

NAME: _____
 SRRV NO.: _____
 FILED AT: _____



**CONVERSION/SUBSTITUTION OF INVESTMENT
 (CONDOMINIUM UNIT UNDER THE PRINCIPAL RETIREE'S NAME)**

Checklist of Requirements

1	Investment Request Form
2	Duly notarized Retiree's Deed of Undertaking*
3	Notarized Deed of Absolute Sale
4	Registry of Deeds Certified True Copy/True Electronic Copy of the Condominium Certificate of Title (CCT) of the unit and parking space (if any). It must contain the following provision/annotation: <p align="center"><i>"The herein Vendee of the above prescribed property is a participant in the Retirement Program of the Philippine Retirement Authority (PRA), a government-owned and controlled corporation created under EO 1037, dated July 4, 1985 with office address at the 29th Floor, BDO Towers Valero (formerly Citibank Tower), 8741 Paseo de Roxas, Makati City, Philippines, and as such the Condominium Certificate of Title to be issued in his name shall bear the following annotation:</i></p> <p align="center"><i>"The sale, transfer, or encumbrance of this property is subject to the approval of the Philippine Retirement Authority (PRA), the owner named herein being a holder of a Special Resident Retiree's Visa (SRRV), and is therefore, subject to the provision of Executive Order No. 1037 and its Implementing Rules and Regulations."</i></p>
5	Latest Tax Declaration of the condominium unit
6	Official receipt of visatorial fee (if enrolled under the old SRRV schemes)*
7	Inspection of the condominium unit after receipt of complete documentary requirements Date: _____

*not required for substitution

Evaluated by	Signature	Date	Lacking/Remarks

Completed:

- For letter to the Registry of Deeds - Received by: _____ Date: _____
- For conversion/substitution – Received by: _____ Date: _____

REMINDERS:

1. The visa deposit (except visa deposit under SRRV SMILE and Human Touch) can be converted into a condominium unit provided that the CCT is under the principal retiree's name and the value of the property is at least US\$50,000.00 in Philippine Peso equivalent. The reckoning date for determining the exchange rate shall be the prevailing rate at the time the unit was acquired as evidenced by the notarized Deed of Absolute Sale.
2. Conversion of visa deposit into an existing condominium unit under principal retiree's name is allowed anytime after 30 days from the issuance of SRRV. The 30 days is the minimum maturity period wherein the visa deposit would stay in the PRA designated bank.
3. The visa deposit is a one-time payment that will be released in Philippine Peso to the retiree.
4. All requirements must be submitted to the PRA Investment Unit and subject for evaluation and approval.
5. In filling out the forms, use the address of the property as residential address to be converted/substituted as the investment under the SRRV Program.
6. Inspection of the property is scheduled and will be conducted by a PRA Officer after receipt of complete documentary requirements.
7. An endorsement letter for the Registry of Deeds will be issued to the retiree upon compliance of the documentary including the inspection. For the purpose of the endorsement letter, submission of a photocopy of the Condominium Certificate of Title and presentation of the original owner's duplicate copy will be allowed. The submission of the certified true copy/true electronic copy is required once the CCT is already annotated with PRA restriction.
8. Processing of conversion will only start upon receipt of the certified true copy/true electronic copy of the Condominium Certificate of Title annotated with PRA restriction issued by the Registry of Deeds and compliance of all requirements.

*If a representative will transact on behalf of the retiree-member, a notarized Special Power of Attorney indicating specific duties of the representative and copy of the representative's valid ID showing complete name, signature, and photo must be provided.

For further assistance, please feel free to get in touch with us through the **Investment Unit, Servicing Division** at investment@pra.gov.ph and +63-2-8848-1412 local 2063, 2039 or +63-2-8848-1411.