

GUIDE RE: APPLICATION OF IMPORT THRU THE PHILIPPINES NATIONAL SINGLE WINDOW (www.nsw.gov.ph)

1. Register at the Philippine National Single Window (www.nsw.gov.ph)
 - a. You can call their helpdesk hotline for assistance in creating an NSW account (8 - 705 - 6096 to 99) or E-mail them to mistg-helpdesk@customs.gov.ph
 2. After Registration, Create application thru 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)
 3. 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 {subject: NSW Reference Number and Name of Applicant}. **Strictly one e-mail per application reference number.**
-

Additional Information:

1. The processing time for application lodged in the NSW system is 3 working days upon payment of fees.
 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.
-

You may contact NTC-NCR Licensing Unit at:

Land Line : (02) 8924-4010 locals 105, 106, 103

(02) 8924-3779

E-mail address: ntcncr@ntc.gov.ph

Website: ncr.ntc.gov.ph