



REGIONAL OFFICES

External Services



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



SERVICE NAME:	1. Issuance of Admission Slip for Radio Operator Examination A. RROC-Aircraft B. Radiotelephone/Radiotelegraph C. Amateur	
<p>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.</p>		
Office or Division:	Regional Office - Enforcement and Operations Division (EOD)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	A. Restricted Radio Operator Certificate (RROC) - Aircraft <ul style="list-style-type: none"> • Commercial pilots • Student pilot B. Radiotelephone/Radiotelegraph <ul style="list-style-type: none"> • 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) C. Amateur <ul style="list-style-type: none"> • Radio enthusiasts • Licensed amateurs and commercial operators (for upgrading) • Registered ECE 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. RROC-Aircraft		
1. Duly accomplished APPLICATION FOR RADIO OPERATOR EXAMINATION [Form No. NTC 1-01]	NTC Licensing Area / Website: www.ntc.gov.ph	
2. Aircraft pilot's license or student pilot's license issued by the Civil Aviation Authority of the Philippines (CAAP) / Pilot license issued by the aviation authority of the Administration for foreign applicants	CAAP/Applicant	
3. ID picture (1" x 1") taken within the last six (6) months [Two (2) pcs.]	Applicant	
4. Mailing envelopes with stamps (4 1/8" x 9 1/2") [Two (2) pcs.]	Applicant	



B. Radiotelephone/ Radiotelegraph	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR EXAMINATION [Form No. NTC 1-01]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of ANY of the following: Birth Certificate Baptismal Certificate Passport PRC License Driver's License OR any document which can serve as the basis for age requirement <i>Note 1: The applicant has to show the Original.</i>	PSA/Church/DFA/PRC/LTO /BIR/Post Office/SSS/GSIS/ PAG-IBIG/NBI
3. Copy 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>	School/University/College
4. ID picture (1" x 1") taken within the last six (6) months [Two (2) pcs.]	Applicant
5. Mailing envelopes with stamps (4 1/8" x 9 1/2") [Two (2) pcs.]	Applicant
6. <i>For upgrade to higher class, Copy of valid ROC</i>	NTC
C. Amateur (Class A, Class B, Class C, Class D)	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR EXAMINATION [Form No. NTC 1-01]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of ANY of the following: Birth Certificate Baptismal Certificate Passport PRC License Driver's License OR any document which can serve as the basis for age requirement <i>Note 1: The applicant has to show the Original.</i>	PSA/Church/DFA/PRC/LTO /BIR/Post Office/SSS/GSIS/ PAG-IBIG/NBI
3. Proof of attendance of seminar conducted by NTC accredited Amateur Radio Club	NTC accredited Amateur Radio Club
4. ID picture (1" x 1") taken within the last six (6) months [Two (2) pcs.]	Applicant
5. Mailing envelopes with stamps (4 1/8" x 9 1/2") [Two (2) pcs.]	Applicant
6. <i>For upgrade to higher class, Copy of valid AT-ROC</i>	NTC
Supporting Documents for Representative(s)	
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.	Person being represented



Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits application at the Licensing Area	1. Screens/Assesses application as to the completeness of submitted documents		10 Minutes	Engr. I, II, III EOD
1.1 Receives back the application and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application			
1.2 Receives the SOA and application, and proceeds to Payment Stage	1.2 <i>If complete</i> , issues Statement of Account (SOA)			
Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1 Issues Order of Payment		10 Minutes	Acctng. Staff FAD
2.2 Pays prescribed fees at Window 2	2.2 Receives payment, issues Official Receipt and indicates proof of payment on the application form	₱50.00	10 Minutes	Cash Clerk FAD
Processing Stage				
3. Returns to the Licensing Area to submit the application with proof of payment	3. Receives application with proof of payment		15 Minutes	Engr. I, II, III EOD
	3.1 Reviews application			Engr. V EOD
	3.2 Approves/ Disapproves application			Director II
3.1 Receives Admission Slip	3.3 Issues Admission Slip			Engr. I, II, III EOD
	TOTAL	₱50.00	15 Minutes	



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
<p>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.</p> <p>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.</p> <p>The modification of a Radio Operator Certificate is required for changes in the particulars indicated in the Certificate.</p>	
Office or Division:	Regional Office - Enforcement and Operations Division (EOD)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	<ul style="list-style-type: none"> • 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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Original valid <i>Report of Rating</i> <i>Note 1: Apply for Duplicate Copy if Original is lost/mutilated/destroyed or not available.</i>	NTC Radio Operator Examination Committee
3. ID picture (1" x 1") taken within the last six (6) months [Three (3) pcs.]	Applicant
4. <i>For upgrade to higher class, Copy of valid ROC</i>	NTC
A.2 Commercial ROC (RENEWAL)	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR CERTIFICATE [Form No. NTC 1-02]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of ROC	NTC
3. ID picture (1" x 1") taken within the last six (6) months [Three (3) pcs.]	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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Original valid <i>Report of Rating</i> <i>Note 1: Apply for Duplicate Copy if Original is lost/mutilated/destroyed or not available.</i>	NTC Radio Operator Examination Committee
3. ID picture (1" x 1") taken within the last six (6) months [Three (3) pcs.]	Applicant
B.2 RROC-Aircraft (RENEWAL)	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR CERTIFICATE [Form No. NTC 1-02]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of ROC	NTC
3. ID picture (1" x 1") taken within the last six (6) months [Three (3) pcs.]	Applicant
C. Temporary ROC for Foreign Pilot	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR CERTIFICATE [Form No. NTC 1-02]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of pilot license issued from country of origin <i>Note 1: The applicant has to show the Original.</i>	Applicant
3. ID picture (1" x 1") taken within the last six (6) months [Three (3) pcs.]	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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of <i>Certificate of Completion</i> of seminar	NTC
3. ID picture (1" x 1") taken within the last six (6) months [Three (3) pcs.]	Applicant
D.2 SROP (RENEWAL)	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR CERTIFICATE [Form No. NTC 1-02]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of ROC	NTC
3. ID picture (1" x 1") taken within the last six (6) months [Three (3) pcs.]	Applicant
E. Government Radio Operator Certificate (GROC)	
E.1 GROC (NEW)	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR CERTIFICATE [Form No. NTC 1-02]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of ALL of the following:	Applicant's employer
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 for at least six (6) months and duly certified by the Head of Office	
3. Copy of <i>Certificate of Completion</i> of seminar	NTC
4. ID picture (1" x 1") taken within the last six (6) months [Three (3) pcs.]	Applicant
E.2 GROC (RENEWAL)	
1. Duly accomplished APPLICATION FOR RADIO OPERATOR CERTIFICATE [Form No. NTC 1-02]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of ROC	NTC
3. ID picture (1" x 1") taken within the last six (6) months [Three (3) pcs.]	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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of <i>Certificate of Completion</i> of seminar	NTC
3. ID picture (1" x 1") taken within the last six (6) months [Three (3) pcs.]	Applicant



F.2 RROC-RLM (RENEWAL)				
1. Duly accomplished APPLICATION FOR RADIO OPERATOR CERTIFICATE [Form No. NTC 1-02]			NTC Licensing Area / Website: www.ntc.gov.ph	
2. Copy of ROC			NTC	
3. ID picture (1" x 1") taken within the last six (6) months [Three (3) pcs.]			Applicant	
G. Modification of any of the above certificates				
1. Duly accomplished APPLICATION FOR RADIO OPERATOR CERTIFICATE [Form No. NTC 1-02]			NTC Licensing Area / Website: www.ntc.gov.ph	
2. Copy of ROC			NTC	
3. ID picture (1" x 1") taken within the last six (6) months [Three (3) pcs.]			Applicant	
4. <i>For correction of name</i> , Copy of any valid government ID, OR Copy of Birth Certificate, OR Copy 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.			Person being represented	
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits application at the Licensing Area	1. Screens/Assesses application as to the completeness of submitted documents		0.5 Hour	Engr. I, II, III EOD
1.1 Receives back the application and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application			
1.2 Receives the SOA and application, and proceeds to Payment Stage	1.2 <i>If complete</i> , issues Statement of Account (SOA)			
Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff FAD
2.2 Pays prescribed fees at Window 2	2.2 Receives payment, issues Official Receipt and indicates proof of	Refer to Table: Fees to be Paid	0.17 Hour	Cash Clerk FAD



	payment on the application form			
Processing Stage				
3. Returns to the Licensing Area to submit the application with proof of payment 3.1 Receives the AR	3. Receives application with proof of payment 3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)		2 Hours	Engr. I, II, III EOD
	3.2 Evaluates the application; encodes and prints the certificate		12 Hours	Engr. I, II, III EOD
	3.3 Reviews printed certificate		4 Hours	Engr. V EOD
	3.4 Approves/ Disapproves certificate		4 Hours	Director II
3.2 Presents the AR and receives certificate at the Licensing Area	3.5 Issues approved certificate to the Applicant		2 Hours	Engr. I, II, III EOD
	TOTAL		24 Hours	

How to compute the FEE to be paid	
A.1 Commercial ROC (NEW)	$FEE_{ROC} = (ROC)(YR) + DST$
A.2 Commercial ROC (RENEWAL)	$FEE_{ROC} = (ROC)(YR) + SUR + DST$ Where, SUR means Surcharge, $SUR = (ROC)$ (50% for 1 day to 6 months from expiration date, 100% for 6 months and 1 day to one-year from expiration date, and thereafter)
B.1 RROC-Aircraft (NEW)	$FEE_{ROC} = (ROC)(YR) + DST$
B.2 RROC Aircraft (RENEWAL)	$FEE_{ROC} = (ROC)(YR) + SUR + DST$ Where, SUR means Surcharge, $SUR = (ROC)$ (50% for 1 day to 6 months from expiration date, 100% for 6 months and 1 day to one-year from expiration date, and thereafter)
C. Temporary ROC for Foreign Pilot	$FEE_{ROC} = ROC + DST$



D.1 SROP (NEW)	$FEE_{ROC} = FF + SEM + (ROC)(YR) + DST$
D.2 SROP (RENEWAL)	$FEE_{ROC} = (ROC)(YR) + SUR + DST$ Where, SUR means Surcharge, $SUR = (ROC)$ (50% for 1 day to 6 months from expiration date, 100% for 6 months and 1 day to one-year from expiration date, and thereafter)
E.1 GROC (NEW)	$FEE_{ROC} = FF + AF + (ROC)(YR) + DST$
E.2 GROC (RENEWAL)	$FEE_{ROC} = (ROC)(YR) + SUR + DST$ Where, SUR means Surcharge, $SUR = (ROC)$ (50% for 1 day to 6 months from expiration date, 100% for 6 months and 1 day to one-year from expiration date, and thereafter)
F.1 RROC-RLM (NEW)	$FEE_{ROC} = FF + AF + (ROC)(YR) + DST$
F.2 RROC-RLM (RENEWAL)	$FEE_{ROC} = (ROC)(YR) + SUR + DST$ Where, SUR means Surcharge, $SUR = (ROC)$ (50% for 1 day to 6 months from expiration date, 100% for 6 months and 1 day to one-year from expiration date, and thereafter)
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	Seminar Fee (SEM) or Application Fee (AF) (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
¹ RROC-RLM	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		120.00	

Note 1: * - For new applications only

Note 2: For GROC and RROC-RLM, required Application Fee (i.e. equivalent to Seminar Fee) is in view of the attendance to RLM Seminar



