



**SPECIAL LICENSING BRANCH (SLB) –
Safety Radio Services and STCW Compliance
Division (SSCD)
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 written authority issued by the Commission to a qualified applicant authorizing the holder thereof to take the commercial and non-commercial radio operator examination.</p>		
Office or Division:	Safety Radio Services and STCW Compliance Division (SSCD), Special Licensing Branch (SLB)	
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 pilots 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 (BSECE) C. Amateur <ul style="list-style-type: none"> • Radio enthusiasts • Licensed amateurs and commercial operators (for upgrading) 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. RROC-Aircraft		
1. Duly accomplished APPLICATION FOR RADIO OPERATOR EXAMINATION [Form No. NTC 1-01]	NTC SSCD, SLB/ 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 SSCD, SLB/ 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/LT O/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 SSCD, SLB/ 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/LT O/BIR/Post Office/SSS/GSIS/ PAG-IBIG/NBI
3. Proof of attendance of seminar conducted by NTC accredited Amateur Radio Club	NTC
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 SSCD, SLB	1. Screens/Assesses application as to the completeness of submitted documents		10 Minutes	Engr. II, III SSCD, SLB
1.1 Receives back the application and NOD	1.1 If incomplete, issues Notice of Deficiency (NOD) and returns the application			
1.2 Receives the SOA and application, and proceeds to Payment Stage	1.2 If complete, 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 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	₱50.00	10 Minutes	Cashier Cash Unit GSD, AB
Processing Stage				
3. Returns to SSCD, SLB to submit the application with proof of payment	3. Receives application with proof of payment		15 Minutes	Engr. II, III SSCD, SLB
	3.1 Reviews application			Engr. II, III SSCD, SLB
	3.2 Approves/ Disapproves application			Engr. V SSCD, SLB
3.1 Receives Admission Slip	3.3 Issues Admission Slip			Engr. I, II, III SSCD, SLB
	TOTAL	₱50.00	15 Minutes	



SERVICE NAME:	2. Issuance of Cargo Ship Safety Radio Certificate (CSSRC)	
<p>A Cargo Ship Safety Radio Certificate (CSSRC) is issued by the Commission after a survey/inspection is conducted on a cargo ship of 300 gross tonnage and above, fitted with a radio installation, including those used in life-saving appliances which complies with the requirements of Chapters III and IV and any other relevant requirements of the 1974 SOLAS Convention, as amended. A Record of Equipment for the CSSRC (Form R) shall be permanently attached to the said Certificate.</p>		
Office or Division:	Safety Radio Services and STCW Compliance Division (SSCD), Special Licensing Branch (SLB)	
Classification:	Complex	
Type of Transaction:	G2B – Government to Business Entity	
Who may avail:	Business Entities and/or Shipping Companies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter request stating the date and place of survey/inspection.		Applicant
2. Duly accomplished APPLICATION FOR SHIP/SHIP-EARTH STATION LICENSE/CARGO SHIP SAFETY RADIO CERTIFICATE/TEMPORARY PERMIT/ FERRYING PERMIT [Form No. NTC 1-04]		NTC SSCD, SLB/ Website: www.ntc.gov.ph
3. Copy of Certificate of Philippine Registry (CPR) issued by the Maritime Industry Authority (MARINA)		MARINA
4. Copy of the following: 4.1 Valid Ship Station License 4.2 Valid Ship Earth Station Licenses (<i>i.e.</i> Long Range Identification and Tracking License, Ship Security Alert System License, Inmarsat C/F, and Fleet Broadband)		NTC SSCD
5. Copy of valid General Operator Certificate (GOC) of two (2) deck officers (<i>i.e.</i> First Officer, or Second Officer, or Third Officer)		MARINA
6. Copy of Contract of Employment of deck officers issued by POEA, OR Certificate of Employment issued by Shipping Company		Philippine Overseas Employment Administration (POEA) / Shipping Company
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 SSCD, SLB	1. Screens/Assesses application as to the completeness of submitted documents		2 Hours	Engr. II, III SSCD, SLB
1.1 Receives the SOA and application, and proceeds to Payment Stage	1.1 If complete, issues Statement of Account (SOA)			
1.2 Receives back the application and NOD	1.2 If incomplete, issues Notice of Deficiency (NOD) and returns the application			
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 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	10 Minutes	Cashier Cash Unit GSD, AB
Processing Stage				
3. Returns to SSCD, SLB to submit the application with proof of payment	3. Receives application with proof of payment		2 Hours	Engr. II, III SSCD, SLB
3.1 Receives the AR	3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)			
	3.2 Schedules/ Conducts inspection The inspection shall be conducted by NTC authorized inspectors to check		32 Hours	



