



**OFFICE OF THE COMMISSIONER (OC) –
Equipment Standards Division (ESD)
External Services**



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| SERVICE NAME: | 1. Issuance of A. Type Acceptance Certificate for Radio Communications Equipment (RCE) B. Type Approval Certificate for Customer Premises Equipment (CPE) C. Grant of Equipment Conformity (GEC) for CPE with Integrated Radio Interface | |
| <p>A Type Acceptance Certificate for Radio Communications Equipment (RCE) is a written authority issued by the Commission attesting that an RCE complies with regulatory requirements and granting the use of the equipment in the Philippines.</p> <p>A Type Approval Certificate for Customer Premises Equipment (CPE) is a written authority issued by the Commission attesting that a CPE complies with regulatory requirements and granting the use of the equipment in the Philippines.</p> <p>A Grant of Equipment Conformity (GEC) is a written authority issued by the Commission attesting that a CPE with built-in/integrated radio interface complies with regulatory requirements and granting the use of the equipment in the Philippines.</p> | | |
| Office or Division: | Equipment Standards Division (ESD), Office of the Commissioner (OC) | |
| Classification: | Complex | |
| Type of Transaction: | G2B – Government to Business Entity | |
| Who may avail: | Private Entities | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| A. Type Acceptance Certificate for Radio Communications Equipment (RCE) | | |
| 1. Duly accomplished APPLICATION FOR TYPE APPROVAL/ ACCEPTANCE/GRANT OF EQUIPMENT CONFORMITY CERTIFICATE (<i>Form No. NTC 1-17</i>) | | NTC ESD Website: www.ntc.gov.ph |
| 2. Technical Documentation consisting of the following: 2.1 Actual photo of equipment intended for Philippine market 2.2 Datasheet with operational and functional description and RF Technical Specifications a. Frequency Range b. Maximum RF Output Power (EIRP/ ERP) c. Modulation Type/Emission Type 2.3 Certificate of <u>Conformity/Compliance</u> and / or <u>Test Report</u> stating compliance with the following internationally-accepted standards issued by a foreign regulator OR conformity assessment body (i.e. certification body or accredited test laboratory): a. Electromagnetic Compatibility (EMC) b. Radio Frequency (RF) Efficiency | | Applicant |



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| <p><u>OR Manufacturer's Self Declaration of Conformity (SDoC)</u>, subject to:</p> <ol style="list-style-type: none"> a. Submission of certification that the device/equipment has been applied with and accepted by pertinent certifying bodies; b. Submission of Test Reports from any accredited laboratory/testing body certifying compliance with internationally- accepted standards of EMC and RF Efficiency; AND c. The URL/website of the bodies concerned should be indicated for verification of submitted information. | |
| <p>Notes:</p> <p><i>In case of discrepancy of data, information, or presentation in the Technical Documents above, the applicant shall be required to submit ANY of the following:</i></p> <ol style="list-style-type: none"> 1. Declaration of Product Similarity 2. Declaration of Output Power Limitation 3. Declaration of Product Re-Branding / Model Renaming 4. Similar Document supporting Attestation/Declaration | Applicant |
| <p>B. Type Approval Certificate for Customer Premises Equipment (CPE) AND C. Grant of Equipment Conformity (GEC) for CPE with Integrated Radio Interface</p> | |
| <p>1. Duly accomplished APPLICATION FOR TYPE APPROVAL/ ACCEPTANCE/GRANT OF EQUIPMENT CONFORMITY CERTIFICATE (<i>Form No. NTC 1-17</i>)</p> | NTC ESD Website: www.ntc.gov.ph |
| <p>2. Technical Documentation consisting of the following:</p> <ol style="list-style-type: none"> 2.1 Actual photo of equipment intended for Philippine market 2.2 <i>For wireless equipment</i>, Datasheet with operational and functional description and RF Technical Specifications, Frequency Range, Maximum RF Output Power (EIRP/ERP), Modulation Type/Emission Type 2.3 <i>For wired terminal equipment</i>, Datasheet with operational and functional description 2.4 Manufacturer's Declaration of Conformity with the CPE Interface standards 2.5 <u>Certificate of Conformity/Compliance and/or Test Report</u> stating the compliance with the following internationally-accepted standards issued by a foreign regulator or conformity assessment body (<i>i.e.</i> certification body or accredited test laboratory): | Applicant Manufacturer Manufacturer Manufacturer Foreign regulator/ Conformity Assessment Body |



