



REPUBLIC OF THE PHILIPPINES  
**NATIONAL TELECOMMUNICATIONS COMMISSION**

NTC Bldg., BIR Road, East Triangle, Diliman, Quezon City  
Email Address: [ntc@ntc.gov.ph](mailto:ntc@ntc.gov.ph) \* Website: <http://www.ntc.gov.ph>

**OFFICE ORDER**  
**No. 14-01-2014**

**SUBJECT : Guidelines and Procedures for the Registration of Wireless Data Network (WDN), Short Range Devices (SRD) and Radio Frequency Identification (RFID) Equipment and Devices.**

The following procedures and guidelines are hereby issued pursuant to Office Order No. 09-01-2014 dated 3 January 2014, Decentralization of Licensing Functions of the Special Licensing Branch (SLB) particularly the registration of WDN, SRD, and RFID equipment and devices.

1. Application for WDN, SRD and RFID shall be submitted to the nearest NTC Regional Office.
2. Only equipment and devices that are duly type-accepted/approved by the Commission shall be accepted for registration.
3. WDN, SRD and RFID Certificate shall include vital information such as equipment type/make/model, serial numbers with its corresponding registration certificates and registration numbers.
4. Fees

Application Fee:	Php 180.00/Invoice
Registration Fee	
WDN:	Php 50.00/Unit
SRD:	Php 50.00/Unit
RFID:	Php 100.00/Unit (Low)
	Php 300.00/Unit (High)
Documentary:	Php 15.00/Certificate
5. Special Licensing Branch (SLB) shall provide the certificate and registration number to all regional offices and shall be subject to replenishment upon request and submission of list of assigned registration numbers.
6. The Regional Offices shall submit monthly reports to the Special Licensing Branch (SLB) on a quarterly basis (not later than 15<sup>th</sup> day of succeeding month of the end of each quarter), in accordance with prescribed forms i.e. WDN: Annex A-3, SRD: Annex B-3 and RFID: C-3.
7. Application forms, registration certificates and format for registry of registration numbers are described in Annex A-1 to A-3, Annex B-1 to B-3 and Annex C-1 to C-3.

This Order shall take effect immediately and supersedes or amends other orders inconsistent thereto.

Quezon City, Philippines, 28 day of January 2014

**GAMALIEL A. CORDOBA**  
Commissioner

*(Handwritten signature)*



**APPLICATION FOR WIRELESS DATA NETWORK  
INDOOR EQUIPMENT REGISTRATION**

1. APPLICANT \_\_\_\_\_
2. ADDRESS \_\_\_\_\_
3. TELEPHONE NO. \_\_\_\_\_ E-mail: \_\_\_\_\_
4. NO. OF UNITS \_\_\_\_\_
5. List of Imported Items for registration: \_\_\_\_\_

Permit to Import No. and date: \_\_\_\_\_  
Proforma Invoice No. and date: \_\_\_\_\_

Make/Model of Equipment	No. of units indicated in Permit to Import	No. of units indicated in Air Way Bill / Commercial Invoice	No. of Units Registered	Balance of unregistered units

\*use additional sheet if necessary

Permit to Import No. and date: \_\_\_\_\_  
Proforma Invoice No. and date: \_\_\_\_\_

Make/Model of Equipment	No. of units indicated in Permit to Import	No. of units indicated in Air Way Bill / Commercial Invoice	No. of Units Registered	Balance of unregistered units

\*use additional sheet if necessary

I HEREBY CERTIFY THAT, the above entries are true and correct and that we shall be liable for any willful false statements made in this application under the Revised Penal Code. I further certify that the above equipments are in conformity with the prescribed standards and existing Radio Laws and Regulations.

\_\_\_\_\_  
Signature over printed name of applicant/  
Authorized Representative

Position: \_\_\_\_\_

ATTACHMENTS :

1. Copy of NTC Permit to Import / Clearance
2. Proof of entry, i.e customs invoice/declaration
3. Copy of packing list and Bill of lading with serial numbers

*02/11/14*



NATIONAL TELECOMMUNICATIONS COMMISSION  
 Regional Office No. \_\_\_\_  
 Address

**WDN INDOOR EQUIPMENT REGISTRATION CERTIFICATE**

Certificate No. : \_\_\_\_\_  
 Date : \_\_\_\_\_

Grantee : \_\_\_\_\_  
 Address : \_\_\_\_\_

The following WDN Indoor Equipment are hereby registered pursuant to NTC Memorandum Circular No. 09-09-2003.

Item No.	Make/Type/Model	Serial No.	Registration Number
I. Permit to Import:		Date:	
I.I Proforma/Invoice/PO No.:		Date	
1			
2			
3			
4			
5			
6			
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.			
.			
.			
***nothing follows***			

IT IS UNDERSTOOD that possession and operation of above-mentioned items/equipment shall be subject to existing Radio Rules and Regulations, including the provision of registration sticker for each WDN equipment which contains Registration Number, Type/Model and Serial Number.