	<p>completeness of mandatory radio communications equipment and to ensure that such equipment is in good working condition.</p> <p>The inspection report shall be the basis for the issuance of Cargo Ship Safety Radio Certificate (CSSRC).</p>			
	3.3 Evaluates the application; encodes and prints the certificate		16 Hours	Engr. II, III SSCD, SLB
	3.4 Reviews printed certificate		2 Hours	Engr. V SSCD, SLB
	3.5 Approves/ Disapproves certificate		3 Hours	Director II SLB
3.2 Presents the AR and receives certificate at SSCD, SLB	3.6 Issues approved certificate to the Applicant		1 Hour	Engr. II, III SSCD, SLB
	TOTAL		56 Hours	

How to compute the FEE to be paid

Cargo Ship Safety Certificate (CSSRC)	$FEE_{CSSRC} = FF + (CERT)(YR) + (IF)(YR) + DST$
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Fees to be Paid: Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963

Certificate Fees	Amount (in PHP)			
	Filing Fee (FF) (per application)	Certificate Fee (CERT) (per year)	Inspection Fee (IF) (per year)	Documentary Stamp Tax (DST) (per document)
CSSRC	180.00	720.00	720.00	30.00



SERVICE NAME:	3. Issuance of Certificate (New/ Renewal/ Modification) of A. Recognition as Accounting Authority (AA) B. Authorization as Point of Service Activation (PSA) Entity C. Accreditation as Shore-Based Maintenance Entity (SBME)
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A **Certificate of Recognition as Accounting Authority** is issued by the Commission to a company that acts as a billing intermediary between the maritime mobile stations and service providers.

A **Certificate of Authorization as Point of Service Activation (PSA) Entity** is issued by the Commission to a company that is contracted out by the International Maritime Satellite (Inmarsat) to accept and process applications for Mobile Earth Station, assign Inmarsat Mobile Number (IMN) and transmit service activation information to customers and appropriate national regulatory bodies.

A **Certificate of Accreditation as Shore-Based Maintenance Entity (SBME)** is issued by the Commission to a company that is authorized to engage in the repair, service, calibration or maintenance of maritime radio communication and navigational equipment on board Philippine registered Global Maritime Distress & Safety System (GMDSS) vessels.

Office or Division:	Safety Radio Services and STCW Compliance Division (SSCD), Special Licensing Branch (SLB)
Classification:	Simple
Type of Transaction:	G2B – Government to Business Entity
Who may avail:	Business Entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Accounting Authority (AA)	
A.1 Accounting Authority (AA) (NEW)	
1. Letter of Intent	Applicant
2. Duly accomplished APPLICATION FOR CERTIFICATE OF RECOGNITION AS ACCOUNTING AUTHORITY/ AUTHORIZATION AS POINT OF SERVICE ACTIVATION ENTITY/ACCREDITATION AS SHORE-BASED MAINTENANCE ENTITY [Form No. NTC 1-07]	NTC SSCD, SLB/ Website: www.ntc.gov.ph
3. Certified True Copy of SEC Registration Certificate and Articles of Incorporation, OR Certified True Copy of DTI Registration Certificate, OR Copy of valid Business Permit	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) / Office of the Mayor



