



## **LATERAL TRANSFER**

***(Transfer to or from a compulsory heir)***

### **LIST OF REQUIREMENTS:**

1. Submit a Letter of Intent (**Transferor**).
2. Notarized Deed of Donation (**Original**).
3. Surrender Transferor's
  - Stock Certificate
  - Membership Card, including spouse's and dependents'
4. Settle outstanding monthly dues and/or other obligations with the Club.
5. Secure Clearance of Account from Accounting Department.
6. Donor's Tax (**original**)
7. Submit BIR and Official Receipt (**original**).
8. Processing Fee - Php5, 000.00 + 600.00 (12% VAT) = Php5,600.00
9. Submit duly accomplished Membership Information Form (**Transferee**)
  - 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)
10. Copy of Proof of Billing (ex: water, electricity bill, internet bill, etc.)
11. At least one (1) letter of endorsement from a good standing stockholder member of the Club.
12. Employment Certificate
13. Curriculum Vitae or Resume

### ***Important Reminders:***

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

1. 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.
2. The application shall be posted and published for a period of at least 60 days in the bulletin board.
3. The application is processed by the Membership Committee. The applicant for membership will be scheduled for interview with the Committee.
4. 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.
5. 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.
6. 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.

*You may call Membership Department at (02) 888-9089 / (0956) 604-7427 / (0999) 595-2118 for your further inquiry.*

*REV01. 2023*