



CENTRAL OFFICES

External Services



**OFFICE OF THE COMMISSIONER (OC) –
Broadcast Services Division (BSD)
External Services**



VI. Service Specifications

SERVICE NAME:	1. Issuance of A. Permit to Purchase for Broadcast Stations B. Permit to Possess and Construction Permit for Broadcast Stations and for LMDS, MMDS & DTH/DTU C. Temporary Permit / Radio Station License (New/Renewal) for Broadcast Stations, LMDS, MMDS & DTH/DTU D. TVRO Station License (Renewal) E. CATV Station License (New/Renewal)
<p>A Permit to Purchase is a written authority issued by the Commission to a person, firm, company, association, or corporation authorizing the holder thereof to purchase/acquire a radio transceiver.</p> <p>A Permit to Possess is a written authority issued by the Commission to a person, firm, company, association, or corporation authorizing the holder thereof to possess/own a radio transceiver.</p> <p>A Construction Permit is a written authority issued by the Commission to a person, firm, company, association, or corporation authorizing the holder thereof to construct or install radio transceivers or radio station(s) in the Broadcast Service.</p> <p>A new Radio Station License is a written authority issued by the Commission to a person, firm, company, association, or corporation authorizing the holder thereof to operate a radio station in the Broadcast Service.</p> <p>The renewal of a Radio Station License is required from the licensee for the continuous operation of its existing radio station.</p> <p>A CATV 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 commercial cable antenna television system.</p> <p>The renewal of TVRO Station License or CATV Station License required from the licensee for the continuous operation of its existing radio station.</p>	
Office or Division:	Broadcast Services Division (BSD), Office of the Commissioner (OC)
Classification:	Simple
Type of Transaction:	G2B – Government to Business Entity
Who may avail:	Private Broadcast Entities



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Permit to Purchase for Broadcast Stations	
1. Duly accomplished <i>Application for Permit to Purchase</i>	NTC BSD
2. Copy of valid Provisional Authority (PA), OR Copy of valid Certificate of Public Convenience (CPC), OR Copy of duly received Motion for Extension/Renewal of PA/CPC	NTC
3. <i>For existing stations</i> , copy of valid Temporary Permit (TP) / Radio Station License (RSL), OR Copy of duly received application for renewal of TP/RSL	NTC
B. Permit to Possess and Construction Permit for Broadcast Stations	
1. Duly Accomplished <i>Application for Permit to Possess</i>	NTC BSD
2. Duly accomplished <i>Application for Construction Permit</i>	NTC BSD
3. Copy of valid Permit to Purchase 3.1. <i>If expired Permit to Purchase</i> , 3.1.1 Duly received application for Permit to Purchase (extension) 3.1.2 Copy of valid Provisional Authority (PA), OR Copy of valid Certificate of Public Convenience (CPC), OR Copy of duly received Motion for Extension/Renewal of PA/CPC	NTC
C. Temporary Permit / Radio Station License for Broadcast Stations	
C.1 Temporary Permit / Radio Station License for Broadcast Stations (NEW)	
1. Duly accomplished <i>Application for Temporary Permit / Radio Station License</i>	NTC BSD
2. Copy of valid Provisional Authority (PA), OR Copy of valid Certificate of Public Convenience (CPC), OR Copy of duly received Motion for Extension/Renewal of PA/CPC	NTC
3. Copy of valid Construction Permit 3.1. <i>If expired Construction Permit</i> , Copy of duly received application for Construction Permit (extension)	NTC



C.2 Temporary Permit / Radio Station License for Broadcast Stations (RENEWAL)	
1. Duly accomplished <i>Application for Temporary Permit / Radio Station License</i>	NTC BSD
2. Copy of valid Provisional Authority (PA), OR Copy of valid Certificate of Public Convenience (CPC), OR Copy of duly received Motion for Extension/Renewal of PA/CPC	NTC
3. Copy of valid Temporary Permit (TP) / Radio Station License (RSL)	NTC
D. TVRO Station License (RENEWAL)	
1. Duly accomplished <i>Application for TVRO Station License</i>	NTC BSD
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
E. CATV Station License	
E.1 CATV Station License (NEW)	
1. Duly accomplished <i>Application for CATV Station License</i>	NTC BSD
2. Copy of valid Certificate of Authority (CA), 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
4. List of Programs Offered – Channel, Program, and Signal Source	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		
E.2 CATV Station License (RENEWAL)				
1. Duly accomplished <i>Application for CATV Station License</i>		NTC BSD		
2. Copy of valid 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. List of Programs Offered – Channel, Program, and Signal Source		Applicant		
6. Copy of valid license of the Supervising PECE / ECE and Certificate of Employment		Applicant/PRC		
7. 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 BSD	1. Screens/Assesses application as to the completeness of submitted documents		1 Hour	Engr. I, II, CDO II BSD
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) for the Filing Fee			Econ. I, III BSD



Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1, 2 nd Floor	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff Acctng. Unit FD, PFMB
2.2 Pays prescribed fees at Window 2, 2 nd Floor	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	Cashier Cash Unit GSD, AB
Processing Stage				
3. Returns to BSD to submit the application with proof of payment	3. Receives application with proof of payment		0.25 Hour	Receiving Staff, Technical Staff BSD
3.1 Receives the AR	3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)		0.25 Hour	Admin Staff, CDO II BSD
	3.2 Processes the application; encodes and prints the permit/license		6 Hours	Admin Staff, Engr. I, II BSD
	3.3 Checks printed permit/license and indexing, and encodes to database			Engr. I, II BSD
	3.4 Reviews printed permit/license and affixes initial		1 Hour	Engr. II, Chief BSD
	3.5 Forwards application with printed permit/license to the Office of the Deputy Commissioner for initial approval		0.25 Hour	Releasing Staff BSD
	3.6 Affixes initial and forwards application with		4 Hours	Deputy Commissioner



	permit/license to the Office of the Commissioner for approval			
	3.7 Approves/ Disapproves permit/ license		12 Hours	Commissioner
3.2 Presents the AR and receives permit/license at the Office of the Commissioner	3.8 Issues approved permit/license to the Applicant		0.25 Hour	Releasing Staff Office of the Commissioner
	TOTAL		24 Hours	

Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963
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How to compute the FEE to be paid

A. Permit to Purchase for Broadcast Stations	$FEE_{PURCHASE} = (FF)(UNIT) + (PUR)(UNIT) + DST$ <p><i>Note 1: For AM Broadcast (Output Power):</i> High Powered (10KW & above) Medium Powered (above 1KW / below 10KW) Low Powered (1KW & below)</p> <p><i>Note 2: For FM / TV Broadcast (ERP):</i> High Powered (90KW & above) Medium Powered (above 10KW / below 90KW) Low Powered (10KW & below)</p>
B. Permit to Possess and Construction Permit for Broadcast Stations and for LMDS, MMDS & DTH/DTU	$FEE_{POSSESS} = (POS)(UNIT) + DST$ <p><i>Note 1: For AM Broadcast (Output Power):</i> High Powered (10KW & above) Medium Powered (above 1KW / below 10KW) Low Powered (1KW & below)</p> <p><i>Note 2: For FM / TV Broadcast (ERP):</i> High Powered (90KW & above) Medium Powered (above 10KW / below 90KW) Low Powered (10KW & below)</p> <p><u>For Permit to Construct - AM/FM/TV</u> $FEE_{CONSTRUCT} = (FF)(UNIT) + (CPF)(UNIT)^* + DST$ *depends on service (AM/FM/TV) and its station power</p> <p><u>For Permit to Construct - LMDS/MMDS/DTU</u> $FEE_{CONSTRUCT} = (FF)(UNIT) + (CPF)(UNIT) + DST$</p>



<p>C. Temporary Permit / Radio Station License for Broadcast Stations, LMDS, MMDS & DTH/DTU</p>	<p><u>For Temporary Permit to Operate - AM/FM/TV</u> $FEE = (LF)*(YR) + (IF)*(YR) + DST$ *Note LF and IF depends on service (AM/FM/TV) and its station power</p> <p><u>For RSL - MMDS</u> $FEE = (LF)*(YR) + (IF)*(YR) + DST$ *Note LF depends on number of channels</p> <p>For more than 8 channels $LF=LF1+LF2$ (no. of succeeding channels)</p> <p><u>For RSL - LMDS/DTH/DTU</u> $FEE = (LF)*(YR) + (IF)*(YR) + DST$ *Note LF and IF depends on number of channels</p> <p>For more than 40 channels $LF=LF1+LF2$ (no. of succeeding channels)</p>
<p>D. TVRO Station License (RENEWAL)</p>	<p>$FEE_{TVRO\ or\ RSL} = (LF)(YR) + DST$</p>
<p>E.1 CATV Station License (NEW)</p>	<p>$FEE_{CATV\ (NEW)} = FF + CPF$ $FEE_{CATV\ SL} = (LF)(YR) + (IF)(YR) + DST$</p>
<p>E.2 CATV Station License (RENEWAL)</p>	<p>$FEE_{CATV\ SL} = (LF)(YR) + (IF)(YR) + DST$</p>

Particulars	Amount (in PHP)		
	Low Powered	Medium Powered	High Powered
Filing Fee (FF) per unit	180.00	180.00	180.00
Permit to Purchase Fee (PUR) per unit	120.00	240.00	360.00
Permit to Possess Fee (POS) per unit	84.00	120.00	240.00
Documentary Stamp Tax (DST) per document	30.00	30.00	30.00

AM/BC	COMMERCIAL		NON-COMMERCIAL	
	1KW or less	Per KW or fraction thereof in excess of the first 1KW	1KW or less	Per KW or fraction thereof in excess of the first 1KW
Filing Fee (FF) per unit	200.00	100.00	200.00	100.00
Construction Permit Fee (CPF) per station	1,200.00	180.00	480.00	180.00
License Fee (LF) per year	2,400.00	675.00	1,200.00	240.00
Inspection Fee (IF) per year		720.00		720.00
Documentary Stamp Tax (DST) per document		30.00		30.00



