



# VALLE VERDE COUNTRY CLUB, INC.

## Procedure & List of Requirements Transfer of Membership Share

*(Estate Share to Designated Heir)*

- **STEP 1**
  - **PRE- QUALIFICATION** *(30-day posting)*
    - ❖ **REQUIREMENTS:**
      - *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*
      - *Transfer Fee - **NONE***
  
- **STEP 2**
  - **COMPLETION OF REQUIREMENTS** *(after the 30-day posting and without any negative feedback from the Club members)*
    - ❖ **FOR TRANSFEREE**
      - *Extra Judicial settlement of Estate (as to whose name the VVCCI Stock Certificate is to be issued) and its publication - Original Copy/Certified True Copy*
      - *Estate Tax Return from BIR (Certified True Copy)*
      - *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 THE ESTATE SHARE**
      - *Original **Stock Certificate***
      - *Death Certificate (Certified True Copy)*
      - ***CAR** - (Certificate Authorizing Registration, Documentary Stamp, Capital Gain Tax, Tax Receipt)*
      - *All issued Membership Cards*
      - *Accounting Clearance*
  
- **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 following payments will be refunded:

**For Designated Heir:**

P7,500 from the total transfer fee of P12,500

**Note:**

**The P5,000 represents the Application Fee which is non-refundable.**

**IMPORTANT:**

*Closing of Seller's account and opening of Buyer's account will be done simultaneously. Therefore, the date stated in the Deed of Sale regarding up to when the seller pays the monthly dues is not binding to VVCCI. Opening of Buyer's account is done after board approval*