



**REGULATION BRANCH (RB) –  
Networks and Facilities Division (NFD)  
External Services**



<b>SERVICE NAME:</b>	<b>1. Issuance of</b> <b>A. Permit to Purchase/Possess (New/ Extension) / Construction Permit / Radio Station License (New/Modification) for Radio Stations (Microwave, VSAT, Public Trunked, WLL, WDN)</b> <b>B. Temporary Permit to Demonstrate and Propagate of a Public Telecommunications Entity</b>
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A **Permit to Purchase/Possess** is a written authority issued by the Commission to a Public Telecommunications Entity (PTE) authorizing the holder thereof to purchase/ acquire and/or possess/own a radio transceiver.

A **Construction Permit** is a written authority issued by the Commission to a Public Telecommunications Entity (PTE) authorizing the holder thereof to construct or install radio transceivers or radio station(s).

A **Radio Station License** is a written authority issued by the Commission to a Public Telecommunications Entity (PTE) authorizing the holder thereof to operate a radio station during the period specified in said instrument or authorization.

The **renewal** of a **Radio Station License** is required for the continuous operation of an existing radio station.

The **modification** of **Radio Station License** is required if there is change of equipment and/or additional Equipment, change of Location and/or technical parameters of the radio station(s) or change of licensee as indicated in the license.

A **Permit to Demonstrate and Propagate** is a written authority issued by the Commission to a Public Telecommunications Entity, on a temporary, non-exclusive and non- interference basis, providing the PTE the opportunity to select the most appropriate radio equipment, and for the purpose of determining the technical capability or performance of radio systems or equipment, feasibility or certain path links and radio networks.

<b>Office or Division:</b>	Networks and Facilities Division (NFD), Regulation Branch (RB)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B – Government to Business
<b>Who may avail:</b>	Public Telecommunications Entities (PTE)



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A.1 Permit to Purchase/Possess (NEW)</b>	
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	NTC NFD Website: <a href="http://ntc.gov.ph">ntc.gov.ph</a>
2. Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE), to wit:	PECE
2.1 Network Diagram indicating locations/ site names of all stations & proposed frequency band w/in the authorized coverage area	
2.2 Map showing exact location ( <i>Region, Province, City/Municipality, Barangay</i> ) of all stations with geographical coordinates ( <i>Longitude/Latitude in Degrees/Minutes/Seconds</i> )	
2.3 Antenna System Plan ( <i>Type, Gain, Diameter, Beamwidth, Azimuth, Height Above Ground, Polarization</i> )	
3. <i>For newly type-approved equipment</i> , Datasheet of proposed radio equipment	
4. <i>For Microwave Radio Link</i> , Link Budget Analysis	Radio Dealer/Applicant
5. <i>For VSAT</i> ,	
5.1 Copy of valid Transponder Lease Agreement (TLA) with any satellite operator <b>OR</b>	Applicant
5.2 Certification of assigned transponder(s) with the following parameters: (i) Transponder ID/Number, (ii) Center Frequency (Uplink//Downlink), (iii) Bandwidth, (iv) Polarization (Uplink/Downlink)	Applicant
<b>A.2 Permit to Purchase (EXTENSION)</b>	
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	NTC NFD Website: <a href="http://ntc.gov.ph">ntc.gov.ph</a>
2. Copy of Permit to Purchase/ Possess	NTC
3. <i>For VSAT</i> , Copy of valid Transponder Lease Agreement (TLA) with any satellite operator	Applicant
<b>A.3 Construction Permit/Radio Station License (NEW)</b>	
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11]	NTC NFD Website: <a href="http://ntc.gov.ph">ntc.gov.ph</a>
2. Copy of Permit to Purchase/ Possess <b>OR</b> Copy of Permit to Possess for Storage	NTC
3. Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE)	PECE
a. Physical Lay-out Plan ( <i>Floor Plan and Tower Plan</i> )	
4. <i>For application with proposed changes in Permit to Purchase/Possess</i> , Letter of Intent	Applicant



