



3. PRA ID CARD RENEWAL

Pursuant to Resolution No. 01 dated 28 February 1996, s. 1996, the Authority shall issue to its retiree-members an Identification Card which shall be valid for one (1) year counted from the issuance date of his/her Special Resident Retiree's Visa. It was amended last 09 May 2023 as per PRA Circular No. 02 prescribing the issuance of PRA ID Card from one (1) year to two (2) years.

Office/Division:	Servicing Division (SD), Resident Retiree Servicing Department (RRSD)	
Classification:	If Walk-in - Complex If Satellite Offices - Highly Technical If Courier/Email - Highly Technical	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	1. Retiree-members 2. Authorized representatives of retiree-members	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p><u>If Walk-in</u></p> <ol style="list-style-type: none"> 1. Duly Accomplished Retiree Request Form (RRF) signed by or on behalf of the principal retiree (1 original) 2. Official Receipt (1 original) 3. Latest PRA ID Card (1 original) 4. Latest passport (1 photocopy) 5. Recent 2"x2" ID picture, if retiree wishes to update his/her photo (1 clear copy) 	<ol style="list-style-type: none"> a. PRA Website at https://pra.gov.ph/downloads/ b. E-mail at id_renewal@pra.gov.ph c. Servicing Division Front Desk <p>PRA Cashier</p> <p>Retiree-member</p> <p>Retiree-member</p> <p>Retiree-member</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><u>If thru Courier/Satellite Offices</u></p> <ol style="list-style-type: none"> 1. Duly Accomplished Retiree Request Form signed by or on behalf of the Principal (1 original) 2. Latest SRRV ID Card (1 original) 3. Latest passport (1 photocopy) 4. Recent 2"x2" ID picture, if retiree wishes to update his photo (1 clear copy) 5. Land Bank of the Philippines Deposit Slip/Remittance Confirmation for the payment of PRA fees including courier fee (1 original) <p><i>Note: Fees are net of bank charges</i></p> <p><i>To be validated by PRA cashier for the issuance of Official Receipt.</i></p>	<ol style="list-style-type: none"> a. PRA Website at https://pra.gov.ph/downloads/ b. E-mail at id_renewal@pra.gov.ph c. PRA Satellite Offices <p>Retiree-member</p> <p>Retiree-member</p> <p>Retiree-member</p> <p>Land Bank of the Philippines / Remitting Bank</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><i><u>If Renewal thru Email</u></i></p> <ol style="list-style-type: none"> 1. Duly Accomplished Retiree Request Form signed by or on behalf of the Principal (1 clear scanned copy) 2. Latest SRRV ID Card (1 clear scanned copy) 3. Latest passport (1 clear scanned copy) 4. Recent 2"x2" ID picture, if retiree wishes to update his photo (1 clear copy) 5. Land Bank of the Philippines Deposit Slip/Remittance Confirmation for the payment of PRA fees including courier (1 clear scanned copy) 	<ol style="list-style-type: none"> a. PRA Website at https://pra.gov.ph/downloads/ b. E-mail at id_renewal@pra.gov.ph c. Servicing Division Front Desk d. Satellite Officer (if thru Satellite Office) <p>Retiree-member</p> <p>Retiree-member</p> <p>Retiree-member</p> <p>Land Bank of the Philippines/Remitting Bank</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><u>If visa deposit is converted into:</u></p> <ol style="list-style-type: none"> 1. Condominium Unit <ul style="list-style-type: none"> ● Condominium Certificate of Title (CCT) annotated with PRA restriction as per executed Deed of Undertaking (1 certified true copy/true electronic copy) ● Notarized Deed of Absolute Sale (1 original) ● Surety/Performance Bond, if pre-selling (1 original) 2. Long-Term Lease <ul style="list-style-type: none"> ● Transfer Certificate of Title (TCT) annotated with PRA restriction as per executed Deed of Undertaking (1 certified true copy/true electronic copy) ● Updated Contract of Lease, if the submitted contract of lease on record has already expired (1 original) 3. Sublease <ul style="list-style-type: none"> ● Approval to the Sublease Agreement with provision of PRA restriction from the Clark Development Corporation (1 certified true copy) ● Certification that the Sublease Agreement with PRA restriction is registered