4. Copy of latest Audited Financial Statement, if applicable	Applicant
5. List of Personnel Complement, OR Organizational Structure	Applicant
6. List of Equipment and/or Office Facilities	Applicant
7. Procedure in the Collection and Billing of Customers/Clients	Applicant
8. Flowchart in the Collection and Billing of Customers/Clients	Applicant
9. Economic Viability & Financial Feasibility Study	Applicant
A.2 Accounting Authority (AA) (RENEWAL)	
1. Letter of Intent	Applicant
2. Duly accomplished APPLICATION FOR CERTIFICATE OF RECOGNITION AS ACCOUNTING AUTHORITY/ AUTHORIZATION AS POINT OF SERVICE ACTIVATION ENTITY/ACCREDITATION AS SHORE-BASED MAINTENANCE ENTITY [Form No. NTC 1-07]	NTC SSCD, SLB/ Website: www.ntc.gov.ph
3. Original Certificate of Accreditation <i>Note 1: Apply for Duplicate Copy if Original is lost/mutilated/destroyed or not available.</i>	NTC SSCD
4. Copy of valid Business Permit	Office of the Mayor
A.3 Accounting Authority (AA) (MODIFICATION)	
1. Letter of Intent	Applicant
2. Duly accomplished APPLICATION FOR CERTIFICATE OF RECOGNITION AS ACCOUNTING AUTHORITY/ AUTHORIZATION AS POINT OF SERVICE ACTIVATION ENTITY/ACCREDITATION AS SHORE-BASED MAINTENANCE ENTITY [Form No. NTC 1-07]	NTC SSCD, SLB/ Website: www.ntc.gov.ph
B. Point of Service Activation (PSA) Entity	
B.1 Point of Service Activation (PSA) Entity (NEW)	
1. Letter of Intent	Applicant
2. Duly accomplished APPLICATION FOR CERTIFICATE OF RECOGNITION AS ACCOUNTING AUTHORITY/ AUTHORIZATION AS POINT OF SERVICE ACTIVATION ENTITY/ACCREDITATION AS SHORE-BASED MAINTENANCE ENTITY [Form No. NTC 1-07]	NTC SSCD, SLB/ Website: www.ntc.gov.ph
3. Letter of Endorsement from Inmarsat	Inmarsat
4. Certified True Copy of SEC Registration Certificate and Articles of Incorporation, OR Certified True Copy of DTI Registration Certificate, OR Copy of valid Business Permit	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) / Office of the Mayor
5. Proof showing direct experience with Inmarsat systems and services for at least one (1) year	Inmarsat/Applicant
6. List of Equipment and/or Office Facilities for Handling Customer Inquiries and Customer Assistance	Applicant



7. Proof of Financial Viability (i.e. latest Audited Financial Statement of Assets and Liabilities, latest Income Tax Return)	Applicant
B.2 Point of Service Activation (PSA) Entity (RENEWAL)	
1. Letter of Intent	Applicant
2. Duly accomplished APPLICATION FOR CERTIFICATE OF RECOGNITION AS ACCOUNTING AUTHORITY/ AUTHORIZATION AS POINT OF SERVICE ACTIVATION ENTITY/ACCREDITATION AS SHORE-BASED MAINTENANCE ENTITY [Form No. NTC 1-07]	NTC SSCD, SLB/ Website: www.ntc.gov.ph
3. Original Certificate <i>Note 1: Apply for Duplicate Copy if Original is lost/mutilated/destroyed or not available.</i>	Applicant
4. Copy of valid Business Permit	Office of the Mayor
B.3 Point of Service Activation (PSA) Entity (MODIFICATION)	
1. Letter of Intent	Applicant
2. Duly accomplished APPLICATION FOR CERTIFICATE OF RECOGNITION AS ACCOUNTING AUTHORITY/ AUTHORIZATION AS POINT OF SERVICE ACTIVATION ENTITY/ACCREDITATION AS SHORE-BASED MAINTENANCE ENTITY [Form No. NTC 1-07]	NTC SSCD, SLB/ Website: www.ntc.gov.ph
C. Shore - Based Maintenance Entity (SBME)	
C.1 Shore - Based Maintenance Entity (SBME) (NEW)	
1. Letter of Intent	Applicant
2. Duly accomplished APPLICATION FOR CERTIFICATE OF RECOGNITION AS ACCOUNTING AUTHORITY/ AUTHORIZATION AS POINT OF SERVICE ACTIVATION ENTITY/ACCREDITATION AS SHORE-BASED MAINTENANCE ENTITY [Form No. NTC 1-07]	NTC SSCD, SLB/ Website: www.ntc.gov.ph
3. Certified True Copy of SEC Registration Certificate and Articles of Incorporation, OR Certified True Copy of DTI Registration Certificate, OR Copy of valid Business Permit	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) / Office of the Mayor
4. Latest Audited Financial Statement of Assets and Liabilities	Applicant
5. List of Diagnostic/Test Equipment (as per NTC MC No. 7-3-2000)	Applicant
6. Sworn Statement of Employment of the Supervising Professional Electronics Engineer (PECE)	Applicant/PECE
7. Sworn Statement of Employment of Technician (holders of Radio Electronic Certificate)	Applicant/Technician
8. Copy of Service Agreement/Contract with any foreign SBME	Applicant/Foreign SBME



