



**REGULATION BRANCH (RB) –
Services and Interconnection Division (SID)
External Services**



SERVICE NAME:	1. Issuance of A. Certificate of Registration (New/Renewal/Modification) as Value-Added Service (VAS) Provider B. Certificate of Registration (New/Renewal/Modification) as VOIP Provider/VOIP Reseller C. Registration of Public Calling Station/Office and/or Telecenter Service Provider (PCSOTSP)
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A **Certificate of Registration** as a **VAS Provider** is a written authority issued by the Commission to a person, firm, company, association, or corporation authorizing the holder thereof to offer value added services.

A **Certificate of Registration** as a **VOIP Provider** or **VOIP Reseller** is a written authority issued by the Commission to a person, firm, company, association, or corporation authorizing the holder thereof to offer voice over internet protocol services.

A **Registration as a Public Calling Station/Office and/or Telecenter Service Provider** is a written authority issued by the Commission to a person, firm, company, association, or corporation authorizing the holder thereof to offer public calling station/office and/or telecenter services.

The **renewal** of a **Certificate of Registration** is required for the continuous operation as a VAS Provider, VOIP Provider or Reseller and PCSOTSP.

The **modification** of **Certificate of Registration** is required for changes in the particulars indicated in the Certificate of Registration.

Office or Division:	Services and Interconnection Division (SID), Regulation Branch (RB)
Classification:	Complex
Type of Transaction:	G2B – Government to Business Entity
Who may avail:	Cable TV Operators, Public Telecommunications Entities and Private Entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Certificate of Registration as Value-Added Service (VAS) Provider	
A.1 Certificate of Registration as VAS Provider (NEW)	
1. Duly accomplished APPLICATION FOR CERTIFICATE OF REGISTRATION (VAS/PCSOTSP/VOIP) [Form No. NTC 1-20]	NTC SID Website: ntc.gov.ph
2. Description of each of the value-added services intended to be offered	Applicant
3. List of equipment and materials to be used for the system, including equipment to be installed, if any	Applicant
4. Functional block diagram, system configuration and a brief description of the proposed system	Applicant



5. Copy of valid facilities/network lease agreement with duly authorized facilities/network providers	Applicant/Network Provider
6. Copy of valid SEC Registration (Articles of Incorporation and By-Laws) OR Copy of valid Department of Trade and Industry (DTI) Registration	SEC/DTI
7. Copy of latest Audited Financial Statement	Applicant
8. Schedule of Service Rates	Applicant
9. <i>For Cable TV Operator</i> , Copy of valid Provisional Authority	NTC
10. <i>For new PTE</i> , Written undertaking that the applicant will not discriminate other VAS providers in terms of rates and service quality for similar facilities leased to them	Applicant
A.2 Certificate of Registration as VAS Provider (RENEWAL)	
1. Duly accomplished APPLICATION FOR CERTIFICATE OF REGISTRATION (VAS/PCSOTSP/VOIP) [Form No. NTC 1-20]	NTC SID Website: ntc.gov.ph
2. Copy of Certificate of Registration	NTC
3. Copy of valid facilities/network lease agreement with duly authorized facilities/network providers	Applicant/Network Provider
4. <i>For Cable TV Operator</i> , Copy of valid Provisional Authority or Certificate of Authority	Applicant
A.3 Certificate of Registration as VAS Provider (MODIFICATION)	
1. Duly accomplished APPLICATION FOR CERTIFICATE OF REGISTRATION (VAS/PCSOTSP/VOIP) [Form No. NTC 1-20]	NTC SID Website: ntc.gov.ph
2. Copy of Certificate of Registration	NTC
3. If modification is due to:	
3.1 <i>Change of Name</i> , Copy of SEC Registration, OR Copy of DTI Registration, OR Copy of valid Business/Mayor's Permit	SEC/DTI/Office of the Mayor
3.2 <i>Change of any other detail(s) in the certificate</i> , Letter Request	Applicant
B. Certificate of Registration as VOIP Provider/ VOIP Reseller	
B.1.1 Certificate of Registration as VOIP Provider (NEW)	
1. Duly accomplished APPLICATION FOR CERTIFICATE OF REGISTRATION (VAS/PCSOTSP/VOIP) [Form No. NTC 1-20]	NTC SID Website: ntc.gov.ph
2. Description of the VOIP services intended to be offered	Applicant
3. List of equipment and materials to be used for the system, including equipment to be installed, if any	Applicant