SERVICE NAME:	<p>3. Issuance of Certificates, Permits and Licenses in the Amateur Service</p> <p>A. Amateur Radio Operator Certificate (AT-ROC) (New/Renewal/Modification)</p> <p>B. Amateur Radio Station License (AT-RSL) (New/Renewal/Modification)</p> <p>C. Lifetime Amateur Radio Station License for Class A (AT-LIFETIME) (Modification)</p> <p>D. Amateur Club Radio Station License (AT-CLUB RSL) [Repeater (RT), Fixed (FX), Land Base (FB)] (New/Renewal/Modification)</p> <p>E. Temporary Permit to Operate an Amateur Radio Station – Foreign Visitor</p> <p>F. Special Permit for the Use of Vanity Call Sign (New/Renewal)</p> <p>G. Special Permit for the Use of Special Event Call Sign</p> <p><i>Note: For Service 3.F, applications shall be submitted to NTC-NCR only.</i></p>
<p>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.</p> <p>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.</p> <p>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.</p>	
Office or Division:	Regional Office - Enforcement and Operations Division (EOD)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	<ul style="list-style-type: none"> • 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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of valid <i>Report of Rating</i>	NTC Radio Operator Examination Committee
3. ID picture (1" x 1") taken within the last six (6) months [Three (3) pcs.]	Applicant
A.2 AT-ROC (RENEWAL)	
1. Duly accomplished APPLICATION FOR AMATEUR RADIO OPERATOR CERTIFICATE/AMATEUR RADIO STATION LICENSE [Form No. NTC 1-03]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of AT-ROC	NTC
3. Proof of Amateur Activity(ies)	PARA/ Amateur Club/ Amateur
4. ID picture (1" x 1") taken within the last six (6) months [Three (3) pcs.]	Applicant
A.3 AT-ROC (MODIFICATION)	
1. Duly accomplished APPLICATION FOR AMATEUR RADIO OPERATOR CERTIFICATE/AMATEUR RADIO STATION LICENSE [Form No. NTC 1-03]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of AT-ROC	NTC
3. ID picture (1" x 1") taken within the last six (6) months [Three (3) pcs.]	Applicant
4. <i>For upgrade to higher class, Copy of valid Report of Rating</i>	NTC Radio Operator Examination Committee
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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. <i>For new AT-RSL,</i> 2.1 Copy of valid <i>Report of Rating</i> , OR 2.2 Copy of valid AT-ROC	NTC Radio Operator Examination Committee NTC
3. <i>For Change of Equipment and/or Additional Equipment,</i> Copy of valid AT-RSL	NTC
B.2 AT-RSL (NEW)	
1. Duly accomplished APPLICATION FOR AMATEUR RADIO OPERATOR CERTIFICATE/AMATEUR RADIO STATION LICENSE [Form No. NTC 1-03]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of Permit to Purchase/Possess	NTC
3. <i>For AT-ROC holders, Copy of AT-ROC</i>	NTC
4. Copy of document indicating source of equipment	Authorized Radio Dealer



<p>(a) <i>For locally-sourced equipment</i>, Official Receipt or Sales Invoice from authorized Radio Dealer, OR</p> <p>(b) <i>For imported equipment</i>, Copy of Invoice from the supplier AND Copy of Permit to Import, OR</p> <p>(c) <i>For equipment from licensed Amateur</i>, Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09] AND Original AT-RSL of the Seller</p> <p><i>Note 1: Apply for Duplicate Copy if Original is lost/mutilated/destroyed or not available.</i></p>	<p>Supplier/NTC</p> <p>NTC Licensing Area/NTC</p>
5. ID picture (1" x 1") taken within the last six (6) months [Three (3) pcs.]	Applicant
B.3 AT-RSL (RENEWAL)	
1. Duly accomplished <i>Application for Radio Station License</i>	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of AT-RSL	NTC
3. Proof of Amateur Activity(ies)	PARA/Amateur Club/ Amateur
4. ID picture (1" x 1") taken within the last six (6) months [Three (3) pcs.]	Applicant
B.4 AT-RSL (MODIFICATION)	
1. Duly accomplished APPLICATION FOR AMATEUR RADIO OPERATOR CERTIFICATE/AMATEUR RADIO STATION LICENSE [Form No. NTC 1-03]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of AT-RSL	NTC
3. ID picture (1" x 1") taken within the last six (6) months [Three (3) pcs.]	Applicant
4. If modification is due to:	
4.1 <i>Change of Equipment and/or Additional Equipment</i> ,	
4.1.1 Copy of Permit to Purchase/Possess	NTC
4.1.2 Copy 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> , Copy of Invoice from the supplier AND Copy of Permit to Import, OR	Supplier/NTC
(c) <i>For equipment from licensed Amateur</i> , Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	NTC Licensing Area
4.2 <i>Upgrading</i> , Copy of valid <i>Report of Rating</i>	NTC Radio Operator Examination Committee
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]	NTC Licensing Area / Website: www.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]	NTC Licensing Area / Website: www.ntc.gov.ph



B.5 Permit to Sell/Transfer	
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of AT-RSL of the Seller	NTC
C. Lifetime Amateur Radio Station License for Class A (AT-LIFETIME)	
1. Letter request for Issuance of a Lifetime Radio Station License	Applicant
2. Certificate of Good Standing as a Member from a registered amateur club or association with the NTC	PARA/Amateur Club
3. Copy 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. Copy of Amateur Class "A" RSL	NTC
5. Proof of amateur service of at least fifteen (15) consecutive years	PARA/Amateur Club
6. ID picture (1" x 1") taken within the last six (6) months [Three (3) pcs.]	Applicant
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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of Supplementary Certificate	NTC
C.2 Modification of AT-Lifetime Supplementary Certificate	
1. Duly accomplished APPLICATION FOR AMATEUR RADIO OPERATOR CERTIFICATE/AMATEUR RADIO STATION LICENSE [Form No. NTC 1-03]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of Supplementary Certificate	NTC
3. If modification is due to:	
3.1 <i>Additional Equipment,</i>	
3.1.1 Copy of Permit to Purchase/Possess	NTC
3.1.2 Copy 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 equipment from licensed Amateur,</i> Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	Authorized Radio Dealer Supplier/NTC NTC Licensing Area / Website: www.ntc.gov.ph
3.2 <i>Deletion of Equipment due to:</i>	
3.2.1 <i>Lost, Original Affidavit of Loss of Equipment</i>	Applicant



3.2.2 <i>Storage</i> , Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	NTC Licensing Area / Website: www.ntc.gov.ph
3.2.3 <i>Sell/Transfer</i> , Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	NTC Licensing Area / Website: www.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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of SEC Registration/ Articles of Incorporation/ By-laws	SEC
3. Copy of the Memorandum of Agreement with NTC indicating the conditions under which the applicant organization maybe accredited	Applicant/NTC
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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of Permit to Purchase/Possess	NTC
3. Copy 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 equipment from licensed Amateur</i> , Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	Authorized Radio Dealer Supplier/NTC NTC Licensing Area / Website: www.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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of Amateur Club RSL	NTC



<p>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></p>	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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of Amateur Club RSL	NTC
3. If modification is due to:	
3.1 <i>Change of Equipment and/or Additional Equipment,</i>	
3.1.1 Copy of Permit to Purchase/Possess	
3.1.2 Copy 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 equipment from licensed Amateur,</i> Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/TRANSFER [Form No. NTC 1-09]	Authorized Radio Dealer Supplier/NTC NTC Licensing Area / Website: www.ntc.gov.ph
3.2 <i>Deletion of Equipment due to:</i>	
3.2.1 <i>Lost,</i> Original Affidavit of Loss of Equipment	Applicant
3.2.2 <i>Storage,</i> Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/TRANSFER [Form No. NTC 1-09]	NTC Licensing Area / Website: www.ntc.gov.ph
3.2.3 <i>Sell/Transfer,</i> Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/TRANSFER [Form No. NTC 1-09]	NTC Licensing Area / Website: www.ntc.gov.ph
3.3 <i>Change of Club Trustee,</i> Copy of valid AT-RSL	NTC
3.4 <i>Change of station location,</i> Map showing the location with geographical coordinates, as applicable	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]	NTC Licensing Area / Website: www.ntc.gov.ph



3. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09], as applicable	NTC Licensing Area / Website: www.ntc.gov.ph
4. Copy 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. ID picture (1" x 1") taken within the last six (6) months [Three (3) pcs.]	Applicant
F. Special Permit for the Use of Vanity Call Sign	
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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of valid AT-RSL or AT-ROC	NTC
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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of valid AT-RSL or AT-ROC	NTC
3. Copy of Special Permit	NTC
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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Letter Request stating, among others, nature of event, duration of event, etc.	Applicant
3. Copy of valid AT-RSL or AT-ROC	NTC
Supporting Documents for Representative(s)	
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.	Person being represented



Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits application at the Licensing Area	1. Screens/Assesses application as to the completeness of submitted documents		0.5 Hour	Engr. I, II, III EOD
1.1 Receives back the application and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application			
1.2 Receives the SOA and application, and proceeds to Payment Stage	1.2 <i>If complete</i> , issues Statement of Account (SOA)			
Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff FAD
2.2 Pays prescribed fees at Window 2	2.2 Receives payment, issues Official Receipt and indicates proof of payment on the application form	Refer to Table: Fees to be Paid	0.17 Hour	Cash Clerk FAD
Processing Stage				
3. Returns to the Licensing Area to submit the application with proof of payment	3. Receives application with proof of payment		2 Hours	Engr. I, II, III EOD
3.1 Receives the AR	3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)			
	3.2 Evaluates the application; encodes and prints the certificate/permit/license		12 Hours	Engr. I, II, III EOD
	3.3 Reviews printed certificate/permit/license		4 Hours	Engr. V EOD
	3.4 Approves/ Disapproves certificate/permit/license		4 Hours	Director II



3.2 Presents the AR and receives certificate/ permit/license at the Licensing Area	3.5 Issues approved certificate/permit/ license to the Applicant		2 Hours	Engr. I, II, III EOD
TOTAL			24 Hours	

How to compute the FEE to be paid	
A.1 AT-ROC (NEW)	$FEE_{AT-ROC} = (ROC)(YR) + DST$
A.2 AT-ROC (RENEWAL)	$FEE_{AT-ROC} = (ROC)(YR) + SUR + DST$ Where SUR means Surcharge, $SUR = (ROC)$ (50% for 1 day to 6 months from expiration date 100% for 6 months and 1 day to one-year expiration, and thereafter)
A.3 AT-ROC (MODIFICATION)	$FEE_{AT-ROC} = FF + MOD + DST$
B.1 Permit to Purchase/ Possess	$FEE_{PUR/POS} = (PUR)(UNIT) + (POS)(UNIT) + DST$
B.2 AT-RSL (NEW)	$FEE_{AT-RSL} = FF + (LF)(YR) + DST$
B.3 AT-RSL (RENEWAL)	$FEE_{AT-RSL} = (LF)(YR) + SUR + DST$ Where SUR means Surcharge, $SUR = (RSL)$ (50% for 1 day to 6 months from expiration date 100% for 6 months and 1 day to one-year expiration, and thereafter)
B.4 AT-RSL (MODIFICATION)	$FEE_{AT-RSL} = FF + MOD + DST$
B.5 Permit to Sell/Transfer	$FEE_{STF} = (STF)(UNIT) + DST$
C. Lifetime Amateur Radio Station License for Class A (AT-LIFETIME)	$FEE_{AT-LIFETIME} = LF + DST$
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)	$FEE_{AT-RSL-CLUB} = (LF)(YR) + SUR + DST$ Where SUR means Surcharge, $SUR = (RSL)$ (50% for 1 day to 6 months from expiration date 100% for 6 months and 1 day to one-year expiration, and thereafter)
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	$FEE_{AT-TEMPORARY} = FF + PUR + POS + ROC + LF + DST$
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	$FEE_{SPECIAL\ EVENT-AT} = SP + DST$



