				
Fixed (FX)	240.00	360.00	480.00	30.00
Land Base (FB)	240.00	480.00	480.00	30.00
Land Mobile (ML)	240.00	240.00	240.00	30.00
Portable (P)	-	240.00	240.00	30.00
DUPLEX MODE				
High Powered (above 100W)				
Repeater (RT)	600.00	1,320.00	480.00	30.00
Fixed (FX)	240.00	1,200.00	480.00	30.00



Land Base (FB)	240.00	1,440.00	480.00	30.00
Land Mobile (ML)	240.00	960.00	240.00	30.00
Portable (P)	-	960.00	240.00	30.00
Medium Powered (above 25W up to 100W)				
Repeater (RT)	600.00	1,320.00	480.00	30.00
Fixed (FX)	240.00	960.00	480.00	30.00
Land Base (FB)	240.00	1,200.00	480.00	30.00
Land Mobile (ML)	240.00	720.00	240.00	30.00
Portable (P)	-	480.00	240.00	30.00
RENEWAL	Amount (in PHP)			
	Construction Permit Fee (CPF) (per station)	License Fee (LF) (per year)	Inspection Fee (IF) (per year)	Documentary Stamp Tax (DST) (per document)
Low Powered (25W and below)				
Repeater (RT)	600.00	1,320.00	480.00	30.00
Fixed (FX)	240.00	720.00	480.00	30.00
Land Base (FB)	240.00	960.00	480.00	30.00
Land Mobile (ML)	240.00	480.00	240.00	30.00
Portable (P)	-	480.00	240.00	30.00
WIRELESS DATA NETWORK – OUTDOOR				
Fixed (FX)	240.00	480.00	480.00	30.00
Land Mobile (ML)	240.00	240.00	240.00	30.00
Portable (P)	-	240.00	240.00	30.00
MODIFICATION (HIGH/MEDIUM/LOW POWERED)	Amount (in PHP)			
	Filing Fee (FF) (per station)	Construction Permit Fee (CPF) (per station)	Modification Fee (MOD) (per station)	Documentary Stamp Tax DST (per document)
RT	180.00	600.00	180.00	30.00
FX, FB, ML	180.00	240.00	180.00	30.00
P	180.00	-	180.00	30.00
WIRELESS DATA NETWORK – OUTDOOR				
FX, ML	180.00	240.00	180.00	30.00
P	180.00	-	180.00	30.00

Note 1: Power is the effective radiated power (ERP) of the station.

Note 2: A station can be fixed and land base. Corresponding fees shall be collected.

SPECTRUM USER FEE (SUF) RATE <i>SUF = (SUF Rate) x (Bandwidth in kHz)</i>	Amount (in PHP)		
	Metro Manila	Highly Urbanized Cities	All Other Areas
PRIVATE MOBILE RADIO SERVICE (SIMPLEX)			
FB	20.00	10.00	5.00
ML, P	2.00	1.00	0.50
PRIVATE MOBILE RADIO SERVICE (DUPLEX)			
FB	50.00	25.00	12.50
ML, P	2.00	1.00	0.50
PUBLIC TRUNKED RADIO SERVICE			
FB, ML, P	5.00	2.50	1.25
PRIVATE TRUNKED RADIO SERVICE			
FB, ML, P	20.00	10.00	5.00



SPECTRUM USER FEE (SUF) RATE <i>SUF = (SUF Rate) x (Bandwidth in kHz)</i>	Amount (in PHP)		
	lower than 10GHz	10GHz to lower than 20GHz	20GHz and above
POINT TO POINT RADIO STATIONS (FX)	2.00	1.50	1.25

SPECTRUM USER FEE (SUF) RATE (Fixed Wireless System) <i>SUF = (SUF Rate) x (per 250MHz of Bandwidth)</i>	Amount (in PHP)
Paired (FDD) System	20,000.00
Unpaired System	15,000.00

SPECTRUM USER FEE (SUF) RATE (utilizing IMT Frequencies) <i>SUF = (SUF Rate) x (Bandwidth in MHz) x (No. of City or Municipality of Service/Coverage Area)</i>	Amount (in PHP)
Metro Manila	10,000.00
Highly Urbanized Cities	7,500.00
All Other Areas	5,000.00



SERVICE NAME:	12. Issuance of Permit to Possess for Storage for Government and Private Radio Stations in the Fixed and Land Mobile Service			
A Permit to Possess (for Storage) is a written authority issued by the Commission to Individuals, Private and Government Entities authorizing the holder thereof to possess radio communications equipment.				
Office or Division:	Regional Office - Enforcement and Operations Division (EOD), Office of the Regional Director (ORD)			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
Who may avail:	Individuals, Private and Government Entities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Permit to Possess for Storage				
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/TRANSFER [Form No. NTC 1-09]			Licensing Unit/ Website: ntc.gov.ph	
2. Photocopy of valid RSL			Applicant	
Supporting Documents for Representative(s)				
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.			Applicant	
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit application at the Licensing Unit	1. Screen/Assess application as to the completeness of submitted documents		30 Minutes	Engr. I/ Engr. II/ Engr. III
1.1 Receive back the application and NOD	1.1 <i>If incomplete</i> , issue Notice of Deficiency (NOD) and return the application			
1.2 Receive the SOA and application, and proceed to Payment Stage	1.2 <i>If complete</i> , issue Statement of Account (SOA)			



Payment Stage				
2. Pay the required fees				
2.1 Submit SOA and application at Window 1	2.1 Issue Order of Payment		10 Minutes	Accountant II/ Acctng. Staff
2.2 Pay prescribed fees at Window 2	2.2 Receive payment, issue Official Receipt and indicate proof of payment on the application form	Refer to Table: Fees to be Paid	10 Minutes	Cash Collecting Officer (designated)
2.3 Receive Official Receipt and application				
Processing Stage				
3. Return to the Licensing Unit to submit the application with proof of payment	3. Receive application with proof of payment		2 Hours	Engr. I/ Engr. II/ Engr. III
	3.1 Assign Unique Identification Number (UIN) and issue Acknowledgement Receipt (AR)			
3.1 Receive the AR	3.2 Evaluate the application; encode and print the permit		1 Day and 4 Hours	Engr. I/ Engr. II/ Engr. III
	3.3 Review printed permit and affix initial		4 Hours	Engr. V
	3.4 Approve/ Disapprove permit		4 Hours	Director II
3.2 Present the AR and receive permit at the Licensing Unit	3.5 Release approved permit to the Applicant		2 Hours	Admin. Aide III/ Admin. Aide IV
	TOTAL		3 Days	



How to compute the FEE to be paid	
Permit to Possess for Storage	$FEE_{POS} = (POS)(UNIT) + DST$

Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963, Section 2, XIV	
PERMIT TO POSSESS FOR STORAGE (RT, FX, FX/FB, FB, ML, P)	Amount (in PHP)	
	Possess Permit Fee (STO) (per unit)	Documentary Stamp Tax (DST) (per document)
High Powered (above 100W)	120.00	30.00
Medium Powered (above 25W up to 100W)	96.00	30.00
Low Powered (25W and below)	60.00	30.00
Wireless Data Network – Outdoor	60.00	30.00



SERVICE NAME:	13. Issuance of Temporary Permit to Demonstrate and Propagate for Government and Private Radio Stations in the Fixed and Land Mobile Service	
The temporary Permit to Demonstrate and Propagate is a written authority issued by the Commission to an individual, private and government entities authorizing the holder thereof to select the most appropriate radio equipment and for the purpose of determining the technical capability or performance of radio systems or equipment, feasibility of certain path links and radio networks.		
Office or Division:	Regional Office - Enforcement and Operations Division (EOD), Office of the Regional Director (ORD)	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government	
Who may avail:	Individuals and Private and Government Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Temporary Permit to Demonstrate and Propagate		
1. Duly accomplished APPLICATION FOR TEMPORARY PERMIT TO PROPAGATE/ DEMONSTRATE [Form No. NTC 1-14]		Licensing Unit/ Website: ntc.gov.ph
2. Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE), to wit: 2.1 Network Diagram indicating locations of all stations and the proposed frequency band 2.2 Map showing exact location (<i>Region, Province, City/ Municipality, Barangay</i>) of all stations with geographical coordinates (<i>Longitude/Latitude in Degrees/Minutes/ Seconds</i>)		PECE/Applicant
3. Datasheet of proposed radio equipment		Radio Dealer/Applicant
4. <i>If VSAT Outdoor Unit will be utilized in the Demo,</i> Transponder Lease Agreement (TLA) with any satellite operator		Applicant
Supporting Documents for Representative(s)		
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.		Applicant

Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit application at the Licensing Unit	1. Screen/Assess application as to the completeness of submitted documents		45 Minutes	Engr. I/ Engr. II/ Engr. III
1.1 Receive back the application and NOD	1.1 <i>If incomplete</i> , issue Notice of Deficiency (NOD) and return the application			
1.2 Receive the SOA and application, and proceed to Payment Stage	1.2 <i>If complete</i> , issue Statement of Account (SOA)			
Payment Stage				
2. Pay the required fees				
2.1 Submit SOA and application at Window 1	2.1 Issue Order of Payment		10 Minutes	Accountant II/ Acctng. Staff
2.2 Pay prescribed fees at Window 2	2.2 Receive payment, issue Official Receipt and indicate proof of payment on the application form	Refer to Table: ¹ Fees to be Paid	10 Minutes	Cash Collecting Officer (designated)
2.3 Receive Official Receipt and application				
Processing Stage				
3. Return to the Licensing Unit to submit the application with proof of payment	3. Receive application with proof of payment		2 Hours	Engr. I/ Engr. II/ Engr. III
3.1 Receive the AR	3.1 Assign Unique Identification Number (UIN) and issue Acknowledgement Receipt (AR)			
	3.2 Evaluate the application and prepare Endorsement to Radio Spectrum Planning Division (RSPD) for issuance of Frequency		3 Hours	Engr. I/ Engr. II/ Engr. III



	Assignment Sheet (FAS)			
	3.3 Refer to RSPD process		10 Days	RSPD Staff
	3.4 Encode and print the permit		8 Days	Engr. I/ Engr. II/ Engr. III
	3.5 Review printed permit and affix initial		4 Hours	Engr. V
	3.6 Approve/ Disapprove permit		4 Hours	Director II
	3.7 Issue Statement of Account (SOA) for the Permit Fee and DST		1 Hour	Engr. I/ Engr. II/ Engr. III
Payment Stage				
4. Pay the required fees				
4.1 Submit SOA and application at Window 1	4.1 Issue Order of Payment		10 Minutes	Accountant II/ Acctng. Staff
4.2 Pay prescribed fees at Window 2	4.2 Receive payment, issue Official Receipt and indicate proof of payment on the application form	Refer to Table: ² Fees to be Paid	10 Minutes	Cash Collecting Officer (designated)
4.3 Receive Official Receipt and application				
Releasing Stage				
5. Present the AR and receive permit at the Licensing Unit	5. Release approved permit to the Applicant		2 Hours	Admin. Aide III/ Admin. Aide IV
	TOTAL		20 Days	



How to compute the FEE to be paid			
Temporary Permit to Demonstrate and Propagate	${}^1\text{FEE} = (\text{FF})(\text{UNIT})$ ${}^2\text{FEE}_{\text{DEMO}} = (\text{DEMO})(\text{CH_UNIT}) + \text{DST}$ Where CH_UNIT = No. of Channels per Unit		
Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963, Section 2, XIV		
Particulars	Amount (in PHP)		
	Filing Fee (per unit)	Demo/Propagate Fee (DEMO) (per station)	Documentary Stamp Tax (DST) (per document)
Demonstrate / Propagate	180.00	85.00	30.00



SERVICE NAME:	14. Issuance of A. Permit to Transport B. Permit to Sell/Transfer Radio Communications Equipment	
A Permit to Transport is a written authority issued by the Commission authorizing the holder thereof to transport radio communications equipment.		
A Permit to Sell is a written authority issued by the Commission authorizing a person, company, association, or corporation to sell radio communications equipment to a holder of a Permit to Purchase.		
A Permit to Transfer is a written authority issued by the Commission authorizing the holder to transfer ownership of radio communications equipment to another person or entity.		
Office or Division:	Regional Office - Enforcement and Operations Division (EOD), Office of the Regional Director (ORD)	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government	
Who may avail:	Individuals and Private and Government Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Permit to Transport		
1. Duly accomplished APPLICATION FOR PERMIT TO TRANSPORT RADIO TRANSMITTER(S)/TRANSCIVERS(S) [Form No. NTC 1-16]		Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of ANY of the following: Permit to Purchase Permit to Possess Construction Permit/Radio Station License Permit to Transfer OR Radio Communication Equipment Dealer Permit		Applicant
B. Permit to Sell/Transfer		
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/TRANSFER [Form No. NTC 1-09]		Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of RSL or Copy Permit to Possess		Applicant
Supporting Documents for Representative(s)		
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.		Applicant

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit application at the Licensing Unit	1. Screen/Assess application as to the completeness of submitted documents		30 Minutes	Engr. I/ Engr. II/ Engr. III
1.1 Receive back the application and NOD	1.1 <i>If incomplete</i> , issue Notice of Deficiency (NOD) and return the application			
1.2 Receive the SOA and application, and proceed to Payment Stage	1.2 <i>If complete</i> , issue Statement of Account (SOA)			
Payment Stage				
2. Pay the required fees				
2.1 Submit SOA and application at Window 1	2.1 Issue Order of Payment		10 Minutes	Accountant II/ Acctng. Staff
2.2 Pay prescribed fees at Window 2	2.2 Receive payment, issue Official Receipt and indicate proof of payment on the application form	Refer to Table: Fees to be Paid	10 Minutes	Cash Collecting Officer (designated)
2.3 Receive Official Receipt and application				
Processing Stage				
3. Return to the Licensing Unit to submit the application with proof of payment	3. Receive application with proof of payment		2 Hours	Engr. I/ Engr. II/ Engr. III
3.1 Receive the AR	3.1 Assign Unique Identification Number (UIN) and issue Acknowledgement Receipt (AR)			
	3.2 Evaluate the application; encode and print the permit		1 Day and 4 Hours	Engr. I/ Engr. II/ Engr. III
	3.3 Review printed permit and affix initial		4 Hours	Engr. V



3.2 Present the AR and receive permit at the Licensing Unit	3.4 Approve/ Disapprove permit		4 Hours	Director II
	3.5 Release approved permit to the Applicant		2 Hours	Admin. Aide III/ Admin. Aide IV
	TOTAL		3 Days	

How to compute the FEE to be paid	
A. Permit to Transport	$FEE_{PTR} = (PTR)(UNIT) + DST$
B. Permit to Sell/Transfer	$FEE_{STF} = (STF)(UNIT) + DST$

Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963, Section 2, XIV		
Particulars		Amount (in PHP)	
		Permit Fee (per unit)	Documentary Stamp Tax (DST) (per document)
Transport (PTR)		85.00	30.00
Sell/Transfer (STF)	High Powered (above 100W)	240.00	30.00
	Medium Powered (above 25W up to 100W)	120.00	30.00
	Low Powered (25W and below)	96.00	30.00



SERVICE NAME:	15. Issuance of A. Dealer, Manufacturer and Service Center of Radio Communication Equipment (RCE) Permit B. Customer Premises Equipment (CPE) Supplier Accreditation C. Mobile Phone Dealer Permit (MPDP), Mobile Phone Retailer/Reseller Permit (MPRRP) and Mobile Phone Service Center Permit (MPSCP)	
An Accreditation for Radio Communications Equipment (RCE) Dealer or RCE Manufacturer or RCE Service Center is a written authority issued by the Commission to a person, firm, company, association or corporation authorizing the holder thereof to engage in the acquisition and purchase/sale, or manufacture, or servicing and maintenance of radio communications equipment. An Accreditation for Customer Premises Equipment Supplier is a written authority issued by the Commission to a person, firm, company, association or corporation authorizing the holder thereof to engage in the acquisition, servicing, maintenance, purchase or sale of equipment located in the premises of a customer which is not part of but connected to the system or network of a public telecommunications entity. An Accreditation for Mobile Phone Dealer or Mobile Phone Retailer/Reseller or Mobile Phone Service Center is a written authority issued by the Commission to a person, firm, company, association or corporation authorizing the holder thereof to engage in the acquisition and purchase/sale, or servicing and maintenance of mobile phones.		
Office or Division:	Regional Office - Enforcement and Operations Division (EOD), Office of the Regional Director (ORD)	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business	
Who may avail:	Individuals and Private Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Radio Communication Equipment (RCE) Dealer/Manufacturer/Service Center Permit (Radio Transmitter/Transceiver, WDN Indoor/ SRD/ RFID)		
A.1 RCE Dealer/Manufacturer/Service Center Permit (NEW)		
1. Duly accomplished APPLICATION FOR DEALER/ MANUFACTURER/SERVICE CENTER/RETAILER/RESELLER PERMIT/CPE SUPPLIER ACCREDITATION [Form No. NTC 1-18]		Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of SEC Registration, OR Photocopy of DTI Registration, OR Photocopy of valid Business/Mayor's Permit Note: The purpose of the company as indicated in its registration document must include		SEC/DTI/Office of the Mayor



