# Membership Registration Form

Instructions

1. Accomplish the *Membership Registration Form*.
2. Prepare a [*Letter of Intent*](http://files.philgbc.org/download.php?id=580&token=nThz0fXuLoilmoPciexURnHB7GtlrFSS), addressed to the Chair of the Membership Committee. The *Letter of Intent* must be signed your chief executive or president.
3. Prepare electronic copies of the registration requirements, including:
   1. First page of the company’s *SEC Articles of Incorporation*;
   2. Current *General Information Sheet (GIS)*;
   3. Copy of your BIR Certificate of Registration (BIR Form 2303);
   4. Company ID of the Primary Contact;
   5. Company IDs of the Corporate Representatives;
   6. High-resolution image of the company logo (JPEG, PNG, or TIF formats);
   7. Brief Company Profile; and,
   8. Green mandate or environmental policy, if any.
4. Submit the accomplished form and requirements to the PHILGBC National Secretariat through e-mail at [membership@philgbc.org](mailto:membership@philgbc.org).
5. Once the registration documents are completed and confirmed by the PHILGBC National Secretariat, you must pay the membership due. Payment must be made to:

**PHILIPPINE GREEN BUILDING COUNCIL (PGBC) INC.**

Unit G-4B, One/NEO, 26th Street corner 3rd Avenue   
Crescent Park West, Bonifacio Global City,   
Taguig City 1634 Philippines

By using and submitting this form and your requirements, you are agreeing and authorizing the PHILGBC to collect, use, store and retain your information included in this form and your requirements for your registration and the management of your company information for your membership with the PHILGBC. Please see the *Privacy Options* section.

REGISTRATION TYPE

Choose one of the options.

|  |
| --- |
| New Membership Application  Membership Updating/Renewal |

Membership Categories

Choose one of the options.

|  |  |
| --- | --- |
| Category | MEMBERSHIP Dues/FEES[[1]](#endnote-1) |
| Regular Membership[[2]](#endnote-2) | PHP 30,650.00 |
| Silver Sustaining Membership   * *Regular Membership (PHP 30,650.00)* * *Silver Sponsorship (PHP 80,000.00 VAT-inclusive)* | PHP 110,650.00 |
| Gold Sustaining Membership   * *Regular Membership (PHP 30,650.00)* * *Gold Sponsorship (PHP 269,350.00 VAT-inclusive)* | PHP 300,000.00 |
| Diamond Sustaining Membership   * *Regular Membership (PHP 30,650.00)* * *Diamond Sponsorship (PHP 469,350.00 VAT-inclusive)* | PHP 500,000.00 |
| Foreign Membership[[3]](#endnote-3) | USD 5,000.00 |

MEMBER GROUP

Choose one of the options.

|  |  |
| --- | --- |
| Property Owners, Developers, Real Estate  Brokers | Building Professionals and Service  Providers |
| Contractors and Specialty Trade Contractors | Manufacturers and Suppliers |
| Civil Society, Academe, Others |  |

Corporate Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COmpany Name | | | | |
| Mailing Address | | | | |
| Building no., Lot No., Street | | | | |
| Barangay | City/Municipality | | Province | |
| Region | | zip code | | country |
| Phone Number Include COUNTRY and area code  (     ) | | Mobile Number  (     ) | | |
| EMAIL ADDRESS | | WEBSITE | | |

Primary Contact

You must assign a Primary Contact who will directly receive and must be responsible for responding to the official communications and notifications from the PHILGBC. Submit a scanned copy of the company ID of the Primary Contact.

The Primary Contact may be part of the five (5) Corporate Representatives as the official representatives of the organization to the PHILGBC. Only the Corporate Representatives are eligible to utilize the member benefits, such as registration discounts and access to member-only programs.

|  |  |  |
| --- | --- | --- |
| first name | middle name | last name |
| Designation Position or JOB TITLE | | |
| Phone Number Include COUNTRY and area code  (     ) | Mobile Number  (     ) | |
| Email Address | | |

This is to authorize the Primary Contact for coordinating and receiving all official communications and notifications from the PHILGBC.

|  |  |
| --- | --- |
| Top Management or Chief Executive Signature OVER PRINTED NAME | Date |

BILLING INFORMATION

BILLING CONTACT

Provide details of the company point person/contact for issuance of billings/invoices for membership payments on annual dues and fees for activities, events, etc.

|  |  |
| --- | --- |
| NAME | POSITION/DESIGNATION |
| Phone Number Include COUNTRY and area code  (     ) | Mobile Number  (     ) |
| EMAIL ADDRESS | |

Payment Details

Details to be reflected for issuance of Billing Statements and Official Receipts

|  |  |
| --- | --- |
| BUSINESS STYLE: | COMPANY TAX IDENTIFICATION NUMBER (TIN)  (     ) |

CORPORATE REPRESENTATIVES

You should designate the Corporate Representatives for your organization. The Corporate Representatives are the official representatives of your organization to all PHILGBC meetings and activities.

