



Republic of the Philippines  
**NATIONAL CAPITAL REGION**  
NATIONAL TELECOMMUNICATIONS COMMISSION  
BIR Road, East Triangle, Diliman, Quezon City

**MEMORANDUM**

TO : APPLICANTS FOR LICENSES, PERMITS, CERTIFICATES TO  
THE NATIONAL TELECOMMUNICATIONS COMMISSION –  
NATIONAL CAPITAL REGIONAL OFFICE

SUBJECT : SUBMISSION/FILING OF APPLICATION FOR LICENSES,  
PERMITS, CERTIFICATES

In the interest of the service and pursuant to Presidential Proclamation Order No. 922 and Anti-Red Tape Authority Advisory No. 01, the following guidelines for submission/filing of application for issuance of Licenses, Permits and Certificates shall be implemented by this Office during the National State of Health Emergency due to CoVid-19 pandemic:

**1. Electronic submission/filing**

1.1 Digital copies of duly accomplished application form and requirements may be submitted/filed through electronic mails. The list of requirements is specified in the Citizens Charter as published in the NTC-NCR website, [ncr.ntc.gov.ph](http://ncr.ntc.gov.ph).

1.1.1 For complete and correct requirements, applicants shall be furnished with electronic copies of Statement of Account (SOA) and Order of Payment (OP) and an Acknowledge Receipt (AR).

1.1.2 For incomplete and incorrect requirements, applicants shall be furnished with a Notice of Deficiency (NOD).

1.2 The Applicant shall be notified thru email of the day and time for the release of approved license, permit, certificate. Approved license, permit, certificate shall be released upon payment of fees with the presentation of the AR, submission and submission of the original copies the application documents, three copies of the SOA and OP & authorization letter with copy of a valid ID of the representative.

1.3 For easy monitoring, only one (1) application per e-mail shall be accommodated.

**2. Courier Services**

2.1 Original copies of duly accomplished application form and requirements may be submitted through a courier service. An e-mail address should be indicated in the application form. The list of requirements is specified in the Citizens Charter as published in the NTC-NCR website, [ncr.ntc.gov.ph](http://ncr.ntc.gov.ph).

- 2.1.1 For complete and correct requirements, applicants shall be furnished with electronic copies of Statement of Account (SOA) and Order of Payment (OP) and an Acknowledge Receipt (AR).
- 2.1.2 For incomplete and incorrect requirements, applicants shall be furnished with a Notice of Deficiency (NOD).

2.2 The Applicant shall be notified thru email of the day and time for the release of approved license, permit, certificate. Approved license, permit, certificate shall be released upon payment of fees, presentation of the AR, and submission three copies of the SOA and OP & authorization letter with copy of a valid ID of the representative.

### **3. Walk-In**

3.1 Submission/filing of application documents at the NTC-NCR Licensing Unit shall be limited to 25 walk-in applicants on a first-come, first serve basis.

- 3.1.1 Only duly accomplished application form and complete and correct requirements shall be processed upon payment of prescribed fees. The list of requirements is specified in the Citizens Charter as published in the NTC-NCR website, [ncr.ntc.gov.ph](http://ncr.ntc.gov.ph).

### **3.2 Multiple or bulk applications**

3.2.1 Applicants may request for a scheduled appointment through electronic mail for manual submission/filing of Multiple or Bulk applications at the NTC-NCR Licensing Unit. Multiple or Bulk applications are 5 or more applications either of the same service or a combination of different services (eg. 2 Renewal MPDP and 3 Renewal MPSCP).

3.2.2 The Applicant shall be notified thru electronic mail of the day and time for the submission/filing of application documents. The list of requirements is specified in the Citizens Charter as published in the NTC-NCR website, [ncr.ntc.gov.ph](http://ncr.ntc.gov.ph).

3.2.3 Only duly accomplished application form and complete and correct requirements shall be processed upon payment of prescribed fees. The list of requirements is specified in the Citizens Charter as published in the NTC-NCR website, [ncr.ntc.gov.ph](http://ncr.ntc.gov.ph).

### **4. SRD/WDN/RFID serial numbers**

4.1 Applicants of approved application for Registration of SRD/WDN/RFID may submit lists of SRD/WDN/RFID serial numbers through electronic mail.

Attached is a List of Electronic mail Addresses (Annex A).

Applicants who could not appear or missed to appear on the scheduled date are required to send a request for re-scheduling at the designated electronic mail address. However, assignment of a re-scheduled date and time will depend on available slot.

The Office is open from Mondays to Fridays from 8 am to 4 pm.

This supersedes Memorandum to Applicants for licenses, permits, certificates to the National Telecommunications Commission-National Capital Region dated May 29, 2020.

Issued this 3rd day of August 2020.

Original Signed  
**DELILAH F. DELES**  
Deputy Commissioner  
Officer-In-Charge, This Office