with the Subic Bay Metropolitan Authority (1 original) 	<p>Registry of Deeds</p> <p>Developer/Seller</p> <p>Insurance Company thru the assistance of developer</p> <p>Registry of Deeds</p> <p>Lessor</p> <p>Clark Development Corporation</p> <p>Subic Bay Metropolitan Authority</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><u>If visa deposit is converted into:</u></p> <p>4. Shares of Stock*</p> <ul style="list-style-type: none"> ● Updated Certificate of Good Standing from the Securities and Exchange Commission (1 original) ● Updated General Information Sheet (GIS) received by the SEC (1 photocopy) ● Updated Mayor's Permit (1 photocopy) ● Latest Annual Income Tax Return of the corporation (1 photocopy) ● Latest Audited Financial Statements (1 photocopy) ● Certification for Latest Payment for PhilHealth premium (1 original) ● Certification for Latest Payment for SSS premium (1 original) <p>5. Golf Shares*</p> <ul style="list-style-type: none"> ● Certification from the Golf Club that golf shares are still existing and that the PRA restriction is annotated in the stock certificate and/or recorded in the stock transfer book (1 original) <p><i>*Allowed investment until 2006</i></p>	<p>Securities and Exchange Commission</p> <p>Corporation</p> <p>Corporation</p> <p>Corporation</p> <p>Corporation</p> <p>Corporation</p> <p>Corporation</p> <p>Golf Club</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>If submitted an Affidavit of Undertaking during the SRRV Application:</p> <ol style="list-style-type: none"> 1. Compliance with the Undertaking i.e <i>Police Clearance</i> from country of origin or last residence abroad, pension document and other documents issued from abroad, apostilled by the competent authority of issuing country or duly authenticated by the Philippine Consular Office, whichever is applicable (1 original) 	<p>Competent Authority of issuing country or Philippine Consular Office, whichever is applicable</p>
<p>Representative:</p> <ol style="list-style-type: none"> 1. Authorization Letter duly signed by the principal SRRV holder (1 original or scanned copy whichever is applicable) 2. Notarized Guarantee Letter (1 original or scanned copy whichever is applicable) 3. Government Issued Identification Card of the Authorized Representative (1 original and 1 photocopy or scanned copy whichever is applicable) 	<p>Principal retiree-member</p> <p>Authorized Representative</p> <p>BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, etc.</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i><u>If Walk-in</u></i>				
1. Obtain queue number from Window 2 of the Servicing Lounge	1.1. Provide queue number to the client.	None	5 Minutes	Maria Belen Trajano, Jr. Servicing Staff - SD
2. Fill-out Retiree Request Form. Wait for the number to be called at Counters 2 and 4	2.1. Provide Retiree's Request Form 2.2. Direct client to Counters 2 to 4	None	10 Minutes	Perla Yason, Jr. Servicing Staff - SD Crisarmaine Culler, Jr. Servicing Staff - SD
3. Submit the required documents to Counters 2 and 4 of the Servicing Division for assessment and verification.	3.1. Assess the presented documents and check for completeness. 3.2. Verify compliance with investment requirements (if invested). 3.3. Record the transaction.	None	1 Hour	Perla Yason, Jr. Servicing Staff - SD Crisarmaine Culler, Jr. Servicing Staff - SD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Check payment history and status of visa deposit Secure Order of Payment Slip	4.1. Verify status of requisite visa deposit and check for deficiencies. 4.2. Issue Order of Payment if all required documents were received.	None	30 Minutes	Jamby Manolid, Jr. Accounting Staff / - FMD Cynthia Gepte, Jr. Accounting Staff / - FMD
5. Submit complete documentary requirements	5.1. Review and sign the Retiree Request Form	None	15 Minutes	Atty. Jerome Carlo Castro, Division Chief III - SD
6. Pay the required fees at the Cashier Window	6.1. Review and sign the Retiree Request Form	* See schedule of annual fees according to SRRV scheme	20 Minutes	Myra D. Olivar, Cashier III - FMD Robert M. Castro, Cashier II - FMD