C.2 Shore - Based Maintenance Entity (SBME) (RENEWAL)	
1. Duly accomplished APPLICATION FOR CERTIFICATE OF RECOGNITION AS ACCOUNTING AUTHORITY/ AUTHORIZATION AS POINT OF SERVICE ACTIVATION ENTITY/ACCREDITATION AS SHORE-BASED MAINTENANCE ENTITY [Form No. NTC 1-07]	NTC SSCD, SLB/ Website: www.ntc.gov.ph
2. List of Service Maintenance Report including list of vessels contracted	Applicant
3. Original Certificate	Applicant
4. Sworn Statement of Employment of the Supervising Professional Electronics Engineer (PECE)	Applicant/PECE
5. Sworn Statement of Employment of Technician (Holders of Radio Electronic Certificate)	Applicant/Technician
6. Copy of Service Agreement/Contract with any foreign SBME	Applicant/Foreign SBME
C.3 Shore - Based Maintenance Entity (SBME) (MODIFICATION)	
1. Letter request/Justification of request	Applicant
2. Duly accomplished APPLICATION FOR CERTIFICATE OF RECOGNITION AS ACCOUNTING AUTHORITY/ AUTHORIZATION AS POINT OF SERVICE ACTIVATION ENTITY/ACCREDITATION AS SHORE-BASED MAINTENANCE ENTITY [Form No. NTC 1-07]	NTC SSCD, SLB/ Website: www.ntc.gov.ph
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 SSCD, SLB	1. Screens/Assesses application as to the completeness of submitted documents		2 Hours	Engr. II, III SSCD, SLB
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 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	10 Minutes	Cashier Cash Unit GSD, AB
Processing Stage				
3. Returns to SSCD, SLB to submit the application with proof of payment	3. Receives application with proof of payment		2 Hours	Engr. II, III SSCD, SLB
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		16 Hours	Engr. II, III SSCD, SLB
	3.3 Reviews printed certificate		2 Hours	Engr. V SSCD, SLB
	3.4 Approves/ Disapproves certificate		3 Hours	Director II SLB
3.2 Presents the AR and receives certificate at SSCD, SLB	3.5 Issues approved certificate to the Applicant		1 Hour	Engr. II, III SSCD, SLB
	TOTAL		24 Hours	



How to compute the FEE to be paid	
A.1 Accounting Authority (AA) (NEW)	$FEE_{AA} = FF + CERT + DST$
A.2 Accounting Authority (AA) (RENEWAL)	$FEE_{AA} = CERT + DST$
A.3 Accounting Authority (AA) (MODIFICATION)	$FEE_{AA} = FF + MOD + DST$
B.1 Point of Service Activation Entity (PSA) (NEW)	$FEE_{PSA} = FF + CERT + DST$
B.2 Point of Service Activation Entity (PSA) (RENEWAL)	$FEE_{PSA} = CERT + IF + DST$
B.3 Point of Service Activation Entity (PSA) (MODIFICATION)	$FEE_{PSA} = FF + MOD + DST$
C.1 Shore-Based Maintenance Entity (SBME) (NEW)	$FEE_{SBME} = FF + CERT + IF + DST$
C.2 Shore-Based Maintenance Entity (SBME) (RENEWAL)	$FEE_{SBME} = CERT + IF + DST$
C.3 Shore-Based Maintenance Entity (SBME) (MODIFICATION)	$FEE_{SBME} = FF + MOD + DST$

Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963				
New/Renewal Fees	Amount (in PHP)				
	Filing Fee (FF) (per application)	Certificate Fee (CERT) (per year)	Inspection Fee (IF) (per year)	Documentary Stamp Tax (DST) (per document)	
	AA	180.00	1,500.00	-	30.00
	PSA	180.00	5,000.00	-	30.00
	SBME	180.00	1,000.00	800.00	30.00
Modification Fees	Amount (in PHP)				
	Filing Fee (FF) (per application)	Modification Fee (MOD) (per application)	Documentary Stamp Tax (DST) (per document)		
	AA	180.00	180.00	30.00	
	PSA	180.00	180.00	30.00	
	SBME	180.00	180.00	30.00	



SERVICE NAME:	4. Issuance of A. Exemption Certificate B. Deletion Certificate	
<p>An Exemption Certificate is issued by the Commission in accordance with Chapter IV Regulation 3.1 of the 1974 Safety of Life at Sea (SOLAS) Convention, as amended, exempting individual ships from the requirements of Regulations 7 to 11 of said SOLAS Convention, provided, that: a) such ships comply with the functional requirements of Regulation 4; and b) the Administration (NTC) has taken into account the effect such exemptions may have upon the general efficiency of the service for the safety of all ships.</p> <p>A Deletion Certificate is issued by the Commission when the vessel is removed from the Philippine Registry of Ships. The Ship Station and Ship Earth Station Licenses issued to the subject ships are automatically recalled/cancelled.</p>		
Office or Division:	Safety Radio Services and STCW Compliance Division (SSCD), Special Licensing Branch (SLB)	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business Entity	
Who may avail:	Private Entities and/or Shipping Companies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Exemption Certificate		
1. Duly accomplished APPLICATION FOR CERTIFICATE OF EXEMPTION/DELETION [Form No. NTC 1-08] or Letter request / Justification of request		Applicant
2. Copy of valid Ship Station License		NTC SSCD
3. Copy of valid Ship Earth Station Licenses (i.e. Long Range Identification and Tracking License, Ship Security Alert System License, Inmarsat C/F, and Fleet Broadband)		NTC SSCD
B. Deletion Certificate		
1. Duly accomplished APPLICATION FOR CERTIFICATE OF EXEMPTION/DELETION [Form No. NTC 1-08] or Letter request / Justification of request		Applicant
2. Certificate of ship's/vessel's deletion from the Philippine Registry issued by MARINA		MARINA
3. Certification from the Accounting Authority that the subject ship/vessel has no outstanding maritime accounts for purposes of deletion		Recognized Accounting Authority
4. Copy of valid Ship Station License		NTC SSCD
5. Copy of valid Ship Earth Station Licenses (i.e. Long Range Identification and Tracking License, Ship Security Alert System License, Inmarsat C/F, and Fleet Broadband)		NTC SSCD
6. Certificate of Deactivation of Satellite Terminals by the Point of Service Activation (PSA) Entity		Accredited 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 SSCD, SLB	1. Screens/Assesses application as to the completeness of submitted documents		2 Hours	Engr. II, III SSCD, SLB
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 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	10 Minutes	Cashier Cash Unit GSD, AB
Processing Stage				
3. Returns to SSCD, SLB to submit the application with proof of payment	3. Receives application with proof of payment		2 Hours	Engr. II, III SSCD, SLB
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		16 Hours	Engr. II, III SSCD, SLB
	3.3 Reviews printed certificate		3 Hours	Engr. V SSCD, SLB
	3.4 Approves/ Disapproves Certificate		2 Hours	Director II SLB
3.2 Presents the AR and receives certificate at SSCD, SLB	3.5 Issues approved Certificate to the applicant		1 Hour	Engr. II, III SSCD, SLB
	TOTAL		24 Hours	

How to compute the FEE to be paid	
Exemption Certificate	$FEE_{EXEMPTION} = FF + CERT + IF + DST$
Deletion Certificate	$FEE_{DELETION} = FF + CERT + IF + DST$

Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act 10963		
	Amount (in PHP)		
Certificate Fees	Filing Fee (FF) (per application)	Certificate Fee (CERT) (per application)	Documentary Stamp Tax (DST) (per document)
Exemption	180.00	720.00	30.00
Deletion	180.00	200.00	30.00



SERVICE NAME:	5. Issuance of A. Ferrying Permit for Ship B. Ferrying Permit for Aircraft	
A Ferrying Permit is issued by the Commission to a newly acquired Philippine registered ship or aircraft authorizing the temporary operation of onboard radio stations while on ferry from any port abroad to the Philippines.		
Office or Division:	Safety Radio Services and STCW Compliance Division (SSCD), Special Licensing Branch (SLB)	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business Entity	
Who may avail:	Private Entities and/or Shipping/Airline Companies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Ferrying Permit for Ship		
1. Duly accomplished APPLICATION FOR SHIP/SHIP-EARTH STATION LICENSE/CARGO SHIP SAFETY RADIO CERTIFICATE/ TEMPORARY PERMIT/ FERRYING PERMIT [Form No. NTC 1-04] or Letter request to operate ship radio station while on ferry from any port abroad to the Philippines. The request shall likewise indicate the place of origin, destination and the communications equipment to be used.		Applicant
2. Maritime Industry Authority (MARINA) approval for the acquisition of the vessel		MARINA
3. Copy of valid General Operator Certificate (GOC) of two (2) deck officers (<i>i.e.</i> First Officer, or Second Officer, or Third Officer)		MARINA
4. Contract of Employment of deck officers issued by POEA, OR Certificate of Employment issued by Shipping Company		Applicant/ POEA
B. Ferrying Permit for Aircraft		
1. Duly accomplished APPLICATION FOR SHIP/SHIP-EARTH STATION LICENSE/CARGO SHIP SAFETY RADIO CERTIFICATE/ TEMPORARY PERMIT/ FERRYING PERMIT [Form No. NTC 1-04] or Letter request to operate aircraft radio station while on ferry from any port abroad to the Philippines. The request shall likewise indicate the place of origin, destination and the communications equipment to be used.		Applicant
2. Civil Aviation Authority of the Philippines (CAAP) approval for the acquisition of aircraft		CAAP
3. Authenticated Copy of valid Radio Operator Certificate (RROC – Aircraft) and Certificate of Employment		NTC
4. List of Radio and Navigational Equipment		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 SSCD, SLB	1. Screens/Assesses application as to the completeness of submitted documents		2 Hours	Engr. II, III SSCD, SLB
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 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	10 Minutes	Cashier Cash Unit GSD, AB
Processing Stage				
3. Returns to SSCD, SLB to submit the application with proof of payment	3. Receives application with proof of payment		2 Hours	Engr. II, III SSCD, SLB
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		16 Hours	Engr. II, III SSCD, SLB



	3.3 Reviews printed permit		3 Hours	Engr. V SSCD, SLB
	3.4 Approves/ Disapproves permit		2 Hours	Director II SLB
3.2 Presents the AR and receives certificate at SSCD, SLB	3.5 Issues approved permit to the Applicant		1 Hour	Engr. II, III SSCD, SLB
	TOTAL		24 Hours	

How to compute the FEE to be paid

Ferrying Permit

$$FEE_{\text{FERRYING}} = FF + PF + DST$$

Fees to be Paid:

Based on NTC Memorandum Circular No. 19-12-2000;
Republic Act 10963

Ferrying Permit Fees	Amount (in PHP)		
	Filing Fee (FF) (per application)	Permit Fee (PF) (per application)	Documentary Stamp Tax (DST) (per document)
Ship	180.00	500.00	30.00
Aircraft	180.00	500.00	30.00



