

**REQUIREMENTS TO BE SUBMITTED/COMPLIED WITH  
IN CASE OF CERTIFICATE OF MEMBERSHIP**

- 1) Letter of Intent for Certificate of Membership;
- 2) Below are the requirements and the fees to be paid:
  - a. Certificate Fee - \$ 5.00 per certificate
  - b. Courier Fee - Php 100.00 (**only if the retiree is in the Philippines**)
  - c. Courier Fee - \$ 20.00 (**only if the retiree is abroad**)
  - d. Photocopy of your passport with SRR Visa
  - e. Complete address where to send back your new PRA I.D. card, including your telephone and fax numbers.

***For your convenience***

**If the retiree in the Philippines**, you may deposit your payment to any branch of Land Bank of the Philippines near you. Please indicate the following information on the deposit slip:

**Account Name:** **Philippine Retirement Authority**  
for (Name of the Retiree/SRRV No.)  
**Account No. :** 0052-1054-63  
**Branch Name:** Buendia Branch  
#319 Sen. Gil J. Puyat Avenue,  
Makati City

**If the retiree is abroad**, you may remit by telegraphic transfer your payment to:

**Bank Name:** ***Land Bank of the Philippines***  
**Account Name:** **Philippine Retirement Authority**  
for (Name of the Retiree/SRRV No.)  
**Account No. :** 2204-0086-82  
**Branch Name:** Makati Cash Center – PCSU  
#319 Sen. Gil J. Puyat Avenue,  
Makati City, Philippines  
**SWIFT Code:** TLBPPHMMAXX

Kindly send us a photocopy and/or duplicate copy of your deposit slip together with the other requirements at c/o RRSC Department Manager, Philippine Retirement Authority, 4/F, Citibank Center, 8741 Paseo de Roxas 1200 Makati City, Philippines and we shall mail to you our Official Receipt and your Certificate of Membership.