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	-	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) (per unit)	Modification Fee (MOD) (per certificate)	Possess Permit Fee (PUR) (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
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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)
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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of valid Aircraft Station License(s)	NTC
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, Copy of valid RSL	NTC



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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Authenticated copy of existing aircraft station license.	Applicant
3. Copy of Permit to Purchase/Possess	NTC
4. Copy 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	Authorized Radio Dealer Supplier/NTC
6. Copy of valid ROC (at least 2PHN) and Certificate of Employment	NTC/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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of RSL	NTC
3. Copy of valid ROC (at least 2PHN) and Certificate of Employment	NTC/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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of RSL	NTC
3. If modification is due to:	
3.1 <i>Change of Licensee</i> , Copy of SEC Registration, OR Copy of DTI Registration, OR Copy of valid Business/Mayor's Permit	SEC/DTI/Office of the Mayor
3.2 <i>Change of Equipment and/or Additional Equipment</i> ,	
3.2.1 Copy of Permit to Purchase/ Possess	NTC
3.2.2 Copy 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	Authorized Radio Dealer Supplier/NTC
4. Copy of valid ROC (at least 2PHN) and Certificate of Employment	NTC/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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	NTC Licensing Area / Website: www.ntc.gov.ph
3. Copy of valid Certificate of Registration issued by the Civil Aviation Authority of the Philippines (CAAP)	CAAP
4. Copy 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. Copy of valid RROC-Aircraft and Certificate of Employment	NTC/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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of Aircraft Station License	NTC
3. Copy of valid Certificate of Registration issued by the Civil Aviation Authority of the Philippines (CAAP)	CAAP
4. Copy 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. Copy of valid RROC-Aircraft and Certificate of Employment	NTC/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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of Aircraft Station License	NTC
3. If modification is due to:	
3.1 <i>Change of Licensee</i> , Copy of valid Certificate of Registration issued by the Civil Aviation Authority of the Philippines (CAAP)	CAAP
3.2 <i>Change of Equipment and/or Additional Equipment</i> , Copy 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> , Copy of Permit to Possess	Authorized Radio Dealer NTC
Supporting Documents for Representative(s)	
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.	Person being represented



Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits application at the Licensing Area	1. Screens/Assesses application as to the completeness of submitted documents		0.5 Hour	Engr. I, II, III EOD
1.1 Receives back the application and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application			
1.2 Receives the SOA and application, and proceeds to Payment Stage	1.2 <i>If complete</i> , issues Statement of Account (SOA)			
Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff FAD
2.2 Pays prescribed fees at Window 2	2.2 Receives payment, issues Official Receipt and indicates proof of payment on the application form	Refer to Table: Fees to be Paid	0.17 Hour	Cash Clerk FAD
Processing Stage				
3. Returns to the Licensing Area to submit the application with proof of payment	3. Receives application with proof of payment		2 Hours	Engr. I, II, III EOD
3.1 Receives the AR	3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)			
	3.2 Evaluates the application; encodes and prints the permit/license		12 Hours	Engr. I, II, III EOD
	3.3 Reviews printed permit/license		4 Hours	Engr. V EOD
	3.4 Approves/ Disapproves permit/license		4 Hours	Director II
3.2 Presents the AR and receives permit/license at the Licensing Area	3.5 Issues approved permit/license to the Applicant		2 Hours	Engr. I, II, III EOD
	TOTAL		24 Hours	



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)	$FEE_{RSL} = (LF)(YR) + (IF)(YR) + SUR + DST$ Where SUR means Surcharge, $SUR = (LF)$ (50% for 1 day to 6 months from expiration date 100% for 6 months and 1 day to one-year expiration, and thereafter)						
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)	$FEE_{ASL} = (LF)(YR) + (IF)(YR) + SUR + DST$ Where SUR means Surcharge, $SUR = (LF)$ (50% for one day to 6 months from expiration date 100% for 6 months and 1 day to one-year expiration, and thereafter)						
C.3 Aircraft Station License (MODIFICATION)	$FEE_{RSL} = FF + CPF + MOD + DST$						
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 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 aeros					
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:	<p>5. Issuance of</p> <p>A. Permit and Ship Station License (<i>New/Renewal/Modification</i>) for Ship engaged in Domestic Trade</p> <p>B. Station License (<i>Renewal/Modification</i>) for Ship engaged in International Trade</p> <p>1. Ship Station License</p> <p>2. Ship Earth Station License(s)</p> <p>2.1 Inmarsat – C</p> <p>2.2 Ship Security Alert System (SSAS)</p> <p>2.3 Long Range Identification and Tracking (LRIT)</p> <p>2.4 Inmarsat Mini – C</p> <p>2.5 Inmarsat – F</p> <p>2.6 Fleet Broadband</p> <p>C. Permit and Private Coastal Station License in the Maritime Service (<i>New/Renewal/Modification</i>)</p> <p><i>Note: For Service 5.B, applications shall be submitted at NTC-NCR only.</i></p>
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The **Ship Station License** or **Ship Earth 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** or **Ship Earth Station License** is required for the continuous operation of an existing radio stations.

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, Ship Earth Station License, or Private Coastal Radio Station License** is required for changes in the particulars indicated in the License.

Office or Division:	Regional Office - Enforcement and Operations Division (EOD)
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 (New/ Renewal/Modification) 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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy 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 Copy of valid Ship Station License	MARINA/LGU/NTC
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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy 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. Copy of valid ROC (at least 2 nd Class Radiotelephone Operator) and Certificate of Employment	NTC/Applicant's employer
4. Copy of Permit to Purchase/Possess.	NTC
5. Copy 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 (c) <i>For registered equipment</i> , Copy of Permit to Possess	Authorized Radio Dealer Supplier/NTC NTC
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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/TRANSFER [Form No. NTC 1-09]	NTC Licensing Area / Website: www.ntc.gov.ph
3. Copy 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. Copy of valid ROC (at least 2 nd Class Radiotelephone Operator) and Certificate of Employment	NTC/Applicant's employer
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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of Ship Station License	NTC
3. Copy of valid ROC (at least 2 nd Class Radiotelephone Operator) and Certificate of Employment	NTC/Applicant's employer
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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of Ship Station License	NTC
3. If modification is due to:	
3.1 <i>Change of Licensee</i> , Copy 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 Copy of Permit to Purchase/Possess	NTC
3.2.2 Copy 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/NTC NTC
B. Ship Station License/Ship Earth Station License for Ship engaged in International Trade	
B.1 Ship Station License/Ship Earth Station License for Ship engaged in International 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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of Ship Station License	NTC
3. Copy of Ship Earth Station License	NTC
4. Copy of Certificate of Philippine Registry (CPR) issued by the Maritime Industry Authority (MARINA)	MARINA



6. Copy of Certificate of Inclusion from a Recognized Private Operating Agency or Accounting Authority (AA)	Recognized Private Operating Agency or Accounting Authority (AA)
7. Copy of valid Shore-Based Maintenance Entity (SBME) Agreement from duly accredited SBME	Duly accredited SBME
8. Copy of valid General Operator Certificate (GOC) of two (2) deck officers (i.e. First Officer, or Second Officer, or Third Officer)	MARINA
9. Copy of Contract of Employment of the deck officers issued by the Philippine Overseas Employment Administration (POEA), OR Certificate of Employment issued by Shipping Company	POEA/Shipping Company
B.2 Ship Station License/Ship Earth Station License for Ship engaged in International 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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of Ship Station License	NTC
3. Copy of Ship Earth Station License	NTC
C. Private Coastal Station License	
C.1 Permit to Purchase/Possess	
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of valid Ship Station License(s) for ship(s) engaged in Domestic Trade	NTC
C.2 Private Coastal Station License (NEW)	
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of Permit to Purchase/Possess	NTC
3. Copy of valid ROC (at least 2 nd Class Radiotelephone Operator) and Certificate of Employment	NTC/Applicant's employer
4. Copy 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, Copy of Invoice from the supplier AND Copy of Permit to Import, OR (c) For registered equipment, Copy of Permit to Possess	Authorized Radio Dealer Supplier/NTC NTC
5. NTC Inspection Report of the subject radio station	NTC
C.3 Private Coastal Station License (RENEWAL)	
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of RSL	NTC
3. Copy of valid ROC (at least 2 nd Class Radiotelephone Operator) and Certificate of Employment	NTC/Applicant's employer
4. NTC Inspection Report of the subject radio station	NTC



C.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]		NTC Licensing Area / Website: www.ntc.gov.ph		
2. Copy of RSL		NTC		
3. If modification is due to:				
3.1 <i>Change of Licensee, Copy of SEC Registration, OR Copy of DTI Registration, OR Copy 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 Copy of Permit to Purchase/Possess		NTC		
3.2.2 Copy of document indicating source of equipment (a) <i>For locally-sourced equipment, Official Receipt or Sales Invoice from authorized Radio Dealer, OR</i> (b) <i>For imported equipment, Copy of Invoice from the supplier AND Copy of Permit to Import, OR</i> (c) <i>For registered equipment, Copy of Permit to Possess</i>		Authorized Radio Dealer Supplier/NTC NTC		
4. NTC Inspection Report of the subject radio station		NTC		
Supporting Documents for Representative(s)				
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.		Person being represented		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits application at the Licensing Area	1. Screens/Assesses application as to the completeness of submitted documents		0.5 Hour	Engr. I, II, III EOD
1.1 Receives back the application and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application			
1.2 Receives the SOA and application, and proceeds to Payment Stage	1.2 <i>If complete</i> , issues Statement of Account (SOA)			



Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff FAD
2.2 Pays prescribed fees at Window 2	2.2 Receives payment, issues Official Receipt and indicates proof of payment on the application form	Refer to Table: Fees to be Paid	0.17 Hour	Cash Clerk FAD
Processing Stage				
3. Returns to the Licensing Area to submit the application with proof of payment 3.1 Receives the AR	3. Receives application with proof of payment 3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)		2 Hours	Engr. I, II, III EOD
	3.2 Evaluates the application; encodes and prints the permit/license		12 Hours	Engr. I, II, III EOD
	3.3 Reviews printed permit/license		4 Hours	Engr. V EOD
	3.4 Approves/ Disapproves permit/ license		4 Hours	Director II
3.2 Presents the AR and receives permit/license at the Licensing Area	3.5 Issues approved permit/license to the Applicant		2 Hours	Engr. I, II, III EOD
	TOTAL		24 Hours	



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 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]	$FEE_{SSL} = (FF)(UNIT) + (PUR)(UNIT) + (POSS)(UNIT) + DST$
A.4 Ship Station License for Ship engaged in Domestic Trade [RENEWAL]	$FEE_{SSL} = (LF)(YR) + (IF)(YR) + SUR + DST$ Where SUR means Surcharge, $SUR = (LF)$ (50% for 1 day to 6 months from expiration date, 100% for 6 months and 1 day to one-year expiration, and thereafter)
A.5 Ship Station License for Ship engaged in Domestic Trade [MODIFICATION]	$FEE_{SSL} = FF + CPF + MOD + DST$
B.1 Ship Station License/Ship Earth Station License for Ship engaged in International Trade (RENEWAL)	$FEE_{SSL} = (LF)(YR) + (IF)(YR) + SUR + DST$ Where SUR means Surcharge, $SUR = (LF)$ (50% for 1 day to 6 months from expiration date, 100% for 6 months and 1 day to one-year expiration, and thereafter)
B.2 Ship Station License/ Ship Earth Station License for Ship engaged in International Trade (MODIFICATION)	$FEE_{SSL} = FEE_{PUR/POS} + FF + CPF + MOD + DST$
C.1 Permit to Purchase/ Possess	$FEE_{PUR/POS} = (FF)(UNIT) + (PUR)(UNIT) + (POS)(UNITS) + DST$
C.2 Private Coastal Radio Station License (NEW)	$FEE_{COASTAL} = CPF + (LF)(YR) + (IF)(YR) + DST$
C.3 Private Coastal Radio Station License (RENEWAL)	$FEE_{COASTAL} = (LF)(YR) + (IF)(YR) + SUR + DST$ Where SUR means Surcharge, $SUR = (LF)$ (50% for 1 day to 6 months from expiration, date 100% for 6 months and 1 day to one-year expiration, and thereafter)
C.4 Private Coastal Radio Station License (MODIFICATION)	$FEE_{COASTAL} = FF + CPF + MOD + DST$



Fees to be Paid:		Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963, Section 2, XIV					
NEW/ RENEWAL	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)
	<i>(for new applications only)</i>						
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 (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)
	<i>(for new applications only)</i>						
SHIPS IN INTERNATIONAL TRADE							
High Powered	180.00	240.00	120.00	1,200.00	1,500.00	1,200.00	30.00
Medium Powered	180.00	120.00	96.00	1,200.00	1,500.00	1,200.00	30.00
Low Powered	180.00	96.00	60.00	1,200.00	1,500.00	1,200.00	30.00
SESC/LRIT/SSAS/SESFB	180.00	360.00	360.00	1,200.00	1,440.00	1,200.00	30.00
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
SHIPS IN INTERNATIONAL TRADE				
High Powered (above 100W)	180.00	1,200.00	180.00	30.00
Medium Powered (above 25W up to 100W)	180.00	1,200.00	180.00	30.00
Low Powered (25W and below)	180.00	1,200.00	180.00	30.00
SESC/LRIT/SSAS/SESFB	180.00	1,200.00	180.00	30.00
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.