information related to the accreditation applied for.	
3. Proof of Paid-Up Capital 3.1 For Service Center, minimum of PHP100,000 3.2 For Dealer, minimum of PHP350,000 3.3 For Manufacturer, minimum of PHP1,000,000 <i>Note 1: For Corporation, Copy of the latest SEC General Information Sheet (GIS) OR duly certified by the Treasurer of the Corporation</i> <i>Note 2: For Corporation, Partnership or sole proprietorship, Certificate of Bank deposit AND/OR Credit Line Agreement, if available</i>	Applicant
4. List of Test Equipment and Measuring Instruments 4.1 For Dealer or Service Center, refer to Section 6.1, M.C. No. 2-05-88 4.2 For Manufacturer, refer to Section 6.2, M.C. No. 2-05-88 Note: This requirement does not apply to WDN Indoor/SRD/RFID Dealers	Applicant
5. Certificate of Employment and photocopy of valid license/ROC of at least one (1) qualified Radio Technician (Electronics Technician duly licensed by the Professional Regulation Commission OR a holder of a First Class Radiotelephone / Radiotelegraph Certificate) employed on a full time basis Note: This requirement does not apply to WDN Indoor/SRD/RFID Dealers	Applicant/PRC
6. For RCE Dealer Permit or RCE Service Center, Certificate of Employment and photocopy of valid license of supervising Electronics Engineer (ECE) or Professional Electronics Engineer (PECE) Note: This requirement does not apply to WDN Indoor/SRD/RFID Dealers	Applicant/PRC
7. For RCE Manufacturer Permit, Certificate of Employment and photocopy of valid license of supervising Professional Electronics Engineer (PECE)	Applicant/PRC
A.2 RCE Dealer/Manufacturer/Service Center Permit (RENEWAL)	
1. Duly accomplished APPLICATION FOR DEALER/ MANUFACTURER/SERVICE CENTER/RETAILER/RESELLER PERMIT/CPE SUPPLIER ACCREDITATION [Form No. NTC 1-18]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of Radio Communication Equipment Dealer/Manufacturer/Service Center Permit	NTC
3. Photocopy of valid Business/Mayor's Permit OR Photocopy of SEC Registration, OR Photocopy of DTI Registration, OR Photocopy of valid Business/Mayor's Permit	Office of the Mayor



4. Certificate of Employment and photocopy of valid license/ROC of at least one (1) qualified Radio Technician (Electronics Technician duly licensed by the Professional Regulation Commission OR a holder of a First Class Radiotelephone/ Radiotelegraph Certificate) employed on a full time basis Note: This requirement does not apply to WDN Indoor/SRD/RFID Dealers	Applicant/PRC
5. For RCE Dealer Permit or RCE Service Center, Certificate of Employment and photocopy of valid license of supervising Electronics Engineer (ECE) or Professional Electronics Engineer (PECE) Note: This requirement does not apply to WDN Indoor/SRD/RFID Dealers	Applicant/PRC
6. For RCE Manufacturer Permit, Certificate of Employment and photocopy of valid license of supervising Professional Electronics Engineer (PECE)	Applicant/PRC
A.3 RCE Dealer/Manufacturer/Service Center Permit (MODIFICATION)	
1. Duly accomplished APPLICATION FOR DEALER/MANUFACTURER/SERVICE CENTER/RETAILER/ RESELLER PERMIT/CPE SUPPLIER ACCREDITATION [Form No. NTC 1-18]	Applicant
2. Photocopy of Radio Communication Equipment Dealer/Manufacturer/Service Center Permit	Applicant
3. If modification is due to: 3.1 Change of Name of Permittee, Photocopy of SEC Registration, OR Photocopy of DTI Registration, OR Photocopy of valid Business/Mayor's Permit 3.2 Change of company address, Photocopy of valid Business/Mayor's Permit	SEC/DTI/Office of the Mayor Office of the Mayor
B. Customer Premises Equipment (CPE) Supplier Accreditation	
B.1 Customer Premises Equipment (CPE) Supplier Accreditation (NEW)	
1. Duly accomplished APPLICATION FOR DEALER/MANUFACTURER/SERVICE CENTER/RETAILER/RESELLER PERMIT/CPE SUPPLIER ACCREDITATION [Form No. NTC 1-18]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of SEC Registration, OR Photocopy of DTI Registration, OR Photocopy of valid Business/Mayor's Permit	SEC/DTI/Office of the Mayor
3. Proof of paid-up capitalization, minimum of PHP 250,000.00, <i>Note 1: For Corporation, Copy of the latest SEC General Information Sheet (GIS) OR duly certified by the Treasurer of the Corporation</i> <i>Note 2: For Corporation, Partnership or sole proprietorship, Certificate of Bank deposit AND/OR Credit Line Agreement, if available</i>	Applicant



4. Photocopy of valid distributorship or representation agreement on products to be sold	Applicant/Supplier
5. Photocopy of Type Approval Certificate OR Copy of Grant of Equipment Conformity for CPE to be sold	Applicant
6. Certificate of Employment and copy of valid ROC/license of two (2) qualified radio technicians (i.e., Radio Communications Technician OR Electronics Technician) employed on a full-time basis	Applicant/PRC
7. Certificate of Employment and photocopy of valid license of supervising Electronics Engineer (ECE) OR Professional Electronics Engineer (PECE)	Applicant/PRC
B.2 Customer Premises Equipment (CPE) Supplier Accreditation (RENEWAL)	
1. Duly accomplished APPLICATION FOR DEALER/ MANUFACTURER/SERVICE CENTER/RETAILER/RESELLER PERMIT/CPE SUPPLIER ACCREDITATION [Form No. NTC 1-18]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of CPE Supplier Accreditation	Applicant
3. Photocopy of valid Business/Mayor's Permit OR Photocopy of SEC Registration, OR Photocopy of DTI Registration, OR Photocopy of valid Business/Mayor's Permit	Office of the Mayor
4. Photocopy of valid distributorship or representation agreement on products to be sold	Applicant/Supplier
5. Certificate of Employment and photocopy of valid ROC/license of two (2) qualified radio technicians (i.e., Radio Communications Technician OR Electronics Technician) employed on a full-time basis.	Applicant/PRC
6. Certificate of Employment and photocopy of valid license of supervising Electronics Engineer (ECE) OR Professional Electronics Engineer (PECE)	Applicant/PRC
B.3 Customer Premises Equipment (CPE) Supplier Accreditation (MODIFICATION)	
1. Duly accomplished APPLICATION FOR DEALER/ MANUFACTURER/SERVICE CENTER/RETAILER/RESELLER PERMIT/CPE SUPPLIER ACCREDITATION [Form No. NTC 1-18]	Applicant
2. Photocopy of CPE Supplier Accreditation	Applicant
3. <i>For equipment not previously indicated in the CPE Supplier Accreditation</i> , Photocopy of Type Approval Certificate OR Photocopy of Grant of Equipment Conformity for CPE to be sold	Applicant
4. If modification is due to: 4.1 <i>Change of Name of Permittee</i> , Photocopy of SEC Registration, OR Photocopy of DTI Registration, OR Photocopy of valid Business/Mayor's Permit 4.2 <i>Change of company address</i> , Photocopy of valid Business/Mayor's Permit	SEC/DTI/Office of the Mayor Office of the Mayor



