



## 9. ACCREDITATION OF RETIREMENT FACILITY PROCESS

The Philippine Retirement Authority (PRA) accredits retirement facilities as part of its efforts to enhance the retirement experience for foreign retirees who avail of the Special Resident Retiree's Visa (SRRV) program. Accredited retirement facilities offer a range of services tailored to the needs and preferences of retirees, such as housing, healthcare, recreational activities, and social amenities. Accreditation ensures that these facilities meet certain standards of quality, safety, and suitability for retirees, providing them with peace of mind and assurance about their living arrangements in the Philippines. Additionally, accreditation helps promote transparency and accountability within the retirement industry, fostering trust between retirees and service providers. Overall, accrediting retirement facilities aligns with the PRA's goal of attracting and retaining retirees in the Philippines while also supporting the country's economy and tourism sector.

<b>Office/Division:</b>	Accreditation Unit (AU), Office of the General Manager (OGM)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Facility Owners / Developers	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<p><b><i>For New Application</i></b></p> <ol style="list-style-type: none"> <li>1. Checklist of Documentary Requirements for Retirement Facility</li> <li>2. Accomplished Application Form</li> <li>3. Accomplished Information Sheet</li> <li>4. Ocular Inspection Report</li> <li>5. Authorization Letter for Representative</li> <li>6. Project Profile</li> <li>7. Updated Mayor's Permit</li> <li>8. HLURB/DHSUD Certificate of Registration</li> <li>9. HLURB/DHSUD License to Sell</li> <li>10. Securities and Exchange Commission Registration</li> <li>11. Articles of Incorporation with By-Laws</li> </ol>	<p>Checklist and forms may be downloaded from the PRA website or requested from the PRA office thru the Accreditation Officer.</p> <p style="text-align: center;"><i>Facility Owners / Developers (Applicants)</i></p>



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
12. Audited Financial Statements for the last 3 years 13. Income Tax Return for the last 3 years 14. Pro-forma Contract to Sell / Lease 15. BIR Certificate of Registration		<i>Facility Owners / Developers (Applicants)</i>		
<b>Additional Requirement/s</b>  For: <u>Ready-for-Occupancy (RFO) Retirement Facility</u>  Occupancy Permit  For: <u>Pre-selling (PS) Retirement Facility</u>  Project Feasibility Study				
<b>For Renewal of Application</b>  1. Checklist of Documentary Requirements for Retirement Facility 2. Updated Application Form 3. Updated Information Sheet 4. Ocular Inspection Report 5. Latest Mayor's Permit 6. License to Sell, if RFO, Occupancy Permit 7. Latest Audited Financial Statements 8. Latest Income Tax Return		Checklist and forms may be downloaded from the PRA website or requested from the PRA Office thru the Accreditation Officer  <i>Facility Owners / Developers (Applicants)</i>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get Queuing Number	1.1. Fill out Visitor Request Form	None	2 Minutes	Agnes Dapapac, - PACD
2. Submit documentary requirements	2.1. Evaluate documents submitted. Brief/orient client, if needed.	None	1 Hour	Alyssa Jane Lacuesta, Accreditation Officer - OGM



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2.2. Conduct ocular inspection (to be scheduled)	None	1 Day within NCR (3 Days in case outside NCR)	Alyssa Jane Lacuesta, Accreditation Officer - OGM
None	2.3. Prepare Ocular Inspection Report	None	1 Day	Alyssa Jane Lacuesta, Accreditation Officer - OGM
None	2.4. Endorsement Memo Preparation for Accreditation Unit Head and GM's approval	None	1 Hour	Alyssa Jane Lacuesta, Accreditation Officer - OGM
None	2.5. Review application and approve accreditation  2.6. Sign Certificate of Accreditation (for <u>Pre-Selling Unit see Step #11</u> )	None	5 Days	Jose Nazareth Delas Alas, MS IV- OGM  Atty. Maria Milagros Lisaca, Deputy General Manager - ODGM  Roberto Zozobrado, CEO/General Manager - OGM
None	2.7. Prepare Billing Statement ( <u>for RFO Properties</u> )	None	1 Hour	Alyssa Jane Lacuesta, Accreditation Officer - OGM



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Visit PRA Office	3.1. Issue Billing Statement / Order of Payment Slip ( <i>for RFO Unit</i> )	None	15 Minutes	Alyssa Jane Lacuesta, Accreditation Officer - OGM
4. Pay accreditation fee at the PRA Cashier  ( <i>For RFO unit only</i> )	4.1. Issue Official Receipt	Accreditation Fee  New - US\$250.00  Renewal - US\$125.00	30 Minutes	Myra Olivar, Cashier III - FMD
5. Present Official Receipt to Accreditation Officer (for RFO Unit only)	5.1. Draft Certificate of Accreditation for the General Manager/CEO's signature	None	2 Days	Alyssa Jane Lacuesta, Accreditation Officer - OGM  Jose Nazareth Delas Alas, MS IV - OGM  Atty. Maria Milagros Lisaca, Deputy General Manager - ODGM  Roberto Zozobrado, CEO/General Manager - OGM



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	5.2. Inform Business Owner on the status of accreditation application	None	10 Minutes	Alyssa Jane Lacuesta, Accreditation Officer - OGM
6. Visit PRA	6.1. Proponent will meet the CEO/General Manager for interview	None	30 Minutes	Roberto Zozobrado, CEO/General Manager - OGM
None	6.2. Release Certificate of Accreditation	None	15 Minutes	Alyssa Jane Lacuesta, Accreditation Officer - OGM
<b>TOTAL, if within NCR</b>			<b>9 Working Days, 4 Hours, 42 Minutes</b>	
<b>TOTAL, if outside NCR</b>			<b>11 Working Days, 4 Hours, 42 Minutes</b>	
<b>TOTAL, if new application</b>		<b>US\$250.00</b>		
<b>TOTAL, if renewal</b>		<b>US\$125.00</b>		

Note: Transmittal of the requested information to the requesting party shall be within fifteen (15) working days upon receipt of the request for information.