



### Requirements for the Transfer of Individual Corporate Share (Class A or Class B)

1. Duly completed Membership Application Form. Please indicate N/A for information that is not applicable.
2. Originally signed two (2) Letters of Endorsement from a regular/ proprietary/ corporate nominee/ assignee member in good standing of the Club.
3. Original & Notarized Deed of Sale, Capital Gain Tax Return, BIR Certification and duly endorsed Stock Certificate of the Seller. All original documents are to be forwarded to Sta. Lucia for the processing of the Stock Certificate in favor of the buyer.
4. Original & Notarized Board Resolution/ Secretary's Certificate indicating the nominee/ assignee member to the Club and his/her position in the company.
5. Original Letter of Appointment on who will shoulder the monthly dues and other assessments.
6. Original Letter of Transfer addressed to the Membership Committee endorsing the Transferee/ Buyer.
7. Three (3) pieces 2x2 colored pictures with white background.
8. Surrender of membership card/s issued to the current nominees/ assignees and dependent/s.
9. Original Certificate of Employment and copy of Company ID
10. Presentation of Original Passport (or any valid ID for local Applicants)
11. Copies of the following:
  - a. SEC Certificate of Registration, Articles of Incorporation, & By-Laws, latest General Information Sheet, Company's Tax Identification Number, and Audited Financial Statement of the company where the applicant is connected as employee/ director or stockholder;
  - b. Copy of DTI Certificate of Business Registration and Business Permit
  - c. Other documentary proof of business or employment as may be required.
12. Clearance of Account from the Club's Finance Department through:  
Ms. Cathy Segura or Ms. Karen Catapang  
Contact numbers: (02) 8925-6478/ (046) 419-2852/ 0917-8013639/ 0920-9080590  
Email Address: [finance\\_ergcc@yahoo.com](mailto:finance_ergcc@yahoo.com)
13. Copy of SEC Certificate of Registration, Articles of Incorporation, & By-Laws, latest General Information Sheet, Company's Tax Identification Number, and Audited Financial Statement of the company where the applicant is connected as employee/ director or stockholder.
14. Payable upon submission of documents:

Transfer fee	Php 75, 000.00
Admission fee	Php 25, 000.00 (local) or P50,000.00 (foreign)
Six Months Advance	Php 36, 000.00

\*\*\*Php 18,000.00 additional refundable deposit if applicant is appointed as corporate assignee

\*\*\*Additional Php100.00/ piece for the printing of membership card

\*\*\*Check must be payable to **Eagle Ridge Golf & Country Club, Inc.**

**Optional: One-year advance dues amounting to Php 66,500.00 may be paid to avail of the one-month discount.**

**For foreign applicants who want to avail the local processing fee rate, please present the ORIGINAL copy of any of the following:**

- a. ACR (Alien Certificate of Registration)
- b. Philippine Retirement Authority ID
- c. Diplomatic Passport/ or Diplomatic Identification Card
- d. Alien Employment Permit
- e. For 47 (a) (2) visa holder (PEZA) – along with 1<sup>st</sup> Indorsement from the Department of Justice

Should you have further inquiries, please get in touch with:

**MEMBERSHIP AFFAIRS OFFICE**

**0998-5455106**

[eridge.memaffairs@gmail.com](mailto:eridge.memaffairs@gmail.com)

#### **Important Note:**

1. The Club reserves the right to require presentation of additional documents as they deem necessary.
2. Submission of requirements does not guarantee approval of the application for membership.
3. Incomplete requirements shall **NOT** be accepted.
4. Original documents must be presented to the Club's Membership Affairs Office prior submission to Sta. Lucia Office.