



## INDIVIDUAL SHARE

### MEMBERSHIP APPLICATION REQUIREMENTS

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. 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. **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)
6. **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**.
7. **MEMBERSHIP CARDS** of the previous assignees including dependents (optional).
8. **MEMBERSHIP CERTIFICATE** from other Golf Clubs as declared in the application form.

**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":	
Transfer Fee	Php 200,000.00
One (1) quarter advance dues (Php 5,500.00/month)	<u>16,500.00</u>
<b>TOTAL</b>	<b><u>Php 216,500.00</u></b>

**Payments should be in cash or check only. PERMANENT membership is subject to the final approval of the Club's Board of Directors.**

2. Original and notarized Deed of Sale.
3. Original copy of Certificate Authorizing Registration (CAR), Capital Gains Tax (CGT) Return, Documentary Stamp Tax (DST) Return.
4. Original 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 Billing Section at Tel. No. (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**  
 Aginaldo Highway Dasmariñas City, Cavite  
 Tel. No. (02) 8982-2000 loc. 2121  
 Email: [membership@theorchardgolf.com](mailto:membership@theorchardgolf.com)/[mborchard@gmail.com](mailto:mborchard@gmail.com)