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| <p>a. <i>For wireless equipment</i>, Electrical Safety, Electromagnetic Compatibility (EMC), Evaluation of Human Exposure, Specific Absorption Rate (required for mobile phone) and RF Spectrum Efficiency</p> <p>b. <i>For wired terminal equipment</i>, Electrical Safety, Electromagnetic Compatibility (EMC) and Network Interface Compatibility</p> | |
| <p>Notes:</p> <p><i>In case of discrepancy of data, information, or presentation in the Technical Documents above, the applicant shall be required to submit ANY of the following:</i></p> <ol style="list-style-type: none"> 1. Declaration of Product Similarity 2. Declaration of Output Power Limitation 3. Declaration of Product Re-Branding / Model Renaming 4. Similar Document supporting Attestation/Declaration | Applicant |
| <p>Supporting Documents:</p> <ol style="list-style-type: none"> 1. Authorization Letter issued by the APPLICANT to an authorized representative/agent, with valid ID, to file the application and claim the certificate, OR 2. Authorization Letter issued by the Manufacturer appointing an Entity to be the APPLICANT, OR 3. <i>For representative(s)</i>, Authorization Letter duly signed by the applicant and valid ID of authorized representative. | |

| Client Steps | Agency Action | Fees to be Paid | Processing Time | Person Responsible |
|--|--|-----------------|-----------------|--------------------------------------|
| Pre-Assessment Stage | | | | |
| <p>1. Submits application at ESD</p> <p>1.1 Receives back the application and NOD</p> <p>1.2 Receives the SOA and application, and proceeds to Payment Stage</p> | <p>1. Screens/Assesses application as to the completeness of submitted documents</p> <p>1.1 <i>If incomplete</i>, issues Notice of Deficiency (NOD) and returns the application</p> <p>1.2 <i>If complete</i>, issues Statement of Account (SOA)</p> | | 2 Hours | Engr. II, CDO II, LabTech II ESD, OC |



| Payment Stage | | | | |
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| 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 Acctng. Unit FD, PFMB |
| 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 | Cashier Cash Unit GSD, AB |
| Processing Stage | | | | |
| 3. Returns to ESD to submit the application with proof of payment | 3. Receives application with proof of payment | | 1 Hour | Engr. II, CDO II, LabTech II ESD |
| 3.1 Receives the AR | 3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR) | | | |
| | 3.2 Sends emails to issuing test laboratory to verify the authenticity of submitted Certificate of Conformance/Test Reports | | 4 Hours | Engr. II, CDO II, LabTech II ESD |
| | 3.2.1 For confirmation. <i>Note: Office action is dependent on the response time of the concerned Foreign/ Local Accredited Test Laboratories/ Certifying Body.</i> | | Note: The RESPONSE TIME is NOT INCLUDED within the processing stage; ESD's processing time is independent of said time . | |
| | 3.2.2 <i>If documents are confirmed in order, evaluates the application, encodes and prints the certificate.</i> <i>If documents are confirmed not in order, Sends letter of denial.</i> | | 38 Hours | Engr. II, CDO II, LabTech II ESD, OC |



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| 3.2 Receives letter of denial | | | | |
| | 3.3 Reviews printed certificate | | 8 Hours | Engr. V ESD |
| | 3.4 Approves/ Disapproves certificate | | 4 Hours | Deputy Commissioner |
| 3.3 Presents the AR and receives certificate | 3.5 Issues approved certificate to the Applicant | | 1 Hour | ODC Staff OC |
| TOTAL | | | 56 Hours | |

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| How to compute the FEE to be paid | |
| A. Type Acceptance Certificate for RCE | $FEE_{CERT} = FF + CERT + DST$ |
| B. Type Approval Certificate for CPE | $FEE_{CERT} = FF + CERT + DST$ |
| C. GEC for CPE with Integrated Radio Interface | $FEE_{CERT} = FF + CERT + DST$ |

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| Fees to be Paid: | Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963 | | |
| Certificate | Amount (in PHP) | | |
| | Filing Fee (FF) (per application) | Certificate Fee (CERT) (per equipment model) | Documentary Stamp Tax (DST) (per document) |
| Type Acceptance Certificate | 180.00 | 1,400.00 | 30.00 |
| Type Approval Certificate | 180.00 | 1,400.00 | 30.00 |
| Grant of Equipment Conformity | 360.00 | 2,800.00 | 30.00 |



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| SERVICE NAME: | 2. Issuance of A. Type Acceptance Certificate for RCE (Modification) B. Type Approval Certificate for CPE (Modification) C. Grant of Equipment Conformity (GEC) for CPE with Integrated Radio Interface (Modification) |
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The **modification** of **Type Acceptance Certificate for Radio Communications Equipment (RCE)** or **Type Approval Certificate for Customer Premises Equipment (CPE)** or **Grant of Equipment Conformity (GEC)** is required if there are changes in the applicant's name or address, manufacturer, or type of equipment.

