



**Requirements for the Change of Corporate Nominee/ Assignee  
(Class C)**

1. Duly completed Membership Application Form. Please indicate N/A for information that is not applicable.
2. Letters of Endorsement from two (2) active and in good standing members of the Club.
3. Board Resolution and/ or Secretary's Certificate indicating the following:
  - a. Resolution to appoint a new nominee/ assignee member to the Club and his/her position in the company.
  - b. Resolution appointing the authorized officer to sign on behalf of the company for the change of nominee/ assignee.
4. Photocopy of PSA – certified birth certificate of the corporate nominee or assignee.
5. Three (3) pieces 2x2 colored picture with white background.
6. Letter of Appointment on who will shoulder the monthly dues and other assessments.
7. Surrender of membership card/s issued to the current nominee/ assignee and dependent/s.
8. Original Certificate of Employment and copy of Company ID
9. Presentation of Original Passport (or any valid ID for local Applicants), prepare a photocopy with 3 specimen signatures.
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](mailto:finance@Eagle-ridge.com.ph) or [finance\\_ergcc@yahoo.com](mailto:finance_ergcc@yahoo.com)
11. Payable upon submission of documents:

Processing fee	Php 50,000.00 (local) or P75,000.00 (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*

*\*\*\*Cheque 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

**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](mailto:membership@Eagle-ridge.com.ph) or  
[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.*