<b>A.4 Radio Station License (MODIFICATION)</b>	
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT / RADIO STATION LICENSE [Form No. NTC 1-11] & FORM D (FOR MODIFICATION) [Form No. NTC 1-13]	NTC NFD Website: <a href="http://ntc.gov.ph">ntc.gov.ph</a>
2. Copy of RSL	NTC
3. If Modification is due to:	
3.1 <i>Change of Equipment and/or Additional Equipment</i> , Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09] <b>OR</b> Copy of Permit to Purchase/Possess, <b>OR</b> Copy of Permit to Possess for Storage	NTC
3.2 <i>Change of Location and/or Technical Parameters of the radio station(s)</i> , Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE), to wit:	PECE
3.2.1 Network Diagram indicating locations/site names of all stations & proposed frequency band w/in the authorized coverage area	
3.2.2 Map showing exact location ( <i>Region, Province, City/Municipality, Barangay</i> ) of all stations with geographical coordinates ( <i>Longitude/Latitude in Degrees/Minutes/Seconds</i> )	
3.2.3 <i>If applicable</i> , Antenna System Plan ( <i>Type, Gain, Diameter, Beamwidth, Azimuth, Height Above Ground, Polarization</i> )	
3.3 <i>Change of Licensee</i> , Copy of NTC Decision/Order for Change of Ownership/Company Name	NTC
3.4 <i>For VSAT</i> , Copy of valid Transponder Lease Agreement (TLA) with any satellite operator	Applicant
<b>B. Permit to Demonstrate and Propagate</b>	
1. Duly accomplished APPLICATION FOR TEMPORARY PERMIT TO PROPAGATE/DEMONSTRATE [Form No. NTC 1-14]	NTC NFD Website: <a href="http://ntc.gov.ph">ntc.gov.ph</a>
2. Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE), to wit:	PECE
2.1 Network Diagram indicating locations/ site names of all stations and the proposed frequency band within the authorized coverage area	
2.2 Map showing exact location ( <i>Region, Province, City/Municipality, Barangay</i> ) of all stations with geographical coordinates ( <i>Longitude/Latitude in Degrees/Minutes/Seconds</i> )	
3. Datasheet of proposed radio equipment	Radio Dealer/Applicant
4. <i>If VSAT</i> , Copy of valid Transponder Lease Agreement (TLA) with any satellite operator	Applicant



Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
<b>Pre-Assessment Stage</b>				
1. Submits application at NFD	1. Screens/Assesses application as to the completeness of submitted documents		1 Hour	Engr. II, III NFD, 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 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
2.3 Receives Official Receipt and application				
<b>Processing Stage</b>				
3. Returns to NFD to submit application with proof of payment	3. Receives application with proof of payment		1 Hour	Techl. Staff Engr. II, III
3.1 Receives the AR	3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)			



	3.2 Evaluates the application and prepares endorsement to Radio Spectrum and Planning Division (RSPD)		4 Hours	Engr. II, III
	3.3 Refers to RSPD process for the issuance of Frequency Assignment Sheet (FAS) or Frequency Assignment Notice (FAN) or Notice of Frequency Supportability (NFS)		80 Hours	RSPD
	3.4 Encodes and prints the Permit / License		56 Hours	Technl. Staff Engr. II, III
	3.5 Reviews and recommends approval of printed Permit / License		12 Hours	Engr. V NFD, RB
	3.6 Approves/ **Disapproves Permit/ License		5 Hours	Director II RB
4. Presents AR and claims Permit / License at NFD	4. Releases Permit / License to the client		2 Hours	Technl. Staff Engr. II, III NFD, RB
<b>TOTAL:</b>			<b>160 Hours</b>	

Notes: \*\*In case an application or request is disapproved, the Officer or Employee who rendered the decision shall send a formal notice to the applicant or requesting party within the prescribed processing time, stating therein the reason for the disapproval.

