



VALLE VERDE COUNTRY CLUB, INC.

Procedure & List of Requirements Transfer of Membership Share

(Regular Assignee)

• 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*
- *Fee (Payable to Valle Verde Country Club, Inc.)
Php20,000.00 -Admission Fee for Playing Rights
Php10,000.00 - Security Deposit
Php5,000.00 - Processing Fee (annually)*

• STEP 2

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

❖ FOR 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 ASSIGNOR

- *Stock Certificate (Photocopy)*
- *Duly signed & Notarized Letter of Assignment (2 Copies)*
- *2 Valid Gov't issued ID bearing photo & signature*
- *Photocopy of 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 Regular Assignee:

P20,000 for Admission Fee

P10,000 for Security Deposit

Note:

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