



**SPECIAL LICENSING BRANCH (SLB) –
Special Radio Services Division (SRSD)
External Services**



| | |
|----------------------|--|
| SERVICE NAME: | 1. Issuance of Permit to Purchase/Possess for Government and Private Radio Stations in the Fixed and Land Mobile Service in cases wherein the Proposed Radio Network/System covers two or more Regional Areas |
|----------------------|--|

A **Permit to Purchase/Possess** is a written authority issued by the Commission to a person, firm, company, association, or corporation authorizing the holder thereof to purchase/acquire and/or possess/own a radio transceiver.

| | |
|-----------------------------|---|
| Office or Division: | Special Radio Services Division (SRSD), Special Licensing Branch (SLB) |
| Classification: | Highly Technical |
| Type of Transaction: | G2B – Government to Business Entity G2G – Government to Government |
| Who may avail: | Government and Private Entities |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| Permit to Purchase/Possess [Repeater (RPTR), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)] | |
| 1. Duly accomplished <i>Application for Permit to Purchase/Possess/Sell/Transfer [Form No. NTC 1-09]</i> | NTC SRSD, SLB/ Website: ntc.gov.ph |
| 2. Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE), to wit: | PECE |
| 2.1 Network Diagram indicating locations of all stations and the proposed frequency band | |
| 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, Azimuth, Height Above Ground</i>) | |
| 3. Datasheet of proposed radio equipment | Radio Dealer |
| 4. <i>For Microwave Radio Link</i> , Link Budget Analysis | PECE |
| 5. <i>For VSAT</i> , | Applicant |
| 5.1 Copy of valid Transponder Lease Agreement (TLA) with any satellite operator OR | |
| 5.2 Certification of assigned transponder(s) with the following parameters: | |
| 5.2.1 Transponder ID/Number | |
| 5.2.2 Center Frequency (Uplink/Downlink) | |



| | | | | |
|--|--|---|------------------------|---|
| 5.2.3 Bandwidth | | | | |
| 5.2.4 Polarization (Uplink/Downlink) | | | | |
| 6. Administrative Requirements | | | | |
| 6.1 For Private Entities, Copy of SEC Registration OR Copy of DTI Registration OR Copy of valid Business/ Mayor's Permit | | SEC/DTI/Office of the Mayor | | |
| 6.2 For Government Entities, Letter of Intent AND Certificate of Availability of Funds | | Applicant Applicant's Accounting Unit | | |
| 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 with complete requirements. 1.1 Receives back the application and NOD. 1.2 Receives SOA and proceeds to Payment Stage | 1. Screens/Assesses application as to the completeness of submitted documents 1.1 <i>If incomplete</i> , issues Notice of Deficiency (NOD) and returns the application 1.2 <i>If complete</i> , accept application and issues Statement of Account (SOA) for the Filing Fee. | | 2 Hours | Engr. I, II SRSD, SLB |
| Payment Stage For Filing Fee | | | | |
| 2. Pays the required fees | | | | |
| 2.1 Submits SOA at Finance Division, Second Floor | 2.1 Issues Order of Payment | | 10 Minutes | Acctng. Staff Acctng. Unit FD, PFMB |
| 2.2 Pays prescribed fees at Cash Unit Second Floor | 2.2 Receives payment, issues Official Receipt and stamps proof of payment on the document. | Refer to Table: Fees to be Paid | 10 Minutes | Cashier Cash Unit GSD, AB |



| Processing Stage | | | | |
|---|--|--|------------|---|
| 3. Returns to SRSD, Ground Floor to submit the application. 3.1 Receives AR. | 3.1 Receives application with. proof of payment 3.2 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR) | | 30 Minutes | Engr. I, II SRSD, SLB |
| | 3.3 Evaluates the application and prepares Endorsement to Radio Spectrum Planning Division (RSPD) for issuance of Frequency Assignment Sheet (FAS) | | 2 Hours | Engr. I, II SRSD, SLB |
| | 3.4 <i>Refers to Radio Spectrum Planning Division process</i> | | 80 Hours | RSPD |
| | 3.5 Encodes and prints Permit to Purchase upon receipt of FAS from RSPD. | | 60 Hours | Engr. I, II SRSD, SLB |
| | 3.6 Reviews printed Permit to Purchase | | 10 Hours | Engr. V SRSD, SLB |
| | 3.7 Approves / Disapproves Permit to Purchase | | 5 Hours | Director II SLB |
| | 3.8 Issues SOA for Permit to Purchase Fee and Documentary Stamp Tax | | 10 Minutes | Engr. I, II SRSD, SLB |
| Payment Stage for Permit Fee | | | | |
| 4. Pays the required fees | | | | |
| 4.1 Submits SOA at Finance Division, Second Floor | 4.1 Issues Order of Payment | | 10 Minutes | Acctng. Staff Acctng. Unit FD, PFMB |



| | | | | |
|--|--|--|------------------|---------------------------------|
| 4.2 Pays prescribed fees at Cash Unit, Second Floor | 4.2 Receives payment, issues Official Receipt and stamps proof of payment on the document. | Refer to Table: Fees to be Paid | 10 Minutes | Cashier Cash Unit GSD, AB |
| 5. Presents AR and claims Permit to Purchase at the Releasing Area | 5.1 Releases Permit to Purchase | | 2 Hours | Engr. I, II SRSD, SLB |
| | TOTAL | | 160 Hours | |