SERVICE NAME:	6. Issuance of Permit and Public Coastal Station License (New/Modification) in the Maritime Service	
<p>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.</p> <p>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.</p> <p>The modification of Public Coastal Station License is required for changes in the particulars indicated in the License.</p>		
Office or Division:	Regional Office - Enforcement and Operations Division (EOD)	
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]		NTC Licensing Area / Website: www.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. Copy of valid Provisional Authority OR Certificate of Public Convenience and Necessity		NTC
A.2 Public Coastal Station License (NEW)		
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11]		NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of Permit to Purchase/Possess		NTC



3. Copy 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/NTC NTC
4. Copy of valid ROC (at least 2 nd Class Radiotelephone Operator) and Certificate of Employment	NTC/Applicant's employer
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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of RSL	NTC
3. If modification is due to:	
3.1 <i>Change of Licensee</i> , Copy of SEC Registration, OR Copy of DTI Registration, OR Copy of valid Business/Mayor's Permit	SEC/DTI/Office of the Mayor
3.2 <i>Change of Equipment and/or Additional Equipment</i> ,	
3.2.1 Copy of Permit to Purchase/Possess	NTC
3.2.2 Copy 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/NTC NTC
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>)	PECE/Applicant
Supporting Documents for Representative(s)	
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.	Person being represented



Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits application at the Licensing Area	1. Screens/Assesses application as to the completeness of submitted documents		0.75 Hour	Engr. I, II, III EOD
1.1 Receives back the application and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application			
1.2 Receives the SOA and application, and proceeds to Payment Stage	1.2 <i>If complete</i> , issues Statement of Account (SOA)			
Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff FAD
2.2 Pays prescribed fees at Window 2	2.2 Receives payment, issues Official Receipt and indicates proof of payment on the application form	Refer to Table: Fees to be Paid	0.17 Hour	Cash Clerk FAD
Processing Stage				
3. Returns to the Licensing Area to submit the application with proof of payment	3. Receives application with proof of payment		2 Hours	Engr. I, II, III EOD
3.1 Receives the AR	3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)			
	3.2 Evaluates the application; encodes and prints the license		36 Hours	Engr. I, II, III EOD
	3.3 Reviews printed license		12 Hours	Engr. V EOD
	3.4 Approves/ Disapproves license		4 Hours	Director II
3.2 Presents the AR and receives license at the Licensing Area	3.5 Issues approved license to the Applicant		2 Hours	Engr. I, II, III EOD
	TOTAL		56 Hours	



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)	$FEE_{PUB-COASTAL} = FF + CPF + MOD + DST$			
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 (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
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)
Classification:	Simple
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	
Public Coastal Station License (RENEWAL)	
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of RSL	NTC
3. Copy of valid ROC (at least 2 nd Class Radiotelephone Operator) and Certificate of Employment	NTC/Applicant's employer
Supporting Documents for Representative(s)	
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.	Person being represented

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits application at the Licensing Area	1. Screens/Assesses application as to the completeness of submitted documents		0.5 Hour	Engr. I, II, III EOD
1.1 Receives back the application and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application 1.2 <i>If complete</i> , issues Statement of Account (SOA)			
Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff FAD
2.2 Pays prescribed fees at Window 2	2.2 Receives payment, issues Official	Refer to Table:	0.17 Hour	Cash Clerk FAD



	Receipt and indicates proof of payment on the application form	Fees to be Paid		
Processing Stage				
3. Returns to the Licensing Area to submit the application with proof of payment 3.1 Receives the AR	3. Receives application with proof of payment 3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)		2 Hours	Engr. I, II, III EOD
	3.2 Evaluates the application; encodes and prints the license		12 Hours	Engr. I, II, III EOD
	3.3 Reviews printed license		4 Hours	Engr. V EOD
	3.4 Approves/ Disapproves license		4 Hours	Director II
3.2 Presents the AR and receives license at the Licensing Area	3.5 Issues approved license to the Applicant		2 Hours	Engr. I, II, III EOD
	TOTAL		24 Hours	

How to compute the FEE to be paid

Public Coastal Station License (RENEWAL)	$FEE_{PUB-COASTAL} = (LF)(YR) + (IF)(YR) + SUR + DST$ <p>Where SUR means Surcharge, $SUR = (LF)$ (50% for 1 day to 6 months from expiration date, 100% for 6 months and 1 day to one-year from expiration date, and thereafter)</p>
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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 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	
<p>The renewal of a Radio Station License is required from the public telecommunications entity for the continuous operation of an existing radio station.</p> <p>The modification of a Radio Station License is required from the public telecommunications entity for changes in the particulars indicated in the License.</p> <p>A Permit to Possess for Storage is a written authority issued by the Commission to public telecommunications entities authorizing the storage of radio communications equipment.</p>		
Office or Division:	Regional Office - Enforcement and Operations Division (EOD)	
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, BTS) [RENEWAL]		
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11]		NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of RSL		NTC
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]		NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of RSL		NTC
3. If modification is due to <i>Change of Equipment and/or Additional Equipment</i> , Copy of Permit to Purchase/Possess, OR Copy of Permit to Possess for Storage		NTC
<p><i>Note 1: For other modifications, the applicant shall apply at the Networks and Facilities Division, Regulation Branch</i></p>		



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

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits application at the Licensing Area	1. Screens/Assesses application as to the completeness of submitted documents		0.75 Hour	Engr. I, II, III EOD
1.1 Receives back the application and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application			
1.2 Receives the SOA and application, and proceeds to Payment Stage	1.2 <i>If complete</i> , issues Statement of Account (SOA)			
Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff FAD
2.2 Pays prescribed fees at Window 2	2.2 Receives payment, issues Official Receipt and indicates proof of payment on the application form	Refer to Table: Fees to be Paid	0.17 Hour	Cash Clerk FAD



Processing Stage				
3. Returns to the Licensing Area to submit the application with proof of payment 3.1 Receives the AR	3. Receives application with proof of payment 3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)		2 Hours	Engr. I, II, III EOD
	3.2 Evaluates the application; encodes and prints the permit/license		36 Hours	Engr. I, II, III EOD
	3.3 Reviews printed permit/license		12 Hours	Engr. V EOD
	3.4 Approves/ Disapproves permit/license		4 Hours	Director II
3.2 Presents the AR and receives permit/license at the Licensing Area	3.5 Issues approved permit/license to the Applicant		2 Hours	Engr. I, II, III EOD
	TOTAL		56 Hours	

How to compute the FEE to be paid	
A. Radio Station License (Microwave, VSAT, Public Trunked, BWA, WDN, BTS) [RENEWAL]	$FEE_{RSL} = (LF)(CH)(YR) + (IF)(CH)(YR) + (SUF)(YR) + SUR + DST$ $FEE_{BTSRSL} = (LF)(CH)(YR) + (IF)(CH)(YR) + SUR + DST$ <p>Where SUR means Surcharge, $SUR = SUR_{RSL} + SUR_{SUF}$</p> <p>$SUR_{RSL} = (LF)(CH)$ (50% for 1 day to 6 months from expiration date, 100% for 6 months and 1 day to one-year expiration, and thereafter)</p> <p>$SUR_{SUF} = (SUF)$ (25% of the amount of the SUF due plus 1% of the principal per month of delay)</p>
B. Radio Station License (MODIFICATION OF BTS)	$FEE_{RSL} = FF + CPF + MOD + DST$
C. Permit to Possess for Storage (BTS)	$FEE_{STO} = (POS)(UNIT) + DST$



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; 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) (per unit)	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
BROADBAND SERVICES, LAND BASE (FB) – BWA			
Lower than 1GHz	6.00	5.00	4.00
1GHz to lower than 10GHz	5.00	4.00	3.00
10GHz to lower than 20GHz	4.00	3.00	2.00
20GHz and above	3.00	2.00	1.25
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 1GHz	2.50		
1GHz to 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	
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)	
Classification:	Complex [for pre-allocated frequency(ies)] Highly Technical (requiring new frequencies)	
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
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]		NTC Licensing Area / Website: www.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 applications requiring new frequency assignment, Datasheet of proposed radio equipment.</i>		Radio Dealer
4. <i>For Microwave Radio Link, Link Budget Analysis</i>		PECE/Applicant
5. <i>For VSAT,</i>		
5.1 Copy of valid Transponder Lease Agreement (TLA) with any Philippine or International Satellite Operator OR 5.2 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
6. <i>Administrative Requirements</i>		
6.1 <i>For Private Entities,</i>		



6.1.1 Copy of SEC Registration, OR Copy of DTI Registration, OR Copy of valid Business/Mayor's Permit		SEC/DTI/Office of the Mayor		
6.2 For Civic Action Groups,				
6.2.1 Copy 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		SEC/DTI/Office of the Mayor/NTC		
6.2.2 List of Officers and at least 50 active Members		Applicant		
6.2.3 Copy of Memorandum of Agreement with the government & non-government organizations		Applicant		
6.3 For Government Entities, Letter of Intent duly signed by the head of the agency or his duly authorized representative stating, among others, the technical information and availability of funds to support the proposal.				
Supporting Documents for Representative(s)				
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.		Person being represented		
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits application at the Licensing Area	1. Screens/Assesses application as to the completeness of submitted documents		0.75 Hour	Engr. I, II, III EOD
1.1 Receives back the application and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application			
1.2 Receives the SOA and application, and proceeds to Payment Stage	1.2 <i>If complete</i> , issues Statement of Account (SOA)			
Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff FAD
2.2 Pays prescribed fees at Window 2	2.2 Receives payment, issues Official Receipt and indicates proof of payment on the application form	Please refer to Table of Fees	0.17 Hour	Cash Clerk FAD



Processing Stage				
3. Returns to the Licensing Area to submit the application with proof of payment 3.1 Receives the AR	3. Receives application with proof of payment 3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)		2 Hours	Engr. I, II, III EOD
	3.2 If frequency is sub-allocated with the Regional Office, evaluates the application		3 Hours	Engr. I, II, III EOD
	3.3 For applications requiring new frequency assignment, prepares Endorsement to Radio Spectrum Planning Division (RSPD) for issuance of Frequency Assignment Sheet (FAS).		80 Hours	RSPD Staff
	3.4 Encodes and prints the permit		64 Hours	Engr. I, II, III EOD
	3.5 Reviews printed permit		4 Hours	Engr. V EOD
	3.6 Approves/ Disapproves permit		4 Hours	Director II
	3.7 Issues Statement of Account (SOA) for the Permit Fee and DST		1 Hour	Engr. I, II, III EOD
Payment Stage				
4. Pays the required fees				
4.1 Submits SOA and application at Window 1	4.1 Issues Order of Payment		0.17 Hour	Acctng. Staff FAD
4.2 Pays prescribed fees at Window 2	4.2 Receives payment, issues Official Receipt and indicates proof of payment on the application form	Refer to Table: Fees to be Paid	0.17 Hour	Cash Clerk FAD
Releasing Stage				
5. Presents the AR and receives permit at the Licensing Area	5. Issues approved permit to the Applicant		2 Hours	Engr. I, II, III EOD
	TOTAL Complex Highly Technical		56 Hours 160 Hours	



How to compute the FEE to be paid	
Permit to Purchase/Possess [Repeater (RT), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)]	$FEE_{PUR/POS} = (FF)(UNIT) + (PUR)(UNIT) + (POS)(UNIT) + DST$

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 (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 under low powered.



