



**SPECIAL LICENSING BRANCH (SLB) –  
Special Radio Services Division (SRSD)  
External Services**



<b>SERVICE NAME:</b>	<b>1. Issuance of Permit to Purchase/Possess for Government and Private Radio Stations in the Fixed and Land Mobile Service in cases wherein the Proposed Radio Network/System covers two or more Regional Areas</b>
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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 and/or possess/own a radio transceiver.

<b>Office or Division:</b>	Special Radio Services Division (SRSD), Special Licensing Branch (SLB)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B – Government to Business Entity G2G – Government to Government
<b>Who may avail:</b>	Government and Private Entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Permit to Purchase/Possess [Repeater (RPTR), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)]</b>	
1. Duly accomplished <i>Application for Permit to Purchase/Possess/Sell/Transfer</i>	NTC SRSD, SLB/ Website: <a href="http://www.ntc.gov.ph">www.ntc.gov.ph</a>
2. Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE), to wit:	PECE
2.1 Network Diagram indicating locations of all stations and the proposed frequency band	
2.2 Map showing exact location ( <i>Region, Province, City/Municipality, Barangay</i> ) of all stations with geographical coordinates ( <i>Longitude/ Latitude in Degrees/Minutes/Seconds</i> )	
2.3 Antenna System Plan ( <i>Type, Gain, Azimuth, Height Above Ground</i> )	
3. Datasheet of proposed radio equipment	Radio Dealer
4. <i>For Microwave Radio Link</i> , Link Budget Analysis	PECE
5. <i>For VSAT</i> ,	Applicant
5.1 Copy of valid Transponder Lease Agreement (TLA) with any satellite operator <b>OR</b>	
5.2 Certification of assigned transponder(s) with the following parameters:	
5.2.1 Transponder ID/Number	



5.2.2 Center Frequency (Uplink/Downlink)				
5.2.3 Bandwidth				
5.2.4 Polarization (Uplink/Downlink)				
6. <i>Administrative Requirements</i>				
6.1 <i>For Private Entities</i> , Copy of SEC Registration <b>OR</b> Copy of DTI Registration <b>OR</b> Copy of valid Business/ Mayor's Permit		SEC/DTI/Office of the Mayor		
6.2 <i>For Government Entities</i> , Letter of Intent <b>AND</b> Certificate of Availability of Funds		Applicant Applicant's Accounting Unit		
<b>Supporting Documents for Representative(s)</b>				
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.		Person being represented		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
<b>Pre – Assessment Stage</b>				
1. Submits application with complete requirements.	1. Screens/Assesses application as to the completeness of submitted documents		2 Hours	Engr. I, II SRSD, 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 SOA and proceeds to Payment Stage	1.2 <i>If complete</i> , accept application and issues Statement of Account (SOA) for the Filing Fee.			
<b>Payment Stage For Filing Fee</b>				
2. Pays the required fees				
2.1 Submits SOA at Finance Division, Second Floor	2.1 Issues Order of Payment		10 Minutes	Acctng. Staff Acctng. Unit FD, PFMB
2.2 Pays prescribed fees at Cash Unit Second Floor	2.2 Receives payment, issues Official Receipt and stamps proof of payment on the document.	Refer to Table: <b>Fees to be Paid</b>	10 Minutes	Cashier Cash Unit GSD, AB



Processing Stage				
3. Returns to SRSD, Ground Floor to submit the application.  3.1 Receives AR.	3.1 Receives application with. proof of payment  3.2 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)		30 Minutes	Engr. I, II SRSD, SLB
	3.3 Evaluates the application and prepares Endorsement to Radio Spectrum Planning Division (RSPD) for issuance of Frequency Assignment Sheet (FAS)		2 Hours	Engr. I, II SRSD, SLB
	3.4 <i>Refers to Radio Spectrum Planning Division process</i>		80 Hours	RSPD
	3.5 Encodes and prints Permit to Purchase upon receipt of FAS from RSPD.		60 Hours	Engr. I, II SRSD, SLB
	3.6 Reviews printed Permit to Purchase		10 Hours	Engr. V SRSD, SLB
	3.7 Approves / Disapproves Permit to Purchase		5 Hours	Director II SLB
	3.8 Issues SOA for Purchase Fee and Documentary Stamp Tax		10 Minutes	Engr. I, II SRSD, SLB
Payment Stage for Permit Fee				
4. Pays the required fees				
4.1 Submits SOA at Finance Division, Second Floor	4.1 Issues Order of Payment		10 Minutes	Acctng. Staff Acctng. Unit FD, PFMB



