

## PHILIPPINE RETIREMENT AUTHORITY

### PROCEDURE:

SPECIAL RESIDENT RETIREE'S VISA (SRRV) APPLICATION

### SCHEDULE OF AVAILABILITY OF SERVICE:

Monday to Friday 8:00 am – 5:00 pm

### WHO MAY AVAIL THE SRRV Visa:

Foreign Nationals and Former Filipinos except those classified as restricted by the Department of Foreign Affairs (DFA) at least 35 years old.

### DOCUMENTARY REQUIREMENTS:

#### I. For Principal Applicant

- a. Duly accomplished SRRV Application Form
- b. Original Passport with valid Entry Visa
- c. Medical Examination Clearance  
Note: Can be secured abroad (with English translation) duly authenticated by the Philippine Embassy/ Consular Office, or at any clinic/hospital in the Philippines accredited by the Dept. of Health (DOH).
- d. Police Clearance (from Country of origin/Country of residency with English translation) and National Bureau of Investigation (NBI) Clearance  
Note: Police Clearance only for Applicant whose stay in the Philippines is 30 days or less from the date of last entry.
- e. Twelve (12) pieces of 2"x2" ID Picture
- f. Bank Certificate of time deposit inwardly remitted to any PRA accredited banks

#### II. For Spouse

- a. All requirements mentioned above, from I.a – I.e
- b. Marriage Certificate or in its absence, submit any of the following documents:
  - For Koreans & Japanese – Family Register / Domicile

- For Taiwanese – Household Register
- For P.R.O.C. Chinese – Certificate of Relationship
- For Japanese – Koseki Tohon

III. For Dependent/s (Child)

- All requirements mentioned above, from I.a – I.e (except I.d which is only for dependents aged 18 to 20 years of age)
- Birth Certificate or in its absence, submit any of the documents mentioned in II.b

Note: All documents obtained / issued abroad must be duly authenticated by the Philippine Embassy / Consular Office / Department of Foreign Affairs, with corresponding English translation.

**DURATION OF ACTIVITY:**

10 to 15 Working Days

**PROCESS FLOW:**

STEP	APPLICANT	SERVICE PROVIDER	PERSON IN CHARGE	FEES	PRA FORM / DOCUMENTS
1	Submit documentary requirements to the Front Desk Officer	Evaluate the documents submitted, brief/orient applicant if needed.	Data Controller III / Front Desk Officer		Duly accomplished Application Form
2	Pay the necessary fee at the Cashier booth	Accept the payment and issue PRA Official Receipt	Cashier	Processing Fee ( <i>one time payment only</i> ): - US\$ 1,400.00 (for principal only) - US\$ 300.00 (for each dependent)  Annual Fee: - US\$ 360.00 (inclusive of principal & 2 dependents) - US\$ 100.00 (for every excess)	Official Receipt

STEP	APPLICANT	SERVICE PROVIDER	PERSON IN CHARGE	FEES	PRA FORM / DOCUMENTS
				dependent) - US\$ 10.00 (for retiree's applying for SRRV Courtesy)	
3	Present Official Receipt to the Front Desk Officer	Provide the applicant with a Claim Stub which will indicate when and whom to follow up the Passport and SRRVisa and PRA ID Card	Front Desk Officer		Claim Stub
4	Wait for the call of PRA Personnel about the approved SRRVisa application				
5		Prepare all necessary documents/attachments, then forward to Processing Division Chief for document verification	Member Assistance Officer (Processing)		- Endorsement Letter - Budget Utilization Slip - Disbursement Voucher - Cash Advance Request
6		Review all documents/attachments prepared, affix initial/sign documents	Division Chief - Processing / Department Manager - RRSC		
7		Approves Disbursement Voucher	General Manager		
8		Review documents, process check for payment of Bureau of Immigration Fees	Financial Analyst/ Budget Officer/ Division Chief - Finance		
9		Route check for signing	- Department Manager – Admin & Finance - Department Manager – Management Service Office		
10		Submit documents to Bureau of Immigration	Liaison Officer		
11		Approval of Order	Bureau of Immigration Makati Extension Office and Main Office		

<b>STEP</b>	<b>APPLICANT</b>	<b>SERVICE PROVIDER</b>	<b>PERSON IN CHARGE</b>	<b>FEES</b>	<b>PRA FORM / DOCUMENTS</b>
12		Prepare SRRVisa sticker, affix to applicant's passport	Database Processor / Liaison Officer		
13		Implement the SRRV	Bureau of Immigration Makati Office		
14		Prepare the Oath Taking Materials and SRRV ID Card	Member Assistance Officer (Processing) / Database Processor		Affirmation of Membership Certificate
15		Inform retiree about the approved SRRVisa	Member Assistance Officer (Processing)		
16	Go to the PRA Office and claim passport with the approved SRRVisa / Oathtaking	Orient retiree member of his/her obligations as a member of the PRA Program	RRSC Department Manager / Processing Division Chief		
17		Affirm the retiree's membership to the program and take photo of the retiree with PRA Officer	RRSC Department Manager / Processing Division Chief		
END OF TRANSACTION					