How to compute the FEE to be paid	
A.1 Permit to Purchase/ Possess	$FEE_{PUR/POS} = (FF)(UNIT) + (PUR)(UNIT) + (POS)(UNIT) + DST$
A.2 Permit to Purchase (EXTENSION)	$FEE_{PUR} = (FF)(UNIT) + (PUR)(UNIT) + (SUF)(YR) + DST$ Where, $SUF = (SUF\ Rate)(BW)(CH)$ , BW is Bandwidth in KHz Note: If permit is valid, FF per unit shall not apply.
A.3 Construction Permit/ Radio Station License (NEW)	$FEE_{RSL} = (CPF)(CH\_UNIT) + (LF)(CH\_UNIT)(YR) + (IF)(CH\_UNIT)(YR) + (SUF)(YR) + DST$ Where, $SUF = (SUF\ Rate)(BW)(CH)$ , BW is Bandwidth in KHz $CH\_UNIT = \text{No. of Channels per Unit}$
A.4 Radio Station License (MODIFICATION)	$FEE_{RSL} = FF + (CPF)(CH\_UNIT) + MOD + DST$ Where, $CH\_UNIT = \text{No. of Channels per Unit}$ Note: 1.) When applications is REN/MOD, DST is collected once. 2.) Construction Permit Fee is subject to MC No. 07-05-87.



B. Permit to Demonstrate and Propagate	$FEE_{DEMO} = (DEMO)(CH\_UNIT) + DST$ Where, CH_UNIT = No. of Channels per Unit
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<b>Fees to be Paid:</b>	Based on NTC Memorandum Circular No. 19-12-2000; Spectrum User Fee based on Republic Act No. 7925; Memorandum Circular Nos. 10-10-97, 11-12-2001 & 09-09-2003; Republic Act No. 10963
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PERMIT TO PURCHASE/POSSESS	Amount (in PHP)			
	Filing Fee (FF) (per unit)	Purchase Permit Fee (PUR) (per unit)	Possess Permit Fee (POS) (per unit)	Documentary Stamp Tax (DST) (per document)
High Powered (above 100W)	180.00	240.00	120.00	30.00
Medium Powered (above 25W up to 100W)	180.00	120.00	96.00	30.00
Low Powered (25W and below)	180.00	96.00	60.00	30.00

RADIO STATION LICENSE (NEW/MODIFICATION)	Amount (in PHP)					
	Filing Fee (FF)	Construction Permit Fee (CPF) (per channel per station)	License Fee (LF) (per channel per year)	Inspection Fee (IF) (per channel per year)	Modification Fee (MOD)	Documentary Stamp Tax (DST) per document
Fixed (FX) – (MW/WDN)	180.00	360.00	480.00	480.00	180.00	30.00
Land Base (FB) – (BTS/WLL/BWA/WDN)	180.00	360.00	480.00	480.00	180.00	30.00
Public Trunked (RT)	180.00	600.00	1680.00	360.00	180.00	30.00
Terrestrial Comm (TC) - (VSAT)	180.00	420.00	360.00	420.00	180.00	30.00

SPECTRUM USER FEE (SUF) RATE <i>SUF = (Rate) x (Bandwidth in KHz) x (No. of channel)</i>	Amount (in PHP)		
	Metro Manila	Highly Urbanized Cities	All Other Areas
<b>BROADBAND SERVICES, LAND BASE (FB) – BWA</b>			
Lower than 1GHz	6.00	5.00	4.00
1GHz to lower than 10GHz	5.00	4.00	3.00
10GHz to lower than 20GHz	4.00	3.00	2.00
20GHz and above	3.00	2.00	1.25
SATELLITE SERVICE (EXCEPT RECEIVE ONLY)	5.00	2.50	1.75
PUBLIC RADIO PAGING SERVICE	5.00	2.50	1.25
PUBLIC TRUNKED RADIO SERVICE <i>Note: The rate of the SUF for TRS operators using 12.5 KHz or less per voice channel shall be reduced by 50%.</i>	5.00	2.50	1.25
WIRELESS LOCAL LOOP (WLL) <i>Note: (per 5 KHz per station)</i>	1.00	0.50	0.25



