MEMBERSHIP APPLICATION REQUIREMENTS

A transfer of share from a member to his relative within the 1st degree of consanguinity that includes parent and child.

1. MEMBERSHIP APPLICATION FORM with complete and accurate information must be:
   a. in original Membership Application Form;
   b. typewritten or legibly handwritten and
   c. signed by the applicant and spouse.

2. NOMINATION LETTER signed by at least two (2) active Club members, one as proposer and the other as seconder.

3. If EMPLOYED:
   a. original Certificate of Employment;
   b. photocopy of company ID and
   c. copy of latest Income Tax Return filed - optional.

   If BUSINESS OWNER:
   a. Company profile;
   b. Business Permit and
   c. Securities and Exchange Commission (SEC) Certificate of Registration or Department of Trade and Industry (DTI) permit.

   If RETIRED: Any proof of source of income

4. PROOF OF FAMILY RELATIONSHIP – photocopy (with original copy presented) of birth certificate or duly authenticated family/household registry.

5. IDENTIFICATION
   a. For locals: Any valid Government issued ID: Passport / PRC / SSS or GSIS/ Unified Multi-Purpose ID (UMID).
   b. For foreigners: original and photocopy of passport with either of the following:
      i. If employed - Alien Employment Permit
      ii. If retired - Philippine Retirement Authority (PRA) card or Special Resident Retiree’s Visa (SRRV)

   Only applications with complete requirements shall be processed. Upon completion of the pre-screening and verification of membership application details, the applicant will be advised of the interview schedule with Club Management/Membership Committee via phone, e-mail or SMS.

FEES & OTHER REQUIREMENTS UPON APPROVAL OF TEMPORARY MEMBERSHIP

1. Fees payable to “The Orchard Golf & Country Club”:

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Fee</td>
<td>Php 75,000.00</td>
</tr>
<tr>
<td>12% VAT on membership fee</td>
<td>Php 9,000.00</td>
</tr>
<tr>
<td>One (1) quarter advance dues (Php5,500.00/month)</td>
<td>Php 16,500.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>Php 100,500.00</td>
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   Payments should be in cash or check only. PERMANENT membership is subject to the final approval of the Club’s Board of Directors.

2. Surrender membership cards of former member including dependents.

3. Original and notarized Deed of Sale.

4. Original copy of Certificate Authorizing Registration (CAR), Capital Gains Tax Return, Documentary Stamp Tax Return from the BIR.

5. Original Stock Certificate of the Seller duly endorsed at the back.

6. Certificate of Clearance of Account from the Accounting Department of The Orchard (please call Billing Section at Tel. No. (02) 8982-2000 or (046) 416-5931 ext. 2511 or 2512).

    All original documents must be submitted to the Membership Office for the issuance of the new stock certificate.