



CORPORATE REPRESENTATIVE

Checklist

- Duly accomplished MEMBERSHIP APPLICATION form, signed by the applicant and endorsed by two (2) Proprietary Members of VGCCI
- Designation of Corporate Representative signed by the assignor and the assignee
- Duly signed and Notarized Declaration and Undertaking Form
- Copy of Board Resolution or Secretary's Certificate authorizing the designation of the applicant as Corporate Representative of the Corporation.
- Certification of Employment certified by the H. R. Manager of the Company (shall include only Asst. Vice Presidents, positions higher than AVP and Members of the Board of Directors of the Company, Officers, Shareholders, Directors, and Consultants)
- Payment of Cash Requirement:
 - a. For the Chairman, President, Members of the Board of Directors, Officers, Shareholders and General Managers (No renewal fee):

Initial service charge	-	₱75,000.00
Cash deposit, refundable	-	₱50,000.00
One-month advance dues	-	<u>₱ 4,000.00</u>
TOTAL	-	<u>₱129,000.00</u>

 - b. For Consultants and other positions (₱60,000.00 annual renewal fee):

Initial service charge	-	₱125,000.00
Cash deposit, refundable	-	₱ 50,000.00
One-month advance dues	-	<u>₱ 4,000.00</u>
TOTAL	-	<u>₱ 179,000.00</u>
- One (1) piece 2x2 picture, white background
- PSA (NSO) Certified copy of Birth Certificate for dependent/s 21 years old and below and Marriage Contract (if applicable). For Consultants and other positions, the dependent children is limited to two (2).
- One (1) piece 2x2 picture of each dependent and spouse (if applicable)



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- Current Income Tax Return
- Copy of Valid Passport and one (1) Government issued ID One (1) piece 2x2 picture, white background
- PSA (NSO) Certified copy of Birth Certificate for **TWO** dependent/s 21 years old and below, and Marriage Contract (if applicable)
- One (1) piece 2x2 picture of each dependent and spouse (if applicable)
- Copy of Valid Passport and one (1) Government issued ID
- Barangay Clearance
- Police Clearance
- NBI Clearance