



Requirements for the Transfer of Corporate Share (Class C)

1. Duly completed Membership Application Form each from the 1st and 2nd nominee/ assignee. Please indicate N/A for information that is not applicable.
2. Originally signed two (2) Letters of Endorsement each for the 1st and 2nd nominee/ assignee 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 copy of the Stock Certificate of the Seller. All original documents are to be forwarded by the buyer to Sta. Lucia for the processing of the Stock Certificate.
4. Original & Notarized Board Resolution/ Secretary's Certificate indicating the nominee/ assignee members to the Club and their positions 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. Photocopy of PSA – certified Birth Certificate of the corporate nominee or assignee.
8. Three (3) pieces 2x2 colored picture with white background from each of the 1st and 2nd nominee/ assignee (colored with white background)
9. Surrender of membership card/s issued to the current nominees/ assignees and dependent/s.
10. Original Certificate of Employments and copy of Company IDs from the 1st and 2nd nominees/ assignees
11. Presentation of Original Passports from the 1st and 2nd nominee/ assignee (or any valid IDs for local Applicants) prepare a photocopy with 3 specimen signatures.
12. 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; Copy of DTI Certificate of Business Registration and Business Permit and other documentary proof of business or employment as may be required.
13. 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@Eagle-ridge.com.ph or finance_ergcc@yahoo.com
14. Payable upon submission of documents:

Transfer fee	Php 125,000.00
Admission fee	Php 50,000.00 (local) or P100,000.00 (foreign)
Six Months Advance	Php 72,000.00

****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 each from the 1st and 2nd nominee/ assignee 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 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 1st Indorsement from the Department of Justice

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

MEMBERSHIP AFFAIRS OFFICE

0998-5455106

membership@Eagle-ridge.com.ph or
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.*