SERVICE NAME:	10. Issuance of Construction Permit and Radio Station License (New and Modification) for Government and Private Radio Stations in the Fixed and Land Mobile Service	
<p>A Construction Permit is a written authority issued by the Commission to an individual, private and government entities authorizing the holder thereof to construct or install radio transceivers or radio station(s).</p> <p>A Radio 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.</p> <p>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.</p>		
Office or Division:	Regional Office - Enforcement and Operations Division (EOD)	
Classification:	Complex	
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. Construction/Radio Station License [Repeater (RT), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)]		
A.1 Construction Permit/Radio Station License (NEW)		
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [<i>Form No. NTC 1-11</i>]		NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of Permit to Purchase/Possess		NTC
3. Copy of appropriate and valid ROC		NTC
4. Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE), to wit: 4.1 Network Diagram indicating location of all stations and the proposed frequency band 4.2 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>) 4.3 Antenna System Plan (<i>Type, Gain, Azimuth, Height Above Ground</i>)		PECE/Applicant
5. Copy 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		Authorized Radio Dealer Supplier/NTC



(c) <i>For registered equipment, Copy of Permit to Possess</i>	NTC
6. <i>For land mobile station, Copy of vehicle's valid OR/CR</i>	LTO
A.2 Construction Permit / Radio Station License (MODIFICATION)	
1. Duly accomplished <i>Application for Construction Permit / Radio Station License (Form D – Modification)</i>	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of RSL	NTC
3. <i>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:</i> 3.1 <i>Change of Location beyond 500 meters from the original location</i> 3.2 <i>Change of Mode of Transmission</i> 3.3 <i>Change of Point(s) of Communications and Service Area</i> 3.4 <i>Additional Base Station(s)</i>	PECE/Applicant
4. <i>For modification due to change of vehicle, Copy of valid OR/CR</i>	LTO
5. <i>For modification due to Change of Equipment and/or Additional Equipment,</i>	
5.1 Copy of Permit to Purchase/Possess	NTC
5.2 Copy of document indicating source of equipment (a) <i>For locally-sourced equipment, Official Receipt or Sales Invoice from Authorized Radio Dealer, OR</i> (b) <i>For imported equipment, Copy of Invoice from the supplier AND Copy of Permit to Import, OR</i> (c) <i>For registered equipment, Copy of Permit to Possess</i>	Authorized Radio Dealer Supplier/NTC NTC
Supporting Documents for Representative(s)	
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.	Person being represented



Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits application at the Licensing Area	1. Screens/Assesses application as to the completeness of submitted documents		0.75 Hour	Engr. I, II, III EOD
1.1 Receives back the application and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application			
1.2 Receives the SOA and application, and proceeds to Payment Stage	1.2 <i>If complete</i> , issues Statement of Account (SOA)			
Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff FAD
2.2 Pays prescribed fees at Window 2	2.2 Receives payment, issues Official Receipt and indicates proof of payment on the application form	Refer to Table: Fees to be Paid	0.17 Hour	Cash Clerk FAD
Processing Stage				
3. Returns to the Licensing Area to submit the application with proof of payment	3. Receives application with proof of payment		2 Hours	Engr. I, II, III EOD
3.1 Receives the AR	3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)			
	3.2 Evaluates the application; encodes and prints the license		36 Hours	Engr. I, II, III EOD
	3.3 Reviews printed license		12 Hours	Engr. V EOD
	3.4 Approves/ Disapproves license		4 Hours	Director II
3.2 Presents the AR and receives license at the Licensing Area	3.5 Issues approved license to the Applicant		2 Hours	Engr. I, II, III EOD
	TOTAL		56 Hours	



How to compute the FEE to be paid	
A.1 Radio Station License (NEW)	$FEE_{RSL} = (CPF)(UNIT) + (LF)(UNIT)(CH)(YR) + (SUF)(UNIT)(CH)(YR) + (IF)(UNIT)(YR) + DST$
A.2 Radio Station License (MODIFICATION)	$FEE_{RSL} = (FF)(UNIT) + (CPF)(UNIT) + (MOD)(UNIT) + DST$

Fees to be Paid:		Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963, Section 2, XIV			
NEW	Amount (in PHP)				
	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)	-	480.00	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	-	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	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				
RT, FX, FB, ML, P	5.00	2.50	1.25	
PRIVATE TRUNKED RADIO SERVICE				
RT, FX, FB, ML, P	20.00	10.00	5.00	
SPECTRUM USER FEE (SUF) RATE	Amount (in PHP)			
	Lower than 1GHz	1GHz to lower than 10GHz	10GHz to lower than 20GHz	20GHz and above
POINT TO POINT RADIO STATIONS (FX)	2.50	2.00	1.50	1.25
SPECTRUM USER FEE (SUF)	Amount (in PHP)			
	With a maximum data rate of 11 MBps		With a data rate in excess of 11 MBps	
WIRELESS DATA NETWORK – OUTDOOR	500.00		1,000.00	

Note: $SUF = (Rate) \times (Bandwidth \text{ in KHz})$



SERVICE NAME:	11. Issuance of Radio Station License (Renewal) for Government and Private Radio Stations in the Fixed and Land Mobile Service			
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)			
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	
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]			NTC Licensing Area / Website: www.ntc.gov.ph	
2. Copy of RSL			NTC	
3. Copy of appropriate and valid ROC			NTC	
Supporting Documents for Representative(s)				
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.			Person being represented	
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits application at the Licensing Area	1. Screens/Assesses application as to the completeness of submitted documents		0.5 Hour	Engr. I, II, III EOD
1.1 Receives back the application and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application			
1.2 Receives the SOA and application, and proceeds to Payment Stage	1.2 <i>If complete</i> , issues Statement of Account (SOA)			



Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff FAD
2.2 Pays prescribed fees at Window 2	2.2 Receives payment, issues Official Receipt and indicates proof of payment on the application form	Refer to Table: Fees to be Paid	0.17 Hour	Cash Clerk FAD
Processing Stage				
3. Returns to the Licensing Area to submit the application with proof of payment	3. Receives application with proof of payment		2 Hours	Engr. I, II, III EOD
3.1 Receives the AR	3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)			
	3.2 Evaluates the application; encodes and prints the license		12 Hours	Engr. I, II, III EOD
	3.3 Reviews printed license		4 Hours	Engr. V EOD
	3.4 Approves/ Disapproves license		4 Hours	Director II
3.2 Presents the AR and receives license at the Licensing Area	3.5 Issues approved license to the Applicant		2 Hours	Engr. I, II, III EOD
	TOTAL		24 Hours	



How to compute the FEE to be paid	
Radio Station License [Repeater (RT), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)] [RENEWAL]	$FEE_{RSL} = (LF)(UNIT)(CH)(YR) + (IF)(UNIT)(YR) + (SUF)(UNIT)(CH)(YR) + SUR + DST$ <p>Where, SUR means Surcharge, $SUR = SUR_{RSL} + SUR_{SUF}$ $SUR_{RSL} = (LF)(CH)$ (50% for 1 day to 6 months from expiration date, 100% for 6 months and 1 day to one-year from expiration date, and thereafter) $SUR_{SUF} = (SUF)$ (25% of the amount of the SUF due plus 1% of the principal per month of delay)</p>

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)
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)	-	480.00	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	-	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	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				
RT, FX, FB, ML, P	5.00	2.50	1.25	
PRIVATE TRUNKED RADIO SERVICE				
RT, FX, FB, ML, P	20.00	10.00	5.00	
SPECTRUM USER FEE (SUF) RATE	Amount (in PHP)			
	Lower than 1GHz	1GHz to lower than 10GHz	10GHz to lower than 20GHz	20GHz and above
POINT TO POINT RADIO STATIONS (FX)	2.50	2.00	1.50	1.25
SPECTRUM USER FEE (SUF)	Amount (in PHP)			
	With a maximum data rate of 11 MBps		With a data rate in excess of 11 MBps	
WIRELESS DATA NETWORK – OUTDOOR	500.00		1,000.00	

Note: $SUF = (Rate) \times (Bandwidth \text{ in KHz})$



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 an individual, private and government entities authorizing the storage of radio communications equipment.				
Office or Division:	Regional Office - Enforcement and Operations Division (EOD)			
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	
Permit to Possess for Storage				
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/TRANSFER [Form No. NTC 1-09]			NTC Licensing Area / Website: www.ntc.gov.ph	
2. Copy of valid RSL			NTC	
Supporting Documents for Representative(s)				
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.			Person being represented	
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits application at the Licensing Area	1. Screens/Assesses application as to the completeness of submitted documents		0.5 Hour	Engr. I, II, III EOD
1.1 Receives back the application and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application			
1.2 Receives the SOA and application, and proceeds to Payment Stage	1.2 <i>If complete</i> , issues Statement of Account (SOA)			



Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff FAD
2.2 Pays prescribed fees at Window 2	2.2 Receives payment, issues Official Receipt and indicates proof of payment on the application form	Refer to Table: Fees to be Paid	0.17 Hour	Cash Clerk FAD
Processing Stage				
3. Returns to the Licensing Area to submit the application with proof of payment	3. Receives application with proof of payment		2 Hours	Engr. I, II, III EOD
3.1 Receives the AR	3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)			
	3.2 Evaluates the application; encodes and prints the permit		12 Hours	Engr. I, II, III EOD
	3.3 Reviews printed permit		4 Hours	Engr. V EOD
	3.4 Approves/ Disapproves permit		4 Hours	Director II
3.2 Presents the AR and receives permit at the Licensing Area	3.5 Issues approved permit to the Applicant		2 Hours	Engr. I, II, III EOD
	TOTAL		24 Hours	

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

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	
<p>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.</p>		
Office or Division:	Regional Office - Enforcement and Operations Division (EOD)	
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 [<i>Form No. NTC 1-14</i>]		NTC Licensing Area / Website: www.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.		Person being represented



Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits application at the Licensing Area	1. Screens/Assesses application as to the completeness of submitted documents		0.75 Hour	Engr. I, II, III EOD
1.1 Receives back the application and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application			
1.2 Receives the SOA and application, and proceeds to Payment Stage	1.2 <i>If complete</i> , issues Statement of Account (SOA)			
Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff FAD
2.2 Pays prescribed fees at Window 2	2.2 Receives payment, issues Official Receipt and indicates proof of payment on the application form	Refer to Table: Fees to be Paid	0.17 Hour	Cash Clerk FAD
Processing Stage				
3. Returns to the Licensing Area to submit the application with proof of payment	3. Receives application with proof of payment		2 Hours	Engr. I, II, III EOD
3.1 Receives the AR	3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)			
	3.2 Evaluates the application and prepares Endorsement to Radio Spectrum Planning Division (RSPD) for issuance of Frequency Assignment Sheet (FAS)		3 Hours	Engr. I, II, III EOD
	3.3 <i>Refers to RSPD process</i>		80 Hours	RSPD Staff