4. Functional block diagram, system configuration and a brief description of the proposed system	Applicant
5. Copy of valid interconnection agreement with duly authorized access facilities/network providers AND/OR Copy of valid lease facilities agreement with duly authorized network providers	Applicant/Network Provider
6. Copy of valid SEC Registration (Articles of Incorporation and By-Laws) OR Department of Trade and Industry (DTI) Registration, AND that the paid-up capital is at least Ten Million Pesos (PHP10,000,000.00)	SEC/DTI
7. Copy of latest Audited Financial Statement	Applicant
8. Schedule of Service Rates	Applicant
9. List of Cities and Municipalities where the VOIP service will be offered	Applicant
10. Performance Bond of Five Million Pesos (PHP5,000,000) from a reputable insurance or surety company duly registered with the SEC and accredited by the Insurance Commission <i>Note 1: Performance Bond is preferably from the Government Service Insurance System.</i>	Insurance or Surety Company
B.1.2 Certificate of Registration as VOIP Reseller (NEW)	
1. Duly accomplished APPLICATION FOR CERTIFICATE OF REGISTRATION (VAS/PCSOTSP/VOIP) [Form No. NTC 1-20]	NTC SID Website: ntc.gov.ph
2. Description of each of the VOIP services intended to be offered	Applicant
3. List of equipment and materials to be used for the system, including equipment to be installed, if any	Applicant
4. Functional block diagram, system configuration and a brief description of the proposed system	Applicant
5. Copy of valid SEC Registration (Articles of Incorporation and By-Laws) OR Department of Trade and Industry (DTI) Registration	SEC/DTI
6. Copy of latest Audited Financial Statement	Applicant
7. Schedule of Service Rates	Applicant
8. Copy of valid reseller agreement with duly registered VOIP service provider	VOIP Service Provider
9. Performance Bond of One Million Pesos (PhP1,000,000) from a reputable insurance or surety company duly registered with the SEC and accredited by the Insurance Commission <i>Note 1: Performance Bond is preferably from the Government Service Insurance System</i>	Insurance or Surety Company



B.2 Certificate of Registration as VOIP Provider/ VOIP Reseller (RENEWAL)	
1. Duly accomplished APPLICATION FOR CERTIFICATE OF REGISTRATION (VAS/PCSOTSP/VOIP) [Form No. NTC 1-20]	NTC SID Website: ntc.gov.ph
2. Copy of Certificate of Registration	NTC
3. Copy of valid facilities/network lease agreement with duly authorized facilities/network providers	Applicant/Network Provider
B.3 Certificate of Registration as VOIP Provider/ VOIP Reseller (MODIFICATION)	
1. Duly accomplished APPLICATION FOR CERTIFICATE OF REGISTRATION (VAS/PCSOTSP/VOIP) [Form No. NTC 1-20]	NTC SID Website: ntc.gov.ph
2. Copy of Certificate of Registration	NTC
3. If modification is due to:	
3.1 <i>Change of Name</i> , Copy of SEC Registration, OR Copy of DTI Registration, OR Copy of valid Business/Mayor's Permit	SEC/DTI/Office of the Mayor
3.2 <i>Additional Service(s)</i> , Description of each of the value-added service intended to be offered	Applicant
3.3 <i>Change of any other detail(s) in the certificate</i> , Letter Request	Applicant
C. Registration of Public Calling Station/Office and/or Telecenter Service Provider (PCSOTSP)	
C.1 Registration of PCSOTSP (FOR SERVED AREAS OR AREAS WITH TELEPHONE SERVICE)	
1. Duly accomplished APPLICATION FOR CERTIFICATE OF REGISTRATION (VAS/PCSOTSP/VOIP) [Form No. NTC 1-20]	NTC SID Website: ntc.gov.ph
2. Certified True Copy of SEC Registration, OR Certified True Copy of Bureau of Domestic Trade, DTI Registration, OR Certified True Copy of Cooperative Development Authority Registration	SEC/DTI/CDA
3. PCO and/or Telecenter Service Agreement with duly authorized Local Exchange Carrier	Local Exchange Carrier
C.2 Registration of PCSOTSP (FOR UNSERVED AREAS OR AREAS WITHOUT ANY TELEPHONE SERVICE)	
1. Duly accomplished APPLICATION FOR CERTIFICATE OF REGISTRATION (VAS/PCSOTSP/VOIP) [Form No. NTC 1-20]	NTC SID Website: ntc.gov.ph
2. Certified True Copy of SEC Registration, OR Certified True Copy of Bureau of Domestic Trade, DTI Registration, OR Certified True Copy of Cooperative Development Authority Registration	SEC/DTI/CDA



