

# CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR TERMINATION OF MEMBERSHIP

Reminders to retiree-members & representatives: Check for instructions and reminders at the back (page 2)

CANCELLATION OF THE SRRV	
I. Mandatory Requirements:	
<input type="checkbox"/> <b>Accomplished Service Request Form</b>	
<input type="checkbox"/> <b>Passport with SRRV <sup>1</sup></b> :	( Number of passports/documents submitted: _____ )
II. Other requirements, depending on circumstance:	
<input type="checkbox"/> <b>Valid (unexpired) Passport</b> , <i>if with downgrading of visa</i> :	( Number of passports/documents submitted: _____ )
<input type="checkbox"/> Certificate of Payment / Bill of Lading <sup>2</sup> , <i>(If availed Tax-Free Importation and filed for the termination of membership of the Principal within three (3) years from the issuance of the SRRV</i>	
III. Other Requirements in case of (a) <u>Death</u> of Principal or Spouse or (b) <u>Subrogation</u> by Spouse <sup>3</sup>	
<input type="checkbox"/> Death Certificate	
<input type="checkbox"/> Proof of Incapacity <sup>3</sup> <i>(For subrogation by the member-Spouse as Principal member other than due to death of principal)</i>	

WITHDRAWAL OF VISA DEPOSIT UPON TERMINATION OF MEMBERSHIP OF THE PRINCIPAL	
I. Mandatory Requirements	
<input type="checkbox"/> Service Request Form / Letter of Intent with <u>Complete Bank Details</u> <sup>4</sup>	
II. Other Requirements in case of (i) Death of the Principal or (ii) Subrogation due to Death of Principal	
<input type="checkbox"/> A. Valid proof of Identification of Claimants	
<input type="checkbox"/> B. Settlement of Estate Tax <i>(for visa deposits maintained at DBP only)</i> <sup>5</sup>	
➤ BIR Form 1904 <i>(if filed within one year of death)</i> or	
➤ BIR Form 2313/eCAR <i>(if filed after a year from date of death)</i>	
<input type="checkbox"/> C. Legal Basis to Transfer Visa Deposit to Claimant:	
<input type="checkbox"/> C1. If Principal has a Last Will & Testament <i>(Principal Retiree died Testate)</i> :	
<input type="checkbox"/> Letters of Testamentary / Administration or Court Order	
<input type="checkbox"/> C2. If Principal died without leaving a Last Will <i>(Principal Retiree died Intestate)</i> :	
<input type="checkbox"/> Proof of relationship _____	
<input type="checkbox"/> Affidavit of Self-Adjudication or Extra Judicial Settlement of the Estate of the Deceased	
<input type="checkbox"/> Affidavit of Publication <i>(Refers to the Affidavit of Self-Adjudication or Extra Judicial Settlement)</i>	
III. Other documents to be submitted:	
<input type="checkbox"/> Notarized Affidavit of Quitclaim and Release	

REQUIREMENTS FOR AUTHORIZED REPRESENTATIVES, AGENTS, OR MARKETERS	
<input type="checkbox"/> Notarized Special Power of Attorney <sup>6</sup>	
<input type="checkbox"/> Valid proof of identification	

To be filled out by PRA personnel:

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**Breakdown of Fees:**

Fees to be paid	PRA Service Fee	Bureau of Immigration Fees
Cancellation of SRRV Visa	US\$10.00 or Peso equivalent (per member)	Php500.00 (per member)
Downgrading of SRRV to Temporary Visitors Visa (TVV) valid for 59 days	US\$10.00 or Peso equivalent (per member)	Php3,520.00 (per member)

**For payments to be made through LBP:**

Bank Name: Land Bank of the Philippines  
 Account Name: Philippine Retirement Authority for (Name of the Retiree/SRRV No.)  
**Dollar Account (US\$): 0054 0033 58**  
 Branch Name: Makati cash Center - PCSU #319 Sen. Gil J. Puyat Avenue, Makati City, Philippines  
 Swift Code: TLBPMMXX

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Bank Name: Land Bank of the Philippines  
 Account Name: Philippine Retirement Authority for (Name of the Retiree/SRRV No.)  
**Peso Account (Php.): 0052 105463**  
 Branch Name: Makati cash Center - PCSU #319 Sen. Gil J. Puyat Avenue, Makati City, Philippines

**Instructions:**

- Notarized Affidavit of Loss or Explanation for Non-submission** is to be submitted in case of failure to surrender passport with SRRV Visa.
- A certified true copy of the **Certificate of Payment** of the duties and taxes due on the household goods/personal effects to be issued by the Bureau of Customs, or **Bill of Lading** of the items shipped back to the country of origin.
- Exclusive List of Reasons for the allowance of Subrogation:** (a) Death of the Principal; (b) Permanent disability of the Principal; (c) Separation of the Spouses, provided that principal shall transfer in favor of the subrogee-spouse the visa deposit and same shall be maintained by the subrogee as his/her "sole account"; (d) Incapacity of the Principal to perform or commit acts with legal and binding effects by reason of: (i) civil interdiction, (ii) being under Guardianship, (iii) insanity, occurrence of one or more insanity attacks, anti social personality disorder, epilepsy, drug addiction, chronic alcoholism,
- Must indicate the details of the Principal Retiree's personal bank account such as:  
 Bank Name, Bank Address, Account Number, Account Name, Bank SWIFT Code, Account holder's address in the country where the subject Bank is situated and if applicable, IBAN Code and Routing Number. Include the same details for Intermediary Banks, if any. If Bank Account given is a local or a Joint Account, an Explanation must be provided.
- For visa deposits maintained in accredited private commercial banks, proof of settlement of estate tax shall be presented directly to the private bank. There is no need to submit the same to PRA.
- For visa deposits maintained at BDO, authorized representatives must use the Special Power of Attorney (SPA) format prescribed by BDO in transacting with the said bank.

**Reminders:**

- **All documents obtained or executed abroad must be Apostilled or Authenticated. Original documents are required to be presented for verification.** Agents are encouraged to secure their own copies of documents.
- **If there is a downgrading of SRRV to Temporary Visitor's Visa (TVV), an Immigration Exit Clearance (ECC)** for each member is required by the Bureau of Immigration to be obtained prior to the departure from the Philippines. ECC is requested at and issued by the Bureau of Immigration
- For cancellation requests filed without Downgrading of visa, notwithstanding the retiree-member's presence in the Philippines, a valid proof of planned departure (e.g. flight ticket) is required to be submitted.
- The processing of the withdrawal of visa deposit is subject to strict compliance with the bank's rules and regulations, law on succession, relevant BIR memorandum circulars, and the Rules of Court. Banks may require additional documents from the retiree-members or their respective agents. Coordinate with the depository bank for their rules and requirements.
- **Other requirements may be required as proof or support to the documents required herein.**
- **Valid PRA ID Cards are to be surrendered.**

**To be filled out by PRA personnel:**

Please issue Official Receipt in favor of (**Name & SRRV Number of Principal**):

Name : \_\_\_\_\_ OPS issued by: \_\_\_\_\_  
 SRRV No.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Exchange Rate: \_\_\_\_\_

Account	SRRV Nos. / Particulars	US Dollar (\$)	Philippine Peso (₱)
<input type="checkbox"/> PRA Service Fee (Cancellation)			
<input type="checkbox"/> PRA Service Fee (Downgrading)			
<input type="checkbox"/> Bureau of Immigration Fee (Cancellation)			
<input type="checkbox"/> Bureau of Immigration Fee (Downgrading)			
<input type="checkbox"/> Other Fees/Arrears:			
<b>TOTAL</b>		\$ _____	₱ _____