



**OFFICE OF THE COMMISSIONER (OC) –
Commission Secretariat (ComSec)
External Services**



SERVICE NAME:	1. Issuance of <i>Securities and Exchange Commission (SEC) Endorsement</i>			
A SEC Endorsement is a document issued by the Commission interposing no objection to the amendment of primary purpose of a corporation engaged in any telecommunication/broadcast related activities/facilities.				
Office or Division:	Commission Secretariat (ComSec), Office of the Commissioner (OC)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business			
Who may avail:	CATV, Broadcast Companies, Public Telecommunications Entities, and Private Individuals			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter of Intent			Applicant	
2. Copy of Articles of Incorporation and By-Laws OR DTI Registration			SEC/DTI	
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 COMSEC 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> , receives application		10 Minutes	Admin Staff ComSec



Processing Stage				
	2. Records application		25 Minutes	Admin Staff Head Comsec
	2.1 Reviews application and prepares endorsement to Legal Branch (LB) for the issuance of <i>SEC Endorsement</i>			
	2.2 Issues Statement of Account (SOA)			
	TOTAL		25 Minutes	

Payment Stage				
3. Pays the required fees				
3.1 Submits SOA and application at Window 1	3.1 Issues Order of Payment		10 Minutes	Acctng. Staff Acctng. Unit FD, PFMB
3.2 Pays prescribed fees at Window 2	3.2 Receives payment, issues Official Receipt and indicates proof of payment on the application form	Refer to Table: Fees to be Paid	10 Minutes	Cashier Cash Unit GSD, AB
4. Presents the AR and receives the <i>SEC Endorsement</i>	3.3 Checks document, verifies payment, and issues SEC Endorsement to the Applicant		40 Minutes	Admin Staff ComSec, OC
	TOTAL		40 Minutes	



SERVICE NAME:		2. Issuance of Certified True Copy or Certification		
<p>A Certified True Copy of Certificate of Public Convenience and Necessity (CPCN), Certificate of Public Convenience (CPC), Certificate of Authority (CA), Provisional Authority (PA) or other documents such as Pleadings, Annexes, etc. is issued by the Commission to authenticate copy of the same or a certified true copy of the same exist on file, upon request of interested parties</p> <p>A Certification is a document issued by the Commission attesting, among others, that an entity has no pending case, has a pending application, has filed an application/motion for extension/renewal of authority.</p>				
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Who may avail:	CATV, Broadcast Companies, Public Telecommunications Entities, and Private Individuals			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter of Intent			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 request at COMSEC	1. Screens/Assesses request as to the completeness of submitted documents		15 Minutes	Admin Staff ComSec, 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 <i>If complete</i> , receives application			
Processing Stage				
	2. Records request		10 Minutes	Staff
	2.1 Reviews and approves request		5 Minutes	Head
	2.2 Processes the request and affixes		30 Minutes	Admin Staff



	initials on the requested document			
	2.3 Signs Certification/ Certified True Copy		30 Minutes	Staff Head
	2.4 Issues Statement of Account (SOA)		10 Minutes	Admin Staff
	TOTAL		85 Minutes	
Payment Stage				
3. Pays the required fees				
3.1 Submits SOA and application at Window 1	3.1 Issues Order of Payment		10 Minutes	Cashier Cash Unit GSD, AB
3.2 Pays prescribed fees at Window 2	3.2 Receives payment, issues Official Receipt and indicates proof of payment on the application form	Refer to Table: Fees to be Paid	10 Minutes	Cashier Cash Unit GSD, AB
Releasing Stage				
4. Presents the AR and receives the Certification/ Certified True Copy	4. Checks documents & verifies payment 4.1 Issues Certification/ Certified True Copy to the Applicant		40 Minutes	Admin Staff ComSec
	TOTAL		40 Minutes	

Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963			
Documents	Amount (in PHP)			
	Certificate Fee (CERT) (per document)		Documentary Stamp Tax(DST) (per document)	
SEC Endorsement	120.00	30.00		
Certified True Copy	120.00	30.00		
Certification	120.00	30.00		
Documents	Amount (in PHP)			
	Authentication Fee (1 st copy)	Authentication Fee for succeeding copies	Document Copy (per page)	Documentary Stamp Tax (DST) (per document)
Authentication	24.00	6.00	2.00	30.00