FM/BC	COMMERCIAL		NON-COMMERCIAL	
	5KW or less	Per KW or fraction thereof in excess of the first 5KW	5KW or less	Per KW or fraction thereof in excess of the first 5KW
Filing Fee (FF) per unit	200.00	100.00	200.00	100.00
Construction Permit Fee (CPF) per station	1,200.00	180.00	480.00	180.00
License Fee (LF) per year	1,200.00	220.00	840.00	220.00
Inspection Fee (IF) per year		720.00		720.00
Documentary Stamp Tax (DST) per document		30.00		30.00

TV/BC	COMMERCIAL		NON-COMMERCIAL	
	First 35KW or less	Per 5KW or fraction thereof in excess of the first 35KW	First 10KW or less	Per 5KW or fraction thereof in excess of the first 10KW
Filing Fee (FF) per unit	400.00	100.00	200.00	100.00
Construction Permit Fee (CPF) per station	1,440.00	220.00	480.00	220.00
License Fee (LF) per year	3,600.00	1,200.00	2,160.00	200.00
Inspection Fee (IF) per year		720.00		720.00
Documentary Stamp Tax (DST) per document		30.00		30.00

LMDS/MMDS/DTU	COMMERCIAL
Filing Fee (FF) per unit	200.00
Construction Permit Fee (CPF) per station	1,200.00
Documentary Stamp Tax (DST) per document	30.00

MMDS	COMMERCIAL	
	First 8 Channels (LF1)	For every channel succeeding the first 8 channels (LF2)
License Fee (LF) per year	5,000.00	250.00
LMDS/DTH/DTU	COMMERCIAL	
	First 40 Channels (LF1)	For every channel succeeding the first 40 channels (LF2)
License Fee (LF) per year	20,000.00	250.00
Inspection Fee (IF) per year		720.00
Documentary Stamp Tax (DST) per document		30.00

TVRO STATION LICENSE/CATV STATION LICENSE	Amount (in PHP)
TVRO License Fee (LF) per year	2,600.00
Filing Fee (FF) per station, NEW	400.00
Construction Permit Fee (CPF) per station, NEW	1,140.00
CATV License Fee (LF) per year	3,600.00
Inspection Fee (IF) per year	720.00
Documentary Stamp Tax (DST) per document	30.00



SERVICE NAME:	2. Issuance of A. Permit to Possess and Construction Permit for Broadcast Auxiliary B. Temporary Permit (New/Renewal) for Broadcast Auxiliary Stations	
<p>A Permit to Possess is a written authority issued by the Commission to a person, firm, company, association, or corporation authorizing the holder thereof to possess/own a radio transceiver.</p> <p>A Construction Permit is a written authority issued by the Commission to a person, firm, company, association, or corporation authorizing the holder thereof to construct or install radio transceivers or radio station(s) in the Broadcast Service.</p>		
Office or Division:	Broadcast Services Division (BSD), Office of the Commissioner (OC)	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business Entity	
Who may avail:	Private Broadcast Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Permit to Possess and Construction Permit for Broadcast Auxiliary		
1. Duly accomplished <i>Application for Permit to Possess</i>		NTC BSD
2. Duly accomplished <i>Application for Construction Permit</i>		NTC BSD
3. Copy of valid Permit to Purchase 3.1 <i>If expired Permit to Purchase, duly received application for Permit to Purchase (extension)</i>		NTC
4. Copy of valid Temporary Permit / Radio Station License for Broadcast Stations 4.1 <i>If expired Temporary Permit / Radio Station License, Copy of duly received application for renewal</i>		NTC
5. Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE), to wit: 5.1 Network Diagram indicating locations of stations 5.2 Map showing exact location (<i>Region, Province, City/Municipality, Barangay</i>) of stations with geographical coordinates (<i>Longitude/Latitude in Degrees/Minutes/Seconds</i>) 5.3 Antenna System Plan (<i>Type, Gain, Azimuth, Height Above Ground</i>)		PECE/Applicant