<b>POINT TO MULTIPOINT RADIO STATIONS</b> <i>Note 1: If used to provide basic telephone service the SUF shall be based on WLL rates.</i> <i>Note 2: If used to provide broadband services the SUF shall be based on BWA rates.</i>	5.00
<b>POINT TO POINT RADIO STATION, FIXED (FX) – MICROWAVE (MW)</b>	
Lower than 1GHz	2.50
1GHz to lower than 10GHz	2.00
10GHz to lower than 20GHz	1.50
20GHz and above	1.25

<b>PERMIT TO DEMONSTRATE AND PROPAGATE</b>	<b>Amount (in PHP)</b>	
	Permit Fee (DEMO) (per station)	Documentary Stamp Tax (DST) (per document)
Demonstrate / Propagate	85.00	30.00





<b>SERVICE NAME:</b>	<b>2. Issuance of</b> <b>A. Permit to Purchase/Possess (New/Extension) for BTS and BWA</b> <b>B. Construction Permit / Radio Station License (New/Renewal/Modification) for BTS and BWA, (Renewal) for Microwave, VSAT, Public Trunked, WLL, WDN</b> <b>of a Public Telecommunications Entity</b>
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A **Permit to Purchase/Possess** is a written authority issued by the Commission to a Public Telecommunications Entity (PTE) authorizing the holder thereof to purchase/acquire and/or possess/own a radio transceiver.

A **Construction Permit** is a written authority issued by the Commission to a Public Telecommunications Entity (PTE) authorizing the holder thereof to construct or install radio transceivers or radio station(s).

A **new Radio Station License** is a written authority issued by the Commission to a Public Telecommunications Entity (PTE) authorizing the holder thereof to operate a radio station during the period specified in said instrument or authorization.

The **renewal** of a **Radio Station License** is required for the continuous operation of an existing radio station.

The **modification** of **Radio Station License** is required if there is change of equipment and/or additional equipment, change of Location and/or technical parameters of the radio station(s) or change of licensee as indicated in the license.

<b>Office or Division:</b>	Networks and Facilities Division (NFD), Regulation Branch (RB)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B – Government to Business
<b>Who may avail:</b>	Public Telecommunications Entities (PTE)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A.1 Permit to Purchase/Possess (NEW)</b>	
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [Form No. NTC 1-09]	NTC NFD Website: <a href="http://ntc.gov.ph">ntc.gov.ph</a>
2. Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE), to wit:	PECE



