



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS
NATIONAL TELECOMMUNICATIONS COMMISSION
BIR Road, East Triangle, Diliman, Quezon City

OFFICE ORDER

NO.: 87-08-2004

SUBJECT: IMPLEMENTING GUIDELINES FOR THE GRANT OF MOBILE PHONE DEALER'S PERMIT (MPDP)

Pursuant to the provisions of NTC Memorandum Circular No. 08-08-2004, Providing for the Additional Rules and Regulations on the Purchase, Sale, Lease and/or Retail of Mobile Phones, the following guidelines are hereby prescribed:


1. An application for MPDP shall be filed with the following documents:
 - 1.1 Duly accomplished application form for MPDP (**Annex A**).
 - 1.2 Duly certified copy of the SEC Registration and the Articles of Incorporation or DTI Registration Certificate and Business Permit from the Local Government authorizing the applicant to engage in the purchase, sale, lease/and or retail of mobile phone, including parts and accessories.
 - 1.3 Copy of valid contract or dealership agreement between the applicant and the Supplier/Distributor of Mobile Phone duly accredited by the Commission.
 - 1.4 List of stocks of spare parts and accessories sufficient enough to cover the warranty of mobile phone units for at least six (6) months or in accordance with the contract or dealership agreement between the applicant and the Supplier/Distributor of Mobile Phone duly accredited by the Commission.
 - 1.5 Proof of paid-up capitalization in the amount of at least PhP 100,000.00 duly certified by the Treasurer of the Corporation or by the partners in a partnership or by the owner in a sole proprietorship.
2. An applicant for MPDP shall file its application with the NTC Regional Office where it conducts business.
3. For the Commission to effectively monitor and regulate the importation of mobile phones, parts and accessories thereof, import permits shall only be granted to mobile phone manufacturers, suppliers, distributors or service centers duly accredited by the Commission. Applications for accreditation and importation permit shall continue to be filed with the Central Office (Equipment Standards Division).
4. The following fees and charges shall apply and payable upon filing of the application:

Filing Fee Php 180.00
Permit Fee Php 1200.00/year
Inspection Fee..... Php 720.00/year

Non-payment of any of the required fees shall be a ground for the denial, disapproval, suspension and/or revocation of the permit.

5. A permit issued to a qualified applicant shall be valid for a period of one (1) year renewable upon presentation of continued compliance with the rules and regulations governing the purchase, sale, lease and/or retail of mobile phones. Format for MPDP is shown in Annex B hereof. The NTC Regional Offices shall maintain control numbers on the permits they issued. The Equipment Standards Division (ESD-TPDD) of the Commission shall be furnished with a copy of the permits issued by the Regional Offices on a monthly basis.
6. An applicant who has shown compliance with all the documentation requirements provided for under Item 1 of this Office Order but without having undergone inspection by the Commission to be undertaken within three (3) months, may be issued with a Temporary Permit valid for three (3) months from the date of filing of the application. The Official Receipt issued by the Commission will serve as the Temporary Permit which will bear the marking; **"This serves as a Temporary Permit valid for three (3) months from the date hereof."** The application shall bear the same marking. Any deficiency noted at the time of inspection in the applicant's declaration as shown by its application and supporting documents shall be a cause for the cancellation/revocation of the temporary permit. An applicant may re-apply for MPDP with complete requirements and payment, subject to re-inspection.
7. The format for sales and stock report to be submitted monthly by an MPD to the Commission is shown in Annex C hereof.
8. An MPD shall properly identify its business and location by posting conspicuously at the entrance of its premises a signboard of at least 50cm x 100cm dimension which shall indicate clearly its registered business name, the type of services it offers, its full business address and the MPD Permit Number.
9. An MPDP may be suspended, cancelled or revoked by the Commission upon any of the grounds provided in the provisions of NTC MC No. 08-08-2004 and other existing rules and regulations found to have violated by the dealer.
10. Grantees of MPDP shall at all times abide by the conditions embodied in their permits and the provisions of NTC MC No. 08-08-2004 and such other pertinent laws, rules and regulations.

For strict compliance.



RONALD OLIVAR SOLIS
Commissioner
