



STA. ELENA GOLF CLUB

Bo. Malitlit, Sta. Rosa, Laguna

Land Area:	120 Hectares
No. of Holes:	27 Holes
Category:	Proprietary
Year Established:	1994
Developer:	Sta. Elena Properties, Inc.
Designer:	Robert Trent Jones, Jr.
Total Authorized Share:	Class A: 1,150 (Issued: 1,150) Class B: 100 (Issued: 100)

AMENITIES

- Driving Range
- Pitching Green
- Putting Green
- Tee Houses
- Shower/ Locker Rooms
- A modern large clubhouse
- Pro Shop
- Veranda Restaurant
- Function Rooms

CLUB FEES

Payee: **Sta. Elena Golf Club, Inc.**

Monthly Dues **₱12,800**

Transfer of Share

Processing Fee	₱55,000
Transfer Of Ownership	₱300,000
Transfer Of Membership	₱145,000
Security Deposit	₱40,000
Annual Assessment Fee	₱3,300
Total for Individual	₱543,300
Add: Processing Fee (Corp)	₱55,000
Total for Corporate	₱598,300

Playing Rights

Processing Fee	₱55,000
Transfer Of Membership	₱145,000
Security Deposit	₱100,000
Annual Assessment Fee	₱3,300
Total	₱303,300

Change of Corporate Assignee

Processing Fee	₱55,000
Transfer Of Membership	₱145,000
Security Deposit	₱40,000

Annual Assessment Fee **₱3,300**
Total **₱243,300**

Junior Membership

Processing Fee	₱55,000
Junior Membership Fee	₱56,000
Security Deposit	₱40,000
Total	₱151,000

Change Of Assignor/Lessor **₱44,800**

Transfer from Member to Child

Processing Fee	₱55,000
Transfer Of Ownership	₱225,000
Transfer of Membership	₱145,000
Security Deposit	₱40,000
Annual Assessment Fee	₱3,300
Total	₱468,300

Membership Application Guidelines & Policies

- Waiver: REQUIRED
- Proposer/seconded: Required
- 30 days posting period
- Schedule of interview:
 - Membership Committee - depends on the availability of each member of the committee
 - Board of Directors - depends on the availability of each board member.
- Membership Card: Issued after approval of membership by the Membership Committee and Board of Directors
- Stock Certificate: 1 month
- Earliest Time to Play: An applicant can play and will be considered as provisional member after the interview and be given a membership number
- Dependents' age limit: 13 to 23 years old; unmarried
- Junior Dependents: 24 to 34 years old; regardless of civil status; with corresponding monthly dues

Special Club Rules:

- Soft Spikes
- Guest for Weekdays – (max 4 guests + member from Tuesday to Friday)
- Guest for Weekends & Holidays – (1 guest + member – 6 to 11 a.m. & maximum 3 guest + member after 11 a.m.)
- Days for Tournament (Monday-Friday), minimum players – 100
- With reservation (if member wants to play before 10 a.m. on weekends)
- Guest must always be accompanied by the member

REQUIREMENTS AND PROCESSING

BUYER

1. Transfer Fee
2. Membership Fee
3. Processing and Registration Fee - (non refundable)
4. Refundable Deposit /Security Deposit
5. Stock Certificate (Original)
6. Membership Application Form
7. Resume/Brief History of Employment - (Comprehensive)
8. Waiver Form
9. Release Form
10. Proposer
11. Seconder
12. 2x2 Pictures of Principal Member - 1 pc.
13. 1x1 Pictures of Principal Member - 1 pc.
14. 2x2 Pictures of Dependent/s - 1 pc.
15. 1x1 Pictures of Dependent/s - 1 pc
16. Marriage Contract - Certified Copy
17. Birth Certificate of Dependents
18. Alien Certificate of Registration-ACR (Photocopy)
19. Passport (Photocopy)
20. Photocopy of Valid ID with picture and signature
21. Organizational Chart - (applicant should be on the top executive position)
22. Certificate of Employment
23. SEC Registration, Articles of Incorporation, and By-Laws – Machine-Validated by SEC
24. BIR-2303 or Certificate of Registration (CoR)
25. Secretary Certificate or Board Resolution - To purchase (specify name of signatory & nominee)
26. Tax Identification Number (T.I.N.) - Shareholder (buyer) FOR FILING OF TAXES

SELLER

1. Waiver
2. BIR Certification
3. Clearance of Account
4. Deed of Sale
5. Resignation Letter and Letter to Accounting - (2 copies)
6. Letter of Transfer
7. Membership Cards
8. Membership Cards of Dependents
9. Secretary Certificate or Board Resolution - To sell (specify name of signatory)
10. Tax Identification Number (T.I.N.) - Shareholder (seller) FOR FILING OF TAXES
11. Proof of Acquisition Cost - FOR FILING OF TAXES
12. Photocopy of Valid ID with picture and signature - 2 valid IDs (2 copies each)
13. Passport (Photocopy)

CLUB PROCESSING

- Posting Period - 1 month
- Golf Game- happens during the posting period depending on the availability of any of the BOD members
- Interview (lunch meeting)– typically held after the posting and golf game, usually scheduled on the first Saturday of the month with either the Proposer or the Secunder
- Approval- usually scheduled on the 3rd or 4th Friday of the same month after interview
- Issuance of Membership Number- 1 -2 days after approval provided that the documents are complete and the Seller's account is settled
- Issuance of Membership Kit – 1-2 weeks from approval
- Issuance of Stock Certificate - 1-2 months upon submission of the complete transfer documents to the Club's Legal Office