



**OFFICE OF THE COMMISSIONER (OC) –  
Equipment Standards Division (ESD)  
External Services**



<b>SERVICE NAME:</b>	<b>1. Issuance of</b> <b>A. Type Acceptance Certificate for Radio Communications Equipment (RCE)</b> <b>B. Type Approval Certificate for Customer Premises Equipment (CPE)</b> <b>C. Grant of Equipment Conformity (GEC) for CPE with Integrated Radio Interface</b>								
<p>A <b>Type Acceptance Certificate for Radio Communications Equipment (RCE)</b> is a written authority issued by the Commission attesting that an RCE complies with regulatory requirements and granting the use of the equipment in the Philippines.</p> <p>A <b>Type Approval Certificate for Customer Premises Equipment (CPE)</b> is a written authority issued by the Commission attesting that a CPE complies with regulatory requirements and granting the use of the equipment in the Philippines.</p> <p>A <b>Grant of Equipment Conformity (GEC)</b> is a written authority issued by the Commission attesting that a CPE with built-in/integrated radio interface complies with regulatory requirements and granting the use of the equipment in the Philippines.</p>									
<b>Office or Division:</b>	Equipment Standards Division (ESD), Office of the Commissioner (OC)								
<b>Classification:</b>	Complex								
<b>Type of Transaction:</b>	G2B – Government to Business Entity								
<b>Who may avail:</b>	Private Entities								
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 65%; text-align: center;">CHECKLIST OF REQUIREMENTS</th> <th style="width: 35%; text-align: center;">WHERE TO SECURE</th> </tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="225 1310 1538 1402"> <b>A. Type Acceptance Certificate for Radio Communications Equipment (RCE)</b> </td> </tr> <tr> <td data-bbox="225 1402 1091 1516">           1. Duly accomplished APPLICATION FOR TYPE APPROVAL/ ACCEPTANCE/GRANT OF EQUIPMENT CONFORMITY CERTIFICATE (<i>Form No. NTC 1-17</i>)         </td> <td data-bbox="1091 1402 1538 1516">           NTC ESD            Website: <a href="http://ntc.gov.ph">ntc.gov.ph</a> </td> </tr> <tr> <td data-bbox="225 1516 1091 2098">           2. <b>Technical Documentation</b> consisting of the following:            2.1 Actual photo of equipment intended for Philippine market            2.2 Datasheet with operational and functional description and RF Technical Specifications                a. Frequency Range                b. Maximum RF Output Power (EIRP/ ERP)                c. Modulation Type/Emission Type            2.3 Certificate of Conformity/Compliance and / or Test Report stating compliance with the following internationally-accepted standards issued by a foreign regulator <b>OR</b> conformity assessment body (i.e. certification body or accredited test laboratory):                a. Electromagnetic Compatibility (EMC)                b. Radio Frequency (RF) Efficiency <b>OR</b> </td> <td data-bbox="1091 1516 1538 2098">           Applicant         </td> </tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	<b>A. Type Acceptance Certificate for Radio Communications Equipment (RCE)</b>		1. Duly accomplished APPLICATION FOR TYPE APPROVAL/ ACCEPTANCE/GRANT OF EQUIPMENT CONFORMITY CERTIFICATE ( <i>Form No. NTC 1-17</i> )	NTC ESD Website: <a href="http://ntc.gov.ph">ntc.gov.ph</a>	2. <b>Technical Documentation</b> consisting of the following: 2.1 Actual photo of equipment intended for Philippine market 2.2 Datasheet with operational and functional description and RF Technical Specifications a. Frequency Range b. Maximum RF Output Power (EIRP/ ERP) c. Modulation Type/Emission Type 2.3 Certificate of Conformity/Compliance and / or Test Report stating compliance with the following internationally-accepted standards issued by a foreign regulator <b>OR</b> conformity assessment body (i.e. certification body or accredited test laboratory): a. Electromagnetic Compatibility (EMC) b. Radio Frequency (RF) Efficiency <b>OR</b>	Applicant
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE								
<b>A. Type Acceptance Certificate for Radio Communications Equipment (RCE)</b>									
1. Duly accomplished APPLICATION FOR TYPE APPROVAL/ ACCEPTANCE/GRANT OF EQUIPMENT CONFORMITY CERTIFICATE ( <i>Form No. NTC 1-17</i> )	NTC ESD Website: <a href="http://ntc.gov.ph">ntc.gov.ph</a>								
2. <b>Technical Documentation</b> consisting of the following: 2.1 Actual photo of equipment intended for Philippine market 2.2 Datasheet with operational and functional description and RF Technical Specifications a. Frequency Range b. Maximum RF Output Power (EIRP/ ERP) c. Modulation Type/Emission Type 2.3 Certificate of Conformity/Compliance and / or Test Report stating compliance with the following internationally-accepted standards issued by a foreign regulator <b>OR</b> conformity assessment body (i.e. certification body or accredited test laboratory): a. Electromagnetic Compatibility (EMC) b. Radio Frequency (RF) Efficiency <b>OR</b>	Applicant								



