



TRANSFER OF INDIVIDUAL SHARE TO CORPORATE ENTITY

MEMBERSHIP APPLICATION REQUIREMENTS

A corporation buying a Class A or B share is entitled to assign only one (1) playing representative either as corporate nominee or corporate assignee.

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. **RESIGNATION LETTER** indicating that the seller is resigning his/her membership from the Club. The letter must indicate the effective month of resignation and starting month of 1 quarter dues for buyer.
4. **Copies of the corporate entity's Company profile, SEC Certificate of Registration, Articles of Incorporation and Business Permit.**
5. **CORPORATE SECRETARY'S CERTIFICATE:**
 - a. Authorizing the purchase of an Orchard share;
 - b. Indicating the playing representative(s) of the company; and
 - c. Stating the company's ultimate and sole responsibility for whatever balances the assignee(s) may have with the club.

If playing representative is **EMPLOYED:**

- a. original **Certificate of Employment** and
- b. photocopy of **company ID.**

If playing representative is a **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 playing representative is **RETIRED:** Any proof of source of income

6. **IDENTIFICATION OF PLAYING REPRESENTATIVE:**
 - 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)
6. **DEPENDENTS OF PLAYING REPRESENTATIVE** 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.**

7. Membership cards issued to the previous member and dependents.

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 BY THE MEMBERSHIP COMMITTEE

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

Transfer Fee	Php	125,000.00
One (1) quarter advance dues @Php5,500.00/month if nominee		16,500.00
TOTAL	Php	141,500.00

Payment should be in cash or check only. PERMANENT membership shall be subject to the Board of Director's approval.

2. Original Notarized Deed of Sale.
3. Certificate Authorizing Registration (CAR), Capital Gains Tax Return, Documentary Stamp Tax Return.
4. Stock Certificate of the Seller duly endorsed at the back.
5. Certificate of Clearance of Account from the Accounting Department of The Orchard (please call (02) 8982-2000 or (046) 416-5931 ext. 2511 or 2512).

All original documents must be submitted to the Membership office for the issuance of the new stock certificate.

The Orchard Golf & Country Club
 Aguinaldo Highway Dasmariñas City, Cavite
 Tel. No. (02) 8982-2000 loc. 2121
 Email: membership@theorchardgolf.com/mbroorchard@gmail.com