

**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 (8 - 705 - 6096 to 99) or E-mail them to [mistg-helpdesk@customs.gov.ph](mailto:mistg-helpdesk@customs.gov.ph)
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 )
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 : [ncr.nsw@ntc.gov.ph](mailto:ncr.nsw@ntc.gov.ph) {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 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.

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**You may contact NTC-NCR Licensing Unit at:**

**Land Line : (02) 8-924-4010 locals 105, 106, 103**

**(02) 8-924-3779**

**E-mail address: [ntcnrc@ntc.gov.ph](mailto:ntcnrc@ntc.gov.ph)**

**Website: [ncr.ntc.gov.ph](http://ncr.ntc.gov.ph)**