7. Wait for request to be processed	7.1. Review and check all documents and record to the database. 7.2. Print new PRA ID Card. 7.3. Photocopy the new printed PRA ID Card.	None	2 Hours	Joel Salcedo or John Kevin Dionisio, Jr. Servicing Staff - SD
8. Receive the new PRA ID Card	8.1. Release the new PRA ID Card to the retiree	None	15 Minutes	Maria Belen Trajano, Jr. Servicing Staff - SD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>If thru Courier/Satellite Offices/Email</i>				
1. Submit documentary requirements thru Courier, Satellite Offices, or Email	<i>Satellite Offices</i> 1.1. Pre-evaluate documentary requirements and assist for payment.	None	35 Minutes	Frederick Pati, OIC/RAO III - BSO Reynelson delos Reyes, BSO
	<i>Courier/Satellite Offices</i> 1.2. Transmit the documents to the Head Office.	Courier Fee (if thru courier, email)	2 Days	Scarlet Lachica, OIC/RAO III - CSSO Mara Kristine dela Cruz, RAO II - CSSO Elma Corbeta, OIC/RAO III - CSO Jacqueline Calumpang, RAO II - CSO Jaime Llames, OIC/RAO III - DSO Lyra Mae Borrega, RAO II - DSO
	<i>Courier/Satellite Offices/Email</i> 1.3. Acknowledge receipt of documents. 1.4. Print the requirements if submitted through email.	None	30 Minutes	Jherico Dominguez, Jr. Servicing Staff - SOU Rolyn Dumaquita, Jr. Servicing Staff - SD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.5. Assess the presented documents and check for completeness. 1.6. Verify compliance with investment requirements (if invested). 1.7. Record the transaction. 1.8. Forward document to Financial Management Division.	None	1 Hour	Shansmine Fatalla, Jr. Servicing Staff - SD
None	1.9. Verify the status of visa deposit and check for deficiencies. 1.10. Issue Order of Payment if all required documents were received.	None	1 Day	Jamby Manolid, Jr. Accounting Staff / - FMD Cynthia Gepte, Jr. Accounting Staff / - FMD
None	1.11. Collect proof of payment and issue the Official Receipt.	* See schedule of annual fees according to SRRV scheme	1 Day	Myra D. Olivar, Cashier III - FMD Robert M. Castro, Cashier II - FMD
None	1.12. Review and check all documents and records to the database. 1.13. Print of new PRA ID Card.	None	1 Day	Justine Mariz Dedeles, Jr. Servicing Staff - SD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.14.Record and update all printed IDs and Official Receipt 1.15.Prepare transmittal letter for courier.	None	2 Hours	Joel Salcedo or John Kevin Dionisio, Jr. Servicing Staff - SD Rolyn Dumaquita, Jr. Servicing Staff - SD Justine Mariz Dedeles, Jr. Servicing Staff - SD
None	1.16.Review and sign the transmittal letter and Retiree Request Form	None	2 Hours	Atty. Jerome Carlo Castro, Division Chief III - SD
None	1.17.Prepare courier form/payment	None	1 Hour	Rolyn Dumaquita, Jr. Servicing Staff - SD Shansmine Fatalla, Jr. Servicing Staff - SD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.18. Dispatch for courier service	None	1 Day	Rolyn Dumaquita, Jr. Servicing Staff - SD Justine Mariz Dedeles, Jr. Servicing Staff - SD
None	1.19. Transmit the new PRA ID Card to Satellite Offices/ retiree-member/ authorized representative	Courier Fee (If thru courier, email)	2 Days	Rolyn Dumaquita, Jr. Servicing Staff - SD Justine Mariz Dedeles, Jr. Servicing Staff - SD
None	1.20. Call/email retiree-member or Satellite Offices on the delivery of new PRA ID Card and send reference/tracking number	None	1 Hour	Rolyn Dumaquita, Jr. Servicing Staff - SD Justine Mariz Dedeles, Jr. Servicing Staff - SD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive the new PRA ID Card	2.1. Receive the new PRA ID Card from Head Office and release to retiree-member/ authorized representative	None	20 Minutes	Frederick Pati, OIC/RAO III - BSO Reynelson delos Reyes, Jr. Admin Staff I - BSO Scarlet Lachica, OIC/RAO III - CSSO Mara Kristine dela Cruz, RAO II - CSSO Elma Corbeta, OIC/RAO III - CSO Jacqueline Calumpang, RAO II - CSO Jaime Llames, OIC/RAO III - DSO Lyra Mae Borrega, RAO II - DSO
TOTAL, IF WALK-IN		* See schedule of annual fees according to SRRV scheme	4 Hours, 35 Minutes	
TOTAL, IF SATELLITE OFFICES			8 Working Days, 1 Hour, 25 Minutes	
TOTAL, IF COURIER/EMAIL			8 Working Days, 30 Minutes	