3. Proposed Transmission Network and the Point of interconnection with duly authorized Public Telecommunications Entity (PTE)		PTE		
4. PCO and/or Telecenter Service Agreement with duly authorized PTE		PTE		
C.3 Registration of PCSOTSP (RENEWAL)				
1. Duly accomplished APPLICATION FOR CERTIFICATE OF REGISTRATION (VAS/PCSOTSP/VOIP) [Form No. NTC 1-20]		NTC SID Website: ntc.gov.ph		
2. Copy of Certificate of Registration		NTC		
Supporting Documents for Representative(s)				
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
Pre – Assessment Stage				
1. Submits application and requirements at SID	1. Pre-screens application and requirements, and issues Statement of Account (SOA) to Applicant		0.5 Hour	Engr. II, III, V SID, RB
Payment Stage for Filing Fee				
2. Pays the Filing Fee	2. Issues Order of Payment	Refer to Table: Fees to be Paid	0.17 Hour	Acctng. Staff Acctng. Unit FD, PFMB
	2.1 Receives payment, issues Official Receipt and indicates proof of payment on the application form		0.17 Hour	Cashier Cash Unit GSD, AB
Processing Stage				
3. Returns to SID to show proof of payment of filing fee and files application 3.1 Receives the AR	3. Accepts application 3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)		1 Hour	Engr. II, III SID, RB
	3.2 Evaluates and processes application; types Certificate of		26 Hours	Engr. II, III SID, RB



	Registration (COR) or Letter Disapproval			
	3.3 Reviews printed Certificate of Registration (COR) or Letter Disapproval		4 Hours	Engr. V SID, RB
	3.4 Recommends action on printed COR or Letter of Approval/ Disapproval		8 Hours	Director II RB
	3.5 COR or Letter of Disapproval For renewal or modification, a. Approves/ Disapproves For new applications, a. Recommends b. Approves/ Disapproves		8 Hours 8 Hours	Deputy Commissioner Deputy Commissioner Commissioner
4. Presents the AR, gets SOA and pays the appropriate fees or receives Letter of Disapproval	4.1 Issues SOA	Refer to Table: Fees to be Paid	0.34 Hour	Engr. II, III, Engr. V SID, RB
	4.2 Issues Order of Payment		0.17 Hour	Acctng. Staff Acctng. Unit FD, PFMB
	4.3 Receives payment, issues Official Receipt and indicates proof of payment on the application form		0.17 Hour	Cashier Cash Unit GSD, AB
5. Returns to SID to claim COR by showing proof of payment of fee	5. Releases COR		0.34 Hour	Engr. II, III, Engr. V SID, RB
	TOTAL		56 Hours	



How to compute the FEE to be paid	
Certificate of Registration (NEW)	$FEE_{CERT} = FF + (ARF1 + (ARF2)(NAS))(YR) + DST$ Where, NAS refers to the Number of Additional Service/s in excess of the first 5 registered services
Certificate of Registration (RENEWAL)	$FEE_{CERT} = (ARF1 + (ARF2)(NAS))(YR) + DST + SUR$ Where NAS refers to the Number of Additional Service/s in excess of the first 5 registered services SUR means Surcharge, $SUR = (ARF)(50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional 50\% shall be imposed for every 6 months delay in filing.})$
Certificate of Registration (MODIFICATION)	$FEE_{CERT} = FF + MOD + DST$

Fees to be Paid:	Based on NTC Memorandum Circular (MC) No. 19-12-2000; MC 02-05-2008; MC 08-07-2002; Memorandum Order No. 03-11-2005; Republic Act No. 10963
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CERTIFICATE OF REGISTRATION AS VALUE ADDED SERVICE (VAS) PROVIDER (NEW / RENEWAL / MODIFICATION)	Amount (in PHP)
Filing Fee (FF) per application	300.00
Annual Registration Fee (ARF1) for the first five (5) registered services	6,000.00
Additional Annual Registration Fee (ARF2) for each service registered in excess of the first five registered services	1,000.00
Modification Fee (MOD)	180.00
Documentary Stamp Tax (DST)	30.00

CERTIFICATE OF REGISTRATION AS VOIP PROVIDER/ VOIP RESELLER (NEW / RENEWAL / MODIFICATION)	Amount (in PHP)
Filing Fee (FF) per application	300.00
Annual Registration Fee (ARF1) for VOIP Provider	50,000.00
Annual Registration Fee (ARF1) for VOIP Reseller	5,000.00
Modification Fee (MOD)	180.00
Documentary Stamp Tax (DST)	30.00