4.2 Pays prescribed fees at Cash Unit, Second Floor	4.2 Receives payment, issues Official Receipt and stamps proof of payment on the document.	Refer to Table: <b>Fees to be Paid</b>	10 Minutes	Cashier Cash Unit GSD, AB
5. Presents AR and claims Permit to Purchase at the Releasing Area	5.1 Releases Permit to Purchase		2 Hours	Engr. I, II SRSD, SLB
	<b>TOTAL</b>		<b>160 Hours</b>	

How to compute the FEE to be paid

Permit to Purchase/Possess  
[Repeater (RPTR), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)]

$$FEE_{PUR/POS} = (FF)(UNITS) + (PUR)(UNIT) + (POS)(UNIT) + DST$$

<b>Fees to be Paid:</b>	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963			
<b>PERMIT TO PURCHASE/POSSESS</b>	<b>Amount (in PHP)</b>			
	Filing Fee (FF) (per unit)	Purchase Permit Fee (PUR) (per unit)	Possess Permit Fee (POS) (per unit)	Documentary Stamp Tax (DST) (per document)
High Powered	180.00	240.00	120.00	30.00
Medium Powered	180.00	120.00	96.00	30.00
Low Powered	180.00	96.00	60.00	30.00

Note 1: Power is the effective radiated power (ERP) of the station classified as:

*High Powered (above 100 Watts)*

*Medium Powered (above 25 Watts up to 100 Watts)*

*Low Powered (25 Watts and below)*



<b>SERVICE NAME:</b>	<b>2. Issuance of Construction Permit and Radio Station License (New and Modification) for Government and Private Radio Stations in the Fixed and Land Mobile Service in cases wherein the Proposed Radio Network/ System covers two or more Regional Areas</b>
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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).

A **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 during the period specified in said instrument or authorization.

The **modification of Radio Station License** is required for changes in any of the particulars indicated in the license, change in ownership, location and addition/deletion of radio equipment.

<b>Office or Division:</b>	Special Radio Services Division (SRSD), Special Licensing Branch (SLB)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B – Government to Business Entity G2G – Government to Government
<b>Who may avail:</b>	Government and Private Entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. Radio Station License [Repeater (RPTR), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)] [NEW]</b>	
1. Duly accomplished <i>Application for Construction Permit / Radio Station License</i>	NTC SRSD, SLB/ Website: <a href="http://www.ntc.gov.ph">www.ntc.gov.ph</a>
2. Duly accomplished <i>Application for Construction Permit / Radio Station License</i>	NTC SRSD, SLB/ Website: <a href="http://www.ntc.gov.ph">www.ntc.gov.ph</a>
3. Copy Permit to Purchase/Possess	NTC
4. Copy of appropriate and valid ROC	NTC
5. Copy of document indicating source of equipment,	
5.1 <i>For locally-sourced equipment</i> , Official Receipt or Sales Invoice from authorized Radio Dealer <b>OR</b>	Radio Dealer Applicant
5.2 <i>For imported equipment</i> , Copy of Invoice from the supplier <b>OR</b>	Radio Dealer
5.3 <i>For registered equipment</i> , Copy of Permit to Possess	NTC
6. <i>For land mobile station</i> , Copy of vehicle's valid OR/CR	LTO



<b>B. Radio Station License [Repeater (RPTR), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)] [MODIFICATION]</b>				
1. Duly accomplished <i>Application for Construction Permit / Radio Station</i>		NTC SRSD, SLB/ Website: <a href="http://www.ntc.gov.ph">www.ntc.gov.ph</a>		
2. Duly accomplished <i>Application for Construction Permit / Radio Station License</i>		NTC SRSD, SLB/ Website: <a href="http://www.ntc.gov.ph">www.ntc.gov.ph</a>		
3. Copy of RSL <i>Note 1: Apply for Duplicate Copy if Original is lost/ mutilated/destroyed or not available.</i>		NTC		
4. <i>For the following modifications that require issuance of Construction Permit, Original Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE) shall be submitted:</i>		PECE		
4.1 <i>Change of Location beyond 500 meters from the original location</i>				
4.2 <i>Change of Mode of Transmission</i>				
4.3 <i>Change of Point(s) of Communications and Service Area</i>				
4.4 <i>Additional base station(s)</i>				
5. <i>For modification due to change of vehicle, Copy of valid OR/CR</i>		LTO		
6. <i>For modification due to change of equipment,</i>				
6.1 Copy of Permit to Purchase/Possess		NTC		
6.2 Copy of document indicating source of equipment				
6.2.1 <i>For locally-sourced equipment, Official Receipt or Sales Invoice from authorized Radio Dealer, <b>OR</b></i>		Radio Dealer		
6.2.2 <i>For Imported Equipment, Copy of Invoice from the supplier</i>		Supplier		
<b>Supporting Documents for Representative(s)</b>				
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.		Person being represented		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
<b>Pre – Assessment Stage</b>				
1. Submits application with complete requirements.	1. Screens/assesses application as to the completeness of requirements.		2 Hours	Engr. I, II SRSD, SLB
1.1 Receives back the application and NOD.	1.1 <i>If incomplete, issues Notice of Deficiency (NOD)</i>			



