



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.