



## CHANGE OF CORPORATE NOMINEE

### **LIST OF REQUIREMENTS:**

1. Submit an original Directors' Certificate signed by all the directors indicating the previous playing nominee(s) of the company and his/their replacement. The new nominee(s) must also be a director or employee with executive status in the company. This must be expressly stated in the Board Resolution or Directors' Certificate.
2. Surrender membership card, including those issued to the dependent(s) (*outgoing nominee*).
3. Settle outstanding monthly dues and/or other obligations with the Club (*outgoing nominee*).
4. Submit duly accomplished Membership Information Form (*new nominee*)
  - 4 pcs. 2x2 colored photos (**recent**) for primary member
  - 2 pcs. 2x2 colored photos for spouse and unmarried legal dependent(s) below 25 years' old

**Note:** Those belonging to the 23-24 age group are classified as senior dependents and will be charged an additional P1,000.00 as monthly dues.

- PSA Marriage Certificate (**Original or Certified True Copy**)
- PSA Birth Certificate(s) (**Original or Certified True Copy**) of qualified dependent(s)

5.

Filipino Citizen (Any Class)			Foreign National Citizen (Any Class)		
Processing Fee	PHP	30,000.00	Processing Fee	PHP	75,000.00
Handicap Fee		500.00	Handicap Fee		500.00
Sub-Total		30,500.00	Sub-Total		75,500.00
Plus 12% VAT		3,600.00	Plus 12% VAT		9,000.00
<b>Cash Out</b>	<b>PHP</b>	<b>34,100.00</b>	<b>Cash Out</b>	<b>PHP</b>	<b>84,500.00</b>

6. Copy of Proof of Billing (water bill, electricity bill, internet bill, etc.)
7. At least one (1) letter of endorsement from a good standing stockholder member of the Club.
8. Employment Certificate
9. Curriculum Vitae or Resume
10. A foreign applicant should present at the time of application, a valid visa or any document confirming valid entry to the Philippines (E.g. Alien Certificate of Registration (ACR), Philippine Retirement Authority (PRA), Alien Employment ID (AEP) or Diplomatic ID).

#### *Important Reminders:*

#### **THE PROCEDURE OF ADMISSION IS AS FOLLOWS:**

- a) Application form for individual membership shall be accomplished and signed by at least one (1) regular member/shareholder, as a proposer submitted to the Membership Office. An outgoing member may not act as proposer for an Individual Member being proposed for admittance.
- b) The application shall be posted and published for a period of at least 60 days in the bulletin board.
- c) The application is processed by the Membership Committee. The applicant for membership will be scheduled for interview with the Committee.
- d) If no objection is raised by any member during the period of posting, the application for membership will be recommended to the Board of Director for approval.
- e) The applicant is then so informed and invited to attend the induction/orientation so they can meet members of the Board of Directors and Club Management staff. Their Permanent Membership Card will be issued to them during the occasion, No attendance, No Permanent Membership Card.
- f) New Members must play a mandatory round of golf with a Board of Director, or Membership Committee Member. Coordinate flexible schedule with Membership Department staff.