

GUIDELINES on ADMISSION OF NEW MEMBER

1. Membership to the Foundation may be done through the following modes:

- Invitation by any members of the Board
- Referral by any bona fide members of the Foundation
- Application

2. Requirements

- Duly Filled-up application Form
- Basic Requirements
 - Business Establishment
 - ✓ Mayor's Permit, DTI Registration, BIR Registration
 - Corporation or Organization
 - ✓ SEC Registration, Accreditation Documents from government- authorized agencies
 - ✓ Mayor's Permit, DTI Registration, BIR Registration
 - Individual
 - ✓ Favorable endorsement or recommendation

3. Fees

A. Membership Fee - PhP 5,000.00

B. Annual Dues

CATEGORY	DESCRIPTION	AMOUNT
HOTELS/RESORT	10 Rooms and Below	PhP 5,000.00
	11 – 20 Rooms	PhP 7,000.00
	21 – 30 Rooms	PhP 10,000.00
	31 – 50 Rooms	PhP 15,000.00
	51 – 150 Rooms	PhP 30,000.00
	150 Rooms and above	PhP 50,000.00
RESTAURANT	50 persons and below Seats Capacity	PhP 5,000.00
	50–100 Seats Capacity	PhP 7,000.00
	100 and above Seats Capacity	PhP 10,000.00
DIVESHOP/AQUA SPORTS	Diving Shops, Wind Sport Centers, Diving Schools, and Similar Businesses	PhP 10,000.00
INDIVIDUAL		PhP 5,000.00
ASSOCIATION		PhP 5,000.00
REALTY		PhP 10,000.00
COMMERCIAL		PhP 10,000.00
AIRLINE		PhP 15,000.00
SERVICES/UTILITIES		PhP 10,000.00

4. Procedures

ACTION REQUIRED	TIME	PERSON RESPONSIBLE
1. Acceptance of duly filled-up application form with attached complete documentary requirements <ul style="list-style-type: none"> ■ Review completeness of documents submitted/presented 	5 minutes	Secretariat (Pia/Joey)
2. Transmit to Chairperson, Committee on Membership	Within next working day	Secretariat (Secretary/Joey)
3. Committee Deliberations <ul style="list-style-type: none"> ■ If favorable, issue committee endorsement for the approval of the Board of Trustees ■ If not favorable, issue letter for the information of the applicant 	Not more than 2 weeks upon receipt	Chairperson
4. Transmit to the Board through the Secretariat to be calendared in the immediately ensuing regular meeting	Within 3 days after Committee deliberations	Chairperson
5. Board Deliberations <ul style="list-style-type: none"> ■ If favorable, adopt Resolution confirming the favorable recommendations of the Committee on Membership ■ If not favorable, adopt a resolution denying the application. The decision shall be final. 		Chairman/President
6. Formally inform applicant of the Decision of the Board		Secretariat (Pia/Joey)
7. Accept/collect payment of fees		Secretariat (Joey)
8. Arrange schedule for Oath Taking		
9. Include in the Master List of Members		

5. Forms

- BFI Form No. M-001 Letter of Invitation
- BFI Form No. M-002 Membership Application Form
- BFI Form No. M-003 Admission for Membership Receiving Checklist
- BFI Form No. M-004 Transmittal Letter
- BFI Form No. M-005 Committee Endorsement
- BFI Form No. M-006 Board Resolution