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| Office or Division: | Equipment Standards Division (ESD), Office of the Commissioner (OC) |
| Classification: | Complex |
| Type of Transaction: | G2B – Government to Business Entity |
| Who may avail: | Private Entities |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
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| A. Type Acceptance Certificate (MODIFICATION) B. Type Approval Certificate (MODIFICATION) C. Grant of Equipment Conformity (MODIFICATION) | |
| 1. Duly accomplished <i>Application for Modification</i> | NTC ESD Website: www.ntc.gov.ph |
| 2. Letter of Intent | Applicant |
| 3. Copy Type Acceptance Certificate, OR Copy Type Approval Certificate, OR Copy Grant of Equipment Conformity | NTC |
| 4. ANY document that will attest to the following modification: 4.1 Change in the Applicant's Name or Address 4.2 Change in the type of equipment 4.3 Change in Manufacturer's Name <i>Note: Changes in Brand or Model, Marketing Name or modification/alteration in circuitry or its associated network interface shall be subject to the issuance of a new certificate</i> | Applicant |

Supporting Documents:

1. Authorization Letter issued by the APPLICANT to an authorized representative/agent, with valid ID, to file the application and claim the certificate, **OR**
2. Authorization Letter issued by the **Manufacturer** appointing an Entity to be the APPLICANT, **OR**
3. *For representative(s)*, Authorization Letter duly signed by the applicant and valid ID of authorized representative.



| Client Steps | Agency Action | Fees to be Paid | Processing Time | Person Responsible |
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| Pre-Assessment Stage | | | | |
| 1. Submits application at ESD | 1. Screens/Assesses application as to the completeness of submitted documents | | 2 Hours | Engr. II, CDO II, LabTech II ESD, OC |
| 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 Acctng. Unit FD, PFMB |
| 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 | Cashier Cash Unit GSD, AB |
| Processing Stage | | | | |
| 3. Returns to ESD to submit the application with proof of payment | 3. Receives application with proof of payment | | 1 Hour | Engr. II, CDO II, LabTech II ESD |
| 3.1 Receives the AR | 3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR) | | | |
| | 3.2 Sends emails to issuing test laboratory to verify the authenticity of submitted Certificate of Conformance/ Test Reports | | 4 Hours | Engr. II, CDO II, LabTech II ESD |



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| | 3.2.1 For confirmation. Note: Office action is dependent on the response time of the concerned Foreign/Local Accredited Test Laboratories/ Certifying Body | | Note: The RESPONSE TIME is NOT INCLUDED within the processing stage; ESD's processing time is independent of said time | |
| 3.2 Receives letter of denial | 3.2.2 If documents are confirmed not in order, Sends letter of denial. If documents are confirmed in order, Evaluates the application; encodes and prints the certificate. | | 38 Hours | Engr. II, CDO II, LabTech II ESD |
| | 3.3 Reviews printed certificate | | 8 Hours | Engr. V ESD, OC |
| | 3.4 Approves/ Disapproves certificate | | 4 Hours | Deputy Commissioner |
| 3.3 Presents the AR and receives certificate | 3.5 Issues approved certificate to the Applicant | | 1 Hour | ODC Staff OC |
| | TOTAL | | 56 Hours | |

| How to compute the FEE to be paid | |
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| A. Type Acceptance Certificate for RCE | $FEE_{CERT} = MOD + DST$ |
| B. Type Approval Certificate for CPE | $FEE_{CERT} = MOD + DST$ |
| C. Grant of Equipment Conformity | $FEE_{CERT} = MOD + DST$ |

| Fees to be Paid: | Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963 | |
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| Certificate | Amount (in PHP) | |
| | Modification Fee (MOD) (per application) | Documentary Stamp Tax (DST) (per document) |
| Type Acceptance Certificate | 120.00 | 30.00 |
| Type Approval Certificate | 120.00 | 30.00 |
| Grant of Equipment Conformity | 120.00 | 30.00 |



