

### **ADDITIONAL CANCELLATION REQUIREMENTS IN CASE OF DEATH**

1. Letter request from the surviving heir/s, requesting the termination of the SRR Visa of the deceased retiree member and withdrawal of the US\$ or Php visa Deposit maintained in any PRA accredited banks.

\*\*\*Please indicate the bank details for the transfer of the dollar deposit to the account of the surviving heir/s (Bank Name, Bank Address, Account Name, Account Number, Bank Swift Code) to facilitate the transfer of the said visa deposit after the Cancellation of the SRR Visa of the deceased retiree by the Bureau of Immigration. Please indicate the INTERMEDIARY BANK, if applicable

2. True Copy of the Death Certificate duly certified by the Local Civil Register (*if died abroad, the same documents must be authenticated by the Philippine Embassy/Consular Office abroad*)

4. Original passport of the deceased retiree member (with the SRR Visa sticker) and surrender valid PRA I.D. Card;

Please pay the necessary fees to the PRA cashier or direct deposit to:

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

Note: please furnish PRA the copy of the deposit slip for the issuance of Official Receipt

5. Visatorial fee / Harmonization fee / Annual PRA Fee - pro-rate computation on the date of death, if applicable only

6. Last Will and Testament (subject to Probate and Allowance-original/certified true copy or consularized), if any, or;

7. Absence of the Will:

- Affidavit of Self-Adjudication (If only for One (1) surviving heir)- notarized- 2 sets
- Extrajudicial Settlement of Estate (for Two (2) or more surviving heirs)- notarized -2 sets

8. Proof of relationship (*e.g. Birth Certificate for the child/children, Marriage Certificate for the spouse*)

\*\*\*If the spouse of the retiree is already dead, submit a copy of the Death Certificate and; if the spouse is divorced to the retiree, submit a copy of the Divorced Paper

9. Photo copy of Identification Card/s or Passport/s of the surviving heir/s showing the specimen signature

10. Other documents to be required by PRA, if any. (i.e. affidavit of dis interested persons)

**Note: SRR Visa cancellation will take 30 (or more) working days.**

1) The death of the retiree member needs to be published in the newspaper of general circulation in the Philippines

2) Withdrawal Clearance on the decedent's visa deposit shall only be prepared upon compliance with the above requirements and cancellation of the SRR Visa by the Bureau of Immigration.

3) Please coordinate with the depository bank for the banking rules and requirements for the withdrawal of the deposit. (*e.g. affidavit of publication, payment of estate tax/CAR, heir's bond*)

4) If the Dollar Deposit is with the Development Bank of the Philippines the compliance for the Estate Tax in the Bureau of Internal Revenue (BIR) is required for the release of the deposit. (Certificate Authorizing Registration Form 2313 from BIR and published in the newspaper of general circular in the Philippines)