1.2 Receives SOA and proceeds to Payment Stage	and returns the application  1.2 <i>If complete</i> , accept application and issues Statement of Account (SOA) for the Filing Fee			
<b>Payment Stage</b>				
2. Pays the required fees				
2.1 Submits SOA at Finance Division, Second Floor	2.1 Issues Order of Payment		10 Minutes	Acctng. Staff Acctng. Unit FD, PFMB
	2.2 Receives payment, issues Official Receipt and stamps proof of payment on the document	Refer to Table: <b>Fees to be Paid</b>	10 Minutes	Cashier Cash Unit GSD, AB
<b>Processing Stage</b>				
3. Returns to Window 1, Ground Floor to submit the application.	3.1 Receives application with complete requirements, other supporting documents and proof of payment		30 Minutes	Engr. I, II SRSD, SLB
3.1 Receives AR	3.2 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)			
	3.3 Evaluates the application and prepares Endorsement to Radio Spectrum Planning Division (RSPD) for issuance of Frequency Assignment Notice (FAN)		2 Hours	Engr. I, II SRSD, SLB





	3.4 Refers to RSPD process		80 Hours	RSPD
	3.5 Encodes and prints RSL upon receipt of FAN from RSPD.		60 Hours	Engr. I, II SRSD, SLB
	3.6 Reviews printed RSL		10 Hours	Engr. V SRSD, SLB
	3.7 Approves / Disapproves RSL		6.5 Hours	Director II SLB
4. Presents AR and claims RSL at the Releasing Area	4.1 Releases RSL		1 Hour	Engr. I, II SRSD, SLB
<b>TOTAL</b>			<b>160 Hours</b>	

How to compute the FEE to be paid	
A. Radio Station License [Repeater (RPTR), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)]	
A.1 Radio Station License (NEW)	$FEE_{RSL} = (CPF)(UNIT) + (LF)(UNIT)(CH)(YR) + (SUF)(UNIT)(CH)(YR) + (IF)(UNIT)(YR) + DST$
A.2 Radio Station License (MODIFICATION)	$FEE_{RSL} = FF(UNIT) + (CPF)(UNIT) + (MOD)(UNIT) + DST$

<b>Fees to be Paid:</b>	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963			
<b>NEW</b>	<b>Amount (in PHP)</b>			
	Construction Permit Fee (CPF) (per station)	License Fee (LF) (per year)	Inspection Fee (IF) (per year)	Documentary Stamp Tax DST (per document)
<b>SIMPLEX MODE</b>				
HIGH POWERED (above 100W)				
FX	240.00	600.00	480.00	30.00
FX/FB	240.00	1,320.00	480.00	30.00
FB	240.00	720.00	480.00	30.00
ML	240.00	480.00	240.00	30.00
P	-	480.00	240.00	30.00
MEDIUM POWERED (above 25W up to 100W)				
FX	240.00	480.00	480.00	30.00
FX/FB	240.00	1,080.00	480.00	30.00
FB	240.00	600.00	480.00	30.00
ML	240.00	360.00	240.00	30.00
P	-	360.00	240.00	30.00



NEW	Amount (in PHP)			
	Construction Permit Fee (CPF) (per station)	License Fee (LF) (per year)	Inspection Fee (IF) (per year)	Documentary Stamp Tax DST) (per document)
<b>LOW POWERED (25W and below)</b>				
FX	240.00	360.00	480.00	30.00
FX/FB	240.00	840.00	480.00	30.00
FB	240.00	480.00	480.00	30.00
ML	240.00	240.00	240.00	30.00
P	-	240.00	240.00	30.00
<b>DUPLEX MODE</b>				
<b>HIGH POWERED (above 100W)</b>				
RPTR	600.00	1,320.00	480.00	30.00
FX	240.00	1,200.00	480.00	30.00
FX/FB	240.00	2,640.00	480.00	30.00
FB	240.00	1,440.00	480.00	30.00
ML	240.00	960.00	240.00	30.00
P	-	960.00	240.00	30.00
<b>MEDIUM POWERED (above 25W up to 100W)</b>				
RPTR	600.00	1,320.00	480.00	30.00
FX	240.00	960.00	480.00	30.00
FX/FB	240.00	2,160.00	480.00	30.00
FB	240.00	1,200.00	480.00	30.00
ML	240.00	720.00	240.00	30.00
P	-	720.00	240.00	30.00
<b>LOW POWERED (25W and below)</b>				
RPTR	600.00	1,320.00	480.00	30.00
FX	240.00	720.00	480.00	30.00
FX/FB	240.00	1,680.00	480.00	30.00
FB	240.00	960.00	480.00	30.00
ML	240.00	480.00	240.00	30.00
P	-	480.00	240.00	30.00

