



INDIVIDUAL SHARE TO HEIR

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. Extra Judicial Settlement (Executed by your lawyer) or Last Will & Testament, indicating the name of the heir the golf share will be transferred to.
4. Copy of Death Certificate.
5. 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
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 (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** issued to previous member or assignee and to his dependents - for cancellation.
9. **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 BY THE MEMBERSHIP

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

Transfer Fee	Php	150,000.00
One (1) quarter advance dues (Php5,500.00/month)		16,500.00
TOTAL	Php	166,500.00

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 copies of the Extra Judicial Settlement or Last Will & Testament, Capital Gains Tax Return, Documentary Stamp Tax Return, Certificate Authorizing Registration (CAR) from the BIR.
3. Original Stock Certificate of the member.
4. 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/ Billing Section).

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

The Orchard Golf & Country Club
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