B. Temporary Permit (New/Renewal) for Broadcast Auxiliary Stations	
B.1 Temporary Permit for Broadcast Auxiliary Stations (NEW)	
1. Duly accomplished <i>Application for Radio Station License / Temporary Permit</i>	NTC BSD
2. Copy of valid Construction Permit 2.1 If <i>expired Construction Permit</i> , Copy of duly received application for Construction Permit (extension)	NTC
3. Copy of valid Temporary Permit / Radio Station License for Broadcast Stations 3.1. If <i>expired Temporary Permit / Radio Station License</i> , Copy of duly received application for renewal of Temporary Permit / Radio Station License	NTC
B.2 Temporary Permit for Broadcast Auxiliary Stations (RENEWAL)	
1. Duly accomplished <i>Application for Radio Station License / Temporary Permit</i>	NTC BSD
2. Copy of Temporary Permit / Radio Station License for Auxiliary Stations	NTC
3. Copy of valid Temporary Permit / Radio Station License for Broadcast Stations 3.1 If <i>expired Temporary Permit / Radio Station License</i> , Copy of duly received application for renewal of Temporary Permit / Radio Station License	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 BSD	1. Screens/Assesses application as to the completeness of submitted documents		1 Hour	Engr. I, II, CDO II BSD
1.1 Receives back the application and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application			
1.1 Receives the SOA and the application, and proceeds to Payment Stage	1.2 <i>If complete</i> , issues Statement of Account (SOA) for the Filing Fee			Econ. I, III BSD
Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1, 2 nd Floor	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff Acctng. Unit FD, PFMB
2.2 Pays prescribed fees at Window 2, 2 nd Floor	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	Cashier Cash Unit GSD, AB
Processing Stage				
3. Returns to BSD to submit the application with proof of payment	3. Receives application with proof of payment		0.25 Hour	Engr. I, II BSD
3.1 Receives the AR	3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)		0.25 Hour	Admin Staff, CDO II BSD
	3.2 Processes the application; encodes and prints the permit		17 Hours	Admin Staff, Engr. I, II BSD
	3.3 Checks printed permit and		3 Hours	Engr. II, CDO II



	indexing, and encodes to database			BSD
	3.4 Approves/ Disapproves permit		3 Hours	Engr. II, Chief BSD
3.2 Presents the AR and receives permit at the Central Records Unit	3.5 Forwards application with approved permit to the Central Records Unit for the release of the permit		0.25 Hour	Admin Staff BSD
TOTAL			24 Hours	

How to compute the FEE to be paid	
A. Permit to Possess and Construction Permit for Broadcast Auxiliary	$FEE_{POSSESS} = (POS)(UNIT) + DST$ $FEE_{CONSTRUCT} = (FF)(UNIT) + CPF + DST$
B. Temporary Permit (New/Renewal) for Broadcast Auxiliary Stations	<u>For Temporary Permit to Operate</u> $FEE = (LF)(YR) + (IF)(YR) + DST$

Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963		
Particulars	Amount (in PHP)		
	Low Powered	Medium Powered	High Powered
Filing Fee (FF) per unit	180.00	180.00	180.00
Permit to Possess Fee (POS) per unit	84.00	120.00	240.00
Construction Permit Fee (CPF) per station			
Base Station	240.00	240.00	240.00
Land Mobile Station	240.00	240.00	240.00
License Fee (LF) per year			
Base Station	480.00	600.00	720.00
Land Mobile Station	240.00	360.00	480.00
Portable Station	240.00	360.00	480.00
Inspection Fee (IF) per year			
Base Station	480.00	480.00	480.00
Land Mobile Station	240.00	240.00	240.00
Portable Station	240.00	240.00	240.00
Documentary Stamp Tax (per document)	30.00	30.00	30.00



SERVICE NAME:	3. Issuance of A. Construction Permit due to Modification of Temporary Permit / Radio Station License for Broadcast Station and for LMDS, MMDS & DTH/DTU B. Construction Permit due to Modification of Temporary Permit / Radio Station License for Broadcast Auxiliary Stations C. Modification of Temporary Permit / Radio Station License for Broadcast Station, LMDS, MMDS & DTH/DTU and Broadcast Auxiliary Stations D. Permit to Demonstrate/Propagate/Test Broadcast Station E. TVRO Registration Certificate (Commercial)/ TVRO License (New/Renewal) for Cable System and Broadcast Station
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A **Construction Permit** is a written authority issued by the Commission to a person, firm, company, association, or corporation authorizing the holder thereof to construct or install radio transceivers or radio station(s) in the Broadcast Service.

The **modification of Radio Station License** is submitted to the Commission if there is change in ownership, location, addition/deletion of radio communications equipment, or any particulars indicated in the license.

A **Permit to Demonstrate/Propagate** is a written authority issued by the Commission to a broadcast entity allowing the temporary use of frequency(ies) in order for the entity to select most appropriate radio equipment, to determine its technical capability, to verify performance of broadcast systems/equipment and/or to determine actual coverage area or path links.

A **TVRO Registration Certificate** or **TVRO Station License** 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 or to operate a television receive-only equipment for cable antenna television system and broadcast stations.

