



SUBMISSION OF PROOF OF PAYMENT FOR ONLINE BANK TRANSFERS

7 February 2024

Dear Members,

We hope this message finds you well.

As part of our ongoing efforts to streamline our billing process, we would like to request all members who make payments through online bank transfers to send complete payment details to the Billing Section. This measure is essential for maintaining accurate and up-to-date records, and enables us to swiftly update your membership status, and provide you with uninterrupted access to the benefits and services associated with your membership.

Here are the steps to follow:

1. Capture the Proof of Payment

- After completing your online bank transfer, take a screenshot or photo of the transaction confirmation screen, which typically includes the transaction reference number, date, and amount paid.

2. Submission

- Submit the proof of payment through email at billingtheorchardgolf@gmail.com;
or
- Send an SMS or Viber message at **(0917) 571-2984** with your payment details.
- Promptly submit the payment details preferably **within two (2) days** after completing the online bank transfer.

3. Include Transaction Details

- Please include essential details such as your full name, membership number, and the purpose of the payment (e.g., annual dues, monthly dues, processing fee, etc.).

If you encounter any challenges or have questions regarding this new procedure, please feel free to contact our Billing Section at (0917) 571-2984 and (02) 8982-2000 local 2511, 2512, or 2513.

We value your continued support and look forward to serving you better through these improved processes.

Best regards,

The Management