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**GUIDE RE: APPLICATION OF IMPORT THRU THE PHILIPPINES NATIONAL SINGLE WINDOW ([www.nsw.gov.ph](http://www.nsw.gov.ph))**

1. Register at the Philippine National Single Window ( [www.nsw.gov.ph](http://www.nsw.gov.ph))
    - a. You can call their helpdesk hotline for assistance in creating an NSW account (705 - 6096 to 99)
  
  2. After Registration, Create application thru [www.nsw.gov.ph](http://www.nsw.gov.ph)
    - a. Login your account (username and password)
    - b. On the NSW dashboard click CREATE NEW APPLICATION
    - c. Select Agency ( NATIONAL TELECOMMUNICATIONS COMMISSION )
    - d. Select Office ( QUEZON CITY – NCR )
    - e. Select Available Forms ( APPLICATION FOR PERMIT TO IMPORT CUSTOMER PREMISES EQUIPMENT and press CONTINUE )
    - f. Fill up Application Form ( Then Click SAVE CHANGES )
    - g. Upload Supporting Documents
      - i. For Personal Use/Company Use ( Invoice, Technical Specification, Airway Bill/Packing List )
      - ii. For Dealers/Distributors/Suppliers ( Invoice, Copy of Type Approval Certificate of the Equipment, Copy of Dealers Permit/CPE Accreditation, Airway Bill/Packing List)
  
  3. Send immediately thru e-mail uploaded docs and the print-out of the NSW Application at : [nsw.ntcncr@gmail.com](mailto:nsw.ntcncr@gmail.com) (subject : **NSW Reference Number and Name of Applicant**). **Strictly one e-mail per application reference number.**
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**Additional Information:**

1. The processing time for application lodged in the NSW system is 3 working days upon receipt of submitted documents thru designated e-mail.
  2. On-line payment:
    - a. You need to have BANCNET Accredited debit card { ie. ATM }
  3. NSW applications has 7 workflow stages:
    - a. RECEIVED
    - b. PAYMENT
    - c. PROCESS
    - d. AUTHORIZE1
    - e. AUTHORIZE2
    - f. AUTHORIZE3 (Approval of Permit) – Issuance of an **electronic generated permit (Print out on PDF Form)**
    - g. BOC CLEARANCE
  4. **Reminder** : Present the electronic generated permit on/before the date of arrival of goods at port of entry to prevent penalties from the Bureau of Customs.
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**You may contact NTC-NCR Licensing Unit at:**

**Land Line : (02)924-4010 locals 105, 106, 103**

**(02)924-3779**

**Website: [ntcncr.com](http://ntcncr.com)**