



**Requirements for the Transfer of Proprietary 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 copy of Deed of Sale, Certificate Authorizing Registration, Capital Gain Tax Return, BIR Certification and duly endorsed copy of 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. Three (3) pieces 2x2 colored picture with white background, taken within three (3) months.
5. Photocopy of PSA- certified Birth Certificate of the principal applicant.
6. Original Letter of Transfer addressed to the Membership Committee endorsing the Transferee/ Buyer. (ensure that all dates are updated)
7. Surrender of membership card issued to the transferor and dependent/s.
8. Presentation of Original Passport or any government issued ID, prepare a photocopy with 3 specimen signatures of both buyer & seller.
9. Specimen Card Signature (both buyer & seller, photocopy only)
10. 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
11. 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

****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 the one-month discount

For foreign applicants who want to avail the local admission 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 1st Indorsement from the Department of Justice

Additional requirements for foreign applicants:

- a. 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;
- b. Copy of DTI Certificate of Business Registration and Business Permit
- c. Other documentary proof of business or employment as may be required.

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.*