<p><u>Manufacturer's Self Declaration of Conformity (SDoC)</u>, subject to:</p> <ol style="list-style-type: none"> <li>a. Submission of certification that the device/ equipment has been applied with and accepted by pertinent certifying bodies;</li> <li>b. Submission of Test Reports from any accredited laboratory/testing body certifying compliance with internationally- accepted standards of EMC and RF Efficiency; <b>AND</b></li> <li>c. The URL/website of the bodies concerned should be indicated for verification of submitted information.</li> </ol>	
<p>Notes:</p> <p><i>In case of discrepancy of data, information, or presentation in the <b>Technical Documents</b> above, the applicant shall be required to submit <b>ANY</b> of the following:</i></p> <ol style="list-style-type: none"> <li>1. Declaration of Product Similarity</li> <li>2. Declaration of Output Power Limitation</li> <li>3. Declaration of Product Re-Branding / Model Renaming</li> <li>4. Declaration of Integrated Radio Module</li> <li>5. Similar Document supporting Attestation/Declaration</li> </ol>	Applicant
<p><b>B. Type Approval Certificate for Customer Premises Equipment (CPE) AND</b>  <b>C. Grant of Equipment Conformity (GEC) for CPE with Integrated Radio Interface</b></p>	
<p>1. Duly accomplished APPLICATION FOR TYPE APPROVAL/ ACCEPTANCE/GRANT OF EQUIPMENT CONFORMITY CERTIFICATE (<i>Form No. NTC 1-17</i>)</p>	NTC ESD Website: <a href="http://ntc.gov.ph">ntc.gov.ph</a>
<p>2. <b>Technical Documentation</b> consisting of the following:</p> <ol style="list-style-type: none"> <li>2.1 Actual photo of equipment intended for Philippine market</li> <li>2.2 <i>For wireless equipment</i>, Datasheet with operational and functional description <b>and</b> RF Technical Specifications, Frequency Range, Maximum RF Output Power (EIRP/ERP), Modulation Type/Emission Type</li> <li>2.3 <i>For wired terminal equipment</i>, Datasheet with operational and functional description</li> <li>2.4 Manufacturer's Declaration of Conformity with the CPE Interface standards</li> <li>2.5 <u>Certificate of Conformity/Compliance and/or Test Report</u> stating the compliance with the following internationally-accepted standards issued by a foreign regulator <b>or</b> conformity assessment body (<i>i.e.</i> certification body or accredited test laboratory):</li> </ol>	Applicant  Manufacturer  Manufacturer  Manufacturer  Foreign regulator/ Conformity Assessment Body



<p>a. <i>For wireless equipment</i>, Electrical Safety, Electromagnetic Compatibility (EMC), Evaluation of Human Exposure, Specific Absorption Rate (required for mobile phone) and RF Spectrum Efficiency</p> <p>b. <i>For wired terminal equipment</i>, Electrical Safety, Electromagnetic Compatibility (EMC) and Network Interface Compatibility</p>	
<p>Notes:</p> <p><i>In case of discrepancy of data, information, or presentation in the <b>Technical Documents</b> above, the applicant shall be required to submit <b>ANY</b> of the following:</i></p> <ol style="list-style-type: none"> <li>1. Declaration of Product Similarity</li> <li>2. Declaration of Output Power Limitation</li> <li>3. Declaration of Product Re-Branding / Model Renaming</li> <li>4. Declaration of Integrated Radio Module</li> <li>5. Similar Document supporting Attestation/Declaration</li> </ol>	Applicant
<p><b>Supporting Documents:</b></p> <ol style="list-style-type: none"> <li>1. Authorization Letter issued by the APPLICANT to an authorized representative/agent, with valid ID, to file the application and claim the certificate, <b>OR</b></li> <li>2. Authorization Letter issued by the <b>Manufacturer</b> appointing an Entity to be the APPLICANT, <b>OR</b></li> <li>3. <i>For representative(s)</i>, Authorization Letter duly signed by the applicant and valid ID of authorized representative.</li> </ol>	