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| SERVICE NAME: | 3. Issuance of Duplicate Copy of Certificate | | | |
| The Duplicate copy is issued by the Commission upon request of the holder for the re-issuance of lost, mutilated, or damaged certificate. | | | | |
| Office or Division: | Equipment Standards Division (ESD), Office of the Commissioner (OC) | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2B – Government to Business Entity | | | |
| Who may avail: | Private Entities | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Duplicate Copy of Certificate | | | | |
| 1. Duly accomplished <i>Application for Duplicate</i> | | | NTC ESD Website: www.ntc.gov.ph | |
| 2. Copy of Certificate | | | NTC | |
| Supporting Documents: | | | | |
| 1. For <i>representative(s)</i> , Authorization Letter duly signed by the applicant and valid ID of authorized representative. | | | | |
| Client Steps | Agency Action | Fees to be Paid | Processing Time | Person Responsible |
| Pre-Assessment Stage | | | | |
| 1. Submits application at ESD | 1. Screens/Assesses application as to the completeness of submitted documents | | 2 Hours | Engr. II, CDO II, LabTech II ESD, OC |
| 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 Acctng. Unit FD, PFMB |



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|--|---|---|---|---|
| 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 | Cashier Cash Unit GSD, AB |
| Processing Stage | | | | |
| 3. Returns to ESD 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) | | 1 Hour | Engr. II, CDO II, LabTech II ESD, OC |
| | 3.2 Requests for file pull out from Central Records Unit | | 2 Hours | Central Records Unit Staff |
| | 3.3 Evaluates the application; encodes and prints the certificate | | 8 Hours | Engr. II, CDO II, LabTech II ESD, OC |
| | 3.4 Reviews printed certificate | | 8 Hours | Engr. V ESD, OC |
| | 3.5 Approves/ Disapproves certificate | | 4 Hours | Deputy Commissioner |
| 3.2 Presents the AR and receives certificate | 3.6 Issues approved certificate to the Applicant | | 1 Hour | ODC Staff OC |
| | TOTAL | | 24 Hours | |
| How to compute the FEE to be paid | | | | |
| A. Type Acceptance Certificate for RCE | | | $FEE_{CERT} = DUP + DST$ | |
| B. Type Approval Certificate for CPE | | | $FEE_{CERT} = DUP + DST$ | |
| C. Grant of Equipment Conformity | | | $FEE_{CERT} = DUP + DST$ | |
| Fees to be Paid: | | Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963 | | |
| DUPLICATE | | Amount (in PHP) | | |
| | | Duplicate Fee (DUP) (per application) | Documentary Stamp Tax (DST) (per document) | |
| Type Acceptance Certificate | | 120.00 | 30.00 | |
| Type Approval Certificate | | 120.00 | 30.00 | |
| Grant of Equipment Conformity | | 120.00 | 30.00 | |



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| SERVICE NAME: | 4. Issuance of Permit to Import thru the Philippine National Single Window (https://nsw.gov.ph) for non-type approved/non-type accepted customer premises equipment (CPE) for purposes of demonstration and/or testing |
| A Permit to Import is a written authority issued by the Commission for the importation of non-type approved/non-type accepted Customer Premises Equipment for purposes of demonstration and/or testing. | |
| Office or Division: | Equipment Standards Division (ESD), Office of the Commissioner (OC) |
| Classification: | Simplex |
| Type of Transaction: | G2B – Government to Business Entity |
| Who may avail: | Private Entities |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| Permit to Import | |
| 1. Copy of Proforma Invoice | Applicant |
| 2. Copy of Data sheet of proposed equipment | Applicant |
| Supporting Documents: | |
| 1. <i>For representative(s)</i> , Authorization Letter duly signed by the applicant and valid ID of authorized representative. | |

| Client Steps | Agency Actions | Fees to be paid | Processing Time | Person Responsible |
|--|--|------------------------|------------------------|---|
| Pre – Assessment Stage | | | | |
| 1. Submits application online thru NSW website with required documents | 1. Screens/Assesses application as to the completeness of submitted documents | | 4 Hours | Admin Staff, CDO II, LabTech II ESD, OC |
| 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 (OP) | | | |



| 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> | Refer to Table: Fees to be Paid | | Cashier Accredited Banks of NSW |
| Processing Stage | | | | |
| | 3.1 Processes the permit/certificate via NSW | | 12 Hours | Admin Staff, CDO II, LabTech II ESD |
| | 3.2 Approval/ Disapproval by Authorizer 1 Authorizer 2 Authorizer 3 | | 4 Hours 4 Hours 4 Hours | Engr. II/ESD Engr. V/ESD 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 | |
|-------------------------|---|---|
| PERMIT TO IMPORT | Amount (in PHP) | |
| | Permit Fee (IMF) (per invoice) | Documentary Stamp Tax (DST) (per document) |
| Permit to Import | 240.00 | 30.00 |