	3.4 Encodes and prints the permit		64 Hours	Engr. I, II, III EOD
	3.5 Reviews printed permit		4 Hours	Engr. V EOD
	3.6 Approves/ Disapproves permit		4 Hours	Director II
	3.7 Issues Statement of Account (SOA) for the Permit Fee and DST		1 Hour	Engr. I, II, III EOD
Payment Stage				
4. Pays the required fees				
4.1 Submits SOA and application at Window 1	4.1 Issues Order of Payment		0.17 Hour	Acctng. Staff FAD
4.2 Pays prescribed fees at Window 2	4.2 Receives payment, issues Official Receipt and indicates proof of payment on the application form	Refer to Table: Fees to be Paid	0.17 Hour	Cash Clerk FAD
Releasing Stage				
5. Presents the AR and receives permit at the Licensing Area	5. Issues approved permit to the Applicant		2 Hours	Engr. I, II, III EOD
	TOTAL		160 Hours	

How to compute the FEE to be paid	
Temporary Permit to Demonstrate and Propagate	$FEE_{DEMO} = FF + (DEMO) (NO. OF STATION) + DST$

Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963, Section 2, XIV		
Particulars	Amount (in PHP)		
	Filing Fee (FF) (per application)	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 Permit to Transport Radio Communications Equipment			
A Permit to Transport is a written authority issued by the Commission to an individual, private and government entities authorizing the holder thereof to transport radio communications equipment.				
Office or Division:	Regional Office - Enforcement and Operations Division (EOD)			
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	
Permit to Transport				
1. Duly accomplished APPLICATION FOR PERMIT TO TRANSPORT RADIO TRANSMITTER(S)/TRANSCIVERS(S) [Form No. NTC 1-16]			NTC Licensing Area / Website: www.ntc.gov.ph	
2. Copy 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			NTC	
Supporting Documents for Representative(s)				
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.			Person being represented	
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits application at the Licensing Area 1.1 Receives back the application and NOD 1.2 Receives the SOA and application, and proceeds to Payment Stage	1. Screens/Assesses application as to the completeness of submitted documents 1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application 1.2 <i>If complete</i> , issues Statement of Account (SOA)		0.5 Hour	Engr. I, II, III EOD



Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff FAD
2.2 Pays prescribed fees at Window 2	2.2 Receives payment, issues Official Receipt and indicates proof of payment on the application form	Refer to Table: Fees to be Paid	0.17 Hour	Cash Clerk FAD
Processing Stage				
3. Returns to the Licensing Area to submit the application with proof of payment 3.1 Receives the AR	3. Receives application with proof of payment 3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)		2 Hours	Engr. I, II, III EOD
	3.2 Evaluates the application; encodes and prints the permit		12 Hours	Engr. I, II, III EOD
	3.3 Reviews printed permit		4 Hours	Engr. V EOD
	3.4 Approves/ Disapproves permit		4 Hours	Director II
3.2 Presents the AR and receives permit at the Licensing Area	3.5 Issues approved permit to the Applicant		2 Hours	Engr. I, II, III EOD
	TOTAL		24 Hours	

How to compute the FEE to be paid	
Permit to Transport	$FEE_{PTR} = (PTR)(UNIT) + DST$

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 to Transport Fee (PTR) (per unit)	Documentary Stamp Tax (DST) (per document)
Transport	85.00	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)
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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)
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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of SEC Registration, OR Copy of DTI Registration, OR Copy of valid Business/Mayor's Permit	SEC/DTI/Office of the Mayor



<p><i>Note : The purpose of the company as indicated in its registration document must include information related to the accreditation applied for.</i></p>	
<p>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</p>	Applicant
<p>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</p>	Applicant
<p>5. Certificate of Employment and copy 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</p>	Applicant/PRC/NTC
<p>6. For RCE Dealer Permit or RCE Service Center, Certificate of Employment and copy 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</p>	Applicant/PRC
<p>7. For RCE Manufacturer Permit, Certificate of Employment and copy of valid license of supervising Professional Electronics Engineer (PECE)</p>	Applicant/PRC
<p>A.2 RCE Dealer/Manufacturer/Service Center Permit (RENEWAL)</p>	
<p>1. Duly accomplished APPLICATION FOR DEALER/ MANUFACTURER/SERVICE CENTER/RETAILER/RESELLER PERMIT/CPE SUPPLIER ACCREDITATION [Form No. NTC 1-18]</p>	NTC Licensing Area / Website: www.ntc.gov.ph
<p>2. Copy of Radio Communication Equipment Dealer/Manufacturer/Service Center Permit</p>	NTC
<p>3. Copy of valid Business/Mayor's Permit</p>	Office of the Mayor
<p>4. Certificate of Employment and copy 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</p>	Applicant/PRC/NTC
<p>5. For RCE Dealer Permit or RCE Service Center, Certificate of Employment and copy of valid license of</p>	Applicant/PRC



supervising Electronics Engineer (ECE) or Professional Electronics Engineer (PECE) Note: This requirement does not apply to WDN Indoor/SRD/Rfid Dealers	
6. For RCE Manufacturer Permit, Certificate of Employment and copy of valid license of supervising Professional Electronics Engineer (PECE) Note: Sales and Stocks Report(s) shall be submitted in the prescribed form not later than seven (7) days after the end of each quarter to the Regional Office.	Applicant/PRC
A.3 RCE Dealer/Manufacturer/Service Center Permit (MODIFICATION)	
1. Duly accomplished <i>Application for Dealer/Manufacturer/Service Center/Retailer/ Reseller Permit/CPE Supplier Accreditation</i>	Applicant
2. Copy of Radio Communication Equipment Dealer/Manufacturer/Service Center Permit	NTC
3. If modification is due to:	
3.1 <i>Change of Permittee</i> , Copy of SEC Registration, OR Copy of DTI Registration, OR Copy of valid Business/Mayor's Permit	SEC/DTI/Office of the Mayor
3.2 <i>Change of company address</i> , Copy of valid Business/Mayor's Permit	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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of SEC Registration, OR Copy of DTI Registration, OR Copy of valid Business/Mayor's Permit	SEC/DTI/Office of the Mayor
3. Proof of paid-up capitalization, minimum of PHP 250,000.00, duly certified by the Treasurer of the Corporation or by the partners in a partnership or by the owner in a sole proprietorship	Applicant
4. Copy of valid distributorship or representation agreement on products to be sold	Applicant/Supplier
5. Copy of Type Approval Certificate OR Copy of Grant of Equipment Conformity for CPE to be sold	NTC
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/NTC/PRC
7. Certificate of Employment and copy 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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of CPE Supplier Accreditation	NTC
3. Copy of valid Business/Mayor's Permit	Office of the Mayor
4. Copy of valid distributorship or representation agreement on products to be sold	Applicant/Supplier
5. 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/NTC/PRC
6. Certificate of Employment and copy 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. Copy of CPE Supplier Accreditation	NTC
3. For equipment not previously indicated in the CPE Supplier Accreditation, Copy of Type Approval Certificate OR Copy of Grant of Equipment Conformity for CPE to be sold	NTC
4. If modification is due to:	
4.1 Change of name, Copy of SEC Registration, OR Copy of DTI Registration, OR Copy of valid Business/Mayor's Permit	SEC/DTI/Office of the Mayor
4.2 Change of company address, Copy of valid Business/Mayor's Permit	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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of SEC Registration, OR Copy of DTI Registration, OR Copy of valid Business/Mayor's Permit	SEC/DTI/Office of the Mayor
3. Copy of dealership agreement from Mobile Phone Distributor/Supplier duly accredited by the NTC	Applicant/Distributor/Supplier
4. Proof of paid-up capitalization, minimum of PHP 100,000.00, duly certified by the Treasurer of the Corporation or by the partners in a partnership or by the owner in a sole proprietorship	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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of Mobile Phone Dealer Permit	NTC
3. Copy of valid Business/Mayor's Permit	Office of the Mayor
4. Copy of dealership agreement from Mobile Phone Distributor/Supplier duly accredited by the NTC	Applicant/Distributor/Supplier
Note: Sales and Stocks Report(s) shall be submitted in the prescribed form not later than seven (7) days after the end of each quarter to the Regional Office	
C.1.3 MPDP (MODIFICATION)	
1. Letter of Intent	Applicant
2. Copy of Mobile Phone Dealer Permit	NTC
3. If modification is due to:	
3.1 Change of Permittee, Copy of SEC Registration, OR Copy of DTI Registration, OR Copy of valid Business/Mayor's Permit	SEC/DTI/Office of the Mayor
3.2 Change of company address, Copy of valid Business/Mayor's Permit	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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of SEC Registration, OR Copy of DTI Registration, OR Copy of valid Business/Mayor's Permit	SEC/DTI/Office of the Mayor
3. Proof of paid-up capitalization, minimum of PHP 50,000.00, duly certified by the Treasurer of the Corporation or by the partners in a partnership or by the owner in a sole proprietorship	Applicant
4. Copy of Certificate of Stall Lease Agreement for the conduct of its business activity	Stall Owner



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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of Mobile Phone Retailer/Reseller Permit	NTC
3. Copy of SEC Registration, OR Copy of DTI Registration, OR Copy of valid Business/Mayor's Permit	Office of the Mayor
4. Copy of Certificate of Stall Lease Agreement for the conduct of its business activity	Stall Owner
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. Copy of Mobile Phone Retailer/Reseller Permit	NTC
3. If modification is due to:	
3.1 <i>Change of Permittee</i> , Copy of SEC Registration, OR Copy of DTI Registration, OR Copy of valid Business/Mayor's Permit	SEC/DTI/Office of the Mayor
3.2 <i>Change of company address</i> , Copy of valid Business/Mayor's Permit	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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of SEC Registration, OR Copy of DTI Registration, OR Copy 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 who has completed a formal training course in the repair, servicing and maintenance of mobile phone	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]		NTC Licensing Area / Website: www.ntc.gov.ph		
2. Copy of Mobile Phone Service Center Permit		NTC		
3. Copy 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 who has completed a formal training course in the repair, servicing and maintenance of mobile phone		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. Copy of Mobile Phone Service Center Permit		NTC		
3. If modification is due to:				
3.1 <i>Change of Permittee</i> , Copy of SEC Registration, OR Copy of DTI Registration, OR Copy of valid Business/Mayor's Permit		SEC/DTI/Office of the Mayor		
3.2 <i>Change of company address</i> , Copy of valid Business/Mayor's Permit		Office of the Mayor		
Supporting Documents for Representative(s)				
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.		Person being represented		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits application at the Licensing Area	1. Screens/Assesses application as to the completeness of submitted documents		0.5 Hour	Engr. I, II, III EOD
1.1 Receives back the application and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application			
1.2 Receives the SOA and application, and	1.2 <i>If complete</i> , issues Statement of Account (SOA)			



proceeds to Payment Stage				
Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff FAD
2.2 Pays prescribed fees at Window 2	2.2 Receives payment, issues Official Receipt and indicates proof of payment on the application form	Refer to Table: Fees to be Paid	0.17 Hour	Cash Clerk FAD
Processing Stage				
3. Returns to the Licensing Area to submit the application with proof of payment 3.1 Receives the AR	3. Receives application with proof of payment 3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)		2 Hours	Engr. I, II, III EOD
	3.2 Evaluates the application; encodes and prints the certificate/permit		12 Hours	Engr. I, II, III EOD
	3.3 Reviews printed certificate/permit		4 Hours	Engr. V EOD
	3.4 Approves/ Disapproves certificate/permit		4 Hours	Director II
3.2 Presents the AR and receives certificate/ permit at the Licensing Area	3.5 Issues approved certificate/permit to the Applicant		2 Hours	Engr. I, II, III EOD
	TOTAL		24 Hours	



