

## PHILIPPINE RETIREMENT AUTHORITY

### PROCEDURE:

CANCELLATION OF MEMBERSHIP FROM THE SRRV PROGRAM AND DOWNGRADING OF VISA

### SCHEDULE OF AVAILABILITY OF SERVICE:

Monday to Friday 8:00 am – 5:00 pm

### WHO MAY AVAIL THE SERVICE:

SRRV Member

### DOCUMENTARY REQUIREMENTS:

- Accomplished Exit Interview Form
- Letter Request; stating the reason for the cancellation of SRRV Visa, and bank instructions (if necessary)
- PRA ID Card/s
- Original passport/s; where the SRRV Visa is/are stamped
- Current original passport of the retiree-member; if visa will be downgraded from SRRV Visa to Tourist Visa
- In case of death, True Copy of the Death Certificate duly certified by the Local Civil Register must be Submitted (If died abroad, the True Copy of the Death Certificate must be translated in English and authenticated by the Philippine Embassy/Consular Office)
- For Principal Retirees who availed of “Exemption from Customs Duties & Taxes for the importation of personal effects/household goods” within 3 years from the date of the SRRV Visa cancellation, a Certified True Copy of the Certificate of Payment of the duties & taxes due on the household goods/personal effects to be issue by the Bureau of Customs must be submitted or Bill of Lading of the items to be shipped back to the country of origin of the member withdrawing from the program
- If its not possible for the retiree to come at the PRA office, authorized representative/agent shall submit the ff. documents:
  - a. Notarized Special Power of Attorney (SPA) executed by the retiree (in case SPA was executed abroad, it must be authenticated by the Philippine Embassy/Consulate)
    - \*For retirees with visa deposit at Banco de Oro (BDO), a Special Power of Attorney is provided and may be requested from PRA.

b. Two (2) valid ID

• \*Fees:

a. Bureau of Immigration (BI) Fee

- Cancellation Php500.00
- Downgrading to Tourist Visa Php3,510.00\*

b. PRA Service Fee

- Cancellation US\$10.00 or peso equivalent
- Downgrading US\$10.00 or Peso equivalent\*

\* Downgrading Fees are only necessary if retiree is in the Philippines and must have a Tourist Visa after the cancellation of the SRRVisa. Hence, Retirees having their SRRVisa's cancelled but who are out of the Philippines do not need to pay the downgrading fees.

c. Visitorial or Harmonization Fee; if the retiree did not yet pay the required fee for the period covered.

c. Courier Fee (if withdrawal clearance and passport/s will be delivered to retiree's residence)

- Php100.00/Php150.00 for Local
- US\$50.00 for International

**DURATION OF ACTIVITY:**

15 to 20 Working Days

**PROCESS FLOW:**

STEP	APPLICANT	SERVICE PROVIDER	PERSON IN CHARGE	FEES	PRA FORM / DOCUMENTS
1	Submit requirements	Evaluate request and documents submitted	Front Desk Officer		
2	Pay necessary fees at Cashier booth	Issue Official Receipt to retiree	Cashier	* Refer to Fees mentioned above	Official Receipt
3	Present Official Receipt to Front Desk Officer	Endorse documents submitted by the retiree to Servicing Division	Front Desk Officer		
4	Wait for the call from PRA/	Prepare endorsement letter to	Member Assistance		

STEP	APPLICANT	SERVICE PROVIDER	PERSON IN CHARGE	FEES	PRA FORM / DOCUMENTS
	notice of approval	Bureau of Immigration (BI)	Officer (Servicing)		
5		Review documents then sign endorsement letter	Servicing Div. Chief and RRSC – Dept. Manager		
6		Submit endorsement letter and passport to Bureau of Immigration	Liaison Officer		
7		Approves and issues Order of Cancellation	Bureau of Immigration		
9		Prepare memo to the GM	Member Assistance Officer (Servicing)		
10		Approves memo	General Manager		
11		If Development Bank of the Philippines (DBP) account, pre-terminate visa deposit with DBP	Finance Division		
12	Receive passport	Inform retiree about the pre-terminated account, release passport	Member Assistance Officer (Servicing)		
11		If non DBP account, prepare withdrawal clearance	Member Assistance Officer (Servicing)		Withdrawal Clearance
12		Review withdrawal clearance prepared, recommend approval of withdrawal clearance to the GM	Div. Chief-Servicing/ Dept. Manager- RRSC/ Deputy General Manager		
13		Approves withdrawal clearance	General Manager		
14		Inform retiree about the approved withdrawal clearance	Member Assistance Officer (Servicing)		
15	Receive withdrawal clearance and passport	Release withdrawal clearance and passport to the retiree	Member Assistance Officer (Servicing)		
END OF TRANSACTION					