

[NTC MEMORANDUM CIRCULAR NO. 9-5-99, May 31, 1999]

**RENEWAL OF RADIO STATION LICENSES BY PUBLIC
TELECOMMUNICATIONS ENTITIES**

To further, streamline the licensing procedure of the Commission, the following guidelines for the filing and renewal of radio station licenses by public telecommunications entities (PTE) are hereby ordered:

1. Any PTE applying for renewal of duly licensed radio stations shall submit the list of radio station licenses (RSL) to be renewed. The list shall include, among others, the RSL control number, the location of the radio station, call sign, assigned radio frequencies and the bandwidth used and authorized. The list shall be signed under oath and authorized. The list shall be signed under oath by the official representative of the PTE and shall be submitted in three (3) copies.
2. The processing clerk shall assess the fees to be paid and prepare the order of payment.
3. The cashier shall stamped on the list of radio station licenses the amount paid and date of payment and signs it.
4. The applicant shall proceed to the CCAD processing clerk and submits the stamped list. The stamped list is forwarded to the Chief, DICSD or duly designated personnel who will affix his/her signature on all of the pages of the list.
5. The original copy of the signed list shall be released to the applicant. One copy shall be forwarded to the Records Section for verification. The other copy shall be retained by DICSD.
6. The Records Section shall verify the entries in the list. If any one of the radio stations in the list is not covered by valid radio station license, the Records Section shall prepare a report to the Legal Department identifying the radio stations without valid radio station licenses. The Legal Department shall initiate legal action against the erring PTE.

This memorandum circular supersedes, amends or modifies orders, memoranda or circulars or portions thereof inconsistent herewith.

Adopted: 31 May 1999

(SGD.) JOSEPH A. SANTIAGO
Commissioner

(SGD.) NESTOR C. DACANAY