



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TOURISM

PHILIPPINE RETIREMENT AUTHORITY

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

II.A. INVOLUNTARY (DECEASED PRINCIPAL RETIREE) – WITHOUT WILL

Basic Mandatory Requirements:

- SRRV Cancellation Form Information** filled-out and signed by the surviving heirs or authorized representative.
For the subsequent transfer of the dollar deposit, indicate the Surviving Heir's Bank Account details such as: Bank Name, Bank Address, Account Number, Account Name, Bank SWIFT Code, Account holder's address abroad. Indicate Intermediary Bank, if applicable.
- Original Passport(s) of the deceased Retiree-member with SRRV sticker****
If deceased Principal has dependent members, aside from Passport with SRRV sticker, include new Passport(s) if request includes downgrading.
- Death Certificate*** of Principal
 - Must be PSA-issued if died in the Philippines
 - Philippine Embassy/Consul-Authenticated or Apostilled, and translated (if needed), if died abroad
- Notarized Affidavit of Quitclaim***
- Payment / Proof of Payment**

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

- Affidavit of Self-Adjudication*** if only one (1) surviving heir or **Extrajudicial Settlement of Estate*** for multiple surviving heirs. Notarized and with 2 sets (1 for the Bank and 1 for PRetA).
- Proof of Relationship*** (e.g. Family Relations Certificate, Birth Certificate for Parent-child relationships, Certificate of Marriage for spouses).
- Affidavit of Publication** in a newspaper of general circulation in the Philippines.

Additional Requirements:

- Copy of **Valid Identification Card(s) or Passport(s) of surviving heir(s) showing specimen signature.**
- eCAR/BIR Form 1904.** Required to be submitted to/through PRA if the Dollar Deposit is maintained at the Development Bank of the Philippines. Settlement of the Estate Tax in the Bureau of Internal Revenue (BIR) is required for the release of the visa deposit. (*Certificate Authorizing Registration Form 2313 from BIR and published in a newspaper of general circulation in the Philippines*). For visa deposits under private banks, eCAR/Form 1904 will be submitted directly to the banks.

BIR Form 1904 – If filed within one (1) year from the death of the Principal

eCAR – If filed after a year from the death of the Principal



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II.B. INVOLUNTARY (DECEASED PRINCIPAL RETIREE) – WITH WILL

1. **SRRV Cancellation Form Information** filled-out and signed by the surviving heirs or authorized representative.

For the subsequent transfer of the dollar deposit, indicate the Surviving Heir's Bank Account details such as: Bank Name, Bank Address, Account Number, Account Name, Bank SWIFT Code, Account holder's address abroad. Indicate Intermediary Bank, if applicable.

2. **Original Passport of the deceased Retiree-member with SRRV sticker****

If deceased Principal has dependent members, aside from Passport with SRRV sticker, include new Passport(s) if request includes downgrading.

3. **Death Certificate*** of Principal

- Must be PSA-issued if died in the Philippines
- Philippine Embassy/Consul-Authenticated or Apostilled, and translated (if needed), if died abroad

4. **Notarized Affidavit of Quitclaim***

5. **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 dependent applicant</i>)
	Bureau of Immigration Fee	₱3,520.00 (<i>for each dependent 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	

6. **Copy of Letter of Testamentary / Administration.** *Obtained from Court after probation of Will.*

Additional Requirements:

7. **eCAR/BIR Form 1904.** Required to be submitted to/through PRA if the Dollar Deposit is maintained at the Development Bank of the Philippines. Settlement of the Estate Tax in the Bureau of Internal Revenue (BIR) is required for the release of the visa deposit. (*Certificate Authorizing Registration Form 2313 from BIR and published in a newspaper of general circulation in the Philippines*). For visa deposits under private banks, eCAR/Form 1904 will be submitted directly to the banks.

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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. Withdrawal Clearance on the decedent's 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.
3. Original documents are required to be presented/submitted. Kindly secure your own personal copies.
4. 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.
5. *Documents obtained or executed abroad must be Apostilled or Authenticated.
6. Depository banks may require additional documents for the withdrawal of deposit. Coordinate with the depository bank for the banking rules and requirements. For visa deposits under BDO, use the SPA format provided by BDO.
7. Active PRA ID Cards are to be confiscated.
8. **In case of unavailability or if unable to surrender, a Notarized Affidavit of Loss/Explanation must be submitted. Please be informed that, except for the deceased, retiree-member, endorsement to the Bureau of Immigration will include a request for inclusion in the Watchlist.
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.