



## ASSIGNMENT OF PLAYING RIGHTS

### MEMBERSHIP APPLICATION REQUIREMENTS

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

*Note: Attached 2x2 photo in the application form must be taken within the last six (6) months*
- ENDORSEMENT LETTER** signed by **three (3)** active Club members, one (1) as proposer and two (2) endorsers.
- If **EMPLOYED**:
  - original Certificate of Employment**;
  - photocopy of **company ID** and
  - copy of latest **Income Tax Return** filed - optional.If **BUSINESS OWNER**:
  - Company profile;
  - Business Permit and
  - Securities and Exchange Commission (SEC) Certificate of Registration or Department of Trade and Industry (DTI) permit.If **RETIRED**: Any proof of source of income
- IDENTIFICATION**
  - For locals: Any valid Government issued ID: PRC / SSS or GSIS/ Unified Multi-Purpose ID (UMID) and photocopy of passport
  - For foreigners: original (for presentation) and photocopy of passport and with either of the following:
    - If employed - **Alien Employment Permit**
    - If retired - Philippine Retirement Authority (PRA) card or Special Resident Retiree's Visa (SRRV)
- 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):
  - Photocopy (with original copy presented) of Marriage contract
  - Photocopy of spouse's passport
  - Child(ren)'s Birth Certificate(s) or duly authenticated family/household registry
  - Grandchild(ren)'s Birth Certificate(s)Should the applicant choose not to declare his/her dependents, please provide a **Letter of Non-Declaration**.
- MEMBERSHIP CARDS** of the previous assignees including dependents (optional).
- 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.**

### FEEES & OTHER REQUIREMENTS UPON APPROVAL OF TEMPORARY MEMBERSHIP

- Fees payable to "The Orchard Golf & Country Club, Inc.":

Membership Fee	Php	125,000.00
Refundable deposit		35,000.00
Assignee Annual Fee	Php	50,000.00
One (1) quarter advance dues (Php6,000.00/month)		18,000.00
<b>TOTAL</b>	<b>Php</b>	<b>228,000.00</b>

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

- Four (4) copies of original and notarized Lease of Playing Rights contract (standard form is available at the Membership office).
- 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.*

**The Orchard Golf & Country Club**  
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