2.1 Network Diagram indicating locations/site names of all stations and the proposed frequency band within the authorized coverage area	
2.2 Map showing exact location ( <i>Region, Province, City/Municipality, Barangay</i> ) of all stations with geographical coordinates ( <i>Longitude/Latitude in Degrees/Minutes/Seconds</i> )	
2.3 Antenna System Plan ( <i>Type, Gain, Diameter, Beamwidth, Azimuth, Height Above Ground, Polarization</i> )	
3. <i>For newly type-approved equipment</i> , Datasheet of proposed radio equipment	Radio Dealer
<b>A.2 Permit to Purchase (EXTENSION)</b>	
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [ <i>Form No. NTC 1-09</i> ]	NTC NFD Website: <a href="http://ntc.gov.ph">ntc.gov.ph</a>
2. Copy of Permit to Purchase/ Possess	NTC
<b>B.1 Construction Permit/Radio Station License (NEW)</b>	
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT/ RADIO STATION LICENSE [ <i>Form No. NTC 1-11</i> ]	NTC NFD Website: <a href="http://ntc.gov.ph">ntc.gov.ph</a>
2. Copy of Permit to Purchase/ Possess <b>OR</b> Copy of Permit to Possess for Storage	NTC
3. Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE)	PECE
3.1 Physical Lay-out Plan ( <i>Floor Plan and Tower Plan</i> )	
4. <i>For application with proposed changes in Permit to Purchase/ Possess</i> , Letter of Intent	Applicant
<b>B.2 Radio Station License (RENEWAL)</b>	
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT/ RADIO STATION LICENSE [ <i>Form No. NTC 1-11</i> ]	NTC NFD Website: <a href="http://ntc.gov.ph">ntc.gov.ph</a>
2. Copy of RSL	NTC
<i>Note: Stations due for modification under Highly Technical process, renewal will be acted upon receipt of the FAN.</i>	
<b>B.3 Radio Station License (MODIFICATION)</b>	
1. Duly accomplished APPLICATION FOR CONSTRUCTION PERMIT/ RADIO STATION LICENSE [ <i>Form No. NTC 1-11</i> ] & FORM D (FOR MODIFICATION) [ <i>Form No. NTC 1-13</i> ]	NTC NFD Website: <a href="http://ntc.gov.ph">ntc.gov.ph</a>
2. Copy of RSL	NTC
3. If Modification is due to:	
3.1 <i>Change of Equipment and/or Additional Equipment</i> , Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER [ <i>Form No. NTC 1-09</i> ],	NTC



<b>OR</b> Copy of Permit to Purchase/ Possess, <b>OR</b> Copy Permit to Possess for Storage	
3.2 <i>Change of Location and/or Technical Parameters of the radio station(s)</i> , Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE), to wit:	PECE
3.2.1 Network Diagram indicating locations/ site names of all stations and the proposed frequency band within the authorized coverage area	
3.2.2 Map showing exact location ( <i>Region, Province, City/Municipality, Barangay</i> ) of all stations with geographical coordinates ( <i>Longitude/Latitude in Degrees/Minutes/ Seconds</i> )	
3.2.3 <i>If applicable</i> , Antenna System Plan ( <i>Type, Gain, Diameter, Beamwidth, Azimuth, Height Above Ground, Polarization</i> )	
3.3 <i>Change of Licensee</i> , Copy of NTC Decision/Order for Change of Ownership/Company Name	NTC

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
<b>Pre-Assessment Stage</b>				
1. Submits application at the NTC NFD	1. Screens/Assesses application as to the completeness of submitted documents		1 Hour	Engr. II, III NFD, 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 the SOA and application, and proceeds to Payment Stage	1.2 <i>If complete</i> , issues Statement of Account (SOA)			



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
2.3 Receives Official Receipt and application				
Processing Stage				
3. Returns to NTC NFD to submit application with proof of payment	3. Receives application with proof of payment		1 Hour	Techn. Staff Engr. II, III NFD, RB
3.1 Receives the AR	3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)			
	3.2 Evaluates the application, encodes and prints the Permit / License		36 Hours	Techn. Staff Engr. II, III NFD, RB
	3.3 Reviews and recommends approval of printed Permit / License		12 Hours	Engr. V NFD, RB
	3.4 Approves/ Disapproves* Permit / License		5 Hours	Director II RB
4. Presents AR and claims Permit / License at NFD	4. Releases Permit / License to the client		2 Hours	Techn. Staff Engr. II, III NFD, RB
	<b>TOTAL:</b>		<b>56 Hours</b>	

Notes: *\*In case an application or request is disapproved, the Officer or Employee who rendered the decision shall send a formal notice to the applicant or requesting party within the prescribed processing time, stating therein the reason for the disapproval.*

*\*\*Total Fees depends on the number of stations and number of channels/ station.*