Office or Division:	Broadcast Services Division (BSD), Office of the Commissioner (OC)
Classification:	Complex
Type of Transaction:	G2B – Government to Business Entity
Who may avail:	Private Broadcast Entities



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Construction Permit due to Modification of Temporary Permit / Radio Station License for BROADCAST STATION and for LMDS, MMDS & DTH/DTU	
1. Duly accomplished <i>Application for Construction Permit</i>	NTC BSD
2. Copy of Temporary Permit / Radio Station License to be modified	Applicant/NTC
3. If modification due to: <ul style="list-style-type: none"> 3.1 <i>Increase/Decrease of Power,</i> <ul style="list-style-type: none"> 3.1.1 10KW and above, Copy of approved Order/Decision 3.1.2 Below 10KW, Copy of Motion and Technical Study and Engineering Plans of the proposed modification signed and sealed by a duly licensed Professional Electronics Engineer (PECE) 3.2 <i>Change of Location,</i> <ul style="list-style-type: none"> 3.2.1 <i>If the same municipality,</i> Copy of Motion and Technical Study and Engineering Plans of the proposed modification signed and sealed by a duly licensed PECE 3.2.2 <i>If different municipality,</i> Copy of approved Order/ Decision 3.3 <i>Change of Frequency,</i> Technical Study and Engineering Plans of the proposed modification signed and sealed by a duly licensed PECE 3.4 <i>Change of Equipment,</i> Copy of Permit to Purchase/Possess 	PECE
B. Construction Permit due to Modification of Temporary Permit / Radio Station License for BROADCAST AUXILIARY STATION	
1. Duly accomplished <i>Application for Construction Permit</i>	NTC BSD
2. Copy of Temporary Permit / Radio Station License to be modified	Applicant/NTC
3. Engineering Plans of the proposed modification signed and sealed by a duly licensed Professional Electronics Engineer (PECE), to wit: <ul style="list-style-type: none"> 3.1 Network Diagram indicating locations of stations 3.2 Map showing exact location (<i>Region, Province, City/Municipality, Barangay</i>) of stations with geographical coordinates (<i>Longitude/Latitude in Degrees/Minutes/Seconds</i>) 3.3 Antenna System Plan (<i>Type, Gain, Azimuth, Height Above Ground</i>) 	PECE
4. Copy of Permit to Purchase/Possess	NTC



C. Temporary Permit / Radio Station License (MODIFICATION) for Broadcast Station, LMDS, MMDS & DTH/DTU and Broadcast Auxiliary Station	
1. Duly accomplished <i>Application for Modification of Temporary Permit / Radio Station License</i>	NTC BSD
2. Copy of valid Temporary Permit / Radio Station License to be modified 2.1 <i>If expired Temporary Permit / Radio Station License, Copy of duly received application for renewal of Temporary Permit / Radio Station License</i>	NTC
3. Copy of Original Construction Permit 3.1 <i>If expired Construction Permit, Copy of duly received application for Construction Permit (extension)</i>	NTC
D. Permit to Demonstrate/Propagate/Test Broadcast Station	
1. Letter of Intent indicating the particulars of equipment (e.g. Make/Type/Model, Serial No., Location, Coordinates, Frequency & Power)	Applicant
2. For DTTB, Technical Study for TV Broadcast	Applicant
E. TVRO Registration Certificate (COMMERCIAL) and TVRO Station License for CATV System and Broadcast Station	
1. Duly accomplished <i>Application for TVRO Registration Certificate/Station License</i>	NTC BSD
2. Copy of valid Provisional Authority (PA) / Certificate of Authority (CA), OR Copy of duly received Motion for Renewal of PA	Applicant
3. Engineering Plans and Diagrams signed and sealed by a duly licensed Professional Electronics Engineer (PECE), to wit: 3.1 Plan 1: Map showing the exact location of the TVRO station with geographical coordinates 3.2 Plan 2: Properly-labelled Block Diagram of the proposed TVRO system 3.3 Plan 3: Antenna System with Technical Specifications	PECE
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
5. Copy of valid license of the Supervising PECE / ECE (for Commercial TVRO) and Certificate of Employment	PECE
6. Copy of valid ROC of Radio Technician (for Commercial TVRO) and Certificate of Employment	Applicant/Radio Technician
7. Written authorization from the pay program originator/s or network sending the pay program via satellite (for Commercial TVRO)	Program Provider
8. Copy of valid Temporary Permit / Radio Station License (for Broadcast)	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 BSD	1. Screens/Assesses application as to the completeness of submitted documents		1 Hour	Engr. I, II, CDO II BSD
1.2 Receives back the application and NOD	1.1 If incomplete, issues Notice of Deficiency (NOD) and returns the application			
1.1 Receives the SOA and application, and proceeds to Payment Stage	1.2 If complete, issues Statement of Account (SOA) for the Filing Fee			Econ. I, III BSD
Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1, 2 nd Floor	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff Acctng. Unit FD, PFMB
2.2 Pays prescribed fees at Window 2, 2 nd Floor	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 Cash Unit GSD, AB
Processing Stage				
3. Returns to BSD to submit the application with proof of payment	3. Receives application with proof of payment		0.25 Hour	Engr. I, II, CDO II BSD
3.1 Receives the AR	3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)		0.25 Hour	Admin Staff, CDO II BSD



