



SOP Of Registration Membership With SGN

Hello dear,

Thank you for being part of our members, here are the SOP for registration, we thank you for your patience and your will to grow with us.

This application may take you up to 10 minutes (subject to those have more branch offices), please always do it in front of your computer and ensure you have a printer with you if possible. iPad or iPhone is not a good choice.

Before you start, please prepare your company's basic information and four working partners as referee to complete this form online. **If you need to go through manual application, we charge USD50 extra to get staffs obtaining information from you and do it on behalf of you as there will be much more additional work occurred.**

Quick view:

1, Registration – Information must be accurate and only input registered offices. You register your company details on our 'Membership Application' area & **You only add the information of offices that are joining SGN to there, please do not add anything that is not applying, as all information you add through there will appear in the final membership page for internal members with login. If any wrong information is occurred, please do advise back to our team to change, we can change it for free for once, but it may occur additional charge if it needs to be revised again for more than once.**

<https://www.signaturegln.com/checkavailability.html>

All membership applications start with checking availability, so it will take you to the checking of availability for your HQ.

2, Agreement Upload & ID/PSW Information Provided.

Once it's successful, you will receive one email to your applying membership email address, and it will have your 'Application Number' as well as your 'ID/PSW' for you to track the applying process.

There is also a link on the first email for you to download the agreement and sign, then to upload.

3, Waiting CEO's approval.

Once agreement is uploaded, you will get an approval from SGN CEO, if everything is correct and if you are the qualified members whom our CEO is aware and approved. You will then receive the CEO Approval Code.

4, Debit Note & Payment.

We usually do not offer any discount, but for any company who has lots of offices joining with any special discount, as long as it's negotiated with our management team in advance, they will assign you a special discount for the application, which means with the email of approval, you will see the Debit Note or payment link for you to arrange payment, and it has already included the discount if any.

You can pick two ways to pay: Option 1, through the link through the third-party which is Stripe; 2, through the USD account details listed on the Debit Note.

If it's paid through the link, you will automatically receive the welcome message and confirmation; & If it's paid through the USD account, you need to send the bank slip back to us to check with the money receipt. Either way is ok for us.

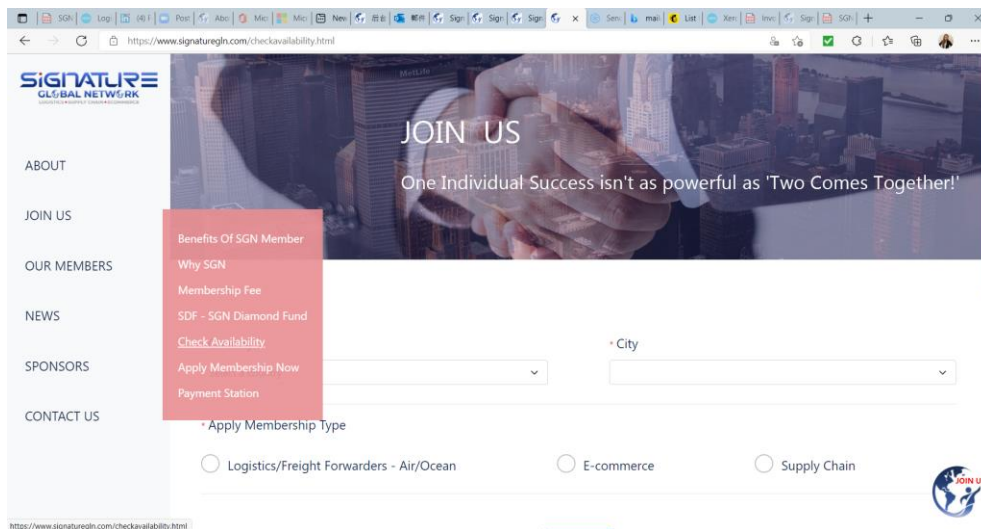
5, Payment Completed. & Membership Started.

Once we found the money is into our account, you will officially become our members and we shall then send you more details to follow

Detailed SOP as below:

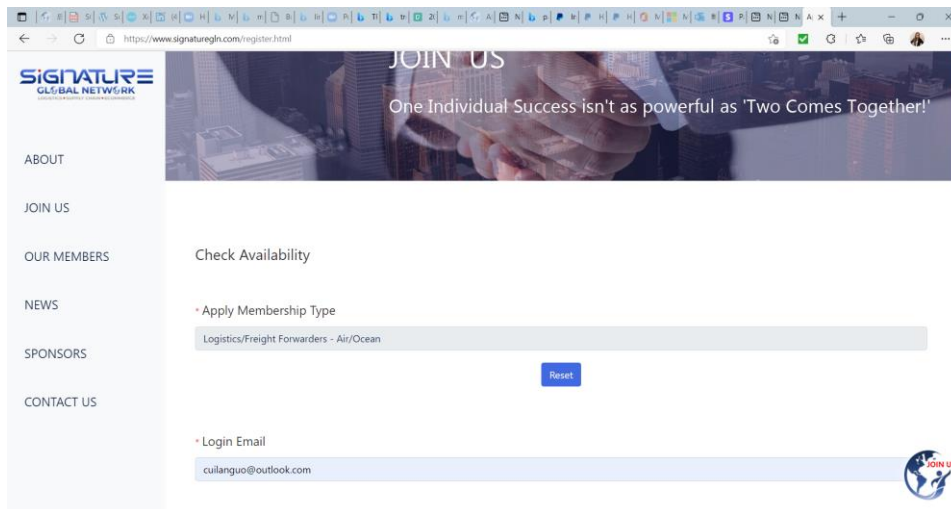
Step one:

Go to our website: www.signaturegl.com and click 'Apply Membership Now' – It always takes you to the 'Check Availability ' Tab first.



You must check the availability before applying, and you must choose the correct membership type relating to your company's main business. This is very important as it is to put your company into the right position to attract the right partners. But it does not affect you collaborating with all members in this network under any type.

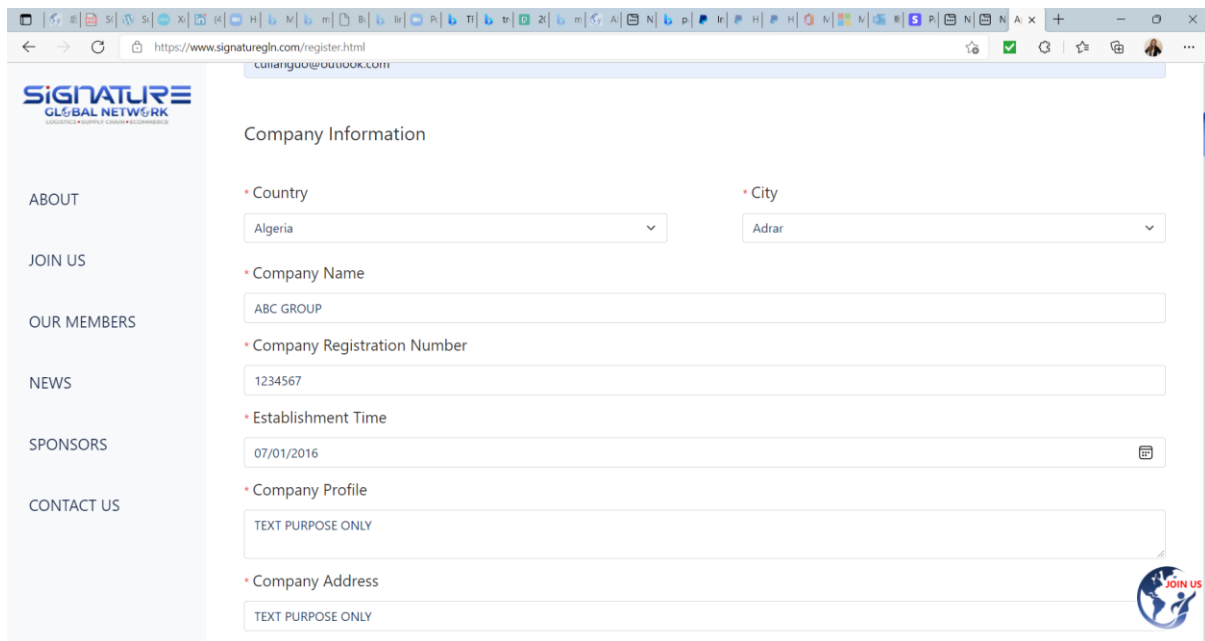
Example ONLY:



Step Two: Fill into all the company information it needs. Those with red * means you must fill, and without *, please also fill if you can, the more info you provide, the more benefits and the more you help us to sell the best parts of yours to other members or customers.

YOU MUST FILL THE ACCURATE INFORMATION as these will be the information the other members seeing through the website on membership areas.

Example ONLY: 2.1



2.2 Please note that membership key contact is the key contact for this network which will be also receiving the main news and notices and so on. They are also those whom the other members will see and approach first for business enquiries.