C. Dealer, Retailer/Reseller and Service Center of Mobile Phones	
C.1 Mobile Phone Dealer Permit (MPDP)	
C.1.1 MPDP (NEW)	
1. Duly accomplished APPLICATION FOR DEALER/ MANUFACTURER/SERVICE CENTER/RETAILER/RESELLER PERMIT/CPE SUPPLIER ACCREDITATION [Form No. NTC 1-18]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of SEC Registration, OR Photocopy of DTI Registration, OR photocopy of valid Business/Mayor's Permit	SEC/DTI/Office of the Mayor
3. Photocopy of dealership agreement from Mobile Phone Distributor/Supplier duly accredited by the NTC	Applicant/Distributor/Supplier
4. Proof of paid-up capitalization, minimum of PHP100,000.00. <i>Note 1: For Corporation, Copy of the latest SEC General Information Sheet (GIS) OR duly certified by the Treasurer of the Corporation</i> <i>Note 2: For Corporation, Partnership or sole proprietorship, Certificate of Bank deposit AND/OR Credit Line Agreement, if available</i>	Applicant
Note: List of stocks of spare parts and accessories sufficient enough to cover the warranty of mobile phone units for at least six (6) months, or in accordance with dealership agreement with the NTC accredited supplier/distributor	
C.1.2 MPDP (RENEWAL)	
1. Duly accomplished APPLICATION FOR DEALER/ MANUFACTURER/SERVICE CENTER/RETAILER/RESELLER PERMIT/CPE SUPPLIER ACCREDITATION [Form No. NTC 1-18]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of Mobile Phone Dealer Permit	Applicant
3. Photocopy of valid Business/Mayor's Permit OR Photocopy of SEC Registration, OR Photocopy of DTI Registration, OR Photocopy of valid Business/Mayor's Permit	Office of the Mayor
4. Photocopy of dealership agreement from Mobile Phone Distributor/Supplier duly accredited by the NTC	Applicant/Distributor/Supplier
C.1.3 MPDP (MODIFICATION)	
1. Duly accomplished APPLICATION FOR DEALER/ MANUFACTURER/SERVICE CENTER/RETAILER/RESELLER PERMIT/CPE SUPPLIER ACCREDITATION [Form No. NTC 1-18]	Applicant
2. Photocopy of Mobile Phone Dealer Permit	Applicant
3. If modification is due to: 3.1 <i>Change of Name of Permittee</i> , Photocopy of SEC Registration, OR Photocopy of DTI Registration, OR Photocopy of valid Business/Mayor's Permit 3.2 <i>Change of company address</i> , Photocopy of valid Business/Mayor's Permit	SEC/DTI/Office of the Mayor Office of the Mayor



C.2 Mobile Phone Retailer/Reseller Permit (MPRRP)	
C.2.1 MPRRP (NEW)	
1. Duly accomplished APPLICATION FOR DEALER/ MANUFACTURER/SERVICE CENTER/RETAILER/RESELLER PERMIT/CPE SUPPLIER ACCREDITATION [Form No. NTC 1-18]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of SEC Registration, OR Photocopy of DTI Registration, OR Photocopy of valid Business/Mayor's Permit	SEC/DTI/Office of the Mayor
3. Proof of paid-up capitalization in the amount of at least PHP 50,000.00, <i>Note 1: For Corporation, Copy of the latest SEC General Information Sheet (GIS) OR duly certified by the Treasurer of the Corporation</i> <i>Note 2: For Corporation, Partnership or sole proprietorship, Certificate of Bank deposit AND/OR Credit Line Agreement, if available</i>	Applicant
C.2.2 MPRRP (RENEWAL)	
1. Duly accomplished APPLICATION FOR DEALER/ MANUFACTURER/SERVICE CENTER/RETAILER/RESELLER PERMIT/CPE SUPPLIER ACCREDITATION [Form No. NTC 1-18]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of Mobile Phone Retailer/Reseller Permit	Applicant
3. Photocopy of valid Business/Mayor's Permit OR Photocopy of SEC Registration, OR Photocopy of DTI Registration, OR Photocopy of valid Business/Mayor's Permit	Office of the Mayor
C.2.3 MPRRP (MODIFICATION)	
1. Duly accomplished APPLICATION FOR DEALER/ MANUFACTURER/SERVICE CENTER/RETAILER/RESELLER PERMIT/CPE SUPPLIER ACCREDITATION [Form No. NTC 1-18]	Applicant
2. Photocopy of Mobile Phone Retailer/Reseller Permit	Applicant
3. If modification is due to: 3.1 <i>Change of Name of Permittee</i> , Photocopy of SEC Registration, OR Photocopy of DTI Registration, OR Photocopy of valid Business/Mayor's Permit 3.2 <i>Change of company address</i> , Photocopy of valid Business/Mayor's Permit	SEC/DTI/Office of the Mayor Office of the Mayor
C.3 Mobile Phone Service Center Permit (MPSCP)	
C.3.1 MPSCP (NEW)	
1. Duly accomplished APPLICATION FOR DEALER/ MANUFACTURER/SERVICE CENTER/RETAILER/RESELLER PERMIT/CPE SUPPLIER ACCREDITATION [Form No. NTC 1-18]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of SEC Registration, OR Photocopy of DTI Registration, OR Photocopy of valid Business/Mayor's Permit	SEC/DTI/Office of the Mayor



3. List of Service test equipment and measuring instruments	Applicant
4. Certificate of employment of qualified electronic technician AND photocopy of Certificate of Training	Applicant
C.3.2 MPSCP (RENEWAL)	
1. Duly accomplished APPLICATION FOR DEALER/ MANUFACTURER/SERVICE CENTER/RETAILER/RESELLER PERMIT/CPE SUPPLIER ACCREDITATION [Form No. NTC 1-18]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of Mobile Phone Service Center Permit	Applicant
3. Photocopy of valid Business/Mayor's Permit OR Photocopy of SEC Registration, OR Photocopy of DTI Registration, OR Photocopy of valid Business/Mayor's Permit	Office of the Mayor
4. List of Service test equipment and measuring instruments	Applicant
5. Certificate of employment of qualified electronic technician AND photocopy of Certificate of Training	Applicant
C.3.3 MPSCP (MODIFICATION)	
1. Duly accomplished APPLICATION FOR DEALER/ MANUFACTURER/SERVICE CENTER/RETAILER/RESELLER PERMIT/CPE SUPPLIER ACCREDITATION [Form No. NTC 1-18]	Applicant
2. Photocopy of Mobile Phone Service Center Permit	Applicant
3. If modification is due to: 3.1 <i>Change of Name of Permittee</i> , Photocopy of SEC Registration, OR Photocopy of DTI Registration, OR Photocopy of valid Business/Mayor's Permit 3.2 <i>Change of company address</i> , Photocopy of valid Business/Mayor's Permit	SEC/DTI/Office of the Mayor Office of the Mayor
Supporting Documents for Representative(s)	
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.	Applicant

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit application at the Licensing Unit	1. Screen/Assess application as to the completeness of submitted documents		30 Minutes	Engr. I/ Engr. II/ Engr. III
1.1 Receive back the application and NOD	1.1 <i>If incomplete</i> , issue Notice of Deficiency (NOD) and return the application			
1.2 Receive the SOA and application,	1.2 <i>If complete</i> , issue Statement of Account (SOA)			



and proceed to Payment Stage				
Payment Stage				
2. Pay the required fees 2.1 Submit SOA and application at Window 1 2.2 Pay prescribed fees at Window 2 2.3 Receive Official Receipt and application	2.1 Issue Order of Payment 2.2 Receive payment, issue Official Receipt and indicate proof of payment on the application form	Refer to Table: Fees to be Paid	10 Minutes 10 Minutes	Accountant II/ Acctng. Staff Cash Collecting Officer (designated)
Processing Stage				
3. Return to the Licensing Unit to submit the application with proof of payment 3.1 Receive the AR 3.2 Present the AR and receive certificate/ permit at the Licensing Unit	3. Receive application with proof of payment 3.1 Assign Unique Identification Number (UIN) and issue Acknowledgement Receipt (AR) 3.2 Evaluate the application; encode and print the certificate/permit 3.3 Review printed certificate/permit and affix initial 3.4 Approve/ Disapprove certificate/permit 3.5 Release approved certificate/permit to the Applicant		2 Hours 1 Day and 4 Hours 4 Hours 4 Hours 2 Hours	Engr. I/ Engr. II/ Engr. III Engr. I/ Engr. II/ Engr. III Engr. V Director II Admin. Aide III/ Admin. Aide IV
	TOTAL		3 Days	