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)	$FEE_{DP} = (PF)(YR) + (IF)(YR) + SUR + DST$ Where, SUR means Surcharge, SUR = (PF) (50% for 1 day to 6 months from expiration date, 100% for 6 months and 1 day to one-year from expiration date, and thereafter)
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)	$FEE_{CPE} = (PF)(YR) + (IF)(YR) + SUR + DST$ Where, SUR means Surcharge, SUR = (PF) (50% for 1 day to 6 months from expiration date, 100% for 6 months and 1 day to one-year from expiration date, and thereafter)
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)	$FEE_{MPDP} = (PF)(YR) + (IF)(YR) + SUR + DST$ Where, SUR means Surcharge, SUR = (PF) (50% for 1 day to 6 months from expiration date, 100% for 6 months and 1 day to one-year from expiration date, and thereafter)
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)	$FEE_{MPRRP} = (PF)(YR) + (IF)(YR) + SUR + DST$ Where, SUR means Surcharge, SUR = (PF) (50% for 1 day to 6 months from expiration date, 100% for 6 months and 1 day to one-year from expiration date, and thereafter)
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)	$FEE_{MPSCP} = (PF)(YR) + (IF)(YR) + SUR + DST$ Where, SUR means Surcharge, SUR = (PF) (50% for 1 day to 6 months from expiration date, 100% for 6 months and 1 day to one-year from expiration date, and thereafter)
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 or certificate)	Documentary Stamp Tax (DST) (per document)
RADIO COMMUNICATION EQUIPMENT		
Dealer	120.00	30.00
Manufacturer	120.00	30.00
Service Center	120.00	30.00
CPE SUPPLIER ACCREDITATION		
Non-Mobile Phones	120.00	30.00
Mobile Phones	120.00	30.00
MOBILE PHONE		
Dealer (Main)	120.00	30.00
Dealer (Branch)	120.00	30.00
Retailer/Reseller	120.00	30.00
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	
<p>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.</p>		
Office or Division:	Regional Office - Enforcement and Operations Division (EOD)	
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]		NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of Dealer Permit OR Manufacturer Permit		NTC
3. <i>For imported equipment</i>		
3.1 Copy of Permit to Import		NTC
3.2 Copy of Invoice		Supplier
3.3 Copy of Bureau of Customs (BOC) Release Clearance and Import Entry Declaration		BOC
4. For <i>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]		NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of Permit to Import		NTC
3. Copy of Invoice		Supplier
4. Copy 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.		Person being represented



Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits application at the Licensing Area	1. Screens/Assesses application as to the completeness of submitted documents		0.5 Hour	Engr. I, II, III EOD
1.1 Receives back the application and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application			
1.2 Receives the SOA and application, and proceeds to Payment Stage	1.2 <i>If complete</i> , issues Statement of Account (SOA)			
Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff FAD
2.2 Pays prescribed fees at Window 2	2.2 Receives payment, issues Official Receipt and indicates proof of payment on the application form	Refer to Table: Fees to be Paid	0.17 Hour	Cash Clerk FAD



Processing Stage				
3. Returns to the Licensing Area to submit the application with proof of payment 3.1 Receives the AR	3. Receives application with proof of payment 3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)		2 Hours	Engr. I, II, III EOD
	3.2 Evaluates the application; encodes and prints the certificate		12 Hours	Engr. I, II, III EOD
	3.3 Reviews printed certificate		4 Hours	Engr. V EOD
	3.4 Approves/ Disapproves certificate		4 Hours	Director II
3.2 Presents the AR and receives certificate at the Licensing Area	3.5 Issues approved certificate to the Applicant		2 Hours	Engr. I, II, III EOD
TOTAL			24 Hours	

How to compute the FEE to be paid	
Certificate of Registration for RFID, SRD, WDN Devices – Indoor	$FEE_{REG} = (FF) + (REG)(UNIT) + (DST)$

REGISTRATION	Amount (in PHP)		
	Filing Fee (FF) (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 A. TVRO Registration Certificate (Commercial) B. TVRO Station License (New) for CATV System	
<p>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.</p> <p>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.</p>		
Office or Division:	Regional Office - Enforcement and Operations Division (EOD)	
Classification:	Complex	
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 (Commercial)		
1. Duly accomplished APPLICATION FOR TVRO REGISTRATION CERTIFICATE/TVRO STATION LICENSE/ CATV STATION LICENSE [Form No. NTC 1-22]		NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of valid Provisional Authority (PA) OR Copy of duly received Motion for Renewal of PA		NTC
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
B. TVRO Station License (NEW)		
1. Duly accomplished APPLICATION FOR TVRO REGISTRATION CERTIFICATE/TVRO STATION LICENSE/ CATV STATION LICENSE [Form No. NTC 1-22]		NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of valid Provisional Authority (PA) OR Copy of duly received Motion for Renewal of PA		NTC
3. Engineering Plans and Diagrams signed and sealed by a duly licensed Professional Electronics Engineer (PECE), to wit: 3.1 Plan 1: Map showing the exact location of the TVRO station with geographical coordinates 3.2 Plan 2: Block Diagram of the proposed TVRO system 3.3 Plan 3: Antenna System (Type, Gain, Azimuth, Height Above Ground)		PECE/Applicant
4. List of Combiner, Satellite Receivers, Modulators, LNA/LNB and other Head-End Equipment prepared		PECE/Applicant



and signed by a duly licensed Professional Electronics Engineer (PECE) / Electronics Engineer (ECE)	
5. Copy of valid license of the Supervising PECE / ECE and Certificate of Employment	Applicant/PRC
6. Copy of valid ROC of radio technician and Certificate of Employment	Applicant/NTC
Supporting Documents for Representative(s)	
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.	Person being represented

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits application at the Licensing Area	1. Screens/Assesses application as to the completeness of submitted documents		0.75 Hour	Engr. I, II, III EOD
1.1 Receives back the application and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application			
1.2 Receives the SOA and application, and proceeds to Payment Stage	1.2 <i>If complete</i> , issues Statement of Account (SOA)			
Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff FAD
2.2 Pays prescribed fees at Window 2	2.2 Receives payment, issues Official Receipt and indicates proof of payment on the application form	Refer to Table: Fees to be Paid	0.17 Hour	Cash Clerk FAD

Processing Stage



3. Returns to the Licensing Area to submit the application with proof of payment 3.1 Receives the AR	3. Receives application with proof of payment 3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)		2 Hours	Engr. I, II, III EOD
	3.2 Evaluates the application; encodes and prints the certificate/license		36 Hours	Engr. I, II, III EOD
	3.3 Reviews printed certificate/license		12 Hours	Engr. V EOD
	3.4 Approves/ Disapproves certificate/license		4 Hours	Director II
3.2 Presents the AR and receives certificate/ license at the Licensing Area	3.5 Issues approved certificate/license to the Applicant		2 Hours	Engr. I, II, III EOD
TOTAL			56 Hours	

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

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)	Inspection Fee (IF) (per year)	Documentary Stamp Tax (DST) (per document)
TVRO Registration Certificate (Commercial)	6,500.00	-	-	30.00
TVRO Station License	-	2,600.00	720.00	30.00



SERVICE NAME:	18. Issuance of A. TVRO Registration Certificate (Non-Commercial) B. TVRO Station License (Renewal) C. CATV Station License (New/Renewal)	
<p>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.</p> <p>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.</p> <p>The renewal of a TVRO Station License or CATV Station License is required for the continuous operation of the subject station.</p>		
Office or Division:	Regional Office - Enforcement and Operations Division (EOD)	
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]		NTC Licensing Area / Website: www.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 (RENEWAL)		
1. Duly accomplished APPLICATION FOR TVRO REGISTRATION CERTIFICATE/TVRO STATION LICENSE/ CATV STATION LICENSE [Form No. NTC 1-22]		NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of TVRO Station License		NTC
3. Copy of valid Provisional Authority (PA) OR Copy of duly received Motion for Renewal of PA		NTC
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. Copy of valid license of the Supervising PECE / ECE and Certificate of Employment		Applicant/PRC
6. Copy of valid ROC of radio technician and Certificate of Employment		Applicant/NTC



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]			NTC Licensing Area / Website: www.ntc.gov.ph	
2. Copy of valid Certificate of Authority (CA) OR Copy of duly received Motion for Renewal of CA			NTC	
3. Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE)			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. Copy of valid license of the Supervising PECE / ECE and Certificate of Employment			Applicant/PRC	
6. Copy of valid ROC of radio technician and Certificate of Employment			Applicant/NTC	
7. 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]			NTC Licensing Area / Website: www.ntc.gov.ph	
2. Copy of CATV Station License			NTC	
3. Copy of valid Certificate of Authority (CA) OR Copy of duly received Motion for Renewal of CA			NTC	
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. Copy of valid license of the Supervising PECE / ECE and Certificate of Employment			Applicant/PRC	
6. Copy of valid ROC of radio technician and Certificate of Employment			Applicant/NTC	
7. List of Programs Offered – Channel, Program, and Signal Source			Applicant	
Supporting Documents for Representative(s)				
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.			Person being represented	
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits application at the Licensing Area	1. Screens/Assesses application as to the completeness of submitted documents		0.5 Hour	Engr. I, II, III EOD



1.1 Receives back the application and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application			
1.2 Receives the SOA and application, and proceeds to Payment Stage	1.2 <i>If complete</i> , issues Statement of Account (SOA)			
Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff FAD
2.2 Pays prescribed fees at Window 2	2.2 Receives payment, issues Official Receipt and indicates proof of payment on the application form	Refer to Table: Fees to be Paid	0.17 Hour	Cash Clerk FAD
Processing Stage				
3. Returns to the Licensing Area to submit the application with proof of payment	3. Receives application with proof of payment		2 Hours	Engr. I, II, III EOD
3.1 Receives the AR	3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)			
	3.2 Evaluates the application; encodes and prints the certificate/license		12 Hours	Engr. I, II, III EOD
	3.3 Reviews printed certificate/license		4 Hours	Engr. V EOD
	3.4 Approves/ Disapproves certificate/license		4 Hours	Director II
3.2 Presents the AR and receives certificate/ license at the Licensing Area	3.5 Issues approved certificate/license to the Applicant		2 Hours	Engr. I, II, III EOD
	TOTAL		24 Hours	



How to compute the FEE to be paid	
A. TVRO Registration Certificate (Non-Commercial)	$FEE_{TVROREG} = REG + DST$
B. TVRO Station License (RENEWAL)	$FEE_{TVRORSL} = (LF)(YR) + SUR + DST$ Where SUR means Surcharge, SUR = (LF) (50% for 1 day to 6 months from expiration date, 100% for 6 months and 1 day to one-year expiration, and thereafter)
C.1 CATV Station License (NEW)	$FEE_{CATVRSL} = FF + CPF + (LF)(YR) + (IF)(YR) + DST$
C.2 CATV Station License (RENEWAL)	$FEE_{CATVRSL} = (LF)(YR) + (IF)(YR) + SUR + DST$ Where SUR means Surcharge, SUR = (LF) (50% for 1 day to 6 months from expiration date 100% for 6 months and 1 day to one-year expiration, and thereafter)

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



SERVICE NAME:	19. Issuance of Certificate of Registration as a Value-Added Service (VAS) Provider (Renewal) <i>Note: All applications within NCR will be submitted to Regulation Branch.</i>
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The **Certificate of Registration** as a VAS Provider is a written authority issued by the Commission to an individual, private and government entities authorizing the holder thereof to offer value added services.

