

REQUIREMENT CHECKLIST FOR INDIVIDUAL PROPRIETARY MEMBER

Name of Applicant _____

Acquired from _____

- Application form must be accomplished fully and must be typewritten.
- Duly accomplished application form signed by the Applicant, Proposer & Seconder (Proposer & Seconder must be an individual proprietary member of good standing)
- Original Membership Fee Certificate duly endorsed by the seller
- Comprehensive Resume of the Applicant.
- Application Letter for Regular Membership.
- Resignation Letter of the seller.
- Board Resolution/ Secretary’s Certificate authorizing the sale if seller is a Corp.
- Clearance from Billing certifying that seller is free from delinquency
- Original (notarized) copy of the Deed of Sale
- Original copy of the capital gains tax return and the corresponding payment receipt
- Original copy of the documentary stamp tax return and the corresponding payment receipt
- Original copy of the certificate authorizing payment/registration from the BIR
- Specimen Signature Cards of seller and buyer, if seller is a corporation, signature of authorized officer/s of the company.
- Payment of Processing Fee in the amount of P 15,000.00
- Payment of entrance, transfer, advance monthly due & caddie fee deposit upon approval

<input type="checkbox"/> Entrance Fee	-	Php 50,000.00
<input type="checkbox"/> Transfer Fee	-	50,000.00
<input type="checkbox"/> Adv. Monthly due	-	5,000.00
<input type="checkbox"/> Caddie Fee deposit	-	5,000.00
		Php 110,000.00

- Photocopy of Marriage Certificate.
- Photocopy of Birth Certificate of qualified dependents (unmarried 25 yrs. Old and below)
- 2 pcs. – 2x2, 2pcs. – 1/1 ID pictures of Member, Spouse and Dependents

Certified Complete as of: _____ Received: _____ _____ Interview Date: _____	Not complete as of: _____ _____ _____ Verified: _____
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