

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.

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		

STEP	APPLICANT	SERVICE PROVIDER	PERSON IN CHARGE	FEES	PRA FORM / DOCUMENTS
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					