Note 1: Power is the effective radiated power (ERP) of the station classified as:

<b>SPECTRUM USER FEE (SUF) RATE</b> <i>SUF = (SUF Rate) x (Bandwidth in KHz)</i>	Metro Manila	Highly Urbanized Cities	All Other Areas
<b>PRIVATE MOBILE RADIO SERVICE (SIMPLEX)</b>			
FB	20.00	10.00	5.00
ML, P	2.00	1.00	0.50
<b>PRIVATE MOBILE RADIO SERVICE (DUPLEX)</b>			
FB	50.00	25.00	12.50
ML, P	2.00	1.00	0.50
<b>PRIVATE TRUNKED RADIO SERVICE</b>			
RPTR, FX/FB, FX, FB ML, P	20.00	10.00	5.00



SPECTRUM USER FEE (SUF) RATE <i>SUF = (SUF Rate) x (Bandwidth in KHz)</i>	Amount (in PHP)			
	Lower than 1GHz	1GHz to lower than 10GHz	10GHz to lower than 20GHz	20GHz and above
POINT TO POINT RADIO STATIONS (FX)	2.50	2.00	1.50	1.25

MODIFICATION (HIGH/MEDIUM/ LOW POWERED)	Amount (in PHP)			
	Filing Fee (FF) (per station)	Construction Permit Fee (CPF) (per station)	Modification Fee (MOD) (per station)	Documentary Stamp Tax (DST) (per document)
RPTR	180.00	600.00	180.00	30.00
FX	180.00	240.00	180.00	30.00
FX/FB	180.00	240.00	180.00	30.00
FB	180.00	240.00	180.00	30.00
ML	180.00	240.00	180.00	30.00
P	180.00	-	180.00	30.00



<b>SERVICE NAME:</b>	<b>3. Issuance of Radio Station License (Renewal) for Government and Private Radio Stations in the Fixed and Land Mobile Service in cases wherein the Proposed Radio Network/System covers two or more Regional Areas</b>
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The **renewal** of a **Radio Station License** is required for the continuous operation of an existing radio station.

<b>Office or Division:</b>	Special Radio Services Division (SRSD), Special Licensing Branch (SLB)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B – Government to Business Entity G2G – Government to Government
<b>Who may avail:</b>	Government and Private Entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Radio Station License [Repeater (RPTR), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)] [RENEWAL]</b>	
1. Duly accomplished <i>Application for Construction Permit / Radio Station License</i>	NTC SRSD, SLB/ Website: <a href="http://www.ntc.gov.ph">www.ntc.gov.ph</a>
2. Copy of RSL	NTC
3. Copy of appropriate and valid ROC	NTC
<b>Supporting Documents for Representative(s)</b>	
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
<b>Pre – Assessment Stage</b>				
1. Submits application with complete requirements.  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.		2 Hours	Engr. I, II SRSD, SLB



1.2 Receives SOA and proceeds to Payment Stage	1.2 <i>If complete</i> , accept application and issues Statement of Account (SOA) for the Filing Fee.			
<b>Payment Stage</b>				
2. Pays the required fees				
2.1 Submits SOA at Finance Division, Second Floor	2.1 Issues Order of Payment		10 Minutes	Acctng. Staff Acctng. Unit FD, PFMB
2.2 Pays prescribed fees at Cash Unit, Second Floor	2.2 Receives payment, issues Official Receipt and stamps proof of payment on the document.	Refer to Table: <b>Fees to be Paid</b>	10 Minutes	Cashier Cash Unit GSD, AB
<b>Processing Stage</b>				
3. Returns to Window 1, Ground Floor to submit the application.	3.1 Receives application with complete requirements, other supporting documents and proof of payment	None	10 Minutes	Engr. I, II SRSD, SLB
3.1 Receives AR.	3.2 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)			
	3.3 Evaluates, encodes and prints RSL		13 Hours	Engr. I, II SRSD, SLB
	3.4 Reviews printed RSL		5 Hours	Engr. V SRSD, SLB
	3.5 Approves / Disapproves RSL		5 Hours	Director II SLB
4. Presents AR and claims Permit for Purchase at the Releasing Area	4.1 Releases Permit to Purchase		50 Minutes	Engr. I, II SRSD, SLB
	<b>TOTAL</b>		<b>24 Hours</b>	



How to compute the FEE to be paid	
A. Radio Station License [Repeater (RPTR), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)] [RENEWAL]	$FEE_{RSL} = (LF)(UNIT)(CH)(YR) + (SUF)(UNIT)(CH)(YR) + (IF)(UNIT)(YR) + SUR + DST$ <p>Where SUR means Surcharge,  <math>SUR = (LF)(UNIT)(50\% \text{ for every 6 months expired}) + (SUF)(UNIT)(25\% \text{ of the amount of the SUF due plus } 1\% \text{ of the principal per month of delay})</math></p>

