

## REQUIREMENTS FOR CANCELLATION OF SRRVISA

1. Accomplished Exit Interview form; (downloadable to our website)
2. Letter request stating the reason for the cancellation of SRRVisa and bank instructions *(if necessary)*: (Abroad Bank) *BANK NAME, complete BANK ADDRESS, ACCOUNT NAME, ACCOUNT NUMBER and BANK SWIFT CODE*);
3. PRA ID card *(each member)*
4. The retiree should be personally present for the Cancellation Interview *(in charge person will set for the schedule)*;
5. Notarized Affidavit of Quitclaim *(if necessary)*;
6. Original Old Passport/s where the SRRVisa is/are stamped *(each member)*;
7. Original New Passport/s

\*\*\*\* New Passport should have a valid entry in the Philippines for the Downgrading from SRRVisa to Tourist Visa valid for 59 days *(each member, if necessary)*;

8. Immigration Exit Clearance (ECC) *(each member, if necessary)*;
9. Cancellation Fees *(each member)*

\*Bureau of Immigration fee – Cancellation Php500.00

\_ Downgrading to Tourist Visa Php3,510.00 *(each member, if necessary)*

\*PRA Service fee – Cancellation US\$10.00 or Peso equivalent

- Downgrading US\$10.00 or Peso equivalent *(each member, if necessary)*

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

\* Visitorial fee *(if necessary)*

\* Harmonization fee *(if necessary)*

\* Annual PRA Fee *(if necessary)*

10. In case of death, True Copy of the Death Certificate duly certified by the Local Civil Register must be submitted *(if died abroad, the same documents and must be translated in English and authenticated by the Philippine Embassy/Consular Office)*; **AND** Other documents that is necessary; (Affidavit of Self Adjudication/ Extrajudicial Settlement and Proof of Relationship)
11. 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)*;
12. 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)
  - b) Two (2) valid ID of representative/agent

\*\*\*\* 20-30 working days of process upon the Exit Interview and submission of complete documents and payments.

\*\*\*PRA Tel. No. (63) (02) 848-1412 to 16 local Nos. 181, 131, 114 or Direct Line: (63) (02) 817-1090

\*\*\*e-mail address: [servicing@pra.gov.ph](mailto: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](http://www.pra.gov.ph)