How to compute the FEE to be paid

Permit to Purchase/Possess
[Repeater (RPTR), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)]

$$FEE_{PUR/POS} = (FF)(UNIT) + (PUR)(UNIT) + (POS)(UNIT) + DST$$

| Fees to be Paid: | Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963 | | | |
|-----------------------------------|---|---|--|---|
| 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 | 180.00 | 240.00 | 120.00 | 30.00 |
| Medium Powered | 180.00 | 120.00 | 96.00 | 30.00 |
| Low Powered | 180.00 | 96.00 | 60.00 | 30.00 |

Note 1: Power is the effective radiated power (ERP) of the station classified as:

High Powered (above 100 Watts)

Medium Powered (above 25 Watts up to 100 Watts)

Low Powered (25 Watts and below)



| | |
|----------------------|---|
| SERVICE NAME: | 2. Issuance of Construction Permit and Radio Station License (New and Modification) for Government and Private Radio Stations in the Fixed and Land Mobile Service in cases wherein the Proposed Radio Network/ System covers two or more Regional Areas |
|----------------------|---|

A **Construction Permit** is a written authority issued by the Commission to a person, firm, company, association, or corporation 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 person, firm, company, association, or corporation authorizing the holder thereof to operate a radio station during the period specified in said instrument or authorization.

The **modification** of a **Radio Station License** is required from the Commission to an individual, private and government entities for changes in the particulars indicated in the License.

| | |
|-----------------------------|---|
| Office or Division: | Special Radio Services Division (SRSD), Special Licensing Branch (SLB) |
| Classification: | Highly Technical |
| Type of Transaction: | G2B – Government to Business G2G – Government to Government |
| Who may avail: | Private and Government Entities |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|---|
| A. Radio Station License [Repeater (RPTR), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)] [NEW] | |
| 1. Duly accomplished <i>Application for Construction Permit / Radio Station License</i> | NTC SRSD, SLB/ Website: ntc.gov.ph |
| 2. Copy Permit to Purchase/Possess | NTC |
| 3. Copy of appropriate and valid ROC | NTC |
| 4. Copy of document indicating source of equipment, | |
| 4.1 <i>For locally-sourced equipment</i> , Official Receipt or Sales Invoice from authorized Radio Dealer OR | Radio Dealer Applicant |
| 4.2 <i>For imported equipment</i> , Copy of Invoice from the supplier OR | Radio Dealer |
| 4.3 <i>For registered equipment</i> , Copy of Permit to Possess | NTC |
| 5. <i>For land mobile station</i> , Copy of vehicle's valid OR/CR | LTO |



| | | | | |
|--|--|---|------------------------|---------------------------|
| B. Radio Station License [Repeater (RPTR), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)] [MODIFICATION] | | | | |
| 1. Duly accomplished <i>Application for Construction Permit / Radio Station</i> | | NTC SRSD, SLB/ Website: ntc.gov.ph | | |
| 2. Copy of RSL <i>Note 1: Apply for Duplicate Copy if Original is lost/ mutilated/destroyed or not available.</i> | | NTC | | |
| 3. <i>For the following modifications that require issuance of Construction Permit, Original Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE) shall be submitted:</i> | | PECE | | |
| 3.1 <i>Change of Location beyond 500 meters from the original location</i> | | | | |
| 3.2 <i>Change of Mode of Transmission</i> | | | | |
| 3.3 <i>Change of Point(s) of Communications and Service Area</i> | | | | |
| 4. <i>For modification due to change of vehicle, Copy of valid OR/CR</i> | | LTO | | |
| 5. <i>For modification due to change of equipment,</i> | | | | |
| 5.1 Copy of Permit to Purchase/Possess | | NTC | | |
| 5.2 Copy of document indicating source of equipment | | | | |
| 5.2.1 <i>For locally-sourced equipment, Official Receipt or Sales Invoice from authorized Radio Dealer, OR</i> | | Radio Dealer | | |
| 5.2.2 <i>For Imported Equipment, Copy of Invoice from the supplier</i> | | Supplier | | |
| 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 with complete requirements. 1.1 Receives back the application and NOD. | 1. Screens/assesses application as to the completeness of requirements. 1.1 <i>If incomplete,</i> issues Notice of Deficiency (NOD) and returns the application | | 2 Hours | Engr. I, II SRSD, SLB |



| | | | | |
|---|---|---|------------|---|
| 1.2 Receives SOA and proceeds to Payment Stage | 1.2 <i>If complete</i> , accept application and issues Statement of Account (SOA) for the Filing Fee | | | |
| Payment Stage | | | | |
| 2. Pays the required fees | | | | |
| 2.1 Submits SOA at Finance Division, Second Floor | 2.1 Issues Order of Payment | | 10 Minutes | Acctng. Staff Acctng. Unit FD, PFMB |
| | 2.2 Receives payment, issues Official Receipt and stamps proof of payment on the document | Refer to Table: Fees to be Paid | 10 Minutes | Cashier Cash Unit GSD, AB |
| Processing Stage | | | | |
| 3. Returns to Window 1, Ground Floor to submit the application. | 3.1 Receives application with complete requirements, other supporting documents and proof of payment | | 30 Minutes | Engr. I, II SRSD, SLB |
| 3.1 Receives AR | 3.2 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR) | | | |
| | 3.3 Evaluates the application and prepares Endorsement to Radio Spectrum Planning Division (RSPD) for issuance of Frequency Assignment Notice (FAN) | | 2 Hours | Engr. I, II SRSD, SLB |
| | 3.4 <i>Refers to RSPD process</i> | | 80 Hours | RSPD |