Fees to be Paid:		Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963			
NEW	Amount (in PHP)				
	Construction Permit Fee (CPF) (per station)	License Fee (LF) (per year)	Inspection Fee (IF) (per year)	Documentary Stamp Tax DST (per document)	
<b>SIMPLEX MODE</b>					
HIGH POWERED (above 100W)					
FX	240.00	600.00	480.00	30.00	
FX/FB	240.00	1,320.00	480.00	30.00	
FB	240.00	720.00	480.00	30.00	
ML	240.00	480.00	240.00	30.00	
P	-	480.00	240.00	30.00	
MEDIUM POWERED (above 25W up to 100W)					
FX	240.00	480.00	480.00	30.00	
FX/FB	240.00	1,080.00	480.00	30.00	
FB	240.00	600.00	480.00	30.00	
ML	240.00	360.00	240.00	30.00	
P	-	360.00	240.00	30.00	
LOW POWERED (25W and below)					
FX	240.00	360.00	480.00	30.00	
FX/FB	240.00	840.00	480.00	30.00	
FB	240.00	480.00	480.00	30.00	
ML	240.00	240.00	240.00	30.00	
P	-	240.00	240.00	30.00	
<b>DUPLEX MODE</b>					
HIGH POWERED (above 100W)					
RPTR	600.00	1,320.00	480.00	30.00	
FX	240.00	1,200.00	480.00	30.00	
FX/FB	240.00	2,640.00	480.00	30.00	
FB	240.00	1,440.00	480.00	30.00	
ML	240.00	960.00	240.00	30.00	
P	-	960.00	240.00	30.00	
MEDIUM POWERED (above 25W up to 100W)					
RPTR	600.00	1,320.00	480.00	30.00	
FX	240.00	960.00	480.00	30.00	
FX/FB	240.00	2,160.00	480.00	30.00	
FB	240.00	1,200.00	480.00	30.00	
ML	240.00	720.00	240.00	30.00	
P	-	720.00	240.00	30.00	



LOW POWERED (25W and below)				
RPTR	600.00	1,320.00	480.00	30.00
FX	240.00	720.00	480.00	30.00
FX/FB	240.00	1,680.00	480.00	30.00
FB	240.00	960.00	480.00	30.00
ML	240.00	480.00	240.00	30.00
P	-	480.00	240.00	30.00

Note 1: Power is the effective radiated power (ERP) of the station classified as:

<b>SPECTRUM USER FEE (SUF) RATE</b> <i>SUF = (SUF Rate) x (Bandwidth in KHz)</i>	Metro Manila	Highly Urbanized Cities	All Other Areas
<b>PRIVATE MOBILE RADIO SERVICE (SIMPLEX)</b>			
FB	20.00	10.00	5.00
ML, P	2.00	1.00	0.50
<b>PRIVATE MOBILE RADIO SERVICE (DUPLEX)</b>			
FB	50.00	25.00	12.50
ML, P	2.00	1.00	0.50
<b>PRIVATE TRUNKED RADIO SERVICE</b>	20.00	10.00	5.00
RPTR, FX/FB, FX, FB ML, P			

<b>SPECTRUM USER FEE (SUF) RATE</b> <i>SUF = (SUF Rate) x (Bandwidth in KHz)</i>	<b>Amount (in PHP)</b>			
	Lower than 1GHz	1GHz to lower than 10GHz	10GHz to lower than 20GHz	20GHz and above
POINT TO POINT RADIO STATIONS (FX)	2.50	2.00	1.50	1.25

<b>MODIFICATION (HIGH/MEDIUM/ LOW POWERED)</b>	<b>Amount (in PHP)</b>			
	Filing Fee (FF) (per station)	Construction Permit Fee (CPF) (per station)	Modification Fee (MOD) (per station)	Documentary Stamp Tax (DST) (per document)
RPTR	180.00	600.00	180.00	30.00
FX	180.00	240.00	180.00	30.00
FX/FB	180.00	240.00	180.00	30.00
FB	180.00	240.00	180.00	30.00
ML	180.00	240.00	180.00	30.00
P	180.00	-	180.00	30.00



<b>SERVICE NAME:</b>	<b>4. Issuance of Temporary Permit to Demonstrate and Propagate for Government and Private Radio Stations in the Fixed and Land Mobile Service in cases wherein the Proposed Radio Network/ System covers two or more Regional Areas</b>
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The **Temporary Permit to Demonstrate and Propagate** is a written authority issued by the Commission to a person, firm, company, association, or corporation authorizing the holder thereof to select the most appropriate radio equipment and for the purpose of determining the technical capability or performance of radio systems or equipment, feasibility of certain path links and radio networks.

