

**REQUIREMENTS TO BE SUBMITTED/COMPLIED WITH
IN CASE OF CONVERSION OF DOLLAR TIME DEPOSIT**

- 1) Letter of Intent to Convert Dollar Time Deposit to Peso Time Deposit (***only for principal retiree-member***);
- 2) The retiree should be personally present.
- 3) If not practical for the retiree to come at PRA Office, additional documents required for representative/agent to submit:
 - a) Notarized Special Power of Attorney executed by the retiree.
 - b) Three (3) pieces of photo ID of representative/agent
 - c) Two (2) passport photos of representative/agent
- 4) Schedule of appearance or interview with our Acting General Manager is from 8:00am to 9:00am and from 1:00pm to 2:00pm, Monday to Friday.