| | | | | |
|---|---|--|------------------|--------------------------|
| | 3.5 Encodes and prints RSL upon receipt of FAN from RSPD. | | 60 Hours | Engr. I, II SRSD, SLB |
| | 3.6 Reviews printed RSL | | 10 Hours | Engr. V SRSD, SLB |
| | 3.7 Approves / Disapproves RSL | | 6.5 Hours | Director II SLB |
| 4. Presents AR and claims RSL at the Releasing Area | 4.1 Releases RSL | | 1 Hour | Engr. I, II SRSD, SLB |
| | TOTAL | | 160 Hours | |

| How to compute the FEE to be paid | |
|---|---|
| A. Radio Station License [Repeater (RPTR), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)] | |
| A.1 Radio Station License (NEW) | $FEE_{RSL} = (CPF)(UNIT) + (LF)(CH_UNIT)(YR) + (IF)(UNIT)(YR) + (SUF)(CH_UNIT)(YR) + DST$ <p>Where, CH_UNIT = No. of Channels per Unit Note: CPF shall not apply for Portable Station</p> |
| A.2 Radio Station License (MODIFICATION) | $FEE_{RSL} = (FF)(UNIT) + (CPF)(UNIT) + (MOD)(UNIT) + DST$ <p>Note: CPF shall not apply for Portable Station</p> |

| Fees to be Paid: | Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963 | | | |
|--|---|-----------------------------|--------------------------------|--|
| NEW | Amount (in PHP) | | | |
| | Construction Permit Fee (CPF) (per station) | License Fee (LF) (per year) | Inspection Fee (IF) (per year) | Documentary Stamp Tax DST (per document) |
| SIMPLEX MODE | | | | |
| HIGH POWERED (above 100W) | | | | |
| FX | 240.00 | 600.00 | 480.00 | 30.00 |
| FX/FB | 240.00 | 1,320.00 | 480.00 | 30.00 |
| FB | 240.00 | 720.00 | 480.00 | 30.00 |
| ML | 240.00 | 480.00 | 240.00 | 30.00 |
| P | - | 480.00 | 240.00 | 30.00 |
| MEDIUM POWERED (above 25W up to 100W) | | | | |
| FX | 240.00 | 480.00 | 480.00 | 30.00 |
| FX/FB | 240.00 | 1,080.00 | 480.00 | 30.00 |
| FB | 240.00 | 600.00 | 480.00 | 30.00 |
| ML | 240.00 | 360.00 | 240.00 | 30.00 |
| P | - | 360.00 | 240.00 | 30.00 |



| NEW | Amount (in PHP) | | | |
|--|---|-----------------------------|--------------------------------|---|
| | Construction Permit Fee (CPF) (per station) | License Fee (LF) (per year) | Inspection Fee (IF) (per year) | Documentary Stamp Tax DST) (per document) |
| LOW POWERED (25W and below) | | | | |
| FX | 240.00 | 360.00 | 480.00 | 30.00 |
| FX/FB | 240.00 | 840.00 | 480.00 | 30.00 |
| FB | 240.00 | 480.00 | 480.00 | 30.00 |
| ML | 240.00 | 240.00 | 240.00 | 30.00 |
| P | - | 240.00 | 240.00 | 30.00 |
| DUPLEX MODE | | | | |
| HIGH POWERED (above 100W) | | | | |
| RPTR | 600.00 | 1,320.00 | 480.00 | 30.00 |
| FX | 240.00 | 1,200.00 | 480.00 | 30.00 |
| FX/FB | 240.00 | 2,640.00 | 480.00 | 30.00 |
| FB | 240.00 | 1,440.00 | 480.00 | 30.00 |
| ML | 240.00 | 960.00 | 240.00 | 30.00 |
| P | - | 960.00 | 240.00 | 30.00 |
| MEDIUM POWERED (above 25W up to 100W) | | | | |
| RPTR | 600.00 | 1,320.00 | 480.00 | 30.00 |
| FX | 240.00 | 960.00 | 480.00 | 30.00 |
| FX/FB | 240.00 | 2,160.00 | 480.00 | 30.00 |
| FB | 240.00 | 1,200.00 | 480.00 | 30.00 |
| ML | 240.00 | 720.00 | 240.00 | 30.00 |
| P | - | 720.00 | 240.00 | 30.00 |
| LOW POWERED (25W and below) | | | | |
| RPTR | 600.00 | 1,320.00 | 480.00 | 30.00 |
| FX | 240.00 | 720.00 | 480.00 | 30.00 |
| FX/FB | 240.00 | 1,680.00 | 480.00 | 30.00 |
| FB | 240.00 | 960.00 | 480.00 | 30.00 |
| ML | 240.00 | 480.00 | 240.00 | 30.00 |
| P | - | 480.00 | 240.00 | 30.00 |