Example ONLY: 2.2

ABC GROUP

* Company Email
TEXT PURPOSE ONLY

* Company Website
TEXT PURPOSE ONLY

* Company Phone
TEXT PURPOSE ONLY

* Company Fax
TEXT PURPOSE ONLY

Membership Key Contact

* Name
Mr Spiderman

* Title
CEO

* Email
SPIDERMAN@CEO.COM

JOIN US

2.3 Click the '+' if you need to add more contacts

Example ONLY: 2.3

* Company Fax
TEXT PURPOSE ONLY

Membership Key Contact

* Name
Mr Spiderman

* Title
CEO

* Email
SPIDERMAN@CEO.COM

* Mobile
12345678

+

Financial / Accountant key Contact

* Name

JOIN US

2.4: Add your Financial/Accountants Key Contact for any SOA or payment inquiries from this network.

Example ONLY: 2.4

Financial / Accountant key Contact

- * Name
TEXT PURPOSE ONLY
- * Title
TEXT PURPOSE ONLY
- * Email
TEXT PURPOSE ONLY
- * Mobile
TEXT PURPOSE ONLY

Owner

- * Name
MRS SPIDERMAN

2.5: It is very important to add your OWNER's contact details and please add 3 or more if you have more than one owner.

Example ONLY: 2.5

Owner

- * Name
MRS SPIDERMAN
- * Title
CHAIRMAN
- * Email
cuilanguo@outlook.com
- * Mobile
123456789

* Type Of Legal Entity
TEXT PURPOSE ONLY

Skype
Whatsapp

2.6: Please add this important commercial information if you can, this helps us to understand more about your business types and assign the right business and partners to you in the future.

Example ONLY: 2.6

* This Year's Projected Annual Turnover (USD)
 16BILLION

COMPANY SERVICES
 Please list how your tariff is split within your company?

Air Freight %
 30

Sea Freight %
 60

Road Freight %
 10

Inbound %
 40

Outbound %

2.7: Below information are important too, but for the social media contacts if you can add, which could help us to connect with each other through SOCIAL MEDIA and work more mutual synergies. If you don't have them, which is totally OK. Please ensure the mentioned place is all filled without issues.

Example ONLY: 2.7.

* Type Of Legal Entity
 TEXT PURPOSE ONLY

Skype

Whatsapp

Facebook

Twitter

LinkedIN

Instagram

* Total number of employees?
 100

* Last Year's Annual Turnover (USD)
 15BILLION

* This Year's Projected Annual Turnover (USD)

Signature Global Network

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NEWS
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CONTACT US

* Please inform us of services your company can provide (Please select all services):
At least two

<input type="checkbox"/> Air Freight	<input checked="" type="checkbox"/> E-Commerce	<input checked="" type="checkbox"/> 3PL/4PL Supply Chain
<input checked="" type="checkbox"/> Sea Freight	<input checked="" type="checkbox"/> Customs	<input type="checkbox"/> Live Animal Clearance
<input type="checkbox"/> Project Cargo	<input checked="" type="checkbox"/> Time Sensitive/AOG40	<input type="checkbox"/> Dangerous Goods/Hazardous Cargo
<input checked="" type="checkbox"/> Perishable Cargo	<input type="checkbox"/> Road Freight/Trucking & Intermodal	<input type="checkbox"/> Logistics Warehouses
<input type="checkbox"/> Heavy Lift Cargo	<input type="checkbox"/> Cold Chain/Perishables	<input type="checkbox"/> Couriers/Messengers/Small Package
<input type="checkbox"/> Port/Ship Agents/Vessel Charterers	<input type="checkbox"/> Air Charter Broke/GSAs	<input type="checkbox"/> Professionals & Consultants
<input type="checkbox"/> Personal Effects	<input type="checkbox"/> Insurance	<input type="checkbox"/> Personal Effects
<input type="checkbox"/> Live Animal Clearance	<input checked="" type="checkbox"/> Textiles, Garments & GO	<input checked="" type="checkbox"/> Government and Defense Logistics
<input type="checkbox"/> Neutral/Wholesale Services	<input checked="" type="checkbox"/> Air Consolidators	<input checked="" type="checkbox"/> Sky Bridge (Air/Sea)

Is your company covered by professional liability insurance?

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OUR MEMBERS
NEWS
SPONSORS
CONTACT US

Is your company a licensed customs broker?

No Yes

* What operating licenses or certifications do you hold?
AS BELOW

* Please tick all relevant certification:

<input checked="" type="checkbox"/> FIATA	<input checked="" type="checkbox"/> NVOCC	<input checked="" type="checkbox"/> Customs Broker
<input checked="" type="checkbox"/> FMC	<input checked="" type="checkbox"/> IATA	<input type="checkbox"/> ISO 9001/9002
<input checked="" type="checkbox"/> Chamber of Commerce	<input checked="" type="checkbox"/> Freight Network	<input type="checkbox"/> OTHERS listed as above

What Local or National Freight Associations (different to Freight Networks) do you belong to?

