

## 5. CONVERSION TO INVESTMENT

This process provides the procedure for Conversion of Visa Deposit to Investment filed through the PRA Satellite Office, from submission of complete requirements until release of Withdrawal/Transfer Clearance or Check.

<b>Office/Division:</b>	PRA Satellite Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	PRA retirees and their authorized representatives/marketers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
All documents listed on checklists for (1) Condominium Unit under Principal Retiree's Name; (2) Long-Term Lease of House and Lot, Townhouse or Condo; (3) Purchase of Condominium Unit (Pre-selling); (4) Purchase of Condominium Unit (RFO); (5) Purchase of Condominium Unit from an Individual; (6) Sublease of Residential Property	PRA retirees and/or their authorized representatives  Note: 1. Checklists and forms may be downloaded from the PRA Website or requested from the PRA Office.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documentary requirements	1.1 Pre-evaluate documentary requirements	NONE	40 mins	PRA Satellite Officer/Staff
	1.2 Ocular Inspection	NONE	1-2 hrs	PRA Satellite Officer/Staff
	1.3 Write Ocular Inspection Report	NONE	1-2 hrs	PRA Satellite Officer/Staff
	1.4 Record request and submitted documents on Transaction Tracker/Database	NONE	5 mins	PRA Satellite Officer/Staff
	1.5 Scan submitted requirements	NONE	5 mins	PRA Satellite Officer/Staff
	1.6 Transmit to Head Office via courier	NONE	2-3 business days	PRA Satellite Officer/Staff
	1.7 Processing of request at Head Office	NONE	Refer to the Head Office Process Flow	HO Personnel
	1.8 Receipt of letter to ROD for title annotation	NONE	5 mins	PRA Satellite Officer/Staff

	from Head Office			
	1.9 Photocopy of documents for receiving copy	NONE	5 mins	PRA Satellite Officer/Staff
	1.10 Send notification to client	NONE	5 mins	PRA Satellite Officer/Staff
2. Claim ROD letter	2.1 Release of ROD letter	NONE	5 mins	PRA Satellite Officer/Staff
3. Submit annotated title	3.1 Receipt of annotated title from client	NONE	5 mins	PRA Satellite Officer/Staff
	3.2 Scan submitted requirements	NONE	5 mins	PRA Satellite Officer/Staff
	3.3 Transmit to Head Office via courier	NONE	2-3 business days	PRA Satellite Officer/Staff
	3.4 Processing of request at Head Office	NONE	Refer to the Head Office Process Flow	PRA Satellite Officer/Staff
	3.5 Receipt of Withdrawal/ Transfer Clearance from Head Office	NONE	5 mins	PRA Satellite Officer/Staff
	3.6 Photocopy of documents for receiving copy	NONE	5 mins	PRA Satellite Officer/Staff
	3.7 Send notification to client	NONE	5 mins	PRA Satellite Officer/Staff
4. Claim Withdrawal/ Transfer Clearance or Check	4.1 Release of Withdrawal/ Transfer Clearance	NONE	5 mins	PRA Satellite Officer/Staff