Note 1: Power is the effective radiated power (ERP) of the station classified as:

| SPECTRUM USER FEE (SUF) RATE <i>SUF = (SUF Rate) x (Bandwidth in KHz)</i> | Metro Manila | Highly Urbanized Cities | All Other Areas |
|---|--------------|-------------------------|-----------------|
| PRIVATE MOBILE RADIO SERVICE (SIMPLEX) | | | |
| FB | 20.00 | 10.00 | 5.00 |
| ML, P | 2.00 | 1.00 | 0.50 |
| PRIVATE MOBILE RADIO SERVICE (DUPLEX) | | | |
| FB | 50.00 | 25.00 | 12.50 |
| ML, P | 2.00 | 1.00 | 0.50 |
| PRIVATE TRUNKED RADIO SERVICE | 20.00 | 10.00 | 5.00 |
| RPTR, FX/FB, FX, FB ML, P | | | |



| SPECTRUM USER FEE (SUF) RATE <i>SUF = (SUF Rate) x (Bandwidth in KHz)</i> | Amount (in PHP) | | | |
|--|-----------------|--------------------------|---------------------------|-----------------|
| | Lower than 1GHz | 1GHz to lower than 10GHz | 10GHz to lower than 20GHz | 20GHz and above |
| POINT TO POINT RADIO STATIONS (FX) | 2.50 | 2.00 | 1.50 | 1.25 |

| MODIFICATION (HIGH/MEDIUM/ LOW POWERED) | Amount (in PHP) | | | |
|--|----------------------------------|--|---|---|
| | Filing Fee (FF) (per station) | Construction Permit Fee (CPF) (per station) | Modification Fee (MOD) (per station) | Documentary Stamp Tax (DST) (per document) |
| RPTR | 180.00 | 600.00 | 180.00 | 30.00 |
| FX | 180.00 | 240.00 | 180.00 | 30.00 |
| FX/FB | 180.00 | 240.00 | 180.00 | 30.00 |
| FB | 180.00 | 240.00 | 180.00 | 30.00 |
| ML | 180.00 | 240.00 | 180.00 | 30.00 |
| P | 180.00 | - | 180.00 | 30.00 |



| | |
|----------------------|---|
| SERVICE NAME: | 3. Issuance of Radio Station License (Renewal) for Government and Private Radio Stations in the Fixed and Land Mobile Service in cases wherein the Proposed Radio Network/System covers two or more Regional Areas |
|----------------------|---|

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

| | |
|-----------------------------|---|
| Office or Division: | Special Radio Services Division (SRSD), Special Licensing Branch (SLB) |
| Classification: | Simple |
| Type of Transaction: | G2B – Government to Business G2G – Government to Government |
| Who may avail: | Government and Private Entities |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|--|---|
| Radio Station License [Repeater (RPTR), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)] [RENEWAL] | |
| 1. Duly accomplished <i>Application for Construction Permit / Radio Station License [Form No. NTC 1-11]</i> | NTC SRSD, SLB/ Website: ntc.gov.ph |
| 2. Copy of RSL | NTC |
| 3. Copy of appropriate and valid ROC | 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 with complete requirements. | 1. Screens/Assesses application as to the completeness of submitted documents. | | 2 Hours | Engr. I, II SRSD, SLB |
| 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 SOA and proceeds to Payment Stage | 1.2 <i>If complete</i> , accept application and issues Statement of Account (SOA) for the Filing Fee. | | | |
| Payment Stage | | | | |
| 2. Pays the required fees | | | | |
| 2.1 Submits SOA at Finance Division, Second Floor | 2.1 Issues Order of Payment | | 10 Minutes | Acctng. Staff Acctng. Unit FD, PFMB |
| 2.2 Pays prescribed fees at Cash Unit, Second Floor | 2.2 Receives payment, issues Official Receipt and stamps proof of payment on the document. | Refer to Table: Fees to be Paid | 10 Minutes | Cashier Cash Unit GSD, AB |
| Processing Stage | | | | |
| 3. Returns to Window 1, Ground Floor to submit the application. | 3.1 Receives application with complete requirements, other supporting documents and proof of payment | None | 10 Minutes | Engr. I, II SRSD, SLB |
| 3.1 Receives AR. | 3.2 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR) | | | |
| | 3.3 Evaluates, encodes and prints RSL | | 13 Hours | Engr. I, II SRSD, SLB |
| | 3.4 Reviews printed RSL | | 5 Hours | Engr. V SRSD, SLB |
| | 3.5 Approves / Disapproves RSL | | 5 Hours | Director II SLB |
| 4. Presents AR and claims Permit for Purchase at the Releasing Area | 4.1 Releases Permit to Purchase | | 50 Minutes | Engr. I, II SRSD, SLB |
| | TOTAL | | 24 Hours | |



| How to compute the FEE to be paid | |
|---|--|
| A. Radio Station License [Repeater (RPTR), Fixed (FX), Land Base (FB), Land Mobile (ML), Portable (P)] [RENEWAL] | $FEE_{RSL} = (LF)(CH_UNIT)(YR) + (SUF)(CH_UNIT)(YR) + (IF)(UNIT)(YR) + DST + SUR$ <p>Where, CH_UNIT = No. of Channels per Unit SUR means Surcharge, $SUR = SUR_{RSL} + SUR_{SUF}$ $SUR_{RSL} = (LF)(CH_UNIT)(50\% \text{ if application is filed one (1) day to six (6) months after expiration date, } 100\% \text{ if filed 6 months and 1 day up to but not more than 1 year after expiration date. Thereafter, an additional } 50\% \text{ shall be imposed for every 6 months delay in filing.})$ $SUR_{SUF} = (SUF)(CH_UNIT)(25\% \text{ of the amount of the SUF due plus } 1\% \text{ of the principal per month of delay})$</p> |