<b>Office or Division:</b>	Special Radio Services Division (SRSD), Special Licensing Branch (SLB)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B – Government to Business Entity G2G – Government to Government
<b>Who may avail:</b>	Government and Private Entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Temporary Permit to Demonstrate and Propagate</b>	
1. Duly accomplished <i>Application for Application for Temporary Permit To Propagate/Demonstrate</i>	NTC SRSD, SLB/ Website: <a href="http://www.ntc.gov.ph">www.ntc.gov.ph</a>
2. Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE), to wit:	PECE
2.1 Network Diagram indicating locations of all stations and the proposed frequency band	
2.2 Map showing exact location ( <i>Region, Province, City/Municipality, Barangay</i> ) of all stations with geographical coordinates ( <i>Longitude/Latitude in Degrees/Minutes/Seconds</i> )	
3. Datasheet of proposed radio equipment	Radio Dealer
4. <i>If VSAT Outdoor Unit will be utilized in the Demo</i> , Transponder Lease Agreement (TLA) with any Philippine or International Satellite Operator	Applicant Philippine or International Satellite Operator
<b>Supporting Documents for Representative(s)</b>	
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
<b>Pre – Assessment Stage</b>				
1. Submits application with complete requirements.	1. Screens/assesses application as to the completeness of submitted documents		2 Hours	Engr. I, II SRSD, 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 SOA and proceeds to Payment Stage	1.2 <i>If complete</i> , accept application and issues Statement of Account (SOA) for the Filing Fee.			
<b>Payment Stage For Filing Fee</b>				
2. Pays the required fees				
2.1 Submits SOA at Finance Division, Second Floor	2.1 Issues Order of Payment		10 Minutes	Acctng. Staff Acctng. Unit FD, PFMB
2.2 Pays prescribed fees at Cash Unit, Second Floor	2.2 Receives payment, issues Official Receipt and stamps proof of payment on the document.	Refer to Table: <b>Fees to be Paid</b>	10 Minutes	Cashier Cash Unit GSD, AB
<b>Processing Stage</b>				
3. Returns to Window 1, Ground Floor to submit the application.	3.1 Receives application with complete requirements and proof of payment		30 Minutes	Engr. I, II SRSD, SLB
3.1 Receives AR	3.2 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)			



	3.3 Evaluates the application and prepares Endorsement to Radio Spectrum Planning Division (RSPD) for issuance of Notice of Frequency Supportability (NFS)		2 Hours	Engr. I, II SRSD, SLB
	3.4 Refers to RSPD process		80 Hours	RSPD
	3.5 Encodes and prints Demo Permit upon receipt of NFS from RSPD.		60 Hours	Engr. I, II SRSD, SLB
	3.6 Reviews printed Demo Permit		10 Hours	Engr. V SRSD, SLB
	3.7 Approves / Disapproves Demo Permit		6 Hours	Director II SLB
	3.8 Issues SOA for Demo Permit Fee and Documentary Stamp Tax		1 Hour	Engr. I, II SRSD, SLB
<b>Payment Stage for Permit Fee</b>				
4. Pays the required fees				
4.1 Submits SOA at Finance Division, Second Floor	4.1 Issues Order of Payment		10 Minutes	Acctng. Staff Acctng. Unit FD, PFMB
4.2 Pays prescribed fees at Cash Unit, Second Floor	4.2 Receives payment, issues Official Receipt and stamps proof of payment on the document.	Refer to Table: <b>Fees to be Paid</b>	10 Minutes	Cashier Cash Unit GSD, AB
5. Presents AR and claims Demo Permit at the Releasing Area	5.1 Releases Demo Permit		10 Minutes	Engr. I, II SRSD, SLB
	<b>TOTAL</b>		<b>160 Hours</b>	



How to compute the FEE to be paid	
Permit to Demonstrate and Propagate	$FEE_{\text{DEMO}} = (\text{DEMO})(\text{UNIT}) + \text{DST}$

<b>Fees to be Paid:</b>	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963	
<b>PERMIT TO DEMONSTRATE AND PROPAGATE</b>	<b>Amount (in PHP)</b>	
	Permit Fee (DEMO) (per unit)	Documentary Stamp Tax (DST) (per document)
Demonstrate / Propagate	85.00	30.00



