

**CHECKLIST OF REQUIREMENTS FOR RETURN OF VISA DEPOSIT DUE TO
DISCONTINUANCE OF SRRV APPLICATION**

- 1. Original letter of intent – State the reason of Discontinuance of SRRV Application**
 - A. if visa deposit was Inwardly remitted to PRA account client must provide his Foreign bank account details such as Client's Account Name, Account Number, Bank Name, Bank Swift code, Bank Branch and address and Client's Foreign address.**
 - B. Visa deposit may only be returned to local bank under two (2) conditions:**
 - **If visa deposit was remitted to PRA account via (Philippine Domestic Dollar Transfer Service System) (PDDTS) please provide certificate of inward remittance**
 - **If visa deposit will be used to secure other Philippine visa, please provide proof.**
- 2. Photocopy of passport with signature (bio page)**
- 3. Photocopy of Application form (if any)**
- 4. Photocopy of Remittance slip / bank remittance confirmation**
- 5. Affidavit of Quitclaim**
 - **Original and locally notarized if client is in Philippines**
 - **Original and Authenticated by the Philippine Embassy / Consular Office or Apostilled in any Apostille service in their country if the client is outside the Philippines**
- 6. Special Power of Attorney (SPA) and two (2) valid ID's of Attorney-In-Fact**

If client applicant could not personally transact with PRA

 - **Original and locally notarized if client is in Philippines**
 - **Original and Authenticated or Apostilled if client applicant is abroad**

IMPORTANT REMINDERS:

- A. If visa deposit is maintained at Development Bank of the Philippines, the said deposit will automatically be wired transfer to client's bank account provided.**
- B. if visa deposit is maintained at other Private banks, the PRA Withdrawal / Transfer Clearance is issued to client and needs to be presented the same to his private bank for wire transfer.**
- C. Discontinuance due to Demise / Death needs additional documentary Documents.**
- D. If the visa deposit is maintained with BDO Unibank, Inc. Standard BDO Unibank, Inc. SPA template is used. BDO SPA is available at any BDO Unibank, Inc. bank.**
- E. Processing period for the release of visa deposit is 4 weeks.**
- F. For other queries and clarification, Contact: processing@pra.gov.ph
cristina.ariate@pra.gov.ph
Tel. number 8848 1412**

**CHECKLIST OF REQUIREMENTS FOR REFUND OF FEES DUE TO
DISCONTINUANCE OF SRRV APPLICATION**

1. Original letter of intent - State the reason of Refund

- **Client must provide bank account details such as Client's Account Name, Account Number, Bank Name, Bank Swift code, Bank Branch and address and Client's address.**

2. Photocopy of passport with signature (bio page)

3. Original Official Receipt from PRA Cashier

4. Affidavit of Quitclaim

- **Original and locally notarized if client is in Philippines**
- **Original and Authenticated by the Philippine Embassy / Consular Office or Apostilled in any Apostille service in their country if the client is outside the Philippines.**

5. Special Power of Attorney (SPA) and two (2) valid ID's of Attorney-In-Fact

If client applicant could not personally transact with PRA

- **Original and locally notarized if client is in Philippines**
- **Original and Authenticated or Apostilled if client applicant is abroad**

6. Processing period for the release of refund of fees is 4 weeks.

**7. For other queries and clarification, Contact: processing@pra.gov.ph
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