



TERRAZAS DE PUNTA FUEGO VILLAGE HOMEOWNERS' ASSOCIATION INC  
BARANGAY NATIPUAN NASUGBU BATANGAS  
**MEMBERS INFORMATION SHEET**  
**For Corporate Members Only**  
**(you may refer to the backpage for full instruction manual)**

1. TERRAZAS ADDRESS

Phase	Block	Lot	Complete Residential Address
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2. BUSINESS INFORMATION

Registered Business Name
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Business Address
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Tax Identification Number	Nature/Line of Business	Business Phone Number:
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3. LIST OF AUTHORIZED REPRESENTATIVE

Last Name	First Name	Middle Name	Date of Birth	Nationality
Mobile No	Position/Designation		Email Address	

Last Name	First Name	Middle Name	Date of Birth	Nationality
Mobile No	Position/Designation		Email Address	

Last Name	First Name	Middle Name	Date of Birth	Nationality
Mobile No	Position/Designation		Email Address	

Last Name	First Name	Middle Name	Date of Birth	Nationality
Mobile No	Position/Designation		Email Address	

Last Name	First Name	Middle Name	Date of Birth	Nationality
Mobile No	Position/Designation		Email Address	

ACKNOWLEDGEMENT

I hereby certify that the information provided above is true and correct. I understand that it is my responsibility to update the Association of any changes in the above information. The PMO may request additional requirements with prior notice.

Member's Name and Signature	Date Signed	Member's Name and Signature	Date Signed
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FOR TPFVHAI Admin Use Only

Member's Information Sheet Requirements		
<input type="checkbox"/> Valid Government issued ID's		
<input type="checkbox"/> Other Legal Documents (if applicable)		
<input type="checkbox"/> Board Resolution and/or Secretary Certificate		
<input type="checkbox"/> Updated Copy of General Information Sheet		
Verified/Approved By: (Name and Position)	Date Verified/Approved:	Remarks

MEMBERS INFORMATION SHEET

INSTRUCTION MANUAL

Introduction:

This manual provides detailed guidance on how to properly complete the Members Information Sheet.

The information you provide is essential for updating our Association records, ensuring accurate communication, and granting access privileges to authorized family members and representatives.

All entries must be printed clearly or typewritten. Please review carefully before submission.

1. Terrazas Address:

Fill out the property information related to your property in Terrazas.

\*Phase/Block/Lot - Indicate your exact property location.

\*Complete Terrazas Address - State the full property address.

This confirms ownership and residency within the village.

2. Business Information

This section must be filled out by the Association Member whose business name appears on the Transfer Certificate of Title of the Property. Provide the needed information indicated in this form.

If the property is registered under a corporation, please fill-out the business details as requested in the MIS Form.

\*\*Article III. Sec 1 of Bylaws: Should one lot be owned by more that one person, then the owners must agree among themselves and notify the Association in writing, as to who is to be registered in the Association's records as the owner of the property for purposes of membership.

3. Authorized Representative

Please fill-up the name of the authorized representative nominate by the Board of Directors to whom they will give access and authorize to endorse visits to their property.

Authorized representative shall be limited to the corporation's directors, officers, and majority stockholders as listed in the General Information Sheet (GIS) duly approved by the SEC. The Corporation is required to submit a Board Resolution and a Secretary's Certificate appointing their authorized representative.

Note:

Immediate family of authorized representatives are classified as guests and shall be subject to the established guest policies and restrictions.

Please note that any individual whose name was not reflected in this MIS shall automatically be treated as guest.

Personal information collected during the registration process shall be handled in accordance with data protection laws and village privacy policies. Information will only be used for the purpose of updating the Association records and will not be shared with third parties without consent, except as required by law.

For any concerns or clarifications regarding the completion of this form, you may contact the Property Management Office (PMO) directly.

4. Acknowledgement

Review all entries to ensure completeness and accuracy. Affix your signature and date at the bottom of the form.

5. Submission

Submit the accomplished form to the Property Management Office (PMO) either personally or via official email - terrazasdepunafuegovhai@gmail.com

Submit with the requirements such as valid government issued ID's and other Legal Documents (if applicable)

Submit the most updated General Information Sheet, Board Resolution and Secretary's Certificate together with this MIS.