SERVICE NAME:		6. Issuance of Temporary Permit to a newly acquired Philippine-registered Ship engaged in International Trade, but not touching Philippine ports		
A Temporary Permit is issued by the Commission to a newly acquired Philippine registered ship engaged in international trade, but not touching Philippine port, authorizing the temporary operation of the ship's radio stations. The said Permit is valid for a period of three (3) months until such time that a regular ship station license is issued.				
Office or Division:		Safety Radio Services and STCW Compliance Division (SSCD), Special Licensing Branch (SLB)		
Classification:		Simple		
Type of Transaction:		G2B – Government to Business Entity		
Who may avail:		Business Entities and/or Shipping Companies		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished APPLICATION FOR SHIP/SHIP-EARTH STATION LICENSE/CARGO SHIP SAFETY RADIO CERTIFICATE/ TEMPORARY PERMIT/ FERRYING PERMIT [Form No. NTC 1-04] or Letter request for Temporary Permit to operate ship radio station indicating the date and place of delivery of the vessel, the type of equipment installed and the Classification Society who will conduct the survey.			Applicant	
2. Maritime Industry Authority (MARINA) approval for the temporary Philippine registration under the Bareboat Charter Scheme			MARINA	
3. Copy of valid General Operator Certificate (GOC) of two (2) deck officers (i.e. First Officer, or Second Officer, or Third Officer)			MARINA	
4. Contract of Employment of deck officers issued by POEA OR Certificate of Employment issued by Shipping Company			Philippine Overseas Employment Administration (POEA) / 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 SSCD, SLB	1. Screens/Assesses application as to the completeness of submitted documents		2 Hours	Engr. II, III SSCD, SLB



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 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	10 Minutes	Cashier Cash Unit GSD, AB
Processing Stage				
3. Returns to SSCD, SLB to submit the application with proof of payment	3. Receives application with proof of payment		2 Hours	Engr. II, III SSCD, SLB
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		16 Hours	Engr. II, III SSCD, SLB
	3.3 Reviews printed permit		2 Hours	Engr. V SSCD, SLB
	3.4 Approves/ Disapproves permit		3 Hours	Director II SLB
3.2 Presents the AR and receives certificate at SSCD, SLB	3.5 Issues approved permit to the Applicant		1 Hours	Engr. II, III SSCD, SLB
TOTAL			24 Hours	



How to compute the FEE to be paid	
Temporary Permit	$FEE_{TEMPORARY} = FF + PF + DST$

Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963		
Temporary Permit Fees	Amount (in PHP)		
	Filing Fee (FF) (per application)	Permit Fee (PF) (per application)	Documentary Stamp Tax (DST) (per document)
Ships engaged in International Trade (but not touching Philippine ports)	180.00	480.00	30.00



SERVICE NAME:	7. Issuance of New Station License for Ship Engaged in International Trade A. Ship Station License B. Ship Earth Station License 1. Inmarsat – C 2. Ship Security Alert System (SSAS) 3. Long Range Identification and Tracking (LRIT) 4. Inmarsat Mini – C 5. Inmarsat – F 6. Fleet Broadband	
<p>A new Ship Station and Ship Earth Station Licenses are issued by the Commission to a Philippine-registered ship engaged in international trade authorizing the operation of radio stations during navigation.</p>		
Office or Division:	Safety Radio Services and STCW Compliance Division (SSCD), Special Licensing Branch (SLB)	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business Entity	
Who may avail:	Business Entities and/or Shipping Companies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Ship Station License (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 SSCD, SLB/ Website: www.ntc.gov.ph
2. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]		NTC SSCD, SLB/ Website: www.ntc.gov.ph
3. Original Survey Report (in a prescribed format) properly accomplished and duly signed by the authorized Classification Society (for vessel acquired under P.D. No. 866/1771 – International Trade), OR NTC Inspection Report		Classification Society / NTC
4. Copy of Certificate of Philippine Registry (CPR) issued by the Maritime Industry Authority (MARINA)		MARINA
5. Copy of Certificate of Inclusion from a Recognized Private Operating Agency or Accounting Authority (AA)		Recognized AA
6. Copy of valid Shore-Based Maintenance Entity (SBME) Agreement from duly accredited SBME		Accredited SBME
7. Copy of Certificate of Service Activation of Satellite Terminals by the Point of Service		Authorized PSA
8. Activation (PSA) Entity		