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
<b>Pre-Assessment Stage</b>				
<p>1. Submits application at ESD</p> <p>1.1 Receives back the application and NOD</p> <p>1.2 Receives the SOA and application, and proceeds to Payment Stage</p>	<p>1. Screens/Assesses application as to the completeness of submitted documents</p> <p>1.1 <i>If incomplete</i>, issues Notice of Deficiency (NOD) and returns the application</p> <p>1.2 <i>If complete</i>, issues Statement of Account (SOA)</p>		2 Hours	Engr. II, CDO II, LabTech II ESD, OC



Payment Stage				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1 Issues Order of Payment		0.17 Hour	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: <b>Fees to be Paid</b>	0.17 Hour	Cashier Cash Unit GSD, AB
Processing Stage				
3. Returns to ESD to submit the application with proof of payment	3. Receives application with proof of payment		1 Hour	Engr. II, CDO II, LabTech II ESD
3.1 Receives the AR	3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)			
	3.2 Sends email to issuing party to verify/confirm the authenticity of submitted Certificate of Conformance/Test Reports from concerned Accredited Test Laboratory / Certification Body / Regulatory Body. <b>Note: Office action is dependent on the response of the concerned issuing party.</b>		4 Hours <b>Note: The processing time resumes after receipt of confirmation from the issuing party.</b>	Engr. II, CDO II, LabTech II ESD
	3.2.1 <i>If documents are confirmed valid, evaluates the application, encodes and prints the certificate.</i>  3.2.2 <i>If documents are confirmed to be invalid, sends letter</i>		38 Hours	Engr. II, CDO II, LabTech II ESD, OC



3.2 Receives letter of denial or letter of notification	of denial with information that fees paid shall be forfeited in favor of the government.  3.2.3 <i>If the issuing party failed to confirm/reply/respond (after two follow-ups), sends letter of notification to applicant.</i>			
	3.3 Reviews printed certificate		8 Hours	Engr. V ESD
	3.4 Approves/ Disapproves certificate		4 Hours	Deputy Commissioner
3.3 Presents the AR and receives certificate	3.5 Issues approved certificate to the Applicant		1 Hour	ODC Staff OC
	<b>TOTAL</b>		<b>56 Hours</b>	

How to compute the FEE to be paid	
A. Type Acceptance Certificate for RCE	$FEE_{REG} = FF + REG + DST$
B. Type Approval Certificate for CPE	$FEE_{REG} = FF + REG + DST$
C. GEC for CPE with Integrated Radio Interface	$FEE_{REG} = FF + REG + DST$

<b>Fees to be Paid:</b>	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963		
<b>Certificate</b>	<b>Amount (in PHP)</b>		
	Filing Fee (FF) (per application)	Registration Fee (REG) (per equipment model)	Documentary Stamp Tax (DST) (per document)
Type Acceptance Certificate	180.00	1,400.00	30.00
Type Approval Certificate	180.00	1,400.00	30.00
Grant of Equipment Conformity	360.00	2,800.00	30.00



<b>SERVICE NAME:</b>	<b>2. Issuance of</b> <b>A. Type Acceptance Certificate for RCE (Modification)</b> <b>B. Type Approval Certificate for CPE (Modification)</b> <b>C. Grant of Equipment Conformity (GEC) for CPE with Integrated Radio Interface (Modification)</b>	
<p>The <b>modification</b> of <b>Type Acceptance Certificate for Radio Communications Equipment (RCE)</b> or <b>Type Approval Certificate for Customer Premises Equipment (CPE)</b> or <b>Grant of Equipment Conformity (GEC)</b> is required if there are changes in the applicant's name or address, manufacturer, or type of equipment.</p>		
<b>Office or Division:</b>	Equipment Standards Division (ESD), Office of the Commissioner (OC)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2B – Government to Business Entity	
<b>Who may avail:</b>	Private Entities	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. Type Acceptance Certificate (MODIFICATION)</b> <b>B. Type Approval Certificate (MODIFICATION)</b> <b>C. Grant of Equipment Conformity (MODIFICATION)</b>		
1. Duly accomplished APPLICATION FOR TYPE APPROVAL/ ACCEPTANCE/GRANT OF EQUIPMENT CONFORMITY CERTIFICATE ( <i>Form No. NTC 1-17</i> )		NTC ESD Website: <a href="http://ntc.gov.ph">ntc.gov.ph</a>
2. Letter of Intent		Applicant
3. Copy Type Acceptance Certificate, <b>OR</b> Copy Type Approval Certificate, <b>OR</b> Copy Grant of Equipment Conformity		NTC
4. <b>ANY</b> document that will attest to the following modification: 4.1 Change in the Applicant's Name or Address 4.2 Change in the type of equipment 4.3 Change in Manufacturer's Name <i>Note: Changes in Brand or Model, Marketing Name or modification/alteration in circuitry or its associated network interface shall be subject to the issuance of a new certificate</i>		Applicant
<b>Supporting Documents:</b>		
1. Authorization Letter issued by the APPLICANT to an authorized representative/agent, with valid ID, to file the application and claim the certificate, <b>OR</b>		
2. Authorization Letter issued by the <b>Manufacturer</b> appointing an Entity to be the APPLICANT, <b>OR</b>		
3. <i>For representative(s)</i> , Authorization Letter duly signed by the applicant and valid ID of authorized representative.		



Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
<b>Pre-Assessment Stage</b>				
1. Submits application at ESD	1. Screens/Assesses application as to the completeness of submitted documents		2 Hours	Engr. II, CDO II, LabTech II ESD, OC
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)			
<b>Payment Stage</b>				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1. Issues Order of Payment		0.17 Hour	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: <b>Fees to be Paid</b>	0.17 Hour	Cashier Cash Unit GSD, AB
<b>Processing Stage</b>				
3. Returns to ESD to submit the application with proof of payment	3. Receives application with proof of payment		1 Hour	Engr. II, CDO II, LabTech II ESD
3.1 Receives the AR	3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)			





	<p>3.2 Sends email to issuing party to verify/confirm the authenticity of submitted Certificate of Conformance/Test Reports from concerned Accredited Test Laboratory / Certification Body / Regulatory Body.</p> <p><b>Note:</b> Office action is dependent on the response of the concerned issuing party.</p>		<p>4 Hours</p> <p><b>Note:</b> The processing time resumes after receipt of confirmation from the issuing party.</p>	<p>Engr. II, CDO II, LabTech II ESD</p>
3.2 Receives letter of denial or letter of notification	<p>3.2.1 If documents are confirmed valid, evaluates the application, encodes and prints the certificate.</p> <p>3.2.2 If documents are confirmed to be invalid, sends letter of denial with information that fees paid shall be forfeited in favor of the government.</p> <p>3.2.3 If the issuing party failed to confirm/reply/respond (after two follow-ups), sends letter of notification to applicant.</p>		38 Hours	<p>Engr. II, CDO II, LabTech II ESD, OC</p>
	3.3 Reviews printed certificate		8 Hours	<p>Engr. V ESD, OC</p>
	3.4 Approves/ Disapproves certificate		4 Hours	Deputy Commissioner
3.3 Presents the AR and receives certificate	3.5 Issues approved certificate to the Applicant		1 Hour	ODC Staff OC
	<b>TOTAL</b>		<b>56 Hours</b>	



How to compute the FEE to be paid	
A. Type Acceptance Certificate for RCE	$FEE_{MOD} = MOD + DST$
B. Type Approval Certificate for CPE	$FEE_{MOD} = MOD + DST$
C. Grant of Equipment Conformity	$FEE_{MOD} = MOD + DST$

<b>Fees to be Paid:</b>	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963	
Certificate	Amount (in PHP)	
	Modification Fee (MOD) (per application)	Documentary Stamp Tax (DST) (per document)
Type Acceptance Certificate	120.00	30.00
Type Approval Certificate	120.00	30.00
Grant of Equipment Conformity	120.00	30.00