How to compute the FEE to be paid	
A.1 Permit to Purchase/ Possess	$FEE_{PUR/POS} = (FF)(UNIT) + (PUR)(UNIT) + (POS)(UNIT) + DST$
A.2 Permit to Purchase (EXTENSION)	<p><u>For BTS</u>  <math display="block">FEE_{PUR} = (FF)(UNIT) + (PUR)(UNIT) + DST</math>           Note: If Permit is valid, FF per unit shall not apply.</p> <p><u>For BWA</u>  <math display="block">FEE_{PUR} = (FF)(UNIT) + (PUR)(UNIT) + (SUF)(YR) + DST</math>           Where, <math>SUF = (SUF\ Rate)(BW)(CH)</math>, BW is Bandwidth in KHz</p>
B.1 Construction Permit / Radio Station License (NEW)	<p><u>For BTS</u>  <math display="block">FEE_{RSL} = (CPF)(CH\_UNIT) + (LF)(CH\_UNIT)(YR) + (IF)(CH\_UNIT)(YR) + DST</math>           Where, CH_UNIT = No. of Channels per Unit</p> <p><u>For BWA</u>  <math display="block">FEE_{RSL} = (CPF)(CH\_UNIT) + (LF)(CH\_UNIT)(YR) + (IF)(CH\_UNIT)(YR) + (SUF)(YR) + DST</math>           Where, CH_UNIT = No. of Channels per Unit  <math>SUF = (SUF\ Rate)(BW)(CH)</math>, BW is Bandwidth in KHz</p>
B.2 Radio Station License (RENEWAL)	<p><u>For BTS</u>  <math display="block">FEE_{RSL} = (LF)(CH\_UNIT)(YR) + (IF)(CH\_UNIT)(YR) + DST + SUR</math>           Where, CH_UNIT = No. of Channels per Unit            SUR means Surcharge  <math display="block">SUR_{RSL} = (LF)(CH\_UNIT)(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})</math></p> <p><u>For MW, VSAT, RT, WLL, BWA, WDN</u>  <math display="block">FEE_{RSL} = (LF)(CH\_UNIT)(YR) + (IF)(CH\_UNIT)(YR) + (SUF)(YR) + DST + SUR</math>           Where CH_UNIT = No. of Channels per Unit            SUR means Surcharge, <math>SUR = SUR_{RSL} + SUR_{SUF}</math>  <math display="block">SUR_{RSL} = (LF)(CH\_UNIT)(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})</math>  <math display="block">SUR_{SUF} = (SUF)(25\% \text{ of the amount of the SUF due plus } 1\% \text{ of the principal per month of delay})</math></p>



B.3 Radio Station License (BTS and BWA) (MODIFICATION)	$FEE_{RSL} = FF + (CPF)(CH\_UNIT) + MOD + DST$ Where, CH_UNIT = No. of Channels per Unit Note: 1.) When applications is REN/MOD, DST is collected once. 2.) Construction Permit Fee is subject to MC No. 07-05-87.
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<b>Fees to be Paid:</b>	Based on NTC Memorandum Circular No. 19-12-2000; Spectrum User Fee based on Republic Act No. 7925; Memorandum Circular Nos. 10-10-97, 11-12-2001 & 09-09-2003; Republic Act No. 10963																			
<b>PERMIT TO PURCHASE/POSSESS</b>	<b>Amount (in PHP)</b>																			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 15%;">Filing Fee (FF) (per unit)</th> <th style="width: 15%;">Purchase Permit Fee (PUR) (per unit)</th> <th style="width: 15%;">Possess Permit Fee (POS) (per unit)</th> <th style="width: 15%;">Documentary Stamp Tax (DST) (per document)</th> </tr> </thead> <tbody> <tr> <td>High Powered (above 100W)</td> <td style="text-align: center;">180.00</td> <td style="text-align: center;">240.00</td> <td style="text-align: center;">120.00</td> <td style="text-align: center;">30.00</td> </tr> <tr> <td>Medium Powered (above 25W up to 100W)</td> <td style="text-align: center;">180.00</td> <td style="text-align: center;">120.00</td> <td style="text-align: center;">96.00</td> <td style="text-align: center;">30.00</td> </tr> <tr> <td>Low Powered (25W and below)</td> <td style="text-align: center;">180.00</td> <td style="text-align: center;">96.00</td> <td style="text-align: center;">60.00</td> <td style="text-align: center;">30.00</td> </tr> </tbody> </table>		Filing Fee (FF) (per unit)	Purchase Permit Fee (PUR) (per unit)	Possess Permit Fee (POS) (per unit)	Documentary Stamp Tax (DST) (per document)	High Powered (above 100W)	180.00	240.00	120.00	30.00	Medium Powered (above 25W up to 100W)	180.00	120.00	96.00	30.00	Low Powered (25W and below)	180.00	96.00	60.00
	Filing Fee (FF) (per unit)	Purchase Permit Fee (PUR) (per unit)	Possess Permit Fee (POS) (per unit)	Documentary Stamp Tax (DST) (per document)																
High Powered (above 100W)	180.00	240.00	120.00	30.00																
Medium Powered (above 25W up to 100W)	180.00	120.00	96.00	30.00																
Low Powered (25W and below)	180.00	96.00	60.00	30.00																