How to compute the FEE to be paid	
A.1 RCE Dealer/ Manufacturer/Service Center Permit (NEW)	$FEE_{DP} = FF + (PF)(YR) + (IF)(YR) + DST$
A.2 RCE Dealer/ Manufacturer/Service Center Permit (RENEWAL)	$FEE_{DP} = (PF)(YR) + (IF)(YR) + DST + SUR$ Where, SUR means Surcharge, $SUR = (PF)(50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional 50\% shall be imposed for every 6 months delay in filing})$
A.3 RCE Dealer/ Manufacturer/Service Center Permit (MODIFICATION)	$FEE_{DP} = MOD + DST$
B.1 Customer Premises Equipment (CPE) Supplier Accreditation (NEW)	$FEE_{CPE} = FF + (PF)(YR) + (IF)(YR) + DST$
B.2 Customer Premises Equipment (CPE) Supplier Accreditation (RENEWAL)	$FEE_{CPE} = (PF)(YR) + (IF)(YR) + DST + SUR$ Where, SUR means Surcharge, $SUR = (PF)(50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional 50\% shall be imposed for every 6 months delay in filing})$
B.3 Customer Premises Equipment (CPE) Supplier Accreditation (MODIFICATION)	$FEE_{CPE} = MOD + DST$
C.1.1 MPDP (NEW)	$FEE_{MPDP} = FF + (PF)(YR) + (IF)(YR) + DST$
C.1.2 MPDP (RENEWAL)	$FEE_{MPDP} = (PF)(YR) + (IF)(YR) + DST + SUR$ Where, SUR means Surcharge, $SUR = (PF)(50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional 50\% shall be imposed for every 6 months delay in filing})$
C.1.3 MPDP (MODIFICATION)	$FEE_{MPDP} = MOD + DST$
C.2.1 MPRRP (NEW)	$FEE_{MPRRP} = FF + (PF)(YR) + (IF)(YR) + DST$
C.2.2 MPRRP (RENEWAL)	$FEE_{MPRRP} = (PF)(YR) + (IF)(YR) + DST + SUR$ Where, SUR means Surcharge, $SUR = (PF)(50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional 50\% shall be imposed for every 6 months delay in filing})$
C.2.3 MPRRP (MODIFICATION)	$FEE_{MPRRP} = MOD + DST$
C.3.1 MPSCP (NEW)	$FEE_{MPSCP} = FF + (PF)(YR) + (IF)(YR) + DST$
C.3.2 MPSCP (RENEWAL)	$FEE_{MPSCP} = (PF)(YR) + (IF)(YR) + DST + SUR$ Where, SUR means Surcharge, $SUR = (PF)(50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional 50\% shall be imposed for every 6 months delay in filing})$
C.3.3 MPSCP (MODIFICATION)	$FEE_{MPSCP} = MOD + DST$



Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963, Section 2, XIV			
NEW/RENEWAL <i>(*for new applications only)</i>	Amount (in PHP)			
	Filing Fee* (FF) (per certificate)	Permit/Accreditation Fee (PF) (per year)	Inspection Fee (IF) (per year)	Documentary Stamp Tax (DST) (per document)
RADIO COMMUNICATION EQUIPMENT				
Dealer	180.00	1,200.00	720.00	30.00
Manufacturer	180.00	1,760.00	720.00	30.00
Service Center	180.00	720.00	720.00	30.00
CPE SUPPLIER ACCREDITATION				
Non-Mobile Phones	180.00	1,200.00	720.00	30.00
Mobile Phones	500.00	2,500.00	1,500.00	30.00
MOBILE PHONE				
Dealer (Main)	500.00	2,500.00	1,500.00	30.00
Dealer (Branch)	500.00	1,500.00	1,500.00	30.00
Retailer/Reseller	500.00	1,500.00	1,500.00	30.00
Service Center	180.00	1,200.00	720.00	30.00

MODIFICATION	Amount (in PHP)	
	Modification Fee (MOD) (per permit)	Documentary Stamp Tax (DST) (per document)
RCE Dealer/Manufacturer/Service Center CPE Supplier Accreditation Mobile Phone Dealer/Retailer/Reseller/Service Center	120.00	30.00



SERVICE NAME:	16. Issuance of Certificate of Registration A. Radio Frequency Identification (RFID) Devices B. Short Range Devices (SRD) C. Wireless Data Network (WDN) Devices - Indoor	
A Certificate of Registration is a written authority issued by the Commission to an individual, accredited radio dealer/manufacturer, private and government entities for the registration of Radio Frequency Identification (RFID) Devices, Short Range Devices (SRD), or Wireless Data Network (WDN) Devices – Indoor.		
Office or Division:	Regional Office - Enforcement and Operations Division (EOD), Office of the Regional Director (ORD)	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government	
Who may avail:	Individuals, Accredited Radio Dealers/Manufacturers, and Private and Government Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Certificate of Registration for RFID, SRD, WDN Devices – Indoor		
A.1 Certificate of Registration (For Dealers)		
1. Duly accomplished APPLICATION FOR CERTIFICATE OF REGISTRATION (WDN/SRD/RFID/SRRS/PUBLIC TRUNK RADIO) [Form No. NTC 1-19]		Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of Dealer Permit OR Manufacturer Permit		Applicant
3. <i>For imported equipment</i> 3.1 Photocopy of Permit to Import 3.2 Photocopy of Invoice 3.3 Photocopy of Bureau of Customs (BOC) Release Clearance and Import Entry Declaration		Applicant Supplier BOC
4. <i>For locally-manufactured equipment</i> , Sales and Stocks Report		Applicant
A.2 Certificate of Registration (For Non-Dealers)		
1. Duly accomplished APPLICATION FOR CERTIFICATE OF REGISTRATION (WDN/SRD/RFID/SRRS/PUBLIC TRUNK RADIO) [Form No. NTC 1-19]		Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of Permit to Import		Applicant
3. Photocopy of Invoice		Supplier
4. Photocopy of Bureau of Customs (BOC) Release Clearance and Import Entry Declaration		BOC



Supporting Documents for Representative(s)	
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.	Applicant

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit application at the Licensing Unit	1. Screen/Assess application as to the completeness of submitted documents		30 Minutes	Engr. I/ Engr. II/ Engr. III
1.1 Receive back the application and NOD	1.1 <i>If incomplete</i> , issue Notice of Deficiency (NOD) and return the application			
1.2 Receive the SOA and application, and proceed to Payment Stage	1.2 <i>If complete</i> , issue Statement of Account (SOA)			
Payment Stage				
2. Pay the required fees				
2.1 Submit SOA and application at Window 1	2.1 Issue Order of Payment		10 Minutes	Accountant II/ Acctng. Staff
2.2 Pay prescribed fees at Window 2	2.2 Receive payment, issue Official Receipt and indicate proof of payment on the application form	Refer to Table: Fees to be Paid	10 Minutes	Cash Collecting Officer (designated)
2.3 Receive Official Receipt and application				
Processing Stage				
3. Return to the Licensing Unit to submit the application with proof of payment	3. Receive application with proof of payment		2 Hours	Engr. I/ Engr. II/ Engr. III
3.1 Receive the AR	3.1 Assign Unique Identification Number (UIN) and issue			



3.2 Present the AR and receive certificate at the Licensing Unit	Acknowledgement Receipt (AR)			
	3.2 Evaluate the application; encode and print the certificate		1 Day and 4 Hours	Engr. I/ Engr. II/ Engr. III
	3.3 Review printed certificate and affix initial		4 Hours	Engr. V
	3.4 Approve/ Disapprove certificate		4 Hours	Director II
	3.5 Release approved certificate to the Applicant		2 Hours	Admin. Aide III/ Admin. Aide IV
	TOTAL		3 Days	

How to compute the FEE to be paid

Certificate of Registration for RFID, SRD, WDN Devices – Indoor

$$FEE_{REG} = AF + (REG)(UNIT) + (DST)$$

Fees to be Paid:	Based on NTC Memorandum Circular No. 03-08-2013; 03-05-2007; 03-08-2006; Republic Act No. 10963, Section 2, XIV		
REGISTRATION	Amount (in PHP)		
	Application Fee (per invoice)	Registration Fee (REG) (per unit)	Documentary Stamp Tax (DST) (per document)
RFID (High Power)	180.00	300.00	30.00
RFID (Low Power)	180.00	100.00	30.00
SRD/WDN Devices – Indoor	180.00	50.00	30.00



