



REPUBLIC OF THE PHILIPPINES  
**NATIONAL TELECOMMUNICATIONS COMMISSION**  
NTC Building, BIR Road, East Triangle, Diliman, Quezon City  
Email: [ntc@ntc.gov.ph](mailto:ntc@ntc.gov.ph); website: <http://www.ntc.gov.ph>

**MEMORANDUM CIRCULAR**  
**NO. 06-12-2019**

**SUBJECT: GUIDELINES FOR THE ISSUANCE OF TEMPORARY PERMIT TO OPERATE SHIP STATION OF NEWLY ACQUIRED PHILIPPINE REGISTERED SHIPS ENGAGED IN INTERNATIONAL TRADE**

Pursuant to Act 3846, as amended, the provisions of the 1974 Safety of Life at Sea (SOLAS) Convention, as amended, and all relevant laws, rules and regulations, the Commission hereby issues the following guidelines for the issuance of Temporary Permit for the operation of a ship station of newly acquired Philippine registered ships engaged in international trade.

**I. DEFINITION OF TERMS**

1. Commission – refers to the National Telecommunications Commission.
2. Temporary Permit – refers to the document or written authority issued by the Commission for the temporary operation of ship station until such time that a regular Ship Station License is issued.
3. Radio Inspection/Survey – refers to the mandatory testing of radio communications equipment on board ship or vessel in order to verify and confirm its readiness for safety of navigation.
4. Classification Society – an international organization or corporation established to facilitate effective functioning of the marine issuance system and to safeguard life and property at sea by undertaking inspection of ships and offshore structures.

**II. GENERAL PROVISIONS**

1. A Temporary Permit shall be issued to a newly acquired Philippine registered ship which is located in any foreign port.
2. The radio inspection/survey shall be conducted by the Classification Society duly authorized by the Commission. The report of radio inspection/survey shall be the basis for the issuance of a regular Ship and/or Ship Earth Station Licenses.

**III. REQUIREMENTS FOR THE ISSUANCE OF TEMPORARY PERMIT**

All applicants for Temporary Permit shall file their application at the National Telecommunications Commission Central Office together with the following documents:

1. Letter request for Temporary Permit to operate ship station indicating the date and place of delivery of the ship or vessel, the inventory of the radio and navigational equipment installed, and the Classification Society who will conduct the radio inspection/survey.
2. Copy of the Approval of the Temporary Philippine Registration under the Bareboat Charter Scheme issued by the Maritime Industry Authority (MARINA).

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3. Copy of Certificate of Inclusion from Recognized Private Operating Agency or Accounting Authority.
4. Valid General Operations Certificates of two (2) deck officers (excluding the Master).
5. Contract of employment of deck officers issued by POEA/Certificate of employment issued by Shipping Company.

#### **IV. VALIDITY OF TEMPORARY PERMIT**

The Temporary Permit shall be valid for three (3) months from date of issue unless revoked or cancelled.

#### **V. FEES AND CHARGES**

The Commission shall collect the following fees:

Filing Fee:	PHP 180.00
Temporary Permit Fee:	PHP 480.00
Documentary Stamp:	PHP 30.00

#### **VI. REPEALING CLAUSE**

Any Circular, Office Order or Memorandum or parts thereof inconsistent herewith are deemed superseded and/or amended accordingly.

#### **VII. EFFECTIVITY**

This Circular shall take effect fifteen (15) days after publication in a newspaper of general circulation and upon filing with the UP Law Center of three (3) true copies of the Circular.

Quezon City, Philippines, 17 December 2019

  
**GAMALIEL A. CORDOBA**  
Commissioner

  
**EDGARDO V. CABARIOS**  
Deputy Commissioner

  
**DELILAH F. DELES**  
Deputy Commissioner