<b>RADIO STATION LICENSE (RENEWAL/ MODIFICATION)</b>	<b>Amount (in PHP)</b>					
	Filing Fee (FF)	Construction Permit Fee (CPF) (per channel per station)	License Fee (LF) (per channel per year)	Inspection Fee (IF) (per channel per year)	Modification Fee (MOD)	Documentary Stamp Tax (DST) per document)
Fixed (FX) – (MW/WDN)	180.00	360.00	480.00	480.00	180.00	30.00
Land Base (FB) – (BTS/WLL/BWA/WDN)	180.00	360.00	480.00	480.00	180.00	30.00
Public Trunked (RT)	180.00	600.00	1680.00	360.00	180.00	30.00
Terrestrial Comm (TC) - (VSAT)	180.00	420.00	360.00	420.00	180.00	30.00

<b>SPECTRUM USER FEE (SUF) RATE</b> <i>SUF = (Rate) x (Bandwidth in KHz) x (No. of channel)</i>	<b>Amount (in PHP)</b>		
	Metro Manila	Highly Urbanized Cities	All Other Areas
<b>BROADBAND SERVICES, LAND BASE (FB) – BWA</b>			
Lower than 1GHz	6.00	5.00	4.00
1GHz to lower than 10GHz	5.00	4.00	3.00
10GHz to lower than 20GHz	4.00	3.00	2.00
20GHz and above	3.00	2.00	1.25
<b>SATELLITE SERVICE (EXCEPT RECEIVE ONLY)</b>	5.00	2.50	1.75
<b>PUBLIC RADIO PAGING SERVICE</b>	5.00	2.50	1.25
<b>PUBLIC TRUNKED RADIO SERVICE</b> <i>Note: The rate of the SUF for TRS operators using 12.5 KHz or less per voice channel shall be reduced by 50%.</i>	5.00	2.50	1.25



WIRELESS LOCAL LOOP (WLL) <i>Note: (per 5 KHz per station)</i>	1.00	0.50	0.25
<b>POINT TO MULTIPOINT RADIO STATIONS</b> <i>Note 1: If used to provide basic telephone service the SUF shall be based on WLL rates.</i> <i>Note 2: If used to provide broadband services the SUF shall be based on BWA rates.</i>	5.00		
<b>POINT TO POINT RADIO STATION, FIXED (FX) – MICROWAVE (MW)</b>			
Lower than 1GHz	2.50		
1GHz to lower than 10GHz	2.00		
10GHz to lower than 20GHz	1.50		
20GHz and above	1.25		



<b>SERVICE NAME:</b>	<b>3. Issuance of</b> <b>A. Permit to Possess (for Storage) of Radio Communications Equipment</b> <b>B. Certificate of Registration of Public Trunked Radio Stations of Public Telecommunications Entity</b>
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A **Permit to Possess (for Storage)** is a written authority issued by the Commission to a public telecommunications entity (PTE) authorizing the holder thereof to possess radio communications equipment.

