



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS
NATIONAL TELECOMMUNICATIONS COMMISSION

Office Order
No. 36-04-2008

Subject: Procedure for the Licensing of Radio Stations for Aeronautical Mobile Service/s

Pursuant to Act 3846, as amended, Executive Order No. 546 Series of 1979, Chapter 13 (Article 43-53) – International Radio Regulations, this Commission's Office Orders Nos. 27-10-91 and 58-89, existing Manuals of Procedure, and for purposes of establishing an orderly procedure for the licensing of radio stations for aeronautical mobile service/s, the following rules are hereby prescribed.

1. Definition of Terms

- 1.1 **Aeronautical Mobile Service** – is a mobile service between aeronautical stations and aircraft stations, or between aircraft stations in which survival craft stations may participate. The aeronautical mobile service supports voice and data communications between ground stations and aircraft or between aircraft including flight testing, telecommand, airdrome control, and route (R) and off-route (OR) services. Communications within this service are used among others, for air traffic services (ATS) and aeronautical operational control (AOC) safety communications.
- 1.2 **Aircraft 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 during the period specified therefor a mobile station for aeronautical mobile service located on board aircraft.
- 1.3 **Fixed Aeronautical 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 during the period specified therefor a fixed station in the aeronautical mobile service.
- 1.4 **NTC or Commission** – refers to the National Telecommunications Commission.

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- 1.5 Permit to Purchase – a written authority issued by the Commission to a person, firm, company, association or corporation authorizing the holder thereof to purchase a radio transmitter or transceiver.
- 1.6 Permit to Possess – a written authority issued by the Commission to a person, firm, company, association or corporation authorizing the holder thereof to possess a radio transmitter or transceiver.
- 1.7 Permit to Construct – a written authority issued by the Commission for the construction or installation of a radio station as required by these Regulations.
- 1.8 Aircraft Radio Station Provisional Permit – a written authority issued by the Commission for the temporary use of radio transmitting equipment and/or devices of a newly imported aircraft while on ferry from the country of origin to the Philippines.

2 Issuance of Permits and Licenses

2.1 General Procedure

- 2.1.1 Applicants desiring to operate radio stations for aeronautical mobile service shall be required to obtain the necessary permits and/or licenses from the Commission.
- 2.1.2 All applications must be filed with the main office of the NTC at Quezon City or any of its Regional and Field Offices.

2.2 Licensing Requirements

2.2.1 Aircraft Radio Station License

(New)

- 2.2.1.1 Duly accomplished application for New Aircraft Radio Station License
- 2.2.1.2 Application for Permit to Purchase/Possess
- 2.2.1.3 ATO Valid Certificate of Registration
- 2.2.1.4 Radio Electronic and Instrument Inspection Report
- 2.2.1.5 Valid Restricted Radio Operator Certificate of Pilot with Certificate of Employment
- 2.2.1.6 NTC Inspection Report

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- Note:**
1. Upon purchase of an aircraft, the original radio equipment on board may be issued radio station license (without necessarily requiring the prior application for permit to purchase, possess and construct) but only after payment of the corresponding fees.
 2. Any additional and/or modification of radio equipment after the purchase of the aircraft shall be subject to the required application of Permit to Purchase/Possess/Construct prior to the issuance of Aircraft Radio Station License.

(Renewal)

- 2.2.1.7 Application for renewal of aircraft station license
- 2.2.1.8 Copy of license to be renewed
- 2.2.1.9 Items 2.2.1.3, 2.2.1.4, 2.2.1.5, and 2.2.1.6 above

2.2.2 Fixed Aero Radio Station License

(New)

- 2.1.2.1 Duly accomplished application form for Authority to Install and Operate New Fixed Aeronautical Radio Stations
- 2.2.2.2 Application for Permit to Purchase radio equipment
- 2.2.2.3 Authenticated copy of existing aircraft's station license
- 2.2.2.4 ATO frequency proposal (subject to NTC frequency availability)

Within the validity period of the Permit to Purchase, the following must be filed with the Commission.

- 2.2.2.5 Application for New Fixed Aero Station License
- 2.2.2.6 Application for Permit to Possess/Construct
- 2.2.2.7 Original copy of Permit to Purchase
- 2.2.2.8 Official Receipt from NTC accredited radio dealers
- 2.2.2.9 Valid Radio Operator Certificate of at least Second Class Radiotelephone License
- 2.2.2.10 NTC Inspection Report

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(Renewal)

- 2.2.2.11 Application for renewal of fixed aero stations
- 2.2.2.12 Original copy of license to be renewed
- 2.2.2.13 Valid Radio Operator Certificate of at least Second Class Radiotelephone License
- 2.2.2.14 Authenticated copy of existing aircraft's station license
- 2.2.2.15 NTC Inspection Report

2.2.3 Modification of Aircraft/Fixed Aero Radio Station License

- 2.2.3.1 Duly accomplished application form for modification
- 2.2.3.2 NTC Inspection Report (for major modification)

2.2.4 Aircraft Radio Station Provisional Permit

Applications for aircraft radio station provisional permit shall be filed only with the NTC Central Office, Quezon City.

- 2.2.4.1 Letter request for provisional permit to operate aircraft radio station while on ferry from country of origin to the Philippines indicating, among others, place of origin, expected date of departure/arrival, etc.
- 2.2.4.2 Inventory of radio facilities/equipment on board.
- 2.2.4.3 Authenticated/Validated copy of ATO's approval for the acquisition of the aircraft
- 2.2.4.4 Valid Restricted Radio Operator Certificate of Pilot with Certificate of Employment.
- 2.2.4.5 NTC Inspection Report

3 Conduct of Inspection

- 3.1 Inspection of radio stations shall be conducted prior to the issuance of new, renewal and/or modification (major) of radio station license.
- 3.2 Any violation/s of existing laws, rules and regulations at the time of inspection shall be a valid cause for the filing of an administrative case or revocation of previously issued permits and licenses, if any.

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4 Validity of Radio Station License

4.1 New and renewal of radio station license shall be issued for a maximum period of three (3) years.

4.2 Application for renewal must be filed at least sixty (60) days from the date of expiration.

5 Fees and Charges

Fees and charges specified under NTC Memorandum Circular No. 19-12-2000 shall apply.

6 Penalties

Willful violation of any provision/s of this Order shall be subject to the penal provisions of Act 3846, as amended.


7 Repealing Clause

All orders, procedures and other issuances inconsistent with this order are hereby amended, repealed or modified accordingly.

8 Effectivity

This Office Order shall take effect immediately upon approval.

April 18, 2008 Quezon City, Philippines.


JORGE V. SARMIENTO
Deputy Commissioner
Officer-in-Charge →

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