| Fees to be Paid: | | Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963 | | | |
|---------------------------------------|---|--|--------------------------------|--|--|
| NEW | Amount (in PHP) | | | | |
| | Construction Permit Fee (CPF) (per station) | License Fee (LF) (per year) | Inspection Fee (IF) (per year) | Documentary Stamp Tax DST (per document) | |
| SIMPLEX MODE | | | | | |
| HIGH POWERED (above 100W) | | | | | |
| FX | 240.00 | 600.00 | 480.00 | 30.00 | |
| FX/FB | 240.00 | 1,320.00 | 480.00 | 30.00 | |
| FB | 240.00 | 720.00 | 480.00 | 30.00 | |
| ML | 240.00 | 480.00 | 240.00 | 30.00 | |
| P | - | 480.00 | 240.00 | 30.00 | |
| MEDIUM POWERED (above 25W up to 100W) | | | | | |
| FX | 240.00 | 480.00 | 480.00 | 30.00 | |
| FX/FB | 240.00 | 1,080.00 | 480.00 | 30.00 | |
| FB | 240.00 | 600.00 | 480.00 | 30.00 | |
| ML | 240.00 | 360.00 | 240.00 | 30.00 | |
| P | - | 360.00 | 240.00 | 30.00 | |
| LOW POWERED (25W and below) | | | | | |
| FX | 240.00 | 360.00 | 480.00 | 30.00 | |
| FX/FB | 240.00 | 840.00 | 480.00 | 30.00 | |
| FB | 240.00 | 480.00 | 480.00 | 30.00 | |
| ML | 240.00 | 240.00 | 240.00 | 30.00 | |
| P | - | 240.00 | 240.00 | 30.00 | |
| DUPLEX MODE | | | | | |
| HIGH POWERED (above 100W) | | | | | |
| RPTR | 600.00 | 1,320.00 | 480.00 | 30.00 | |
| FX | 240.00 | 1,200.00 | 480.00 | 30.00 | |
| FX/FB | 240.00 | 2,640.00 | 480.00 | 30.00 | |
| FB | 240.00 | 1,440.00 | 480.00 | 30.00 | |
| ML | 240.00 | 960.00 | 240.00 | 30.00 | |
| P | - | 960.00 | 240.00 | 30.00 | |
| MEDIUM POWERED (above 25W up to 100W) | | | | | |
| RPTR | 600.00 | 1,320.00 | 480.00 | 30.00 | |
| FX | 240.00 | 960.00 | 480.00 | 30.00 | |



| | | | | |
|------------------------------------|--------|----------|--------|-------|
| FX/FB | 240.00 | 2,160.00 | 480.00 | 30.00 |
| FB | 240.00 | 1,200.00 | 480.00 | 30.00 |
| ML | 240.00 | 720.00 | 240.00 | 30.00 |
| P | - | 720.00 | 240.00 | 30.00 |
| LOW POWERED (25W and below) | | | | |
| RPTR | 600.00 | 1,320.00 | 480.00 | 30.00 |
| FX | 240.00 | 720.00 | 480.00 | 30.00 |
| FX/FB | 240.00 | 1,680.00 | 480.00 | 30.00 |
| FB | 240.00 | 960.00 | 480.00 | 30.00 |
| ML | 240.00 | 480.00 | 240.00 | 30.00 |
| P | - | 480.00 | 240.00 | 30.00 |

Note 1: Power is the effective radiated power (ERP) of the station classified as:

| SPECTRUM USER FEE (SUF) RATE <i>SUF = (SUF Rate) x (Bandwidth in KHz)</i> | Metro Manila | Highly Urbanized Cities | All Other Areas |
|---|--------------|-------------------------|-----------------|
| PRIVATE MOBILE RADIO SERVICE (SIMPLEX) | | | |
| FB | 20.00 | 10.00 | 5.00 |
| ML, P | 2.00 | 1.00 | 0.50 |
| PRIVATE MOBILE RADIO SERVICE (DUPLEX) | | | |
| FB | 50.00 | 25.00 | 12.50 |
| ML, P | 2.00 | 1.00 | 0.50 |
| PRIVATE TRUNKED RADIO SERVICE | 20.00 | 10.00 | 5.00 |
| RPTR, FX/FB, FX, FB ML, P | | | |

| SPECTRUM USER FEE (SUF) RATE <i>SUF = (SUF Rate) x (Bandwidth in KHz)</i> | Amount (in PHP) | | | |
|---|------------------------|--------------------------|---------------------------|-----------------|
| | Lower than 1GHz | 1GHz to lower than 10GHz | 10GHz to lower than 20GHz | 20GHz and above |
| POINT TO POINT RADIO STATIONS (FX) | 2.50 | 2.00 | 1.50 | 1.25 |

| MODIFICATION (HIGH/MEDIUM/ LOW POWERED) | Amount (in PHP) | | | |
|--|-------------------------------|---|--------------------------------------|--|
| | Filing Fee (FF) (per station) | Construction Permit Fee (CPF) (per station) | Modification Fee (MOD) (per station) | Documentary Stamp Tax (DST) (per document) |
| RPTR | 180.00 | 600.00 | 180.00 | 30.00 |
| FX | 180.00 | 240.00 | 180.00 | 30.00 |
| FX/FB | 180.00 | 240.00 | 180.00 | 30.00 |
| FB | 180.00 | 240.00 | 180.00 | 30.00 |
| ML | 180.00 | 240.00 | 180.00 | 30.00 |
| P | 180.00 | - | 180.00 | 30.00 |



| | |
|----------------------|--|
| SERVICE NAME: | 4. Issuance of Temporary Permit to Demonstrate and Propagate for Government and Private Radio Stations in the Fixed and Land Mobile Service in cases wherein the Proposed Radio Network/ System covers two or more Regional Areas |
|----------------------|--|