A **Certificate of Registration of Public Trunked Radio Station** is a written authority issued by the Commission to a public telecommunications entity (PTE) for the registration of portable or mobile stations and authorizing the holder thereof to offer Shared Repeater Service or Trunked Repeater Service.

<b>Office or Division:</b>	Networks and Facilities Division (NFD), Regulation Branch (RB)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B – Government to Business
<b>Who may avail:</b>	Public Telecommunications Entity (PTE)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. Permit to Possess (for Storage)</b>	
1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/ TRANSFER <i>[Form No. NTC 1-09]</i>	NTC NFD Website: <a href="http://ntc.gov.ph">ntc.gov.ph</a>
2. Copy of RSL <b>OR</b> Copy of Permit to Purchase/ Possess	NTC
<b>B. Certificate of Registration for Public Trunk Radio Station</b>	
1. Duly accomplished APPLICATION FOR CERTIFICATE OF REGISTRATION (WDN/SRD/RFID/SRRS/PUBLIC TRUNK RADIO) <i>[Form No. NTC 1-19]</i>	NTC NFD
2. Copy of Radio Station License for Public Trunk Repeater Station	NTC
3. Electronic List of Equipment for Registration with details as Type/Model and Serial Number. <i>Note: Submission through e-mail: <a href="mailto:networks@ntc.gov.ph">networks@ntc.gov.ph</a></i>	Applicant





Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
<b>Pre-Assessment Stage</b>				
1. Submits application at the NTC NFD	1. Screens/Assesses application as to the completeness of submitted documents		1 Hour	Engr. II, III NFD, 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 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	Refer to Table: <b>Fees to be Paid</b>	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		0.17 Hour	Cashier Cash Unit GSD, AB
2.3 Receives Official Receipt and application				
<b>Processing Stage</b>				
3. Returns to NTC NFD to submit application with proof of payment	3. Receives application with proof of payment		1 Hour	Techl. Staff Engr. II, III NFD, RB
3.1 Receives the AR	3.1 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR)			



	3.2 Evaluates the application, encodes and prints the Permit / License		13 Hours	Techl. Staff Engr. II, III NFD, RB
	3.3 Reviews and recommends approval of printed Permit / License		4 Hours	Engr. V NFD, RB
	3.4 Approves/ Disapproves* Permit / License		4 Hours	Director II RB
4. Presents AR and claims Permit / License at NFD	4. Releases Permit License to the client		2 Hours	Techl. Staff Engr. II, III NFD, RB
<b>TOTAL:</b>			<b>24 Hours</b>	

Notes: \*In case an application or request is disapproved, the Officer or Employee who rendered the decision shall send a formal notice to the applicant or requesting party within the prescribed processing time, stating therein the reason for the disapproval. \*\*Total Fees depend on the number of stations and number of channels/station.

How to compute the FEE to be paid	
Permit to Possess (for Storage)	$FEE_{POS} = (POS)(UNIT) + DST$
Certificate of Registration	$FEE_{REG} = (REG)(UNIT) + DST$

<b>Fees to be Paid:</b>	Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963	
<b>PERMIT TO POSSESS FOR (STORAGE)</b>	<b>Amount (in PHP)</b>	
	Possess Permit Fee (POS) (per unit)	Documentary Stamp Tax (DST) (per document)
	High Powered (above 100W)	120.00      30.00
	Medium Powered (above 25W up to 100W)	96.00      30.00
Low Powered (25W and below)	60.00      30.00	
<b>CERTIFICATE OF REGISTRATION</b>	<b>Amount (in PHP)</b>	
	Certificate Fee (REG) (per unit)	Documentary Stamp Tax (DST) (per document)
	Registration of Mobile or Portable Transceiver for Trunk Radio Service	120.00      30.00