9. Copy of valid General Operator Certificate (GOC) of two (2) deck officers (<i>i.e.</i> First Officer, or Second Officer, or Third Officer)	MARINA
10. Copy of Contract of Employment of the deck officers issued by Philippine Overseas Employment Administration (POEA), OR Certificate of Employment issued by Shipping Company	POEA / Applicant
B. Ship Earth Station License (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 SSCD, SLB/ Website: www.ntc.gov.ph
2. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	NTC SSCD, SLB/ Website: www.ntc.gov.ph
3. Copy of Certificate of Inclusion from a Recognized Private Operating Agency or Accounting Authority (AA)	Recognized AA
4. Copy of Certificate of Service Activation of Satellite Terminals by the Point of Service Activation (PSA) Entity	Authorized PSA
5. <i>For Long-Range Identification and Tracking (LRIT),</i> Conformance Test Report from Pole Star	Pole Star
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 SSCD, SLB	1. Screens/Assesses application as to the completeness of submitted documents		2 Hours	Engr. II, III SSCD, SLB
1.1 Receives back the application and NOD	1.1 If incomplete, issues Notice of Deficiency (NOD) and returns the application			
1.2 Receives the SOA and application, and proceeds to Payment Stage	1.2 If complete, 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 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	10 Minutes	Cashier Cash Unit GSD, AB
Processing Stage				
3. Returns to SSCD, SLB 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. II, III SSCD, SLB
	3.2 Evaluates the application; encodes and prints the license		16 Hours	Engr. II, III SSCD, SLB
	3.3 Reviews printed license		2 Hours	Engr. V SSCD, SLB
	3.4 Approves/ Disapproves license		3 Hours	Director II SLB
3.2 Presents the AR and receives license at SSCD, SLB	3.5 Issues approved license to the Applicant		1 Hour	Engr. II, III SSCD, SLB
	TOTAL	***	24 Hours	

*** The total amount of fees to be paid depends on the number of radio equipment to be included in the ship station license and/or ship earth station licenses.



How to compute the FEE to be paid	
Ship Station License (NEW)	$FEE_{SSL} = (FF)(UNIT) + (PUR)(UNIT) + (POS)(UNIT) + CPF + (LF)(YR) + (IF)(YR) + DST(DOC)$

Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963
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New Station License Fees	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

Note 1: Power is the effective radiated power (ERP) of the station classified as:
High Powered (above 100 Watts ERP)
Medium Powered (above 25 Watts up to 100 Watts ERP)
Low Powered (25 Watts and below ERP)



SERVICE NAME:	8. Issuance of Permit to Import/Certificate of Exemption thru the Philippine National Single Window (NSW) (https://nsw.gov.ph)			
<p>A Permit to Import is a written authority issued by the Commission for the importation of regulated radio equipment.</p> <p>A Certificate of Exemption is a written authority issued by the Commission for the importation of a non-radio/CPE and/or non-regulated equipment.</p>				
Office or Division:	Safety Radio Services and STCW Compliance Division (SSCD), Special Licensing Branch (SLB)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business Entity			
Who may avail:	Private/Government Entities/Authorized Radio Dealers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Copy of Invoice			Equipment Supplier	
2. Copy of Permit to Purchase			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 online thru NSW website with required documents	1. Screens/Assesses application as to the completeness of submitted documents		2 Hours	Engr. II, III SSCD, SLB
1.1 Receives back the application and NOD	1.1 If incomplete, issues Notice of Deficiency (NOD) and returns the application			
1.2 Receives Order of Payment and proceeds to Payment Stage	1.2 If complete, issues Order of Payment			



Payment Stage				
2. Pays the required fees online thru Accredited Banks of PNSW	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		18 Hours	Engr. II, III SSCD, SLB
	3.2 Approval/ Disapproval by Authorizer 1 Authorizer 2 Authorizer 3		2 Hours 2 Hours 2 Hours	Engr. V/SSCD Director II/SLB Deputy Commissioner
3. Views/Prints approved Permit thru NSW website				
	TOTAL		24 Hours	

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

Fees to be Paid:		Based on NTC Memorandum Circular No. 19-12-2000
PARTICULARS		Amount (in PHP)
Import Permit Fee (IMF) (per invoice)		240.00
Certificate of Exemption (CERT) (per invoice)		120.00
Documentary Stamp Tax (DST) (per document)		30.00