

# CORPORATE NOMINEE APPLICANT

(Effective June 17, 2015)

## REQUIREMENTS FOR CORPORATE NOMINEE: *(for Class C share only)*

### *Share Transfer:*

1. Original Proprietary Membership Certificate (PMC), endorsed to the Buyer
2. Original Deed of Absolute Sale
3. Original Capital Gains Tax Clearance
4. For **second** buyer:
  - Transfer Fee **Php16,000**
  - Membership Clearance of Transferor (To ensure all club obligations are settled)
5. Photocopy of Article of Incorporation and By-Laws of the **Buyer**
6. Photocopy of Securities and Exchange Commission (SEC) Registration of the **Buyer**
7. Photocopy of Corporate Secretary's Certificate from the **Buyer**, indicating the approval of the purchase
8. Photocopy of Corporate Secretary's Certificate from the **Seller**, indicating the approval of the sell
9. Two (2) Original and latest proof of billing.
10. Two (2) Photocopies of any Government issued I'D's with picture (must duly signed 3 times in the photocopy) Original I'D's presented must be shown in the club for proper comparison.

### *Membership: (for each applicant)*

1. Corporate Secretary's Certificate for nomination
2. For **first/direct** buyer or shares from developers with no prior membership:
  - Non-refundable membership processing fee **Php10,000**
3. For **second** buyer or shares from developers with prior membership:
  - Admission Fee **Php60,000** (for Filipino) / **Php120,000** (for Non-Filipino)  
*NOTE: for reapplying Member **Php30,000** (for Filipino) / **Php60,000** (for Non-Filipino)*
4. Accomplished Membership Application Form (MAF)
  - **5 pcs. - 2 x 2** recent colored photos for Applicant
5. Letter of Character Reference from sponsor (by an ACTIVE MEMBER of the Club only)
6. Letter of GUARANTEE  
OR REFUNDABLE DEPOSIT **Php30,000** (for Filipino) / **Php60,000** (for Non-Filipino)  
*NOTE: only if obligation is not guaranteed by the corporation*
7. Photocopy of Passport (for Non-Filipino)
8. Photocopy of Bureau of Immigration (BID) approved VISA (for Non-Filipino)
9. Photocopy of DOLE working permit (for Non-Filipino)
10. Photocopy of Securities and Exchange Commission (SEC) Certification (for stockholder)  
OR Photocopy of Employment Contract
  - Photocopy of latest Bureau of Internal Revenue (BIR) withholding tax receipts
  - Photocopy of Income Tax Return (ITR) indicating the income of the nominee from the corporation
11. Accomplished Declaration of Dependents Form
  - **2 pcs. - 2 x 2** recent colored photos for Spouse / Dependent(s)
  - Photocopy of Marriage Contract / Birth Certificate(s) of Dependent(s)

## REQUIREMENTS FOR **CHANGE** OF CORPORATE NOMINEE: *(for Class C share only)*

1. Corporate Secretary's Certificate indicating **REPLACED nominee and the replacement**
2. Transfer of Playing Rights processing fee **Php30,000** (for Filipino) / **Php60,000** (for Non-Filipino)  
*(with Non-refundable membership processing fee **Php10,000** from processing fee)*
3. Please accomplish items 4 to 11 above (*Membership*)

## STEPS TO FOLLOW (strictly **NO SKIPPING / NO INTERCHANGING** of the steps):

1. All fees and charges are subject to change without prior notice
2. Submission of **COMPLETE** requirements to the membership office
3. Posting of the application for **30 DAYS**
4. **OPTIONAL TO AVAIL** of the **Applicant's Privileges Card**
  - **Php20,000** non-refundable admission fee plus **Php2,800** monthly dues
  - Use up to a maximum of **SIXTY (60) days** only
  - **FOR APPLICANT ONLY** - Spouse and Dependent(s) **CANNOT** avail such privilege
  - **NO SIGNING** privileges / **NO GUEST** privileges
5. Notification of the INTERVIEW DATE (Screening date is scheduled by the Committee Members only)
6. Applicants should come in business casual attire and no mobile phone
  - Non-English-Speaking Applicants should come with an interpreter
7. Committee's Recommendation Letter will be routed to the Members of the Board for **APPROVAL**
8. Notification to the newly approved member (NOTE: **NO APPROVAL / NO MEMBERSHIP**)
9. Permanent In-House-Card will be PICK-UP by the member