The **Temporary Permit to Demonstrate and Propagate** is a written authority issued by the Commission to a person, firm, company, association, or corporation authorizing the holder thereof to select the most appropriate radio equipment and for the purpose of determining the technical capability or performance of radio systems or equipment, feasibility of certain path links and radio networks.

| | |
|-----------------------------|---|
| Office or Division: | Special Radio Services Division (SRSD), Special Licensing Branch (SLB) |
| Classification: | Highly Technical |
| Type of Transaction: | G2B – Government to Business Entity G2G – Government to Government |
| Who may avail: | Government and Private Entities |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|--|---|
| Temporary Permit to Demonstrate and Propagate | |
| 1. Duly accomplished <i>Application for Application for Temporary Permit To Propagate/Demonstrate [Form No. NTC 1-14]</i> | NTC SRSD, SLB/ Website: ntc.gov.ph |
| 2. Engineering Plans signed and sealed by a duly licensed Professional Electronics Engineer (PECE), to wit: | PECE |
| 2.1 Network Diagram indicating locations of all stations and the proposed frequency band | |
| 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 |
| 4. <i>If VSAT Outdoor Unit will be utilized in the Demo,</i> Transponder Lease Agreement (TLA) with any Philippine or International Satellite Operator | Applicant Philippine or International Satellite Operator |
| 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 with complete requirements. | 1. Screens/assesses application as to the completeness of submitted documents | | 2 Hours | Engr. I, II SRSD, SLB |
| 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 SOA and proceeds to Payment Stage | 1.2 <i>If complete</i> , accept application and issues Statement of Account (SOA) for the Filing Fee. | | | |
| Payment Stage For Filing Fee | | | | |
| 2. Pays the required fees | | | | |
| 2.1 Submits SOA at Finance Division, Second Floor | 2.1 Issues Order of Payment | | 10 Minutes | Acctng. Staff Acctng. Unit FD, PFMB |
| 2.2 Pays prescribed fees at Cash Unit, Second Floor | 2.2 Receives payment, issues Official Receipt and stamps proof of payment on the document. | Refer to Table: Fees to be Paid | 10 Minutes | Cashier Cash Unit GSD, AB |
| Processing Stage | | | | |
| 3. Returns to Window 1, Ground Floor to submit the application. | 3.1 Receives application with complete requirements and proof of payment | | 30 Minutes | Engr. I, II SRSD, SLB |
| 3.1 Receives AR | 3.2 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR) | | | |



| | | | | |
|---|--|---|------------------|---|
| | 3.3 Evaluates the application and prepares Endorsement to Radio Spectrum Planning Division (RSPD) for issuance of Notice of Frequency Supportability (NFS) | | 2 Hours | Engr. I, II SRSD, SLB |
| | 3.4 Refers to RSPD process | | 80 Hours | RSPD |
| | 3.5 Encodes and prints Demo Permit upon receipt of NFS from RSPD. | | 60 Hours | Engr. I, II SRSD, SLB |
| | 3.6 Reviews printed Demo Permit | | 10 Hours | Engr. V SRSD, SLB |
| | 3.7 Approves / Disapproves Demo Permit | | 6 Hours | Director II SLB |
| | 3.8 Issues SOA for Demo Permit Fee and Documentary Stamp Tax | | 1 Hour | Engr. I, II SRSD, SLB |
| Payment Stage for Permit Fee | | | | |
| 4. Pays the required fees | | | | |
| 4.1 Submits SOA at Finance Division, Second Floor | 4.1 Issues Order of Payment | | 10 Minutes | Acctng. Staff Acctng. Unit FD, PFMB |
| 4.2 Pays prescribed fees at Cash Unit, Second Floor | 4.2 Receives payment, issues Official Receipt and stamps proof of payment on the document. | Refer to Table: Fees to be Paid | 10 Minutes | Cashier Cash Unit GSD, AB |
| 5. Presents AR and claims Demo Permit at the Releasing Area | 5.1 Releases Demo Permit | | 10 Minutes | Engr. I, II SRSD, SLB |
| | TOTAL | | 160 Hours | |



| | |
|-------------------------------------|--|
| How to compute the FEE to be paid | |
| Permit to Demonstrate and Propagate | $FEE_{\text{DEMO}} = (\text{DEMO})(\text{CH_UNIT}) + \text{DST}$ <p>Where, CH_UNIT = No. of Channels per Unit</p> |

| | | |
|--|--|---|
| Fees to be Paid: | Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963 | |
| PERMIT TO DEMONSTRATE AND PROPAGATE | Amount (in PHP) | |
| | Permit Fee (DEMO) (per unit) | Documentary Stamp Tax (DST) (per document) |
| Demonstrate / Propagate | 85.00 | 30.00 |