<b>SERVICE NAME:</b>	<b>5. Issuance of Permit to Transport Radio Communications Equipment</b>			
A <b>Permit to Transport</b> is a written authority issued by the Commission to an individual, private and government entities authorizing the holder thereof to transport radio communications equipment.				
<b>Office or Division:</b>	Special Radio Services Division (SRSD), Special Licensing Branch (SLB)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	Individuals and Private and Government Entities			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>Permit to Transport</b>				
1. Duly accomplished <i>Application for Permit to Transport Radio Transmitter(s)/Transceiver(s)</i>			NTC SRSD, SLB/ Website: <a href="http://www.ntc.gov.ph">www.ntc.gov.ph</a>	
2. Copy of ANY of the following: Permit to Purchase Permit to Possess Construction Permit/Radio Station License Permit to Transfer OR Radio Communication Equipment Dealer Permit			NTC	
<b>Supporting Documents for Representative(s)</b>				
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.			Person being represented	
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
<b>Pre – Assessment Stage</b>				
1. Submits application with complete requirements.  1.1 Receives back the application and NOD.	1. Screens/Assesses application as to the completeness of requirements.  1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application.		2 Hours	Engr. I, II SRSD, SLB



1.2 Receives SOA and proceeds to Payment Stage	1.2 <i>If complete</i> , accept application and issues Statement of Account (SOA) for the Filing Fee.			
<b>Payment Stage</b>				
2. Pays the required fees				
2.1 Submits SOA at Finance Division, Second Floor	2.1 Issues Order of Payment		10 Minutes	Acctng. Staff Acctng. Unit FD, PFMB
2.2 Pays prescribed fees at Cash Unit, Second Floor	2.2 Receives payment, issues Official Receipt and stamps proof of payment on the document.	Refer to Table: <b>Fees to be Paid</b>	10 Minutes	Cashier Cash Unit GSD, AB
<b>Processing Stage</b>				
3. Returns to Window 1, Ground Floor to submit the application.	3.1 Receives application with complete requirements, other supporting documents and proof of payment		10 Minutes	Engr. I, II SRSD, SLB
3.1 Receives AR	3.2 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)			
	3.3 Evaluates the application, encodes and prints permit		23.33 Hours	Engr. I, II SRSD, SLB
	3.4 Reviews printed permit			Engr. V SRSD, SLB
	3.5 Approves / Disapproves permit			Director II SLB
4. Presents AR and claims Permit to Transport at the Releasing Area	4.1 Releases Permit to Transport		0.5 Hour	Engr. I, II SRSD, SLB
	<b>TOTAL</b>		<b>24 Hours</b>	



How to compute the FEE to be paid	
Permit to Transport	$FEE_{PTR} = (PTR)(UNIT) + DST$

Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963, Section 2, XIV	
	<b>PERMIT TO TRANSPORT</b>	<b>Amount (in PHP)</b>
	Permit to Transport (PTR) (per unit)	85.00
	Documentary Stamp Tax (DST) (per document)	30.00



<b>SERVICE NAME:</b>	<b>6. Issuance of</b> <b>A. Permit to Purchase for Short Range Radio Service (SRRS)</b> <b>B. Special Permit for Short Range Radio Service (SRRS)</b>			
<p>A <b>Permit to Purchase</b> is a written authority issued by the Commission to an individual, private and government entities authorizing the holder thereof to purchase/acquire a radio transceiver. An <b>SRRS Special Permit</b> is a written authority issued by the Commission to an individual, private and government entities for the possession and operation of a radio station under the Short Range Radio Service.</p>				
<b>Office or Division:</b>	Special Radio Services Division (SRSD), Special Licensing Branch (SLB)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	Individuals and Private and Government Entities			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>A. Permit to Purchase for Short Range Radio Service (SRRS)</b>				
1. Duly accomplished <i>Application for Permit to Purchase/Possess/Sell/Transfer</i>			NTC SRSD, SLB/ Website: <a href="http://www.ntc.gov.ph">www.ntc.gov.ph</a>	
2. <i>For companies/corporations, Copy of DTI, SEC or Business Permit</i>			DTI, SEC, Office of the Mayor	
3. <i>For individual, Copy of two (2) valid IDs</i>			Applicant	
<b>B. Special Permit Special Permit for Short Range Radio Service (SRRS)</b>				
1. Letter of Intent			Applicant	
2. Copy of Invoice			Radio Dealer/ Supplier/ Manufacturer	
3. Copy of Sales and Stocks Report			Radio Dealer/ Supplier/ Manufacturer	
4. Copy of Manufacturer's/ Dealer's Permit			NTC	
5. Copy of Equipment Type-Acceptance Certificate			NTC ESD	
<b>Supporting Documents for Representative(s)</b>				
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.			Person being represented	
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
<b>Pre – Assessment Stage</b>				
1. Submits application with	1. Screens/Assesses application as to the		2 Hours	Engr. I, II SRSD, SLB