	3.2 Conducts technical study as to the feasibility of the requested change		37 Hours	Engr. I, II, CDO II BSD
	3.2.1 Processes application; encodes and prints permit/license			Admin Staff, Engr. I, II CDO II BSD
	3.2.2 Checks printed permit/ license and indexing, and encodes to database			Engr. I, II, CDO II BSD
	3.3 Reviews printed permit/license 3.3.1 Forwards application with printed permit/license to the Office of the Deputy Commissioner for initial approval		2 Hours 0.25 Hour	Engr. II, V BSD Releasing Staff BSD
	3.4 Affixes initial and forwards application with permit/license to the Office of the Commissioner for approval		4 Hours	Deputy Commissioner
	3.5 Approves/ Disapproves permit/license		12 Hours	Commissioner
3.2 Presents the AR and receives permit/license at the Office of the Commissioner	3.6. Issues approved permit/license to the Applicant		0.25 Hour	Releasing Staff Office of the Commissioner
	TOTAL		56 Hours	



How to compute the FEE to be paid	
<p>A. Construction Permit due to Modification of Temporary Permit / Radio Station License for Broadcast Station, LMDS, MMDS & DTH/DTU</p>	<p><u>Construction Permit – Change Equipment & Additional Equipment</u> $FEE_{CONSTRUCT} = (FF)(UNIT) + (CPF)(UNIT) + DST$</p> <p><u>Construction Permit – Transfer of Location of AM/FM/ TV Stations</u> $FEE_{CONSTRUCT} = (FF)(UNIT) + (CPF)(UNIT) + DST$</p> <p><u>Construction Permit – Transfer of Location of LMDS/MMDS/DTU</u> $FEE_{CONSTRUCT} = (FF)(UNIT) + (CPF)(UNIT) + DST$</p>
<p>B. Construction Permit due to Modification of Temporary Permit / Radio Station License for Broadcast Auxiliary Station</p>	<p><u>Construction Permit -Change of Equipment, Additional Equipment & Transfer</u> $FEE_{CONSTRUCT} = (FF)(UNIT) + (CPF)(UNIT) + DST$</p>
<p>C. Temporary Permit/Radio Station License (Modification) for Broadcast Station, LMDS, MMDS, DTH/DTU and Broadcast Auxiliary Station</p>	<p>$FEE_{MOD} = MF + DST$</p>
<p>D. Permit to Demonstrate/ Propagate/Test Broadcast Station</p>	<p><u>Permit to Demonstrate/Propagate</u> $FEE = DEMO + DST$</p> <p><u>Permit to Conduct Test Broadcast</u> $FEE = TEST + DST$</p>
<p>E. TVRO Registration Certificate / TVRO Station License (Commercial) for CATV System and Broadcast Station</p>	<p><u>TVRO Registration Certificate (Commercial)</u> $FEE_{TVROREG} = REG + DST$ <i>Note: The registration shall be per service area, as defined in the PA, irrespective of number of LNBS</i></p> <p><u>TVRO Station License (NEW)</u> $FEE_{TVRORSL} = (LF)(YR) + DST$</p>



AM/FM/TV/MMDS/LMDS/DTU (Commercial and Non-Commercial)	Amount (in PHP)					
	Low Powered		Medium Powered		High Powered	
<u>Change of Equipment</u>						
Filing Fee (FF) per unit	180.00		180.00		180.00	
Construction Permit Fee (CPF) per station	240.00		360.00		480.00	
Documentary Stamp Tax (DST) per document	30.00		30.00		30.00	
<u>Additional Equipment</u>						
Filing Fee (FF) per unit	180.00		180.00		180.00	
Construction Permit Fee (CPF) per station	240.00		240.00		240.00	
Documentary Stamp Tax (DST) per document	30.00		30.00		30.00	
AM/BC	COMMERCIAL		NON-COMMERCIAL			
	1KW or less	Per KW or fraction thereof in excess of the first 1KW	1KW or less	Per KW or fraction thereof in excess of the first 1KW		
<u>Transfer of Location</u>						
Filing Fee (FF) per unit	180.00				180.00	
Construction Permit Fee (CPF) per station	1,200.00	180.00	480.00		180.00	
Documentary Stamp Tax (DST) per document	30.00				30.00	
FM/BC	COMMERCIAL		NON-COMMERCIAL			
	5KW or less	Per KW or fraction thereof in excess of the first 5KW	1KW or less	Per KW or fraction thereof in excess of the first 5KW		
<u>Transfer of Location</u>						
Filing Fee (FF) per unit	180.00				180.00	
Construction Permit Fee (CPF) per station	1,200.00	180.00	480.00		180.00	
Documentary Stamp Tax (DST) per document	30.00				30.00	
TV/BC	COMMERCIAL		NON-COMMERCIAL			
	First 35KW or less	Per 5KW or fraction thereof in excess of the first 35KW	First 10KW or less	Per 5KW or fraction thereof in excess of the first 10KW		
<u>Transfer of Location</u>						
Filing Fee (FF) per unit	180.00				180.00	
Construction Permit Fee (CPF) per station	1,440.00	220.00	480.00		220.00	
Documentary Stamp Tax (DST) per document	30.00				30.00	



