



VALLE VERDE COUNTRY CLUB, INC.

www.valleverdecountryclub.com

8631 1711 Ext. 227

PROCEDURE & LIST OF REQUIREMENTS

CORPORATE to CORPORATE

■ STEP 1

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

◆ **REQUIREMENTS**

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

Php150,000.00 - Transfer Fee

■ STEP 2

➤ **COMPLETION OF REQUIREMENTS**

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

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

- ☐ Notarized Deed of Absolute Sale
- ☐ Board Resolution and/or Secretary Certificate of the Company to wit;
 - a)** Buy VVCCI share of stock and authorizing any officer to transact for and in behalf of the Corporation
 - b)** Designate a company representative who will apply for membership with VVCCI. It shall state that the Corporation and assignee are jointly and severally liable to the Club in the event of non-payment of charges by the assignee
- ☐ Articles of Incorporation / Partnership
- ☐ DTI Cert. of Registration (for single proprietorship)
- ☐ SEC Registration Certificate
- ☐ Business Name Certificate
- ☐ General Information Sheet

◆ **FOR 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 Government Issued ID bearing with 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 following payments will be refunded:

Php140,000.00 - Transfer Fee

Note:

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