SERVICE NAME:	17. Issuance of TVRO Registration Certificate (Commercial) and TVRO Station License for CATV System ¹	
A TVRO Registration Certificate is a certificate or a written authority issued by the Commission to a person, firm, company, association, or corporation authorizing the holder thereof to possess television receive-only equipment.		
A TVRO Station License is a written authority issued by the Commission to a person, firm, company, association, or corporation authorizing the holder thereof to operate a television receive-only equipment for cable antenna television system.		
Office or Division:	Regional Office - Enforcement and Operations Division (EOD), Office of the Regional Director (ORD)	
Classification:	Complex	
Type of Transaction:	G2B - Government to Business	
Who may avail:	Cable TV Operators and Private Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
TVRO Registration Certificate (Commercial) and TVRO Station License for CATV System		
1. Duly accomplished APPLICATION FOR TVRO REGISTRATION CERTIFICATE/TVRO STATION LICENSE/ CATV STATION LICENSE [Form No. NTC 1-22]		Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of valid Provisional Authority (PA) OR Photocopy of duly received Motion for Renewal of PA		Applicant
3. Engineering Plans and Diagrams signed and sealed by a duly licensed Professional Electronics Engineer (PECE), to wit: 3.1 Map showing the exact location of the TVRO station with geographical coordinates 3.2 Block Diagram of the proposed TVRO system (properly labeled) 3.3 Antenna System with Technical Specifications		PECE/Applicant
4. List of Combiner, Satellite Receivers, Modulators, LNA/LNB and other Head-End Equipment prepared and signed by a duly licensed Professional Electronics Engineer (PECE) / Electronics Engineer (ECE)		PECE/Applicant
5. Written authorization from the pay program originator/s or network sending the pay program via satellite (for Commercial TVRO)		Program Provider
Supporting Documents for Representative(s)		
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.		Applicant

¹The actual operation of Broadcast and CATV Stations shall be carried on by a licensed Radio Operator and supervised by a licensed Professional Electronics Engineer (PECE) or Electronics Engineer (ECE).



Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit application at the Licensing Unit	1. Screen/Assess application as to the completeness of submitted documents		45 Minutes	Engr. I/ Engr. II/ Engr. III
1.1 Receive back the application and NOD	1.1 <i>If incomplete</i> , issue Notice of Deficiency (NOD) and return the application			
1.2 Receive the SOA and application, and proceed to Payment Stage	1.2 <i>If complete</i> , issue Statement of Account (SOA)			
Payment Stage				
2. Pay the required fees				
2.1 Submit SOA and application at Window 1	2.1 Issue Order of Payment		10 Minutes	Accountant II/ Acctng. Staff
2.2 Pay prescribed fees at Window 2	2.2 Receive payment, issue Official Receipt and indicate proof of payment on the application form	Refer to Table: Fees to be Paid	10 Minutes	Cash Collecting Officer (designated)
2.3 Receive Official Receipt and application				
Processing Stage				
3. Return to the Licensing Unit to submit the application with proof of payment	3. Receive application with proof of payment		2 Hours	Engr. I/ Engr. II/ Engr. III
3.1 Receive the AR	3.1 Assign Unique Identification Number (UIN) and issue Acknowledgement Receipt (AR)			
	3.2 Evaluate the application; encode and print the certificate/license		4 Days and 4 Hours	Engr. I/ Engr. II/ Engr. III
	3.3 Review printed certificate/license and affix initial		1 Day and 4 Hours	Engr. V



3.2 Present the AR and receive certificate/ license at the Licensing Unit	3.4 Approve/ Disapprove certificate/license		4 Hours	Director II
	3.5 Release approved certificate/license to the Applicant		2 Hours	Admin. Aide III/ Admin. Aide IV
	TOTAL		7 Days	

How to compute the FEE to be paid	
TVRO Registration Certificate (Commercial) and TVRO Station License for CATV System	$FEE_{TVROREG} = REG + DST$ <i>Note: The registration shall be per service area, as defined in the PA, irrespective of number of LNBs</i> $FEE_{TVRORSL} = (LF)(YR) + DST$

Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963, Section 2, XIV		
NEW	Amount (in PHP)		
	Registration Fee (REG)	License Fee (LF) (per year)	Documentary Stamp Tax (DST) (per document)
TVRO Registration Certificate (Commercial)	6,500.00	-	30.00
TVRO Station License	-	2,600.00	30.00



SERVICE NAME:	18. Issuance of A. TVRO Registration Certificate (Non-Commercial) B. TVRO Station License (Renewal/Modification) ¹ C. CATV Station License (New/Renewal/Modification) ¹	
A TVRO Registration Certificate is a written authority issued by the Commission to cable TV operators, private and government entities authorizing the holder thereof to possess television receive-only equipment. A TVRO Station License or CATV Station License is a written authority issued by the Commission to cable TV operators, private and government entities authorizing the holder thereof to operate a TVRO for commercial purposes or operate a CATV system. The renewal of a TVRO Station License or CATV Station License is required for the continuous operation of the subject station.		
Office or Division:	Regional Office - Enforcement and Operations Division (EOD), Office of the Regional Director (ORD)	
Classification:	Simple	
Type of Transaction:	G2B - Government to Business G2G - Government to Government	
Who may avail:	Cable TV Operators and Private and Government Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. TVRO Registration Certificate (Non-Commercial)		
1. Duly accomplished APPLICATION FOR TVRO REGISTRATION CERTIFICATE/TVRO STATION LICENSE/ CATV STATION LICENSE [Form No. NTC 1-22]		Licensing Unit/ Website: ntc.gov.ph
2. List of Combiner, Satellite Receivers, Modulators, LNA/LNB and other Head-End Equipment prepared and signed by a duly licensed Professional Electronics Engineer (PECE) / Electronics Engineer (ECE)		PECE/Applicant
B. TVRO Station License		
B.1. TVRO Station License (RENEWAL)		
1. Duly accomplished APPLICATION FOR TVRO REGISTRATION CERTIFICATE/TVRO STATION LICENSE/ CATV STATION LICENSE [Form No. NTC 1-22]		Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of TVRO Station License		Applicant
3. Photocopy of valid Provisional Authority (PA) OR Photocopy of duly received Motion for Renewal of PA <i>Note: For Government applicants, this requirement is not applicable</i>		Applicant
4. List of Combiner, Satellite Receivers, Modulators, LNA/LNB and other Head-End Equipment prepared and signed by a duly licensed Professional Electronics Engineer (PECE) / Electronics Engineer (ECE)		PECE/Applicant



B.2. TVRO Station License (MODIFICATION)	
1. Duly accomplished APPLICATION FOR TVRO REGISTRATION CERTIFICATE/TVRO STATION LICENSE/ CATV STATION LICENSE [Form No. NTC 1-22]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of TVRO Station License	Applicant
3. <i>For modification due to Change of Ownership,</i> Photocopy of Order/Decision approving the change of ownership	Applicant
C. CATV Station License	
C.1 CATV Station License (NEW)	
1. Duly accomplished APPLICATION FOR TVRO REGISTRATION CERTIFICATE/TVRO STATION LICENSE/ CATV STATION LICENSE [Form No. NTC 1-22]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of valid Certificate of Authority (CA) OR Photocopy of duly received Motion for Renewal of CA	Applicant
3. List of Combiner, Satellite Receivers, Modulators, LNA/LNB and other Head-End Equipment prepared and signed by a duly licensed Professional Electronics Engineer (PECE) / Electronics Engineer (ECE)	PECE/Applicant
4. List of Programs Offered – Channel, Program, and Signal Source	Applicant
C.2 CATV Station License (RENEWAL)	
1. Duly accomplished APPLICATION FOR TVRO REGISTRATION CERTIFICATE/TVRO STATION LICENSE/ CATV STATION LICENSE [Form No. NTC 1-22]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of CATV Station License	Applicant
3. Photocopy of valid Certificate of Authority (CA) OR Photocopy of duly received Motion for Renewal of CA	Applicant
4. List of Combiner, Satellite Receivers, Modulators, LNA/LNB and other Head-End Equipment prepared and signed by a duly licensed Professional Electronics Engineer (PECE) / Electronics Engineer (ECE)	PECE/Applicant
5. List of Programs Offered – Channel, Program, and Signal Source	Applicant
C.3. CATV Station License (MODIFICATION)	
1. Duly accomplished APPLICATION FOR TVRO REGISTRATION CERTIFICATE/TVRO STATION LICENSE/ CATV STATION LICENSE [Form No. NTC 1-22]	Licensing Unit/ Website: ntc.gov.ph
2. Photocopy of TVRO Station License	Applicant
3. <i>For modification due to Change of Ownership,</i> Photocopy of Order/Decision approving the change of ownership	Applicant
Supporting Documents for Representative(s)	
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.	Applicant

¹The actual operation of Broadcast and CATV Stations shall be carried on by a licensed Radio Operator and supervised by a licensed Professional Electronics Engineer (PECE) or Electronics Engineer (ECE).



Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit application at the Licensing Unit	1. Screen/Assess application as to the completeness of submitted documents		30 Minutes	Engr. I/ Engr. II/ Engr. III
1.1 Receive back the application and NOD	1.1 <i>If incomplete</i> , issue Notice of Deficiency (NOD) and return the application			
1.2 Receive the SOA and application, and proceed to Payment Stage	1.2 <i>If complete</i> , issue Statement of Account (SOA)			
Payment Stage				
2. Pay the required fees				
2.1 Submit SOA and application at Window 1	2.1 Issue Order of Payment		10 Minutes	Accountant II/ Acctng. Staff
2.2 Pay prescribed fees at Window 2	2.2 Receive payment, issue Official Receipt and indicate proof of payment on the application form	Refer to Table: Fees to be Paid	10 Minutes	Cash Collecting Officer (designated)
2.3 Receive Official Receipt and application				
Processing Stage				
3. Return to the Licensing Unit to submit the application with proof of payment	3. Receive application with proof of payment		2 Hours	Engr. I/ Engr. II/ Engr. III
3.1 Receive the AR	3.1 Assign Unique Identification Number (UIN) and issue Acknowledgement Receipt (AR)			
	3.2 Evaluate the application; encode and print the certificate/license		1 Day and 4 Hours	Engr. I/ Engr. II/ Engr. III
	3.3 Review printed certificate/license and affix initial		4 Hours	Engr. V



3.2 Present the AR and receive certificate/ license at the Licensing Unit	3.4 Approve/ Disapprove certificate/license		4 Hours	Director II
	3.5 Release approved certificate/license to the Applicant		2 Hours	Admin. Aide III/ Admin. Aide IV
	TOTAL		3 Days	

How to compute the FEE to be paid	
A. TVRO Registration Certificate (Non-Commercial)	$FEE_{TVROREG} = REG + DST$
B.1 TVRO Station License - Commercial / Non-Commercial (RENEWAL)	$FEE_{TVRORSL} = (LF)(YR) + DST + SUR$ Where SUR means Surcharge, $SUR = (LF) (50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional } 50\% \text{ shall be imposed for every 6 months delay in filing})$
B.2 TVRO Station License – Commercial / Non-Commercial (MODIFICATION)	$FEE_{MOD} = MOD + DST$
C.1 CATV Station License (NEW)	$FEE_{CATVRSL} = FF + CPF + (LF)(YR) + (IF)(YR) + DST$
C.2 CATV Station License (RENEWAL)	$FEE_{CATVRSL} = (LF)(YR) + (IF)(YR) + DST + SUR$ Where SUR means Surcharge, $SUR = (LF) (50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional } 50\% \text{ shall be imposed for every 6 months delay in filing})$
C.3 CATV Station License (MODIFICATION)	$FEE_{MOD} = MOD + DST$



Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963, Section 2, XIV					
Particulars	Amount (in PHP)					
	Registration Fee (REG)	Filing Fee (FF) (per station)	Construction Permit Fee (CPF) (per station)	License Fee (LF) (per year)	Inspection Fee (IF) (per year)	Documentary Stamp Tax (DST) (per document)
TVRO Registration Certificate (Non-Commercial)	6,500.00	-	-	-	-	30.00
TVRO Station License	-	-	-	2,600.00	-	30.00
CATV Station License (New)	-	400.00	1,140.00	3,600.00	720.00	30.00
CATV Station License (Renewal)	-	-	-	3,600.00	720.00	30.00

MODIFICATION	Amount (in PHP)	
	Modification Fee (MOD) (per permit or certificate)	Documentary Stamp Tax (DST) (per document)
TVRO Station License	180.00	30.00
CATV Station License	180.00	30.00



SERVICE NAME:	19. Issuance of A. Permit to Import for customer premises equipment (CPE) B. Certificate of Exemption for non-CPE thru the Philippine National Single Window (https://nsw.gov.ph) <i>Note: This service is available only at NTC-NCR, R3.</i>	
A Permit to Import is a written authority issued by the Commission to an individual, accredited CPE supplier, and private and government entities for the importation of type-approved/type-accepted customer premises equipment (CPE). A Certificate of Exemption is a written authority issued by the Commission to an individual, accredited CPE supplier, and private and government entities for the importation of non-customer premises equipment (CPE).		
Office or Division:	Regional Office - Enforcement and Operations Division (EOD), Office of the Regional Director (ORD)	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government	
Who may avail:	Individuals, accredited CPE Suppliers, Private and Government Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Permit to Import / Certificate of Exemption		
1. Photocopy of Proforma/Commercial Invoice		Supplier
2. For CPE Supplier OR Personal/Company Use, 2.1 Photocopy of Type Approval Certificate, OR 2.2 Photocopy of Type Acceptance Certificate, OR 2.3 Photocopy of Grant of Equipment Conformity Note 1: CPE includes Indoor WDN equipment and Short Range Devices(SRD)		Applicant
3. For Demonstration and/or Testing, Photocopy of Datasheet of proposed equipment		Supplier
Supporting Documents for Representative(s)		
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.		Applicant

Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit application online thru NSW website with required documents	1. Screen/Assess application as to the completeness of submitted documents		30 Minutes	Engr. I/ Engr. II/ Engr. III
1.1 Receive back the application and NOD	1.1 <i>If incomplete</i> , issue Notice of Deficiency (NOD) and return the application			
1.2 Receive Order of Payment and proceed to Payment Stage	1.2 <i>If complete</i> , issue Order of Payment			
Payment Stage				
2. Pay the required fees		Refer to Table: Fees to be Paid		
2.1 Submit SOA and application at Window 1	2.1 Issue Order of Payment			Accountant II
2.2 Pay prescribed fees at Window 2	2.2 Receive payment, issue Official Receipt and indicate proof of payment on the application form			Cash Collecting Officer (designated)
2.3 Receive Official Receipt and application				
Processing Stage				
	3.1 Evaluate the application; process the permit/ certificate		1 Day and 6 Hours	Engr. I/ Engr. II/ Engr. III
	3.2 Approval/ Disapproval by Authorizer 1		4 Hours	Engr. I/ Engr. II
	Authorizer 2		4 Hours	Engr. III/ Engr. V



3. View/Print approved permit/certificate thru NSW website	Authorizer 3		2 Hours	Director II/ Commissioner
	TOTAL		3 Days	

How to compute the FEE to be paid	
A. Permit to Import	$FEE_{IMPORT} = IMP + DST$
B. Certificate of Exemption	$FEE_{CERT} = EXEMPT + DST$

Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963, Section 2, XIV	
Particulars		Amount (in PHP)
Permit to Import Fee (IMP) (per invoice)		240.00
Certificate of Exemption (EXEMPT) (per invoice)		120.00
Documentary Stamp Tax (DST) (per document)		30.00



SERVICE NAME:	20. Issuance of A. Authenticated Copy of Certificates, Permits and Licenses B. Duplicate Copy of Certificates, Permits and Licenses C. Certification	
An Authenticated Copy of a Certificate/Permit/License is issued by the Commission upon request of the holder showing faithful reproduction of the same.		
A Duplicate Copy of a Certificate/Permit/License is issued by the Commission upon request of the holder for the re-issuance of the same.		
A Certification is a document issued by the Commission upon request of the holder affirming the existence/status of an official document.		
Office or Division:	Regional Office - Enforcement and Operations Division (EOD), Office of the Regional Director (ORD)	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government	
Who may avail:	Individuals and Private and Government Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Authenticated Copy of Certificates, Permits and Licenses		
1. Copy of document to be authenticated		Applicant
B. Duplicate Copy of Certificates, Permits and Licenses		
1. Duly accomplished APPLICATION FOR DUPLICATE OF PERMIT/LICENSE/ CERTIFICATE [Form No. NTC 1-21]		Licensing Unit/ Website: ntc.gov.ph
2. For Radio Operator Certificate, Three (3) ID picture (1" x 1") taken within the last six (6) months		Applicant
C. Certification of Documents Issued by the Commission		
1. Letter request		Applicant
Supporting Documents for Representative(s)		
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.		Applicant



Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit application at the Licensing Unit	1. Screen/Assess application as to the completeness of submitted documents		30 Minutes	Engr. I/ Engr. II/ Engr. III
1.1 Receive back the application and NOD	1.1 <i>If incomplete</i> , issue Notice of Deficiency (NOD) and return the application			
1.2 Receive the SOA and application, and proceed to Payment Stage	1.2 <i>If complete</i> , issue Statement of Account (SOA)			
Payment Stage				
2. Pay the required fees				
2.1 Submit SOA and application at Window 1	2.1 Issue Order of Payment		10 Minutes	Accountant II/ Acctng. Staff
2.2 Pay prescribed fees at Window 2	2.2 Receive payment, issue Official Receipt and indicate proof of payment on the application form	Refer to Table: Fees to be Paid	10 Minutes	Cash Collecting Officer (designated)
2.3 Receive Official Receipt and application				
Processing Stage				
3. Return to the Licensing Unit to submit the application with proof of payment	3. Receive application with proof of payment		2 Hours	Engr. I/ Engr. II/ Engr. III
3.1 Receive the AR	3.1 Assign Unique Identification Number (UIN) and issue Acknowledgement Receipt (AR)			
	3.2 Evaluate the application; encode and print the certificate/permit/ license		1 Day and 4 Hours	Engr. I/ Engr. II/ Engr. III
			4 Hours	Engr. V



3.2 Present the AR and receive certificate/ permit/license at the Licensing Unit	3.3 Review printed certificate/permit/ license and affix initial			
	3.4 Approve/ Disapprove certificate/permit/ license		4 Hours	Director II
	3.5 Release approved certificate/permit/ license to the Applicant		2 Hours	Admin. Aide III/ Admin. Aide IV
	TOTAL		3 Days	

How to compute the FEE to be paid	
A. Authenticated Copy of Certificates, Permits and Licenses	$FEE_{CTC} = FC + (SC)(COPY) + DST$
B. Duplicate Copy of Certificates, Permits, and Licenses	$FEE_{DUP} = DUP + DST$
C. Certification	$FEE = STATUS + DST$

Fees to be Paid:		Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963, Section 2, XIV			
Particulars	Amount (in PHP)				
	First Copy (FC)	Succeeding Copies (SC)	Duplicate Fee (DUP)	Certification Fee (STATUS)	Documentary Stamp Tax (DST) (per document)
Authentication (per copy)					
Radio Operator Certificate	6.00	2.50	-	-	30.00
Permits and Licenses	24.00	6.00	-	-	30.00
Duplicate	-	-	120.00	-	30.00
Certification	-	-		120.00	30.00



SERVICE NAME:	21. Handling of A. Request for Blocking/Unblocking of IMEI and SIM of lost/stolen mobile phone B. Complaints on Text Spam, Text Scam, or Illegal/Obscene/Threat/Other Similar Text Messages C. Complaints on Services offered by Telecommunications or Broadcast Service Providers of Consumers/Subscribers received through Walk-in, Courier, Facsimile or Electronic Mail	
The Commission receives and acts on requests for blocking or unblocking of IMEI and/or SIM of lost or stolen mobile phones, as well as complaints on text scams, spam, unwanted calls or messages, and illegal, obscene, or threatening texts, and complaints against telecommunications and broadcast service providers (e.g., mobile, cable TV, DTH) involving billing issues, poor customer service, and poor technical service, submitted through walk-in, courier, fax, or email.		
Office or Division:	Regional Office - Consumer Welfare and Protection Unit, Office of the Regional Director (ORD)	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government	
Who may avail:	Individuals, Private and Government Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Request for Blocking/Unblocking of IMEI and SIM of lost/stolen mobile phone		
1. Duly accomplished and notarized AFFIDAVIT OF OWNERSHIP AND LOSS WITH UNDERTAKING [Form No. NTC 1-24] a. If request is accompanied by a notarized Affidavit of Loss, which indicates the IMEI of the mobile phone and/or the SIM to be blocked, [Form No. NTC 1-24] need not be notarized. b. When the SIM is included in the request for blocking, [Form No. NTC 1-24] must be notarized in the absence of an Affidavit of Loss which indicates the SIM subject of blocking. c. When request for blocking is accompanied by 2.1, 2.2, 2.3, OR 2.4 the AFFIDAVIT OF OWNERSHIP AND LOSS WITH UNDERTAKING, [Form No. NTC 1-24] need not be notarized.		Consumer Welfare and Protection Unit/ Website: ntc.gov.ph
2. For Blocking, Proof of ownership, ANY of the following:		Mobile Phone Dealer/Applicant



2.1 Copy of Official Receipt of the mobile phone 2.2 Box of the mobile phone with International Mobile Equipment Identity (IMEI) 2.3 Certificate of Purchase issued by the Authorized Seller with the Name of the Purchaser, Date of Purchase and IMEI 2.4 <i>In the absence of 2.1, 2.2 & 2.3, Affidavit (of loss, declaring ownership and providing a reference for blocking such as IMEI and attached, if available, the Police Blotter)</i>	
3. <i>For Unblocking, Copy of duly received request for blocking – AFFIDAVIT OF OWNERSHIP AND LOSS WITH UNDERTAKING, [Form No. NTC 1-24]</i>	
4. Copy of valid Identification 4.1 Any government-issued ID OR Passport 4.2 <i>For students, School ID</i> 4.3 <i>For cases when ID is not available, Birth Certificate OR NBI Clearance</i>	BIR/Post Office/DFA/SSS/GSIS/ PAG-IBIG/PSA/School/NBI/LTO
B. Handling of Complaints on Text Spam, Text Scam, or Illegal/Obscene/Threat/Other Similar Text Messages	
1. Duly accomplished COMPLAINT FORM [Form No. NTC 1-25]	Consumer Welfare and Protection Unit/ Website: ntc.gov.ph
2. Copy of valid Identification 2.1 Any government-issued ID OR Passport 2.2 <i>For students, School ID</i> 2.3 <i>For cases when ID is not available, Birth Certificate OR NBI Clearance</i>	BIR/Post Office/DFA/SSS/GSIS/ PAG-IBIG/PSA/School/NBI/LTO
C. Handling of Complaints on Services offered by Telecommunications or Broadcast Service Providers	
1. Duly accomplished COMPLAINT FORM [Form No. NTC 1-25]	Consumer Welfare and Protection Unit/ Website: ntc.gov.ph
2. Copy of valid Identification 2.1 Any government-issued ID OR Passport 2.2 <i>For students, School ID</i> 2.3 <i>For cases when ID is not available, Birth Certificate OR Barangay Certification OR NBI Clearance</i>	BIR/Post Office/DFA/SSS/GSIS/ PAG-IBIG/PSA/School/NBI/LTO
3. Copy of Service Contract, OR Photocopy of Billing Statement, OR Document indicating services availed by the complainant, if available	Service Provider
Supporting Documents for Representative(s)	
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.	Applicant



Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit application at the Consumer Welfare and Protection Unit	1. Screen/Assess application as to the completeness of submitted documents 1.1 <i>If incomplete</i> , issue Notice of Deficiency (NOD) and return the application		30 Minutes	Admin. Staff/ Atty. III
1.1 Receive back the application and NOD	1.2 <i>If complete</i> , proceed to Processing Stage			
Processing Stage				
2.1 Receive the AR	2.1 Receive application with the complete requirements/ supporting documents		1 Hour	Admin. Staff/ Atty. III
	2.2 Assign Unique Identification Number (UIN) and issue Acknowledgement Receipt (AR)			Admin. Staff/ Atty. III
	2.3 Prepare Endorsement Letter/ Notice to concerned PTE's or DTIP's		30 Minutes	Admin. Staff/ Atty. III
	2.4 Transmit the endorsement letter /Notice to concerned PTE's or DTIP's a. For, blocking/unblocking, Endorse to b. For Complaints on Text Scams, Endorse to c. For complaints on services, Endorse to		2 Days, 6 Hours and 30 Minutes	Admin. Staff/ Atty. III
	TOTAL	None	3 Days	