You are allowed to have a **maximum of five (5) Corporate Representatives.** Only the registered Corporate Representatives are eligible to utilize member benefits.

COrporate Representative 1

The first representative must be your Chairman, CEO, President or duly-authorized senior-level executive.

|  |  |  |
| --- | --- | --- |
| first name | middle name | last name |
| Designation Position or JOB TITLE | | |
| Phone Number Include COUNTRY and area code  (     ) | Mobile Number  (     ) | |
| Email Address | | |

COrporate Representative 2

|  |  |  |
| --- | --- | --- |
| first name | middle name | last name |
| Designation Position or JOB TITLE | | |
| Phone Number Include COUNTRY and area code  (     ) | Mobile Number  (     ) | |
| Email Address | | |

COrporate Representative 3

|  |  |  |
| --- | --- | --- |
| first name | middle name | last name |
| Designation Position or JOB TITLE | | |
| Phone Number Include COUNTRY and area code  (     ) | Mobile Number  (     ) | |
| Email Address | | |

COrporate Representative 4

|  |  |  |
| --- | --- | --- |
| first name | middle name | last name |
| Designation Position or JOB TITLE | | |
| Phone Number Include COUNTRY and area code  (     ) | Mobile Number  (     ) | |
| Email Address | | |

COrporate Representative 5

|  |  |  |
| --- | --- | --- |
| first name | middle name | last name |
| Designation Position or JOB TITLE | | |
| Phone Number Include COUNTRY and area code  (     ) | Mobile Number  (     ) | |
| Email Address | | |

This is to authorize the Corporate Representatives as the official representatives for the organization to PHILGBC events and activities.

|  |  |
| --- | --- |
| Top Management or Chief Executive Signature OVER PRINTED NAME | Date |

VOTING DELEGATE

Members in good standing may vote representatives for their member group representatives for the annual elections of the PHILGBC Board of Trustees.

PRIMARY VOTING DELEGATE

Please provide the details of the primary voting delegate for the annual. Primary voting delegate must be one of the corporate representatives for the PHILGBC and must be the company president, chief executive or a member of the senior management of the company member.

|  |  |
| --- | --- |
| NAME | POSITION/DESIGNATION |
| Phone Number Include COUNTRY and area code  (     ) | Mobile Number  (     ) |
| EMAIL ADDRESS | |

SECONDARY VOTING DELEGATE / PROXY

Provide details proxy or secondary voting delegate for the annual elections for the PHILGBC Board of Trustees in the event that the Primary Voting delegate will not be available to attend and vote in behalf of the corporate member for the PHILGBC elections. Proxy/Secondary voting delegate must be one of the corporate representatives for the PHILGBC

|  |  |
| --- | --- |
| NAME | POSITION/DESIGNATION |
| Phone Number Include COUNTRY and area code  (     ) | Mobile Number  (     ) |
| EMAIL ADDRESS | |

This is to authorize the Voting Delegates as the official representatives for the organization to vote in behalf of the company in the elections for the PHILGBC Board of Trustees..

|  |  |
| --- | --- |
| Top Management or Chief Executive Signature OVER PRINTED NAME | Date |

Privacy Options

Please select the options that applies to the consent you are providing the PHILGBC in the usage, storage and retention of your data.

You are allowing the PHILGBC to collect, use, store and retain your data, which includes:

Managing your data in local and online servers and databases of the PHILGBC;

Using your data to send you information on activities and programs of the PHILGBC and its partners;

Including your company name, contact information, and company logo in promotional materials, public announcements or mentions in articles or posts in:

* Social media,
* Official website,
* Press releases,
* Report and documentation, and
* Physical promotional materials;

Using your data and including your company name, contact information, and company logo in materials for education and training;

Using your data in communicating activities and impacts of the PHILGBC to partners and other interested parties in reputable external materials and channels in pursuing the PHILGBC objectives;

Continuously using, storing and retaining your information until you formally withdraw your consent, at which time you accept that the PHILGBC can no longer withdraw or stop the use of past materials where your data were used.

You may contact the PHILGBC National Secretariat through e-mail at [secretariat@philgbc.org](mailto:secretariat@philgbc.org) to see, copy, or correct the information submitted here. In addition, you may send an e-mail to lodge a related complaint or withdraw your consent.

|  |  |
| --- | --- |
| Top Management or Chief Executive Signature OVER PRINTED NAME | Date |

1. Contact the PHILGBC National Secretariat at +63.2 8815-9301 or send an email to [membership@philgbc.org](mailto:membership@philgbc.org) to confirm applicable fees &/or government taxes. **Submit a copy of the BIR Form 2307 if the company is deducting for withholding tax** [↑](#endnote-ref-1)
2. Membership dues are paid annually, based on the calendar year. **Regular Membership dues are not subject to 12% VAT.**  [↑](#endnote-ref-2)
3. c Foreign Membership applies to companies that are not registered with the Philippine Securities and Exchange Commission (SEC) or with the Department of Trade and Industry of the Philippines (DTI). [↑](#endnote-ref-3)