



VALLE VERDE COUNTRY CLUB

Captain Henry P. Javier St., Bo. Ugong, Pasig City

Land Area:	2.3 Hectares
Category:	Proprietary
Year Established:	1975 / 1978-Started Its Operation
Developer:	Ortigas & Company Limited Partnership
Total Authorized Share:	1,500
	<i>Regular Proprietary Shares: 1,200</i>
	<i>Corporate: 300</i>

AMENITIES

- APEX Physical & Sports Therapy
- Badminton Court
- Basketball Court
- Billiards
- Board Room
- Children's Pool
- Chiropractic Clinic
- Cobrinha Brazilian Jiu-Jitsu
- Function Room
- Garden Cafe
- Gymboree
- Home Rituals SPA
- New Gym – Mixed Gym
- Pickle Ball
- Restaurant & Bar
- Sauna
- Shower & Locker Rooms
- Squash Court
- Swimming Pool
- Table Tennis
- Tennis Court

CLUB FEES

Payee: **Valle Verde Country Club, Inc.**

Monthly Dues

Monthly Dues:	₱3,000
(inclusive of ₱500 Consumable)	

Transfer of Share

Individual to Individual (Others)

Transfer Fee	₱75,000
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Individual to Individual (Immediate Family)

Transfer Fee	₱25,000
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Corporate (If the Assignee is the Director/Officer/Employee of the Company)

Transfer Fee	₱150,000
Processing Fee	₱10,000
TOTAL	₱160,000

Corporate (if the Assignee is not connected with the company or outsider)

Transfer Fee	₱150,000
Admission Fee	₱50,000
Processing Fee	₱10,000
Security Deposit	₱10,000
TOTAL	₱220,000

Annual Renewal Fee for Corporate Assignee	₱10,000
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Assignment of Playing Rights

Admission Fee	₱75,000
Processing Fee	₱10,000
Security Deposit	₱10,000
Total	₱95,000

Renewal of Playing Rights

Annual Assignment Fee	₱10,000
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Replacement of Lost Stock Certificate	₱1,000
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Membership Application Guidelines & Policies

- Membership Card:
 - Provisional card (Incoming Members) – upon payment of PhP10,000 security deposit
 - Day Card- same day issuance
 - Permanent card – upon opening of account for incoming members
 - Lost/ Replacement Card- 2 to 3 days
- Interview:
 - Applicant shall be scheduled for interview after receipt of complete documents
- Posting: Thirty (30) days
- Stock Certificate: 2 to 3 months processing
- Guest Fee: P350.00 (P50/day/card- guest card/ P300/day/guest- minimum consumable; applicable to F&B only)
- One-month discount on the advance monthly dues may only be availed of if payment is made on or before October 31
- Original copy of Letter of Introduction from the member shall be required of all sponsored guest/s.
- Proposer/Secunder: Required (proprietary members only)
- Dependents:
 - 10-20 years old; unmarried
 - 21-35 years old; unmarried- required to submit an **Affidavit of Single Status** on a **yearly basis**.
- Number of assignees for corporate share: 3 assignees
- Deceased Member: The share should be transferred to the legal heir first
 - The legal heirs are given three (3) months from date of death of the member, to transfer the share to the succeeding heir. If the heirs fail to designate a successor within the 3-month period, and the membership certificate shall be auctioned in accordance with the By-laws and in the same manner as a resigning member.
 - Upon the death of the member, his membership certificate is not entitled to vote until an heir is designated within the 3-month period.
- Requirements for Change of Lessor
 - PhP5,000 Annual Processing Fee
 - Duly accomplished application form with endorsers
 - Interview: with letter requesting for waiver of interview; subject for approval of the Membership Committee
 - Termination letter for the playing rights between the previous lessor and the lessee
 - Letter from the lessee requesting the crediting of the refundable deposit to his new account
- Surety Bond for the requisition of new stock certificate- should be twice the market value of the share

REQUIREMENTS AND PROCESSING

BUYER

1. Transfer Fee
2. Processing and Registration Fee
3. Stock Certificate (Original)
4. Membership Application Form
5. Specimen Signature Card of Principal Member - 1 pc.
6. Proposer- with a separate signed letter of endorsement
7. Secunder- with a separate signed letter of endorsement
8. 2x2 Pictures of Principal Member - 2 pcs.
9. 2x2 Pictures of Dependent/s - 1 pc.
10. Marriage Contract
11. Birth Certificate of the applicant
12. Birth Certificate of Dependents
13. CENOMAR or Affidavit of Single Status- for unmarried dependents aged 21 to 35 yrs. old
14. Alien Certificate of Registration-ACR (Photocopy)
15. Two (2) different valid government-issued ID's
16. Photocopy of dependents' two (2) different valid IDs with picture and signature
17. SEC Registration, Articles of Incorporation, and
18. Secretary Certificate or Board Resolution - To purchase (specify name of signatory & nominee)
19. Tax Identification Number (T.I.N.) - Shareholder (buyer) FOR FILING OF TAXES
20. Latest General Information Sheet (GIS)
21. Certificate of Registration (COR/ BIR-2303)
22. Latest Community Tax Certificate

SELLER

1. BIR Certification*
2. Clearance of Account
3. Letter of Intent
4. Deed of Sale
5. Resignation Letter and Letter to Accounting
6. Surrender the membership cards
7. Surrender the membership cards of Dependents
8. Secretary Certificate or Board Resolution - To sell (specify name of signatory)
9. Tax Identification Number (T.I.N.) - Shareholder (seller) FOR FILING OF TAXES
10. Proof of Acquisition Cost - FOR FILING OF TAXES
11. Photocopy of two (2) different valid IDs with picture and signature
12. Passport (Photocopy)

CLUB PROCESSING

- Posting- 30 days
- Interview – by schedule
- Issuance of Permanent Card – one (1) week after final approval
- Issuance of Stock Certificate – three (3) months after final approval
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