



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TOURISM

PHILIPPINE RETIREMENT AUTHORITY

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR SRRV CANCELLATION, SUBROGATION and WITHDRAWAL OF VISA DEPOSIT

I. A. VOLUNTARY (PRINCIPAL)

1. Filled-out and **Signed SRRV Cancellation Form** from the Principal retiree-member. State the reason for Cancellation of SRRV.

Must indicate the details of the Principal Retiree's Bank Account such as: Bank Name, Bank Address, Account Number, Account Name, Bank SWIFT Code, Account holder's address abroad. Include Intermediary Bank details, if applicable.

The Bank Account must be a personal account. If Bank Account given is a local bank or a Joint Account, an Explanation must be provided.

2. **Passport(s) with SRRV sticker**** (for cancellation)
Include new Passport(s) if request includes downgrading.
3. **Notarized Affidavit of Quitclaim***
4. **Payment / Proof of Payment**

CANCELLATION	PRA Service Fee	US\$10.00 or Php equivalent <i>(for each applicant)</i>
	Bureau of Immigration Fee	₱500.00 <i>(for each applicant)</i>
DOWNGRADING	PRA Service Fee	US\$10.00 or Php equivalent <i>(for each applicant)</i>
	Bureau of Immigration Fee	₱3,520.00 <i>(for each applicant)</i>
UNSETTLED PRA ANNUAL FEES	ID Fee, Visitorial Fee, Harmonization Fee	Please contact PRA Servicing Division
COURIER FEE <i>(Optional)</i>	Local / International Address	

Additional Requirements:

1. For those who availed of the tax-free importation service, and files for the cancellation of SRRV within three (3) years of membership, 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 to be shipped back to the country of origin.



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Reminders:

1. If there is downgrading of SRRV to Tourist Visa, an **Emmigration Exit Clearance (ECC)** for each member is required by the Bureau of Immigration to be accomplished at least one (1) week prior to the departure from the Philippines.
2. Original documents are required to be presented. Kindly secure your own personal copies.
3. Withdrawal Clearance for the visa deposit shall only be prepared upon **strict compliance** with the above-mentioned requirements.
This is subject to strict compliance with the bank's rules and regulations, law on succession, relevant BIR Memo circulars, and the Rules of Court.
4. Depository banks may require additional documents for the withdrawal of deposit. Coordinate with the depository bank for the banking rules and requirements.
5. If an Agent or Representative will transact in behalf of the Retiree-member, a **Notarized Special Power of Attorney*** and **Copy of the Agent's valid ID** showing complete name, signature, and photo must be provided. Kindly prepare a copy to be presented to the bank.
6. *Documents obtained or executed abroad must be Apostilled or Authenticated.
For visa deposits under BDO, use the SPA format provided by BDO.
7. **In case of unavailability or if unable to surrender, a Notarized Affidavit of Loss/Explanation must be submitted. Please be informed that, except for any deceased dependent retiree-member, endorsement to the Bureau of Immigration will include a request for inclusion in the Watchlist for failure to submit Passport with SRRV sticker.
8. Active PRA ID Cards are to be surrendered.
9. Processing Time within the Servicing Division is 20 Working days excluding external processes. Total Processing Time is about 1 to 3 calendar months including inter-agency procedures.



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II. B. VOLUNTARY (DEPENDENTS: SPOUSE OR CHILDREN)

- 1. Letter Request** or filled-out **SRRV Cancellation Form** signed by the Principal retiree-member. State the reason for Cancellation of SRRV.
- 2. Passport(s) with SRRV sticker**** (for cancellation)
Include new Passport(s) if request includes downgrading.
- 3. Payment / Proof of Payment**

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	Bureau of Immigration Fee	₱500.00 <i>(for each applicant)</i>
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UNSETTLED PRA ANNUAL FEES	ID Fee, Visitorial Fee, Harmonization Fee	Please contact PRA Servicing Division
COURIER FEE <i>(Optional)</i>	Local / International Address	

Additional Requirements:

- 1. Affidavit of Quitclaim** . Applicable for withdrawal of excess visa deposit only.

Must indicate the details of the Principal Retiree's Bank Account such as: Bank Name, Bank Address, Account Number, Account Name, Bank SWIFT Code, Account holder's address abroad. Include Intermediary Bank details, if applicable.

The Bank Account must be a personal account. If Bank Account given is a local bank or a Joint Account, an Explanation must be provided.



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