*** SCHEDULE OF ANNUAL FEES ACCORDING TO SRRV SCHEME**

PERIOD	SCHEME	SRRV NO.	VISITORIAL FEE	ID RENEWAL FEE
OLD SCHEME				
1987 to 13 September 2001	Regular Deposit Scheme	0000001- M0002161	1/2 of 1% of the amount withdrawn/invested payable every year	US\$10/member
14 September 2001 to 26 May 2006	Regular Deposit Scheme	M0002162- M0006392	1% of the amount withdrawn/invested payable every year	US\$10/member
14 September 2001 to 26 May 2006	Regular Scheme (For former Filipino citizens and Diplomats)	M0002162- M00018035	US\$15	US\$10/member
14 September 2001 to 26 May 2006	Use of Pre-existing Investment/s		1.5% of amount withdrawn/invested on the 1st year 1% of amount withdrawn/invested on the 2nd and succeeding years	US\$10/member
June 2006 to 11 May 2011	Special Reduced Deposit/Modified Special Reduced Deposit (SRD/MSRD)	M0006393- M0018035	US\$50,000 visa deposit - US\$750 or its Php equivalent US\$20,000/ US\$10,000 visa deposit - US\$500 or its Php equivalent US\$1,500 visa deposit - US\$15 or its Php equivalent	US\$10/member



NEW SCHEME (at least 35 years old)				
12 May 2011 to 14 May 2021	Classic	M0018036 to M0064626	N/A	US\$360 (principal + 2 dependents) additional US\$100/per dependent in excess of 2
	SMILE	M0018036 to M0064626	N/A	US\$360 (principal + 2 dependents) additional US\$100/per dependent in excess of 2
	Courtesy / Expanded Courtesy	M0018036 to M0064626	N/A	US\$10/member
	Human Touch	M0018036 to M0064626	N/A	US\$360 (principal + 1 dependent only)
NEW SCHEME (at least 50 years old)				
17 May 2021 to present	Classic	M-0064626 onwards	N/A	US\$360 (principal + 2 dependents) additional US\$100/per dependent in excess of 2
	SMILE	M-0064626 onwards	N/A	US\$360 (principal + 2 dependents) additional US\$100/per dependent in excess of 2
	Courtesy/Expanded Courtesy	M-0064626 onwards	N/A	US\$10/member
	Human Touch	M-0064626 onwards	N/A	US\$360 (principal + 1 dependent only)



Under the old scheme, Harmonization Management Fee is 1.5% of the withdrawn amount which is also payable every year (if availed harmonization of visa deposit)

Courier Fee (if renewal thru courier/email)

If Domestic – P150.00

If International – depending on the rate prescribed by the courier based on country of destination