MEMBERSHIP APPLICATION REQUIREMENTS

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. Extra Judicial Settlement (Executed by your lawyer) or Last Will & Testament, indicating the name of the heir the golf share will be transferred to.

4. Copy of Death Certificate.

5. **IDENTIFICATION**
   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)

6. **DEPENDENTS** If the spouse, unmarried child(ren) below 29 years old and grandchild(ren) below 17 years old shall be declared as dependents (with 2x2 colored photos):
   a. Photocopy (with original copy presented) of Marriage contract
   b. Child(ren)’s Birth Certificate(s) or duly authenticated family/household registry
   c. Grandchild(ren)’s Birth Certificate(s)

7. **MEMBERSHIP CARDS** issued to previous member or assignee and to his dependents - for cancellation.

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

FEES & OTHER REQUIREMENTS UPON APPROVAL BY THE MEMBERSHIP

1. Fees payable to “The Orchard Golf & Country Club”:
   - Membership Fee  
     Php  75,000.00
   - 12% VAT on membership fee  
     Php  9,000.00
   - One (1) quarter advance dues (Php 5,500.00/month)  
     Php  16,500.00
   - **TOTAL**  
     Php  100,500.00

Payments should be in cash or check only. PERMANENT membership is subject to the final approval of the Club’s Board of Directors.

2. Original copies of the Extra Judicial Settlement or Last Will & Testament, Capital Gains Tax Return, Documentary Stamp Tax Return, Certificate Authorizing Registration (CAR) from the BIR.

3. Original Stock Certificate of the member.

4. Certificate of Clearance of Account from the Accounting Department of The Orchard (please call (02) 8982-2000 or (046) 416-5931 ext. 2511 or 2512/ Billing Section).

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

The Orchard Golf & Country Club
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Tel. No. (02) 8982-2000 loc. 2121
Email: membership@theorchardgolf.com/mbrorchard@gmail.com