\_\_\_\_\_  
 Director, Region \_\_

Note: This certification is valid only when the payment of the required fees is indicated hereon.  
 Paid under O.R. No. \_\_\_\_\_ dated \_\_\_\_\_ Amount \_\_\_\_\_

wdn/certform  
 W 21/1/14



**APPLICATION FOR SHORT RANGE DEVICES REGISTRATION**

1. APPLICANT \_\_\_\_\_
2. ADDRESS \_\_\_\_\_
3. TELEPHONE NO. \_\_\_\_\_ E-mail: \_\_\_\_\_
4. NO. OF UNITS \_\_\_\_\_
5. List of Imported Items for registration:

Permit to Import No. and date: \_\_\_\_\_  
Proforma Invoice No. and date: \_\_\_\_\_

Make/Model of Equipment	No. of units indicated in Permit to Import	No. of units indicated in Air Way Bill / Commercial Invoice	No. of Units Registered	Balance of unregistered units

\*use additional sheet if necessary

Permit to Import No. and date: \_\_\_\_\_  
Proforma Invoice No. and date: \_\_\_\_\_

Make/Model of Equipment	No. of units indicated in Permit to Import	No. of units indicated in Air Way Bill / Commercial Invoice	No. of Units Registered	Balance of unregistered units

\*use additional sheet if necessary

I HEREBY CERTIFY THAT, the above entries are true and correct and that we shall be liable for any willful false statements made in this application under the Revised Penal Code. I further certify that the above equipments are in conformity with the prescribed standards and existing Radio Laws and Regulations.

\_\_\_\_\_  
Signature over printed name of applicant/  
Authorized Representative

Position: \_\_\_\_\_

**ATTACHMENTS :**

1. Copy of NTC Permit to Import / Clearance
2. Proof of entry , i.e., customs invoice/declaration
3. Copy of packing list and bill of lading with serial numbers

Srd/applform  
11/27/14

**WDN INDOOR EQUIPMENT REGISTRY OF REGISTRATION NUMBER**  
Month of: \_\_\_\_\_

No.	CERTIFICATE NO.	COMPANY	EQUIPMENT MAKE/MODEL	SERIAL NO.	REGISTRATION NO.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
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NATIONAL TELECOMMUNICATIONS COMMISSION  
 Regional Office No. \_\_\_\_  
 Address

**SHORT RANGE DEVICE (SRD) REGISTRATION CERTIFICATE**

Certificate No. : \_\_\_\_\_  
 Date : \_\_\_\_\_

Grantee : \_\_\_\_\_  
 Address : \_\_\_\_\_

The following Short Range Devices (SRD) are hereby registered pursuant to NTC Memorandum Circular No. 03-05-2007.

Item No.	Make/Type/Model	Serial No.	Registration Number
1. Permit to Import:		Date:	
1.1 Proforma/Invoice/PO No.:		Date	
1			
2			
3			
4			
5			
6			
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.			
***nothing follows***			

IT IS UNDERSTOOD that possession and operation of above-mentioned items/equipment shall be subject to existing Radio Rules and Regulations, including the provision of registration sticker for each SRD equipment which contains Registration Number ,Type/Model and Serial Number.

Director, Region \_\_\_\_

Note: This certification is valid only when the payment of the required fees is indicated hereon.  
 Paid under O.R. No. \_\_\_\_\_ dated \_\_\_\_\_ Amount \_\_\_\_\_

SRD/certform  
*[Signature]*

**SHORT RANGE DEVICE REGISTRY OF REGISTRATION NUMBER**  
Month of: \_\_\_\_\_

No.	CERTIFICATE NO.	COMPANY	EQUIPMENT MAKE/MODEL	SERIAL NO.	REGISTRATION NO.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
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Sd/registryform  
02/11/14



NATIONAL TELECOMMUNICATIONS COMMISSION  
Regional Office  
Address

**APPLICATION FOR REGISTRATION  
(RADIO FREQUENCY IDENTIFICATION)**

- 1. APPLICANT \_\_\_\_\_
- 2. ADDRESS \_\_\_\_\_
- 3. TELEPHONE NO. \_\_\_\_\_
- 4. NO. OF UNITS \_\_\_\_\_

Equipment Particulars:			
Make/Type Model	Serial Number	Make/Type Model	Serial Number

I HEREBY CERTIFY THAT, the above entries are true and correct and that we shall be liable for any willful false statements made in this application under the Revised Penal Code. I further certify that the above equipments are in conformity with the prescribed standards and existing Radio Laws and Regulations.

\_\_\_\_\_  
Signature over printed name of applicant  
Position: \_\_\_\_\_

**ATTACHMENTS :**

- 1. Copy of NTC Permit to Import / Clearance
- 2. Proof of entry, i.e., customs invoice/declaration
- 3. Copy of packing list and bill of lading with serial numbers





NATIONAL TELECOMMUNICATIONS COMMISSION  
Regional Office  
Address

**REGISTRATION CERTIFICATE**  
Radio Frequency Identification (RFID) Proximity Readers

Certificate No. : \_\_\_\_\_  
Date : \_\_\_\_\_

Grantee : \_\_\_\_\_  
Address : \_\_\_\_\_

The following Radio Frequency Identification (RFID) Proximity Readers are hereby registered pursuant to NTC Memorandum Circular No. 03-08-2006.

<i>Make/Type/ Model</i>	<i>Serial Number</i>	<i>Registration Number</i>
*** nothing follows ***		

IT IS UNDERSTOOD that possession and operation of above-mentioned items/equipment shall be subject to existing Radio Rules and Regulations, including the provision of registration sticker for each RFID Proximity reader which contains Registration Number, Type/Model and Serial Number.

\_\_\_\_\_  
Director, Region \_\_

Note: This certification is valid only when the payment of the required fees is indicated hereon.  
Paid under O.R. No.                      dated                      Amount

*rfid/certform*  
*Wazil/14*

**RADIO FREQUENCY IDENTIFICATION REGISTRY OF REGISTRATION NUMBER**  
Month of: \_\_\_\_\_

No.	CERTIFICATE NO.	COMPANY	EQUIPMENT MAKE/MODEL	SERIAL NO.	REGISTRATION NO.
1					
2					
3					
4					
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11					
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rfid/registryform  
11/27/14