



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TOURISM

PHILIPPINE RETIREMENT AUTHORITY

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

III. A. SUBROGATION DUE TO DEMISE OF PRINCIPAL RETIRE-MEMBER

1. **Filled-out and signed SRRV Cancellation Service Request Form** from the surviving dependent retiree-member who will subrogate for the Principal.

Request to change Account Name must indicate if visa deposit shall be retained in the same bank or to be transferred to another PRetA-accredited bank.

In case of change of bank, indicate the name of Bank and branch address (kindly refer to [the list of PRetA-accredited banks.](#))

2. ***Original Passport of the deceased retiree-member (with SRRV sticker)** and PRA ID Card
3. **Death Certificate** of Principal
 - PSA-issued if died in the Philippines
 - Philippine Embassy/Consul-Authenticated or Apostilled, and translated (if needed), if died abroad
4. **Copy of Biopage of Subrogee's Active Passport**
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>
UNSETTLED PRA ANNUAL FEES	ID Fee, Visitorial Fee, Harmonization Fee	Please contact PRA Servicing Division
COURIER FEE <i>(Optional)</i>	Local / International Address	

6. *If with Will:*

Letter of Testamentary/Administration – Must be Original/Certified True Copy, Consularized/Apostilled

In the absence of Will:

Affidavit of Self-Adjudication if only one (1) surviving heir or **Extrajudicial Settlement of Estate** for multiple surviving heirs.

Affidavit of Publication – Publication of death in a newspaper of general circulation in the Philippines. 2 sets (1 for PRetA, and 1 for the Bank).



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Additional Requirements:

7. **eCAR/BIR Form 1904.** Required to be submitted to/through PRA if the Dollar Deposit is with the Development Bank of the Philippines. Settlement of the Estate Tax in the Bureau of Internal Revenue (BIR) is required for the Change of the Account Name. (*Certificate Authorizing Registration Form 2313 from BIR and published in the newspaper of general circulation in the Philippines*).

For visa deposits under other private banks, eCAR/Form 1904 will be required by the banks themselves.

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

Reminders:

1. Original documents are required to be presented/submitted. Kindly secure your own personal copies.
2. 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.
3. Documents obtained or executed abroad must be Apostilled or Authenticated.
4. *If unable to surrender, a Notarized Affidavit of Loss/Explanation must be submitted.
5. 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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III. B. SUBROGATION DUE TO INCAPACITY OF PRINCIPAL RETIRE-MEMBER

1. **Filled-out and signed Service Request Form** from the surviving dependent retiree-member who will subrogate for the Principal.

Request to change Account Name must indicate if visa deposit shall be retained in the same bank or to be transferred to another PRetA-accredited bank.

In case of change of bank, indicate the name of Bank and branch address (kindly refer to [the list of PRetA-accredited banks.](#))

2. ***Proof** of any of the following:
 - a. Incapacity of the principal to perform and/or commit acts with legal and binding effect by reason of any but not limited to the following:
 - Civil Interdiction
 - Being under Guardianship
 - Insanity, occurrence of one or more insanity attacks, anti-social personality, epilepsy, drug addiction, chronic alcoholism, etc.
 - b. Permanent disability of the principal thereby making his/her mobility intricate
 - c. Separation of the spouses provided the former principal shall transfer in favor of the subrogated spouse his/her deposit and the same shall be maintained by the latter as his/her 'sole account'
3. Copy of active Passport of Subrogee

Reminders:

1. Original documents are required to be presented/submitted. Kindly secure your own personal copies.
2. *Documents obtained or executed abroad must be Apostilled or Authenticated.