

**REQUIREMENTS TO BE SUBMITTED/COMPLIED WITH
IN CASE OF TERMINATION OF MEMBERSHIP
FROM THE PRA PROGRAM**

- 1) Duly accomplished Exit Interview Form and a Letter of Intent to terminate from the PRA program (**only for principal retiree-member**) including the instruction for the withdrawal of the requisite deposit (**in case deposit has not been converted into investment**);
- 2) PRA I.D. card/s (**including members of the family, if any**);
- 3) Original of the Passport/s where the SRR Visa is stamped (**if Passport where SRR Visa was stamped is already expired, current valid Passport will be needed even if the SRR Visa is not stamped in the said Passport**), including members of the family who are likewise issued the SRR Visa;
- 4) Fees (**for each member**):
 - a) P500.00 for Immigration Express Lane/Cancellation fee;
 - b) P2,520.00 for downgrading and conversion of SRR Visa to Temporary Visitor's Visa and issuance of BI Certification;
 - c) US\$10.00 PRA Cancellation Service Fee;
 - d) US\$10.00 PRA Downgrading Service Fee;
 - e) Php150.00 Courier Fee (**only if the retiree is in the Philippines**);
 - f) US\$20.00 Courier Fee (**only if the retiree is abroad**).

*** Note: a, c and f only if retiree is outside of the country**
- 6) In case of death, True Copy of the Death Certificate duly certified by the Local Civil Register must be submitted (**if died abroad, the same documents must be translated in English and authenticated by the Philippine Embassy/Consular Office**);
- 7) Certified true copy of the Certificate of Payment of the duties and taxes due on the imported motor vehicle or household goods/personal effects (**if any**) to be issued by the Bureau of Customs, OR Bill of Lading of the items to be shipped back to the country of origin of the member withdrawing from the program.
- 8) For requisite deposits converted to investment, must pay the unpaid Visitorial Fees;
- 9) The retiree should be personally present.
- 10) 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 (In case SPA was executed abroad, it must be authenticated by the Philippine Embassy/Consulate).
- b) Three (3) pieces of photo ID of representative/agent
- c) Two (2) passport photos of representative/agent

****** *The cancellation/downgrading of the SRR Visa takes fifteen to twenty (15-20) WORKING DAYS upon submission of complete documents and payments.***

****** *Withdrawal Clearance on the required deposit shall be only be released to the retiree or transmitted to the bank upon cancellation of the SRR Visa.***

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