



VALLE VERDE COUNTRY CLUB, INC.

www.valleverdecountryclub.com

8631 1711 Ext. 227

PROCEDURE & LIST OF REQUIREMENTS

COMPANY (*Transferor*) to INDIVIDUAL (*Transferee*)

■ STEP 1

➤ **PRE QUALIFICATION** (30-DAY POSTING)

◆ **REQUIREMENTS**

- ☐ Application Form (*with endorsement from two (2) VVCC Regular Proprietary Members in good standing*)
- ☐ Endorsement letter from Proposer & Seconder
- ☐ Interviewer Sheet
- ☐ Background Check Authorization & Disclosure Form
- ☐ Two (2) valid Government Issued IDs bearing with photo & signature
- ☐ Photocopy of Birth Certificate
- ☐ Two (2) pcs. 2" x 2" latest photo
- ☐ Membership Status Confirmation (from Affiliated Clubs), if applicable
- ☐ Fee (Payable to Valle Verde Country Club, Inc.)

Php75,000.00 - Transfer Fee

■ STEP 2

➤ **COMPLETION OF REQUIREMENTS**

(after thirty (30) days posting and without any negative feedback from the Club Members)

◆ **FOR TRANSFEEE (DECLARATION OF DEPENDENTS)**

- ☐ **Deed of Absolute Sale/Donation (*Original & Notarized*)**
- ☐ Photocopy of Marriage Certificate (*if married*)
- ☐ Photocopy of Birth Certificate
- ☐ Affidavit of Single Status or CENOMAR for aged 21 to 35 years old
- ☐ Two (2) valid Government Issued IDs
- ☐ One (1) 2x2 latest photo of Spouse & Dependents
- ☐ Specimen Signature Card

◆ **FOR TRANSFEROR**

- ☐ Duly endorsed Original Stock Certificate
- ☐ Two (2) valid Government Issued IDs bearing photo & signature
- ☐ Board Resolution and/or Secretary Certificate of company to sell VVCC share of stock and authorizing any officer to transact in behalf of corporation
- ☐ 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:

Php65,000.00 - Transfer Fee

Note:

The **Php10,000.00** represents as Processing Fee which is **NON-REFUNDABLE**.