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## CORPORATE REPRESENTATIVE

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### *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 the Corporate Representative of the corporation.
- ☐ Certification of Employment, issued and certified by the company's H. R. Manager
- ☐ Any of the following official government documents as proof of designation and employment with the company:
  - General Information Sheet (GIS)
  - BIR Alphalist of Employees
  - SSS Contribution Form – SSS R-5 Form
  - Compensation Tax Withheld form – BIR Form 2316
- ☐ Payment of Cash Requirement:

|                          |   |                           |
|--------------------------|---|---------------------------|
| Initial service charge   | - | ₱75,000.00                |
| Cash deposit, refundable | - | ₱50,000.00                |
| One-month advance dues   | - | <u>₱ 4,000.00</u>         |
| <b>TOTAL</b>             | - | <b><u>₱129,000.00</u></b> |
- ☐ PSA (NSO) Certified copy of Birth Certificate for dependents 25 years old and below and Marriage Contract (if applicable).
- ☐ One (1) piece 2x2 photo with a white background of the applicant
- ☐ One (1) piece 2x2 photo of each dependent and spouse (if applicable)
- ☐ Copy of Valid Passport and one (1) Government issued ID of the applicant and the dependents
- ☐ Barangay Clearance
- ☐ Police Clearance
- ☐ NBI Clearance