

## REQUIREMENTS FOR CANCELLATION OF SRRVISA

1. Accomplished Exit Interview form and personal appearance of the principal member for the conduct of Exit Interview
2. Letter request stating the reason for the cancellation of SRRVISA and the bank details for the remittance of visa deposit ( local to abroad ) under the name of the principal retiree

Bank details: BANK NAME, complete BANK ADDRESS, ACCOUNT NAME, ACCOUNT NUMBER and BANK SWIFT CODE). Please indicate the INTERMEDIARY BANK, if applicable;

3. PRA ID card (each member)
4. Notarized Affidavit of Quitclaim (applicable only if there still a remaining dollar deposit in the bank); 2 sets
5. Original Passport/s with the SRR Visa sticker stamped (for each member) and surrender the valid PRA ID card;
6. Original New Passport/s  
\*\*\*\* New Passport must have a valid entry in the Philippines for the downgrading of visa from SRRVISA to Tourist Visa valid for 59 days (for each member, if applicable);
7. Emigration Exit Clearance (ECC) (for each member if applicable. This is required by the Bureau of Immigration before departure)
8. Cancellation Fees (for each member)  
\*Bureau of Immigration fee –Downgrading fee from SRRVISA to Tourist Visa amounting to Php2,520.00 (for each member, if applicable)

\*PRA Service fee – Cancellation US\$10.00 or Peso equivalent  
- Downgrading US\$10.00 or Peso equivalent (each member, if applicable)

(courier fee for international - US\$50.00, courier fee for local – Php200.00)

\* Visitorial fee (if applicable)

\* Harmonization fee (if applicable)

\* Annual PRA Fee (if applicable)

9. Certified true copy of the Certificate of Payment of the duties and taxes due on the household goods/personal effects (if any) to be issued by the Bureau of Customs, OR Bill of Lading of the items to be shipped back to the country of origin of the member withdrawing from the program. (if necessary);
10. If not practical for the retiree to come at PRA office, additional documents required for representative/agent to submit:

- a) Notarized Special Power of Attorney executed by the retiree (in case SPA was executed abroad, it must be authenticated by the Philippine Embassy/Consulate) **(2 COPIES)**
  - b) Two (2) valid ID of representative/agent
- Note:** If the visa deposit is with Banco De Oro, please coordinate with the bank for the standard form of the Special Power of Attorney

### NOTE:

- 1) **Approximately 30 working days** processing time upon conduct of Exit Interview and submission of complete documents and payments.
- 2) All documents executed/ obtained abroad, must be authenticated by the nearest Philippine Embassy/Consular Office;
- 3) All documents required must present to PRA the original
- 4) Item number 8 can be remitted to the bank details below and please provide us a copy of the deposit or remittance slip as proof of payment for purposes of issuance of official receipts

Bank Name: Landbank of the Philippines - Buendia Branch, Makati City  
Account Name: Philippine Retirement Authority (for-Name of the retiree/SRRV No.)  
Peso Account Number: 0052 10 5463  
Dollar Account Number: 2204 00 8682  
Bank Swift Code: TLBPPHMMXXX

\*\*\*PRA Tel. No. (63) (02) 848-1412 to 16 local Nos. 181 or Direct Line: (63) (02) 848-1411

\*\*\*e-mail address: servicing@pra.gov.ph

\*\*\*Office Address: PHILIPPINE RETIREMENT AUTHORITY  
29/F Citibank Tower, 8741 Paseo de Roxas, Makati City 1220, Philippines

\*\*\*Website: www.pra.gov.ph