REGISTRATION OF PUBLIC CALLING STATION/ OFFICE AND/OR TELECENTER SERVICE PROVIDER (PCSOTSP)	Amount (in PHP)
Filing Fee (FF) per application	300.00
Annual Registration Fee (ARF1) per location	250.00
Modification Fee (MOD)	180.00
Documentary Stamp Tax (DST)	30.00



SERVICE NAME:	2. Issuance of A. Approval/Endorsement of Promotional Rates B. Certification of Good Standing
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An **Approval/Endorsement of Promotional Rates** is a document issued by the Commission allowing a public telecommunications entity to offer lower or special rates of a particular service.

A **Certification of Good Standing** is a document attesting that a public telecommunications entity is compliant/updated with the submission of Annual Report and payment of Supervision and Regulation Fee (SRF).

Office or Division:	Services and Interconnection Division (SID), Regulation Branch (RB)
Classification:	Simple
Type of Transaction:	G2B – Government to Business Entity
Who may avail:	Public Telecommunications Entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Approval/Endorsement of Promotional Rates	
1. Letter Request	Applicant
Supporting Documents for Representative(s)	
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
Pre – Assessment Stage				
1. Submits letter of request	1. Accepts letter request		0.5 Hour	Technical Staff SID, RB
1.1 Receives the AR	1.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)			
Processing Stage				
	2.1 Prepares approval/endorsement letter or certification		8 Hours	Financial Analyst III SID, RB
	2.2 Reviews approval/endorsement letter or certification		4 Hours	Engr. V SID, RB
	2.3 Recommends approval/disapproval		5 Hours	Director II RB



	2.4 Approves/ Disapproves approval/ endorsement letter or certification		6 Hours	Deputy Commissioner
2. Presents the AR, gets SOA and pays the appropriate fees or receives Letter of Disapproval	3.1 Issues SOA	Refer to Table: Fees to be Paid	0.5 Hour	Engr. II, III, Engr. V SID, RB
	3.2 Issues Order of Payment		0.17 Hour	Acctng. Staff Acctng. Unit FD, PFMB
	3.3 Receives payment, issues Official Receipt and indicates proof of payment on the application form		0.17 Hour	Cashier Cash Unit GSD, AB
3. Shows proof of payment of fees and receives approval/ endorsement letter or certification	3.4 Releases approval/ endorsement letter or certification to Applicant		0.17 Hour	Administrative Staff SID, RB
	TOTAL		24 Hours	

How to compute the FEE to be paid

A. Approval/ Endorsement of Promotional Rates	FEE = 0
B. Certification of Good Standing	FEE = CGS + DST

Fees to be Paid:

Based on NTC Memorandum Circular No. 19-12-2000;
Republic Act No. 10963

Document	Amount (in PHP)	
	Certification Fee (STATUS) (per document)	Documentary Stamp Tax (DST) (per document)
Approval/Endorsement of Promotional Rates	-	-
Certification of Good Standing	120.00	30.00



SERVICE NAME:	3. Issuance of Permit to Import thru the Philippine National Single Window (https://nsw.gov.ph) for radio communications equipment and other telecommunications-related devices and accessories
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A **Permit to Import** is a written authority issued by the Commission for the importation of radio communications equipment and other telecommunications-related devices and accessories.

Office or Division:	Services and Interconnection Division (SID), Regulation Branch (RB)
Classification:	Simple
Type of Transaction:	G2B – Government to Business Entity
Who may avail:	Public Telecommunications Entities and Private Entities

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Permit to Import				
1. Copy of Proforma Invoice			Supplier	
2. Copy of Permit to Purchase			NTC	
Supporting Documents for Representative(s)				
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
Pre – Assessment Stage				
1. Submits application online thru NSW website with required documents	1. Screens/Assesses application as to the completeness of submitted documents		12 Hours	Technical Staff SID, RB
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 Order of Payment and proceeds to Payment Stage	1.1 <i>If complete</i> , issues Order of Payment			



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

How to compute the FEE to be paid

Permit to Import	$FEE_{IMPORT} = IMP + DST$
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Fees to be Paid:	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963	
Document	Amount (in PHP)	
	Permit Fee (per invoice)	Documentary Stamp Tax (DST) (per document)
Permit to Import	240.00	30.00