| | | |
|---|--|--|
| SERVICE NAME: | 5. Issuance of A. Permit to Transport B. Permit to Possess (for Storage) Radio Communications Equipment | |
| <p>A Permit to Transport is a written authority issued by the Commission to an individual, private and government entities authorizing the holder thereof to transport radio communications equipment.</p> <p>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.</p> | | |
| Office or Division: | Special Radio Services Division (SRSD), Special Licensing Branch (SLB) | |
| Classification: | Simple | |
| Type of Transaction: | G2C - Government to Citizen G2B - Government to Business G2G - Government to Government | |
| Who may avail: | Individuals and Private and Government Entities | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| A. Permit to Transport | | |
| 1. Duly accomplished <i>Application for Permit to Transport Radio Transmitter(s)/Transceiver(s)</i> [Form No. NTC 1-16] | | NTC SRSD, SLB/ Website: ntc.gov.ph |
| 2. Copy of ANY of the following: Permit to Purchase Permit to Possess Construction Permit/Radio Station License Permit to Transfer OR Radio Communication Equipment Dealer Permit | | NTC |
| B. Permit to Possess (for Storage) | | |
| 1. Duly accomplished APPLICATION FOR PERMIT TO PURCHASE/POSSESS/SELL/TRANSFER [Form No. NTC 1-09] | | NTC SRSD, SLB / Website: ntc.gov.ph |
| 2. Copy of valid RSL | | 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 with complete requirements. | 1. Screens/Assesses application as to the completeness of requirements. | | 2 Hours | Engr. I, II SRSD, SLB |
| 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 SOA and proceeds to Payment Stage | 1.2 <i>If complete</i> , accept application and issues Statement of Account (SOA) for the Filing Fee. | | | |
| Payment Stage | | | | |
| 2. Pays the required fees | | | | |
| 2.1 Submits SOA at Finance Division, Second Floor | 2.1 Issues Order of Payment | | 10 Minutes | Acctng. Staff Acctng. Unit FD, PFMB |
| 2.2 Pays prescribed fees at Cash Unit, Second Floor | 2.2 Receives payment, issues Official Receipt and stamps proof of payment on the document. | Refer to Table: Fees to be Paid | 10 Minutes | Cashier Cash Unit GSD, AB |
| Processing Stage | | | | |
| 3. Returns to Window 1, Ground Floor to submit the application. | 3.1 Receives application with complete requirements, other supporting documents and proof of payment | | 10 Minutes | Engr. I, II SRSD, SLB |
| 3.1 Receives AR | 3.2 Assigns Unique Identification Number (UIN) and issues | | | |



| | | | | |
|---|--|--|-----------------|--------------------------|
| | Acknowledgement Receipt (AR) | | | |
| | 3.3 Evaluates the application, encodes and prints permit | | 23.33 Hours | Engr. I, II SRSD, SLB |
| | 3.4 Reviews printed permit | | | Engr. V SRSD, SLB |
| | 3.5 Approves / Disapproves permit | | | Director II SLB |
| 4. Presents AR and claims Permit to Transport at the Releasing Area | 4.1 Releases Permit to Transport | | 0.5 Hour | Engr. I, II SRSD, SLB |
| | TOTAL | | 24 Hours | |

| | |
|------------------------------------|---------------------------------|
| How to compute the FEE to be paid | |
| A. Permit to Transport | $FEE_{PTR} = (PTR)(UNIT) + DST$ |
| B. Permit to Possess (for Storage) | $FEE_{POS} = (POS)(UNIT) + DST$ |

| | | |
|--|--|-------|
| Fees to be Paid: | Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963, Section 2, XIV | |
| PERMIT TO TRANSPORT | Amount (in PHP) | |
| Permit to Transport (PTR) (per unit) | | 85.00 |
| Documentary Stamp Tax (DST) (per document) | | 30.00 |

| | | |
|---|--|--|
| Fees to be Paid: | Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963, Section 2, XIV | |
| PERMIT TO POSSESS (FOR STORAGE) (RT, FX, FX/FB, FB, ML, P) | Amount (in PHP) | |
| | Possess Permit Fee (STO) (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 |
| Wireless Data Network – Outdoor | 60.00 | 30.00 |



| | | |
|--|--|--|
| SERVICE NAME: | 6. Issuance of A. Permit to Purchase B. Special Permit for Short Range Radio Service (SRRS) | |
| <p>A Permit to Purchase is a written authority issued by the Commission to an individual, private and government entities authorizing the holder thereof to purchase/acquire a radio transceiver.</p> <p>An SRRS Special Permit is a written authority issued by the Commission to an individual, private and government entities for the possession and operation of a radio station under the Short Range Radio Service.</p> | | |
| Office or Division: | Special Radio Services Division (SRSD), Special Licensing Branch (SLB) | |
| Classification: | Simple | |
| Type of Transaction: | G2C - Government to Citizen G2B - Government to Business G2G - Government to Government | |
| Who may avail: | Individuals and Private and Government Entities | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| A. Permit to Purchase for Short Range Radio Service (SRRS) | | |
| 1. Duly accomplished <i>Application for Permit to Purchase/Possess/Sell/Transfer [Form No. NTC 1-09]</i> | | NTC SRSD, SLB/ Website: ntc.gov.ph |
| 2. <i>For companies/corporations</i> , Copy of DTI, SEC or Business Permit | | DTI, SEC, Office of the Mayor |
| 3. <i>For individual</i> , Copy of two (2) valid IDs | | Applicant |
| B. Special Permit Special Permit for Short Range Radio Service (SRRS) | | |
| 1. Duly accomplished <i>Application for Certificate of Registration [Form No. NTC 1-19]</i> | | Applicant NTC SRSD, SLB/ Website: ntc.gov.ph |
| 2. Copy of Invoice | | Radio Dealer/ Supplier/ Manufacturer |
| 3. Copy of Sales and Stocks Report | | Radio Dealer/ Supplier/ Manufacturer |
| 4. Copy of Manufacturer's/ Dealer's Permit | | NTC |
| 5. Copy of Equipment Type-Acceptance Certificate | | NTC ESD |
| 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 with complete requirements. | 1. Screens/Assesses application as to the completeness of submitted documents. | | 2 Hours | Engr. I, II SRSD, SLB |
| 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 SOA and proceeds to Payment Stage | 1.2 <i>If complete</i> , accept application and issues Statement of Account (SOA). | | | |
| Payment Stage | | | | |
| 2. Pays the required fees | | | | |
| 2.1 Submits SOA at Finance Division, Second Floor | 2.1 Issues Order of Payment | | 10 Minutes | Acctng. Staff Acctng. Unit FD, PFMB |
| 2.2 Pays prescribed fees at Cash Unit, Second Floor | 2.2 Receives payment, issues Official Receipt and stamps proof of payment on the document. | Refer to Table: Fees to be Paid | 10 Minutes | Cashier Cash Unit GSD, AB |
| Processing Stage | | | | |
| 3. Returns to Window 1, Ground Floor to submit the application. | 3.1 Receives application with complete requirements, other supporting documents and proof of payment | | 0.5 Hour | Engr. I, II SRSD, SLB |
| 3.1 Receives AR | 3.2 Assigns Unique Identification Number (UIN) and issues Acknowledgement Receipt (AR) | | | |
| | 3.3 Evaluates the application, encodes and prints Permit | | 23 Hours | Engr. I, II SRSD, SLB |
| | 3.4 Reviews printed Permit | | | Engr. I, II SRSD, SLB |
| | 3.5 Approves / Disapproves Permit | | | Director II SLB |