The **renewal** of a **Certificate of Registration** is required for the continuous operation as a VAS Provider.

Office or Division:	Regional Office - Enforcement and Operations Division (EOD)
Classification:	Complex
Type of Transaction:	G2B - Government to Business
Who may avail:	Private Entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certificate of Registration as VAS Provider (RENEWAL)	
1. Duly accomplished APPLICATION FOR CERTIFICATE OF REGISTRATION (VAS/PCSOTSP/VOIP) [Form No. NTC 1-20]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of Certificate of Registration	NTC
3. Copy of valid facilities/network lease agreement with duly authorized facilities/network providers	Applicant/Duly authorized facilities/network providers
4. Quarterly Report(s) of VAS Provider	Applicant

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

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits application at the Licensing Area	1. Screens/Assesses application as to the completeness of submitted documents		0.75 Hour	Engr. I, II, III EOD
1.1 Receives back the application and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application			
1.2 Receives the SOA and application, and proceeds to Payment Stage	1.2 <i>If complete</i> , issues Statement of Account (SOA)			



Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff FAD
2.2 Pays prescribed fees at Window 2	2.2 Receives payment, issues Official Receipt and indicates proof of payment on the application form	Refer to Table: Fees to be Paid	0.17 Hour	Cash Clerk FAD
Processing Stage				
3. Returns to the Licensing Area to submit the application with proof of payment	3. Receives application with proof of payment		2 Hours	Engr. I, II, III EOD
3.1 Receives the AR	3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)			
	3.2 Evaluates the application; encodes and prints the certificate		36 Hours	Engr. I, II, III EOD
	3.3 Reviews printed certificate		12 Hours	Engr. V EOD
	3.4 Approves/ Disapproves certificate		4 Hours	Director II
3.2 Presents the AR and receives certificate at the Licensing Area	3.5 Issues approved certificate to the Applicant		2 Hours	Engr. I, II, III EOD
	TOTAL		56 Hours	
How to compute the FEE to be paid				
Certificate of Registration as VAS Provider (RENEWAL)	$FEE_{REG} = (ARF)(YR) + (NOS - 5) (1000) (YR) + SUR + DST$ <p>Where, NOS refers to the number of services registered, SUR means Surcharge, $SUR = (ARF) (50\%)$, if application is filed within six (6) months from expiration date, and additional 50% for every six (6) months delay in filing.</p>			
Fees to be Paid:	Based on NTC Memorandum Circular No. 02-05-2008; Republic Act No. 10963			
Particulars				Amount (in PHP)
Annual Registration Fee (ARF) for the first five (5) services				6,000.00
for each additional service registered (per year)				1,000.00
Documentary Stamp Tax (per application)				30.00



SERVICE NAME:	20. Issuance of A. Permit to Import thru the Philippine National Single Window (https://nsw.gov.ph) for customer premises equipment (CPE) B. Certificate of Exemption thru the Philippine National Single Window (https://nsw.gov.ph) for non-CPE <i>Note: This service is available only at NTC-NCR, R3, R7.</i>
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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)
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. Copy of Proforma/Commercial Invoice			Supplier	
2. <i>For CPE Supplier OR Personal/Company Use,</i> 2.1 Copy of Type Approval Certificate, OR 2.2 Copy of Type Acceptance Certificate, OR 2.3 Copy of Grant of Equipment Conformity <i>Note 1: CPE includes Indoor WDN equipment and Short Range Devices(SRD)</i>			NTC	
3. <i>For Demonstration and/or Testing,</i> Copy 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.			Person being represented	
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits application online thru NSW website	1. Screens/Assesses application as to the completeness		0.5 Hour	Engr. I, II, III EOD



with required documents	of submitted documents			
1.1 Receives back the application and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application			
1.2 Receives Order of Payment and proceeds to Payment Stage	1.2 <i>If complete</i> , issues Order of Payment			
Payment Stage				
2. Pays the required fees online thru Accredited Banks of NSW	2. Refers to NSW website process <i>Note: Payment does not go through NTC side.</i>	Please see Fees to be Paid Table		Cashier Accredited Banks of NSW
Processing Stage				
	3.1 Evaluates the application; processes the permit/ certificate		14 Hours	Engr. I, II, III EOD
	3.2 Approval/ Disapproval by Authorizer 1 Authorizer 2 Authorizer 3		4 Hours 4 Hours 2 Hours	Engr. II, III/EOD Engr. V/EOD Director II
3. Views/Prints approved permit/certificate thru NSW website				
	TOTAL		24 Hours	

How to compute the FEE to be paid	
Permit to Import	$FEE_{IMPORT} = IMF + DST$
Certificate of Exemption	$FEE_{CERT} = CERT + DST$

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 (IMF) (per invoice)	240.00	
Certificate of Exemption (CERT) (per invoice)	120.00	
Documentary Stamp Tax (DST) (per document)	30.00	



SERVICE NAME:	21. Issuance of A. Certified True Copy of Certificates, Permits and Licenses B. Duplicate Copy of Certificates, Permits and Licenses			
<p>A Certified True Copy of a Certificate/Permit/License is issued by the Commission to individuals, private and government entities upon request of the holder to authenticate copy of the same.</p> <p>A Duplicate Copy of a Certificate/Permit/License is issued by the Commission to individuals, private and government entities upon request of the holder for the re-issuance of the same.</p>				
Office or Division:	Regional Office - Enforcement and Operations Division (EOD)			
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. Certified True Copy of Certificates, Permits and Licenses				
1. Copy of document to be authenticated			NTC	
B. Duplicate Copy of Certificates, Permits and Licenses				
1. Duly accomplished APPLICATION FOR DUPLICATE OF PERMIT/LICENSE/ CERTIFICATE [Form No. NTC 1-21]			NTC Licensing Area / Website: www.ntc.gov.ph	
2. <i>For Radio Operator Certificate</i> , ID picture (1" x 1") taken within the last six (6) months [Three (3) pcs.]			Applicant	
Supporting Documents for Representative(s)				
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.			Person being represented	
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits application at the Licensing Area	1. Screens/Assesses application as to the completeness of submitted documents 1.1 <i>If incomplete</i> , issues Notice of Deficiency		0.5 Hour	Engr. I, II, III EOD



1.1 Receives back the application and NOD	(NOD) and returns the application			
1.2 Receives the SOA and application, and proceeds to Payment Stage	1.2 <i>If complete</i> , issues Statement of Account (SOA)			
Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff FAD
2.2 Pays prescribed fees at Window 2	2.2 Receives payment, issues Official Receipt and indicates proof of payment on the application form	Refer to Table: Fees to be Paid	0.17 Hour	Cash Clerk FAD
Processing Stage				
3. Returns to the Licensing Area to submit the application with proof of payment	3. Receives application with proof of payment		2 Hours	Engr. I, II, III EOD
3.1 Receives the AR	3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)			
	3.2 Evaluates the application; encodes and prints the certificate/permit/license		12 Hours	Engr. I, II, III EOD
	3.3 Reviews printed certificate/permit/license		4 Hours	Engr. V EOD
	3.4 Approves/ Disapproves certificate/permit/license		4 Hours	Director II
3.2 Presents the AR and receives certificate/ permit/license at the Licensing Area	3.5 Issues approved certificate/permit/ license to the Applicant		2 Hours	Engr. I, II, III EOD
	TOTAL		24 Hours	



How to compute the FEE to be paid	
A. Certified True Copy of Certificates, Permits and Licenses	$FEE_{CTC} = FC + (SC)(NO) + DST$
B. Duplicate Copy of Certificates, Permits and Licenses	$FEE_{DUP} = DUP + DST$

Particulars	Amount (in PHP)			
	First Copy (FC)	Succeeding Copies (SC)	Duplicate Fee (DUP)	Documentary Stamp Tax (DST) (per document)
Fees to be Paid: Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963, Section 2, XIV				
Certification (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



SERVICE NAME:	22. Handling Requests and Complaints of Consumers/Subscribers received through Walk-in, Courier, Facsimile or Electronic Mail	
<p>The Commission acts on:</p> <p>(a) requests for blocking of mobile phone's IMEI (International Mobile Equipment Identity) and SIM (Subscriber Identity Module) due to lost/stolen cellphone units or unblocking of the same;</p> <p>(b) complaints of consumers/subscribers of telecommunications companies such as text scams, unwanted calls/texts and illegal/obscene/threat/other similar text messages; and</p> <p>(c) complaints of consumers/subscribers of telecommunications or broadcast Service Providers (<i>i.e.</i> Cable TV, DTH, etc.) such as billing complaint, poor customer service, poor technical service and fair usage issues.</p>		
Office or Division:	Regional Office - Consumer Welfare and Protection Unit	
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 of IMEI and SIM of lost/stolen mobile phone		
<p>1. Duly accomplished and notarized AFFIDAVIT OF OWNERSHIP AND LOSS WITH UNDERTAKING [<i>Form No. NTC 1-24</i>]</p> <p><i>Note: The Affidavit of Loss must indicate the IMEI of the mobile phone and/or the SIM to be blocked.</i></p>		<p>NTC Licensing Area Website: www.ntc.gov.ph</p>
<p>2. Proof of ownership, ANY of the following: 2.1 Copy of Official Receipt of the mobile phone 2.2 Box of the mobile phone with International Mobile Equipment Identity (IMEI)</p>		Mobile Phone Dealer/Applicant
<p>3. Copy of valid Identification 3.1 Any government-issued ID OR Passport 3.2 <i>For students</i>, School ID 3.3 <i>For cases when ID is not available</i>, Birth Certificate OR NBI Clearance</p>		<p>BIR/Post Office/DFA/SSS/GSIS/ PAG-IBIG/PSA/School/NBI/LTO</p>



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]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of valid Identification 2.1 Any government-issued ID OR Passport 2.2 <i>For students</i> , School ID 2.3 <i>For cases when ID is not available</i> , Birth Certificate OR NBI Clearance	BIR/Post Office/DFA/SSS/GSIS/PAG-IBIG/PSA/School/NBI/LTO
3. <i>If complaint proceeds to administrative case</i> , Copy of duly notarized Complaint	Applicant
C. Handling of Complaints on Services offered by Telecommunications or Broadcast Service Providers	
1. Duly accomplished COMPLAINT FORM [Form No. NTC 1-25]	NTC Licensing Area / Website: www.ntc.gov.ph
2. Copy of valid Identification 2.1 Any government-issued ID OR Passport 2.2 <i>For students</i> , School ID 2.3 <i>For cases when ID is not available</i> , Birth Certificate OR NBI Clearance	BIR/Post Office/DFA/SSS/GSIS/PAG-IBIG/PSA/School/NBI/LTO
3. Copy of Service Contract, OR Copy of Billing Statement, OR Document indicating services availed by the complainant	Service Provider
4. <i>If complaint proceeds to administrative case</i> , Copy of duly notarized Complaint	Applicant
Supporting Documents for Representative(s)	
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.	Person being represented



Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits application at the Licensing Area 1.1 Receives back the application and NOD	1. Screens/Assesses application as to the completeness of submitted documents 1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application 1.2 <i>If complete</i> , proceeds to Processing Stage		0.5 Hour	Engr. I, II, III EOD
Processing Stage				
2.1 Receives the AR	2.1 Receives application with the complete requirements/ supporting documents 2.2 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)		1 Hour	Engr. I, II, III EOD
	2.3 Prepares Endorsement Letter		0.5 Hour	Engr. V EOD
	2.4 Endorses application to CWPD - Central Office		22.5 Hours	Engr. I, II, III EOD
	TOTAL	None	24 Hours	