



CORPORATE ASSIGNEE

MEMBERSHIP APPLICATION REQUIREMENTS

A corporation may designate an assignee who is neither an executive nor a director of the company and the person shall be considered as a regular individual assignee of playing rights.

1. **MEMBERSHIP APPLICATION FORM** with complete and accurate information must be:
 - a. in original Membership Application Form;
 - b. typewritten or legibly handwritten and
 - c. signed by the applicant and spouse.

Note: Attached 2x2 photo in the application form must be taken within the last six (6) months
2. **ENDORSEMENT LETTER** signed by **three (3)** active Club members, one (1) as proposer and two (2) endorsers.
3. **CORPORATE SECRETARY'S CERTIFICATE:**
 - a. Indicating the playing representative(s) of the company;
 - b. Indicating the nominee/assignee to be replaced; and
 - c. Stating the company's ultimate and sole responsibility for whatever balances the assignee(s) may have with the club.
4. If **EMPLOYED:**
 - a. **original Certificate of Employment;**
 - b. photocopy of **company ID** and
 - c. copy of latest **Income Tax Return** filed -optional.

If **BUSINESS OWNER:**

 - a. Company profile;
 - b. Business Permit and
 - c. Securities and Exchange Commission (SEC) Certificate of Registration or Department of Trade and Industry (DTI) permit.

If **RETIRED:** Any proof of source of income
5. Company Profile, SEC Certificate of Registration and Articles of Incorporation and Business Permit (Applicable for Corporate Members with incomplete Membership Records.)
6. **IDENTIFICATION:**
 - a. For locals: Any valid Government issued ID: PRC / SSS or GSIS/ Unified Multi-Purpose ID (UMID) and photocopy of passport
 - b. For foreigners: original (for presentation) and photocopy of passport and with either of the following:
 - i. If employed - **Alien Employment Permit**
 - ii. If retired - Philippine Retirement Authority (PRA) card or Special Resident Retiree's Visa (SRRV)
7. **DEPENDENTS:** If the spouse, unmarried child(ren) below 29 years old and grandchild(ren) below 17 years old shall be declared as dependents (with 2x2 colored photos taken within the last six (6) months):
 - a. Photocopy (with original copy presented) of Marriage contract
 - b. Photocopy of spouse's passport
 - c. Child(ren)'s Birth Certificate(s) or duly authenticated family/household registry
 - d. Grandchild(ren)'s Birth Certificate(s)

Should the applicant choose not to declare his/her dependents, please provide a **Letter of Non-Declaration.**
8. **MEMBERSHIP CARDS** of the previous assignees including dependents (optional).

Only applications with complete requirements shall be processed. After the pre-screening and verification of membership application details, the applicant shall be advised of the interview schedule with Club Management/Membership Committee via phone, e-mail or SMS.

FEES & OTHER REQUIREMENTS UPON APPROVAL OF TEMPORARY MEMBERSHIP

1. Fees payable to "The Orchard Golf & Country Club":

Processing Fee	Php	75,000.00
Refundable deposit		25,000.00
Assignee Annual Fee	Php	25,000.00
One (1) quarter advance dues (Php6,000.00/month)		18,000.00
TOTAL	Php	143,000.00

The above is payable to "The Orchard Golf & Country Club". Payments should be in cash or check only.

2. Certificate of Clearance of Account from the Accounting Department of The Orchard (please call Billing Section at Tel. No. (02) 8982-2000 or (046) 416-5931 ext. 2511 or 2512).

PERMANENT membership is subject to the final approval of the Club's Board of Directors.

The Orchard Golf & Country Club
Aguinaldo Highway Dasmariñas City, Cavite
Tel. No. (02) 8982-2000 loc. 2121

Email: membership@theorchardgolf.com/mbrorchard@gmail.com