complete requirements.	completeness of submitted documents.			
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 SOA and proceeds to Payment Stage	1.2 <i>If complete</i> , accept application and issues Statement of Account (SOA).			
<b>Payment Stage</b>				
2. Pays the required fees				
2.1 Submits SOA at Finance Division, Second Floor	2.1 Issues Order of Payment		10 Minutes	Acctng. Staff Acctng. Unit FD, PFMB
2.2 Pays prescribed fees at Cash Unit, Second Floor	2.2 Receives payment, issues Official Receipt and stamps proof of payment on the document.	Refer to Table: <b>Fees to be Paid</b>	10 Minutes	Cashier Cash Unit GSD, AB
<b>Processing Stage</b>				
3. Returns to Window 1, Ground Floor to submit the application.	3.1 Receives application with complete requirements, other supporting documents and proof of payment		0.5 Hour	Engr. I, II SRSD, SLB
3.1 Receives AR	3.2 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)			
	3.3 Evaluates the application, encodes and prints Permit		23 Hours	Engr. I, II SRSD, SLB
	3.4 Reviews printed Permit			Engr. I, II SRSD, SLB
	3.5 Approves / Disapproves Permit			Director II SLB
4. Presents AR and claims Permit at the Releasing Area	4.1 Releases Permit		0.5 Hour	Engr. I, II SRSD, SLB
	<b>TOTAL</b>		<b>24 Hours</b>	





How to compute the FEE to be paid	
A. Permit to Purchase	$FEE_{PUR} = (FF)(UNIT) + (PUR)(UNIT) + DST$
B. Special Permit	$FEE_{SP} = (SP)(UNIT) + DST$

<b>Fees to be Paid:</b>	Based on NTC Memorandum Circular No. 07-06-98; Republic Act No. 10963
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Particulars	Amount (in PHP)		
	Filing Fee (FF) (per unit)	Permit Fee (per unit)	Documentary Stamp Tax (DST) (per document)
Permit to Purchase (PUR)	180.00	96.00	30.00
Special Permit (SP)		300.00	30.00



<b>SERVICE NAME:</b>	<b>7. Issuance of</b> <b>A. Permit to Import thru the Philippine National Single Window (<a href="https://nsw.gov.ph">https://nsw.gov.ph</a>) for type-approved/type-accepted radiocommunications equipment (RCE) for non-PTEs</b> <b>B. Certificate of Exemption thru the Philippine National Single Window (<a href="https://nsw.gov.ph">https://nsw.gov.ph</a>) for non-RCE</b>			
<p>A <b>Permit to Import</b> is a written authority issued by the Commission to an individual, RCE dealer, and private and government entities for the importation of type-approved/type-accepted RCE for non-PTEs.</p> <p>A <b>Certificate of Exemption</b> is a written authority issued by the Commission to an individual, RCE dealer, and private and government entities for the importation of non-RCE.</p>				
<b>Office or Division:</b>	Special Radio Services Division (SRSD), Special Licensing Branch (SLB)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	Individuals and Private and Government Entities			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>Permit to Import Certificate of Exemption</b>				
1. Copy of Invoice			Supplier	
2. <i>For end-user(s)</i> , Copy of Permit to Purchase			NTC	
3. <i>For radio dealer</i> , Copy of Type-Acceptance Certificate and Copy of Dealer's Permit			NTC	
<b>Supporting Documents for Representative(s)</b>				
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.			Person being represented	
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
<b>Pre – Assessment Stage</b>				
1. Submits application and requirements thru the NSW.	1. Screens/Assesses application as to the completeness of submitted documents.		2 Hours	Engr. I, II SRSD, 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 OP and proceeds to Payment Stage	1.2 <i>If complete</i> , issues Order of Payment (OP)			
<b>Payment Stage</b>				
2. Pays the required fees thru accredited banks of PNSW	2.1 Confirms acceptance of payment made thru accredited banks	Refer to Table: <b>Fees to be Paid</b>		Cashier Accredited Banks
<b>Processing Stage</b>				
	3.1 After payment (online), processes the application for Permit to Import / Certificate of Exemption via NSW.		18 Hours	Engr. I, II SRSD, SLB
	3.2 Approval / Disapproval by Authorizer 1 Authorizer 2 Authorizer 3		2 Hours 2 Hours 2 Hours	Engr. V, SRSD Director II/SLB Deputy Commissioner
3. Views/Prints approved permit thru NSW website	4.1 Releases Permit to Import / Certificate of Exemption to the Applicant via NSW.			
	<b>TOTAL</b>		<b>24 Hours</b>	
<b>How to compute the FEE to be paid</b>				
A. Permit to Import	$FEE_{IMPORT} = IMF + DST$			
B. Certificate of Exemption	$FEE_{CERT} = CERT + DST$			
<b>Fees to be Paid:</b>	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963			
<b>Particulars</b>	<b>Amount (in PHP)</b>			
	Permit or Certificate Fee (per invoice)	Documentary Stamp Tax (DST) (per document)		
Permit to Import (IMF)	240.00			30.00
Certificate of Exemption (CERT)	120.00			30.00