

Procedures for Transfer of Membership

If you are interested to transfer your membership for sale, please contact the Club's Membership Department via email at membership@dbgchongkong.com. The transaction prices for different classes/ types of Memberships are as fixed in the DBGCHONGKONG Major Price List.

Below are the procedures for processing transfer:

1. Initial Steps

- a. The outgoing Member is to inform the Club in writing of his/ its desire to transfer for sale and will be required to complete the "Application for Transfer" form.
- b. The prospective Member is to complete the "Application for Membership" form.
- c. Our Membership Department expects to receive in one go the "Transfer Application Pack", which includes the following items for processing:
 - (i) Completed and signed forms of "Application for Membership Transfer", "Application for Membership", "Agreement and Authorization re Stake-Money and Application for Transfer"; and
 - (ii) the following supporting documents about the prospective member:

A. For Full Membership (or nominee(s) of Company/ Group Members)

1. Certified true copies of the HKID Card or Passport
2. Recommendation letters from THREE current DBGCHONGKONG Members for the potential buyer to become a member
3. For application of spouse and child membership cards:
 - a. Certified true copies of the HKID / Passport / Birth Certificate of spouse and children
 - b. Certified true copy of the Marriage Certificate
4. Copy of USGA GHIN Handicap Index / Overseas Handicap Card
5. Certified true copy of a Valid Driving Licence (Local/Overseas, whichever applicable)
6. Golf Insurance (*could be provided after Club Management interview*)

B. For Corporate & Group Memberships

1. Certified true copies of:
 - a. Business Registration Certificate
 - b. The latest Annual Return (Form NARI)
 - c. Audited Account/ Financial Statement/ Tax Return
 2. Proof of a bona fide employee or director of the company (Company Annual Return / MPF Statement / Employment Contract / Overseas pension scheme / Working visa with confirmation letter issued by Hong Kong Immigration Department)
 3. Business Name Card
- d. The Club will in its discretion issue its preliminary consent as well as the terms and conditions of transfer for the outgoing Member's acceptance.
 - e. The outgoing Member is then to indicate in writing his/ its acceptance of terms and conditions offered for proceeding further.

2. The prospective Member shall pay to the Club the applicable Club Membership Price. A cheque in the amount of the Club Membership Price made payable to "Discovery Bay Golf Club Limited" should also be included in the application pack.
3. Interview with the prospective member (or, in the case of being a company, its representative) by the Club Management is required after finishing the stage of initial document review.
4. The Club reserves the right to request for other/ further supporting documents in relation to any given application.
5. It will take approximately 21 working days for the overall approval process.
6. Upon the Club's approval of the applications for membership transfer and new membership, the outgoing Member is required to take the following actions:
 - a. Surrender his/ its debenture or admission letter. The administration fee for the lost debenture/Jade certificate to the Club is required.
 - b. Return all membership cards including supplementary cards.
 - c. Settle all outstanding balance due to the Club.
 - d. Clear all articles from rented locker(s) and return all locker key(s) held. Failure to return will result in a replacement fee of \$350 for each locker key held.
 - e. Clear all golf clubs and golf bags from the Club storage spaces.

Important Notes:

1. **Full Membership must be transferred to an individual.**
2. **A company needs to be in genuine operation for becoming a Corporate / Group Member.**
3. **Company Membership must be transferred to a limited company registered in Hong Kong.**
4. **Any change of nominee resulting from a transfer of ownership of a Corporate Member will be regarded as a transfer of membership.**
5. **The Club does not allow any subsidiary/associate company's staff member or director to become a nominee.**

Administration Fees*			
Full Membership	Debenture Type	Migration to Jade Type upon Transfer	HK\$800,000
	Entrance Fee Type		
Company Membership	Debenture Type		HK\$800,000
	Entrance Fee Type		
Group Membership	Debenture Type		HK\$1,000,000

Full Jade Membership	HK\$400,000
Corporate Jade Membership	HK\$700,000
Group Jade Membership	HK\$900,000
Chalet Membership	HK\$50,000

****All fees are subject to change from time to time.***

Application for Membership Transfer

Application No.: _____

SECTION I Membership Class/Type (Please mark selection with 'x' in the box.)			
<input type="checkbox"/> FULL MEMBERSHIP	<input type="checkbox"/> DEBENTURE	<input type="checkbox"/> ENTRANCE FEE TYPE	<input type="checkbox"/> JADE TYPE
<input type="checkbox"/> COMPANY*/ CORPORATE MEMBERSHIP	<input type="checkbox"/> DEBENTURE	<input type="checkbox"/> ENTRANCE FEE TYPE	<input type="checkbox"/> JADE TYPE
<input type="checkbox"/> GROUP MEMBERSHIP	<input type="checkbox"/> DEBENTURE	<input type="checkbox"/> JADE TYPE	

SECTION II For Transfer & Migration from DEBENTURE/ENTRANCE FEE to JADE TYPE			
Member Name in English:			
Member Name in Chinese: (if applicable)		HKID / Passport No. / Business Registration Certificate:	
Contact Phone No.:		Email:	
Correspondence Address:			
Membership No.:			
(For DEBENTURE TYPE , please fill in items with "*" below.)			
*Debenture No.:		*Face Value:	
Name of Potential Buyer: (Attach copy of HKID Card, Passport or Business Registration Certificate, as appropriate)			
Transaction Amount: (Refer to prevailing DBGC Price List)			

SECTION III For Transfer of JADE TYPE			
Member Name in English:			
Member Name in Chinese: (if applicable)		HKID / Passport No. / Business Registration Certificate:	
Contact Phone No.:		Email:	
Correspondence Address:			
Membership No.:			

Name of Potential Buyer: (Attach copy of HKID Card, Passport or Business Registration Certificate, as appropriate)	
Transaction Amount: (Refer to prevailing DBGK Price List)	

(* Issued before January 2022)

SECTION IV Ancillary/ Supporting Documents

1. For a basic list of the ancillary/ supporting documents required, please refer to the circular "Procedures for Transfer of Membership". The Club may request for other/ further supporting documents.
2. The outgoing Member is also required to include a completed "Membership Application" form for the prospective member, together with a cheque for the Transaction Price. Please refer to the circular "Procedures for Transfer of Membership" for details.

SECTION V Use of Personal Information Statement

I/We, the undersigned, would like to apply for the transfer / conversion / sale of my / our current Discovery Bay Golf Club membership in the classes specified above and I/we agree to be bound by the relevant rules and bye-laws of the Club from time in force. I/We confirm that the particulars specified above are true and correct.

Date

Applicant's Signature *

(*Note: For **Full** Membership, the individual concerned is to sign. For **Corporate/ Group** Membership, the company's director or authorised signatory is to sign with company chop.)

SECTION VI FOR OFFICIAL USE ONLY

Application received on:	Approved / Rejected on:
Payment received on:	Amount:
Membership transferred from:	A/C No.:
Remarks:	