| | | | | |
|--|---------------------|--|-----------------|--------------------------|
| 4. Presents AR and claims Permit at the Releasing Area | 4.1 Releases Permit | | 0.5 Hour | Engr. I, II SRSD, SLB |
| | TOTAL | | 24 Hours | |

| | |
|-----------------------------------|--|
| How to compute the FEE to be paid | |
| A. Permit to Purchase | $FEE_{PUR} = (FF)(UNIT) + (PUR)(UNIT) + DST$ |
| B. Special Permit | $FEE_{REG} = (REG)(UNIT) + DST$ |

| | | | |
|--------------------------|--|-----------------------|--|
| Fees to be Paid: | Based on NTC Memorandum Circular No. 07-06-98; Republic Act No. 10963 | | |
| Particulars | Amount (in PHP) | | |
| | Filing Fee (FF) (per unit) | Permit Fee (per unit) | Documentary Stamp Tax (DST) (per document) |
| Permit to Purchase (PUR) | 180.00 | 96.00 | 30.00 |
| Special Permit (REG) | | 300.00 | 30.00 |



| | | | | |
|--|--|------------------------|--------------------------|---------------------------|
| SERVICE NAME: | 7. Issuance of A. Permit to Import for type-approved/type-accepted radio communications equipment (RCE) for non-PTEs B. Certificate of Exemption for non-RCE thru the Philippine National Single Window (https://nsw.gov.ph) | | | |
| <p>A Permit to Import is a written authority issued by the Commission to an individual, RCE dealer, and private and government entities for the importation of type-approved/type-accepted RCE for non-PTEs.</p> <p>A Certificate of Exemption is a written authority issued by the Commission to an individual, RCE dealer, and private and government entities for the importation of non-RCE.</p> | | | | |
| Office or Division: | Special Radio Services Division (SRSD), Special Licensing Branch (SLB) | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C - Government to Citizen G2B - Government to Business G2G - Government to Government | | | |
| Who may avail: | Individuals and Private and Government Entities | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Permit to Import / Certificate of Exemption | | | | |
| 1. Copy of Invoice | | | Supplier | |
| 2. <i>For end-user(s)</i> , Copy of Permit to Purchase <i>Note: For Permit to Import application(s) only</i> | | | NTC | |
| 3. <i>For radio dealer</i> , Copy of Type-Acceptance Certificate and Copy of Dealer's Permit <i>Note: For Permit to Import application(s) only</i> | | | 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 thru the NSW. | 1. Screens/Assesses application as to the completeness of submitted documents. | | 2 Hours | Engr. I, II SRSD, SLB |



| | | | | |
|---|--|---|-------------------------------|---|
| 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 thru accredited banks of PNSW | 2.1 Confirms acceptance of payment made thru accredited banks | Refer to Table: Fees to be Paid | | Cashier Accredited Banks |
| Processing Stage | | | | |
| | 3.1 After payment (online), processes the application for Permit to Import / Certificate of Exemption via NSW. | | 18 Hours | Engr. I, II SRSD, SLB |
| | 3.2 Approval / Disapproval by Authorizer 1 Authorizer 2 Authorizer 3 | | 2 Hours 2 Hours 2 Hours | Engr. V, SRSD Director II/SLB Deputy Commissioner |
| 3. Views/Prints approved permit thru NSW website | 4.1 Releases Permit to Import / Certificate of Exemption to the Applicant via NSW. | | | |
| | TOTAL | | 24 Hours | |
| How to compute the FEE to be paid | | | | |
| A. Permit to Import | $FEE_{IMPORT} = IMP + DST$ | | | |
| B. Certificate of Exemption | $FEE_{CERT} = EXEMPT + DST$ | | | |
| Fees to be Paid: | Based on NTC Memorandum Circular No. 19-12-2000; Republic Act No. 10963 | | | |
| Particulars | Amount (in PHP) | | | |
| | Permit or Certificate Fee (per invoice) | Documentary Stamp Tax (DST) (per document) | | |
| Permit to Import (IMP) | 240.00 | 30.00 | | |
| Certificate of Exemption (EXEMPT) | 120.00 | 30.00 | | |