



REPUBLIC OF THE PHILIPPINES  
**NATIONAL TELECOMMUNICATIONS COMMISSION**  
NTC Building, BIR Road, East Triangle, Diliman, Quezon City  
Email: [ntc@ntc.gov.ph](mailto:ntc@ntc.gov.ph); website: <http://www.ntc.gov.ph>

**MEMORANDUM CIRCULAR**  
**NO. 04-12-2019**

**SUBJECT: GUIDELINES FOR THE ISSUANCE OF DELETION CERTIFICATE FOR THE RECALL OF RADIO STATION LICENSES AND/OR CERTIFICATES OF PHILIPPINE REGISTERED SHIPS**

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Pursuant to Act 3846, as amended, Executive Order No. 546, series of 1979, NTC Memorandum Circular No. 4-2-92 (for ships engaged in international trade), and NTC Memorandum Circular No. 4-9-88 (for ships engaged in domestic trade), the National Telecommunications Commission (NTC) hereby issues the following guidelines for the deletion of radio station licenses and/or certificates:

1. Applicant shall submit a letter of request stating the reasons for the deletion, i.e. change of flag registry, shipbreaking/scrapping/decommissioning of ship, constructive or total loss, etc.
2. Applicant shall submit the following documents:
  - a. Certificate of Deletion from the Philippine Registry issued by the Maritime Industry Authority (MARINA);
  - b. For vessels equipped with Inmarsat terminals, Certificate of Deactivation from the Point of Service Activation (PSA) Entity;
  - c. Certification from the Accounting Authority (AA) that the subject vessel has no outstanding maritime accounts.
3. Applicant shall be required to pay the following fees and charges:
  - a. Filing Fee – PHP 180.00
  - b. Deletion Certificate Fee – PHP 200.00
  - c. Documentary Stamp Fee – PHP 30.00
4. Applicant shall submit the original copies of the Radio Station License/s and/or Certificates to the NTC within ninety (90) days after the approval of the Deletion Certificate.
5. The NTC thru the Safety Radio Services and STCW Compliance Division shall notify the Radio Communications Bureau of the International Telecommunications Union (ITU) of the corresponding deletion on the List of Philippine Registered Ship Stations pursuant to ITU Provision No. 20.16 of the Radio Regulation.

Notifications should be addressed to:

The Director of Radiocommunication Bureau - ITU  
Place des Nations,  
CH - 1211 Geneva 20, Switzerland,  
Direct Telefax No. +41227305785  
Email: brmail@itu.int

This Circular shall take effect fifteen (15) days after publication in a newspaper of general circulation and upon filing with the UP Law Center of three (3) true copies of the Circular.


Quezon City, Philippines, 17 December 2019



**GAMALIEL A. CORDOBA**  
Commissioner



**EDGARDO V. CABARIOS**  
Deputy Commissioner



**DELILAH F. DELES**  
Deputy Commissioner