LMDS/MMDS/DTU		COMMERCIAL		
<u>Transfer of Location</u>				
Filing Fee (FF) per unit		180.00		
Construction Permit Fee (CPF) per station		1,200.00		
Documentary Stamp Tax (DST) per document		30.00		
FB/ML/P	Amount (in PHP)			
	Low Powered	Medium Powered	High Powered	
<u>Change of Equipment</u>				
Filing Fee (FF) per unit		180.00	180.00	180.00
Construction Permit Fee (CPF) per station		240.00	360.00	480.00
Documentary Stamp Tax (DST) per document		30.00	30.00	30.00
<u>Additional Equipment</u>				
Filing Fee (FF) per unit		180.00	180.00	180.00
Construction Permit Fee (CPF) per station		240.00	240.00	240.00
Documentary Stamp Tax (DST) per document		30.00	30.00	30.00
<u>Transfer of Location (FB/ML)</u>				
Filing Fee (FF) per unit		180.00	180.00	180.00
Construction Permit Fee (CPF) per station		240.00	360.00	480.00
Documentary Stamp Tax (DST) per document		30.00	30.00	30.00
Modification		Amount (in PHP)		
Modification Fee (MF) per modification		180.00		
Documentary Stamp Tax (DST) per document		30.00		
Demonstrate/Propagate/Test Broadcast Station		Amount (in PHP)		
Permit to Demonstrate/Propagate (DEMO) per station		85.00		
Permit to Conduct Test Broadcast (TEST) per location		240.00		
Documentary Stamp Tax (DST) per document		30.00		
TVRO Registration Certificate/ TVRO Station License	Amount (in PHP)			
	Registration Fee (REG)	License Fee (LF) (per year)	Documentary Stamp Tax (DST) (per document)	
TVRO Registration Certificate	6,500.00	-	30.00	
TVRO Station License	-	2,600.00	30.00	



SERVICE NAME:	4. Issuance of A. Permit of Purchase for Broadcast Auxiliary Stations B. Permit to Purchase for LMDS, MMDS & DTH/DTU C. Construction Permit due for Modification of Temporary Permit/Radio Station License for LMDS, MMDS & DTH/DTU	
<p>A Permit to Purchase/Possess is a written authority issued by the Commission to a person, firm, company, association, or corporation authorizing the holder thereof to purchase/acquire a radio transceiver.</p>		
Office or Division:	Broadcast Services Division (BSD), Office of the Commissioner (OC)	
Classification:	Highly Technical	
Type of Transaction:	G2B – Government to Business Entity	
Who may avail:	Broadcast Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Permit of Purchase for Broadcast Auxiliary Stations		
1. Duly accomplished <i>Application for Permit to Purchase</i>	NTC BSD	
2. Copy of valid Temporary Permit (for Broadcast Station) 2.1 <i>if expired Temporary Permit/Radio Station License</i> , Copy of duly received application for Construction Permit (extension)	NTC	
3. Copy of valid Temporary Permit (for Broadcast Auxiliary Station, <i>if existing</i>) 3.1 <i>If expired Temporary Permit/Radio Station License</i> , Copy of duly received application for Construction Permit (extension)	NTC	
4. Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE), to wit: 4.1 Network Diagram indicating locations of stations 4.2 Map showing exact location (<i>Region, Province, City/Municipality, Barangay</i>) of 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	



B. Permit to Purchase for LMDS, MMDS & DTH/DTU	
1. Duly accomplished <i>Application for Permit to Purchase</i>	NTC BSD
2. Copy of valid Provisional Authority (PA) / Certificate of Public Convenience (CPC), OR Copy of duly received Motion for Renewal of PA/CPC	Applicant
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 stations with geographical coordinates 3.2 Plan 2: Properly-labelled Block Diagram of the proposed system 3.3 Plan 3: Antenna System with Technical Specifications	PECE
C. Construction Permit due to Modification of Temporary Permit/Radio Station License for LMDS, MMDS & DTH/DTU	
1. Duly accomplished <i>Application for Construction Permit</i>	NTC BSD
2. Copy of valid Temporary Permit / Radio Station License for LMDS, MMDS and DTU 2.1 <i>If expired Temporary Permit / Radio Station License</i> , Copy of duly received application for renewal	Applicant
3. Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE), to wit: 3.1 Network Diagram indicating locations of stations 3.2 Map showing exact location (<i>Region, Province, City/Municipality, Barangay</i>) of stations with geographical coordinates (<i>Longitude/Latitude in Degrees/Minutes/Seconds</i>) 3.3 Antenna System Plan (<i>Type, Gain, Azimuth, Height Above Ground</i>)	PECE
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 BSD	1. Screens/Assesses application as to the completeness of submitted documents		1 Hour	Engr. I, II, CDO II BSD
1.2 Receives back the application and NOD	1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application			
1.1 Receives the SOA and application, and proceeds to Payment Stage	1.2 <i>If complete</i> , issues Statement of Account (SOA) for the Filing Fee			Econ. I, III BSD
Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1, 2 nd Floor	2.1 Issues Order of Payment		0.17 Hour	Acctng. Staff Acctng. Unit FD, PFMB
2.2 Pays prescribed fees at Window 2, 2 nd Floor	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	Cashier Cash Unit GSD, AB
Processing Stage				
3. Returns to BSD to submit the application with proof of payment	3. Receives application with proof of payment		0.25 Hour	Engr. I, II, CDO II BSD
3.1 Receives the AR	3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)		0.25 Hour	Admin Staff, CDO II BSD
	3.2 If application requires assignment of frequency, application is forwarded to RSPD		0.25 Hours	Releasing Staff BSD



