

PAYMENTS

A. Online Payment

1 BPI Online Bills Payment

- a. Log-in to your BPI Expressonline account, go to Other Services – Manage Recipients – Enroll Billers
- b. Enter Biller Name: SEGCI or STA ELENA GOLF CLUB INC
- c. Enter your Member ID on the Reference No. portion (please ensure to indicate the correct Member ID for accurate posting of payments)
- d. Once successfully enrolled, you may now proceed in remitting your payments, for every payment transaction, please input your Member Name on the Notes portion of the payment page

2 RCBC or Robinsons Bank Online Bills Payment or Unionbank Bills Payment

- a. RCBC or Robinsons Bank Online: Choose Sta. Elena Golf Club Inc or SEGCI as biller and enter your member name and ID
- b. Unionbank Bills Payment: Choose Sta. Elena Golf Club Inc as biller and enter your member name and ID

3 Fund transfer to BPI Account

- a. From your bank (any bank with InstaPay or Pesonet facility), choose transfer to “other banks”, then choose Bank of the Philippine Islands, input the following details:

Account Name: Sta. Elena Golf Club, Inc./Account No.: CA# 8491-0031 -39

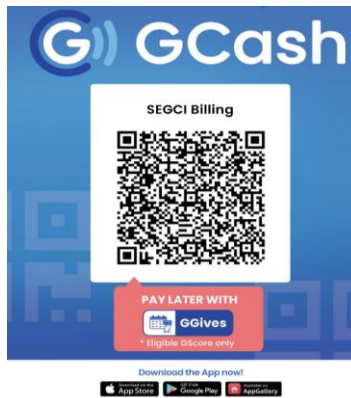
- b. Send proof of transfer to staelenagolf.billing@gmail.com with Email Subject: For Payment Posting

4 Through Dragonpay facility by accessing our website <www.staelenagolf.com> and choose the Dragonpay option. <NEW>

Available online banking partners are BDO Internet Banking, Chinabank Online Bills Payment, Landbank ATM Online, PSBank Online, UCPB Connect/Mobile etc. Please follow the Payment Instructions by Dragonpay. A fee of P20.00 is charged by the bank/partner per transaction.

5 QR Codes <NEW>

- a. **Paymaya** - Save or take a picture of the Paymaya QR Code and pay using your Paymaya Account (see below Paymaya QR Code)
 - a.1. Pay using "Scan to Pay" located at the bottom middle of the home screen of your Paymaya. Enter the amount for payment. Please send the proof of transfer to staelenagolf.billing@gmail.com with Email Subject: For Payment Posting for proper posting of payment as there is no field for member ID reference.
- b. **GCash** - Save or take a picture of the Gcash QR Code and pay using your Gcash Account (see below GCASH QR Code).
 - b.1 Pay using "QR" at the bottom of your home screen. Enter the amount for payment. Please send the proof of transfer to staelenagolf.billing@gmail.com with Email Subject: For Payment Posting for proper posting of payment as there is no field for member ID reference.



B. Over-the-counter

1 RCBC or Robinsons Bank or Unionbank

- a. Please use the applicable bills payment/payment slip

Billor Name: Sta. Elena Golf Club, Inc.
 Input Member ID No.
 Input Member Name

2 BPI

- a. Fill-out the deposit slip and indicate the following:
Account Name: Sta. Elena Golf Club, Inc./Account No.: CA# 8491-0031 -39
- b. Send proof of transfer to staelenagolf.billing@gmail.com with Email Subject: For Payment Posting

3 Through our offices

- a. Makati Office (3F 405 Urban Building, Gil Puyat Ave., Makati) - every Monday and Friday, 8am to 12 nn ; and 1pm to 3pm until further notice
- b. Sta. Rosa Office (Bo. Malitlit Sta. Rosa, Laguna) – Tuesday to Sunday, 8am to 12 nn and 1pm to 4pm

Notes:

- 1 Please make check payments under **STA. ELENA GOLF CLUB, INC.**
- 2 For those who withhold taxes, please provide the BIR form 2307 together with your payment.
- 3 A penalty of 3% per month will be charged to delinquent accounts.
- 4 Please ensure to email your deposit slips/proof of transfers for deposits to our BPI account.
- 5 Should you wish to receive SOA/notices through email, please inform us.
- 6 Payment through bills payment is highly recommended as bank reports already include the member details for proper posting of payments.
- 7 Please notify us immediately for any change of billing address and other contact details.

ADVANCE PAYMENT OF MEMBERSHIP DUES

- 1 The Club offers 5% discount for advance payment of membership dues for one (1) year.
- 2 This may be availed any month, please notify us at least 1 month before the requested period.

DELINQUENT ACCOUNTS

Pursuant to Section 36 of our Member's Handbook, to wit: Thereafter, if no payment is made, their respective memberships will be deemed as automatically suspended.

BILLING DISCREPANCIES/UNPOSTED PAYMENTS

Please review your statement of account and kindly notify us immediately if there are any discrepancies. For any unposted payments, please send us the deposit slips/proof of transfer for deposits made to our BPI account.

CONTACT DETAILS

Call us at: Globe: 0917-6329483 **Landline:** (02) 8736-2567
 Smart: 0920-9120436 (049) 559-9801 local 202
Email us at: staelenagolf.billing@gmail.com **Viber:** 0920-9120436
Address: Sta. Elena Golf Club, Inc.
 Bo. Malitlit, Sta. Rosa, Laguna