



VALLE VERDE COUNTRY CLUB, INC.

Procedure & List of Requirements Transfer of Membership Share

(Corporate Assignee)

• STEP 1

➤ PRE- QUALIFICATION *(30-day posting)*

❖ REQUIREMENTS: *(For Assignee)*

- *Application Form (with endorsement from two (2) VVCCI regular proprietary members in good standing)*
- *2 Valid Gov't issued ID bearing photo & signature*
- *2 pcs. 2x2 latest photo*
- *Processing Fee - P 5,000.00*

• STEP 2

➤ COMPLETION OF REQUIREMENTS *(after the 30-day posting and without any negative feedback from the Club members)*

❖ FOR CORPORATE ASSIGNEE

- *Photocopy of Marriage Certificate*
- *Photocopy of Birth Certificate of qualified dependents*
- *CENOMAR for dependents aged 21 to 35 years old.*
- *2 Valid Gov't issued ID of Spouse & dependents*
- *1pc. 2x2 latest photo of Spouse & dependents*
- *Specimen Signature Card*

❖ FOR CORPORATE ASSIGNOR

- *Stock Certificate (Photocopy)*
- *Duly signed & Notarized Secretary Certificate of the Company or Board Resolution to designate company representative who will apply for membership with VVCCI, with a clause that "the company and the representative will be jointly and severally liable to VVCCI for all accounts incurred by the representative"*
- *Valid Gov't issued ID bearing photo & signature of Corporate Secretary*

• STEP 3

➤ INTERVIEW SCHEDULE

- #### ❖ *Upon submission of complete documents, applicants will be scheduled for interview by the Membership Committee.*

• STEP 4

➤ APPROVAL OF APPLICATION

- #### ❖ *Application will be elevated to Membership Committee and Board of Directors for approval prior to opening and closing of accounts of the concerned parties.*

• STEP 5

➤ RELEASING OF MEMBERSHIP CARD

In the event of denial or rejection of application, the Membership Department will inform the applicant in writing to withdraw his/her application.

The Processing fee of P5,000 will be forfeited in favor of the Club.