	3.2.1 RSPD issues Frequency Assignment Sheet		56 Hours	RSPD
	3.3 Processes the application; encodes and prints permit		24 Hours	Admin Staff, Engr. I, II, CDO II BSD
	3.3.1 Checks printed permit and indexing, and encodes to database			Engr. I, II, CDO II BSD
	3.4 Approves/ Disapproves permit		2 Hours	Engr. II, V BSD
3.2 Presents the AR and receives permit at the Central Records Unit	3.5 Forwards application with approved permit to the Central Records Unit for the release of the permit		0.25 Hour	Releasing Staff BSD
	TOTAL		83 Hours	

How to compute the FEE to be paid

A. Permit to Purchase for Broadcast Auxiliary Stations	$FEE_{PURCHASE} = (FF)(UNIT) + (PUR)(UNIT) + DST$
B. Permit to Purchase for LMDS, MMDS & DTH/DTU	$FEE_{PURCHASE} = (FF)(UNIT) + (PUR)(UNIT) + DST$
C. Construction Permit due to Modification of Temporary Permit / RSL for LMDS, MMDS & DTH/DTU	$FEE_{CONSTRUCT} = (FF)(UNIT) + CPF(UNIT) + DST$

Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963		
Permit to Purchase	Amount (in PHP)		
	Low Powered	Medium Powered	High Powered
Filling Fee (FF) per unit	180.00	180.00	180.00
for Broadcast Auxiliary Stations			
Permit to Purchase Fee (PUR) per unit	96.00	120.00	240.00
for LMDS, MMDS & DTH/DTU			
Purchase Permit Fee (PUR) per unit	120.00	240.00	360.00
Documentary Stamp Tax (DST) per document	30.00	30.00	30.00
Construction Permit	Amount (in PHP)		
Filling Fee (FF) per unit	200.00		
Construction Permit Fee (CPF) per unit	1,200.00		
Documentary Stamp Tax (DST) per document	30.00		



SERVICE NAME:	5. Issuance of Permit to Import thru the Philippine National Single Window (https://nsw.gov.ph) for A. CATV Equipment B. Broadcast Equipment
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A **Permit to Import** is a written authority issued by the Commission to government/private entities acquiring CATV/Broadcast Equipment from abroad.

Office or Division:	Broadcast Services Division (BSD), Office of the Commissioner (OC)
Classification:	Simple
Type of Transaction:	G2B – Government to Business Entity
Who may avail:	Private Broadcast Entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Permit to Import CATV Equipment	
1. Copy of Invoice	Supplier
2. <i>If Radio Dealer,</i> 2.1 Copy of Radio Dealer's Permit 2.2 Authorization to import from CATV Operator	NTC Applicant/CATV Operator
B. Permit to Import Broadcast Equipment	
1. Copy of Invoice	Supplier
2. Copy of Permit to Purchase Broadcast Transmitter/ Transceiver	Applicant
3. <i>If Radio Dealer,</i> 3.1 Copy of Radio Dealer's Permit 3.2 Authorization to import from Broadcast Operator	NTC Applicant/Broadcast Operator
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 and requirements thru NSW.	1. Screens/Assesses application as to the completeness of submitted documents		2 Hours	Engr. II BSD



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 OP and proceeds to Payment Stage.	1.2 <i>If complete</i> , issues Order of Payment.			
Payment Stage				
2. Pays the required fees thru accredited banks of NSW.	2. Refers to NSW website process <i>Note: Payment does not go through NTC side</i>	Refer to Table: Fees to be Paid	-	Cashier Accredited Banks
Processing Stage				
	3. After payment (online), processes the application for Permit to Import via NSW		18 Hours	Admin Staff BSD
	3.1 Approval/ Disapproval by Authorizer 1 Authorizer 2 Authorizer 3		2 Hours 2 Hours 2 Hours	Engr. I, II/BSD Engr. V, BSD Deputy Commissioner
3. Views/Prints approved permit thru NSW website				
	Total		24 Hours	

How to compute the FEE to be paid	
Permit to Import	$FEE_{IMPORT} = IMF + DST$
Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963
Particulars	Amount (in PHP)
Permit to Import (IMF) per invoice	240.00
Documentary Stamp Tax (DST) per document	30.00