<b>SERVICE NAME:</b>	<b>3. Issuance of Duplicate Copy of Certificate</b>			
The Duplicate copy is issued by the Commission upon request of the holder for the re-issuance of lost, mutilated, or damaged certificate.				
<b>Office or Division:</b>	Equipment Standards Division (ESD), Office of the Commissioner (OC)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business Entity			
<b>Who may avail:</b>	Private Entities			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>Duplicate Copy of Certificate</b>				
1. Duly accomplished <i>Application for Duplicate of Permit/License/Certificate (Form No. NTC 1-21)</i>			NTC ESD Website: <a href="http://ntc.gov.ph">ntc.gov.ph</a>	
2. Copy of Certificate			NTC	
<b>Supporting Documents:</b>				
1. <i>For representative(s)</i> , Authorization Letter duly signed by the applicant and valid ID of authorized representative.				
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
<b>Pre-Assessment Stage</b>				
1. Submits application at ESD	1. Screens/Assesses application as to the completeness of submitted documents		2 Hours	Engr. II, CDO II, LabTech II ESD, OC
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)			
<b>Payment Stage</b>				
2. Pays the required fees				
2.1 Submits SOA and application at Window 1	2.1 Issues Order of Payment		0.17 Hour	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: <b>Fees to be Paid</b>	0.17 Hour	Cashier Cash Unit GSD, AB
<b>Processing Stage</b>				
3. Returns to ESD 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)		1 Hour	Engr. II, CDO II, LabTech II ESD, OC
	3.2 Requests for file pull out from Central Records Unit		2 Hours	Central Records Unit Staff
	3.3 Evaluates the application; encodes and prints the certificate		8 Hours	Engr. II, CDO II, LabTech II ESD, OC
	3.4 Reviews printed certificate		8 Hours	Engr. V ESD, OC
	3.5 Approves/ Disapproves certificate		4 Hours	Deputy Commissioner
3.2 Presents the AR and receives certificate	3.6 Issues approved certificate to the Applicant		1 Hour	ODC Staff OC
	<b>TOTAL</b>		<b>24 Hours</b>	
<b>How to compute the FEE to be paid</b>				
A. Type Acceptance Certificate for RCE			$FEE_{DUP} = DUP + DST$	
B. Type Approval Certificate for CPE			$FEE_{DUP} = DUP + DST$	
C. Grant of Equipment Conformity			$FEE_{DUP} = DUP + DST$	
<b>Fees to be Paid:</b>	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963			
<b>DUPLICATE</b>	<b>Amount (in PHP)</b>			
	Duplicate Fee (DUP) (per application)	Documentary Stamp Tax (DST) (per document)		
Type Acceptance Certificate	120.00	30.00		
Type Approval Certificate	120.00	30.00		
Grant of Equipment Conformity	120.00	30.00		



<b>SERVICE NAME:</b>	<b>4. Issuance of Permit to Import thru the Philippine National Single Window (<a href="https://nsw.gov.ph">https://nsw.gov.ph</a>) for non-type approved/non-type accepted Customer Premises Equipment for demonstration and/or testing purposes</b>
----------------------	---

A **Permit to Import** is a written authority issued by the Commission for the importation of non-type approved/non-type accepted Customer Premises Equipment (CPE) for purposes of demonstration and/or testing.

<b>Office or Division:</b>	Equipment Standards Division (ESD), Office of the Commissioner (OC)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B – Government to Business Entity
<b>Who may avail:</b>	Private Entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Permit to Import</b>	
1. Copy of Proforma Invoice	Applicant
2. Copy of Data sheet of proposed equipment	Applicant

**Supporting Documents:**

1. *For representative(s)*, Authorization Letter duly signed by the applicant and valid ID of authorized representative.

Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
<b>Pre – Assessment Stage</b>				
1. Submits application online thru NSW website with required documents	1. Screens/Assesses application as to the completeness of submitted documents		4 Hours	Admin Staff, CDO II, LabTech II ESD, OC
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)			



Payment Stage				
2. Pays the required fees online thru Accredited Banks of NSW	2. Refers to NSW website process  <i>Note: Payment does not go through NTC side</i>	Refer to Table: <b>Fees to be Paid</b>		Cashier Accredited Banks of NSW
Processing Stage				
	3.1 Processes the permit/certificate via NSW		12 Hours	Admin Staff, CDO II, LabTech II ESD
	3.2 Approval/ Disapproval by Authorizer 1 Authorizer 2 Authorizer 3		4 Hours 4 Hours 4 Hours	Engr. II/ESD Engr. V/ESD Deputy Commissioner
3. Views/Prints approved permit thru NSW website				
	<b>TOTAL</b>		<b>24 Hours</b>	

How to compute the FEE to be paid	
Permit to Import	$FEE_{IMPORT} = IMP + DST$

<b>Fees to be Paid:</b>	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963	
<b>PERMIT TO IMPORT</b>	<b>Amount (in PHP)</b>	
	Permit Fee (IMP) (per invoice)	Documentary Stamp Tax (DST) (per document)
Permit to Import	240.00	30.00