



VALLE VERDE COUNTRY CLUB, INC.

www.valleverdecountryclub.com

8631 1711 Ext. 227

PROCEDURE & LIST OF REQUIREMENTS

INDIVIDUAL ASSIGNEE

■ 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 - Admission Fee

Php10,000.00 - Security Deposit (Refundable)

Php10,000.00 - Processing Fee (Annually)

Annual Renewal Fee - Php10,000.00 (if applicable)

■ STEP 2

➤ **COMPLETION OF REQUIREMENTS**

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

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

- ☐ 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 ASSIGNOR**

- ☐ Stock Certificate (photocopy)
- ☐ Duly signed & Notarized Letter of Assignment (2 copies)
- ☐ Two (2) valid Government Issued IDs bearing with photo & signature
- ☐ Photocopy of Membership Card
- ☐ 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:

Php 75,000 - Admission Fee

Php 10,000 - Security Deposit

Note:

The **Php10,000** represents as Processing Fee which is **NON-REFUNDABLE**.