Why does your company wish to join SGN?

JOIN US

Signature Global Network

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JOIN US
OUR MEMBERS
NEWS
SPONSORS
CONTACT US

Chamber of Commerce Freight Network OTHERS listed as above

What Local or National Freight Associations (different to Freight Networks) do you belong to?
WCA

Why does your company wish to join SGN?
Because we believe it is going to be a great investment for new business.

In which Countries do you have existing agents you do not wish to change?
None, we are opened to every country

In which markets are you most interested in developing new partnerships?
China to Australia

Please list your company strengths (e.g. air, sea, road freight etc.):

JOIN US

2.8. please note you MUST agree with below Meeting and Agreement before proceeding forward. Our membership agreement is found after you fill the details, and you can

download from the related link. In 2.9, you must provide four entries which means four partners you have been working for at least 1 year to move on. See more on 2.9.

Example ONLY: 2.8:

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LOGISTICS • SUPPLY CHAIN • E-COMMERCE

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NEWS
SPONSORS
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Please list your company strengths (e.g. air, sea, road freight etc.):
OCEAN, AIR, PROJECT, CONSOLIDATION

* Do you agree to attend SGN'S Annual Meetings?
 No Yes

* Do you agree with SGN Company T&C and SGN Member Agreement?
 No Yes

* Freight Forwarders/E-Commerce Companies/ Supply Chain Companies outside your country that your company has been working with for 12+ months.
Four entries are required

* Company name
* Contacts name

JOIN US

Example ONLY 2.9: you must provide four entries which means four partners you have been working for at least 1 year to move on.

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ABOUT
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NEWS
SPONSORS
CONTACT US

Please list your company strengths (e.g. air, sea, road freight etc.):
REFERENCE NUMBER 1

* Contacts name
MR A

* Email
REFERENCENUMBER1@TEST.COM

* Mobile
123456789

Skype
WhatsApp
Position

JOIN US

REFERENCE NUMBER 1

CONTACTS NAME

MR A

EMAIL

REFERENCENUMBER1@TEST.COM

MOBILE

123456789

SKYPE

SKYPE 123

WHATSAPP

1234556789

POSITION

CEO

+

DATE OF APPLICATION

REFERENCE 2

CONTACTS NAME

MR B

EMAIL

REFERENCE2@TEST.COM

MOBILE

123456789

SKYPE

SKYPE 12345

WHATSAPP

123455678899

POSITION

GENERAL MANAGER

+

You must click plus for 3 times, because you need to provide 4 different existing working partners for reference.

2.10: Confirm all the Terms and Conditions, then add your branches by clicking the Subsidiary button, then do the similar entry as previous steps, subsidiary will be a bit simpler:

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NEWS
SPONSORS
CONTACT US

* Date of Application
10/01/2022

Please provide the name of the SGN Sales Representative who dealt with your application?
CEO - CUILAN GUO


I agree to Signature Global Network storing and using the information to contact me.


I consent to sharing my details with any of your sister or co-networks, should SGN be full in my country.

I confirm that our company does not have any outstanding payments or ongoing disputes with any other forwarders. I confirm that we are not listed on any industry blacklists, e.g. FDRS (Forwarders Debt Recovery Service), FDB (Freight Dead Beats) or any local association, as any findings can be published and will affect the outcome of our application.

Apply SGN Branch Offices:

[Add a Subsidiary](#)

* Type the code from the image
 



2.11: Input all needed info for your branch offices

Example ONLY 2.11:

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JOIN US
OUR MEMBERS
NEWS
SPONSORS
CONTACT US

Apply SGN Branch Offices:

* Country
Bahrain

* City
Al-Manamah

* Company Name
TEST BRANCH


* Company Registration Number
TEST

* Establishment Time
15/01/2015

* Company Profile
TEST 2

* Company Address
TEST

* Company Email



https://www.signaturegln.com/register.html

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ABOUT
JOIN US
OUR MEMBERS
NEWS
SPONSORS
CONTACT US

Apply SGN Branch Offices:

* Country: Bahrain
* City: Al-Manamah

* Company Name: TEST BRANCH


* Company Registration Number: TEST

* Establishment Time: 15/01/2015

* Company Profile: TEST 2

* Company Address: TEST

* Company Email:



https://www.signaturegln.com/register.html

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ABOUT
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OUR MEMBERS
NEWS
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+

Financial / Accountant key Contact


* Name: TEST

* Title: TEST

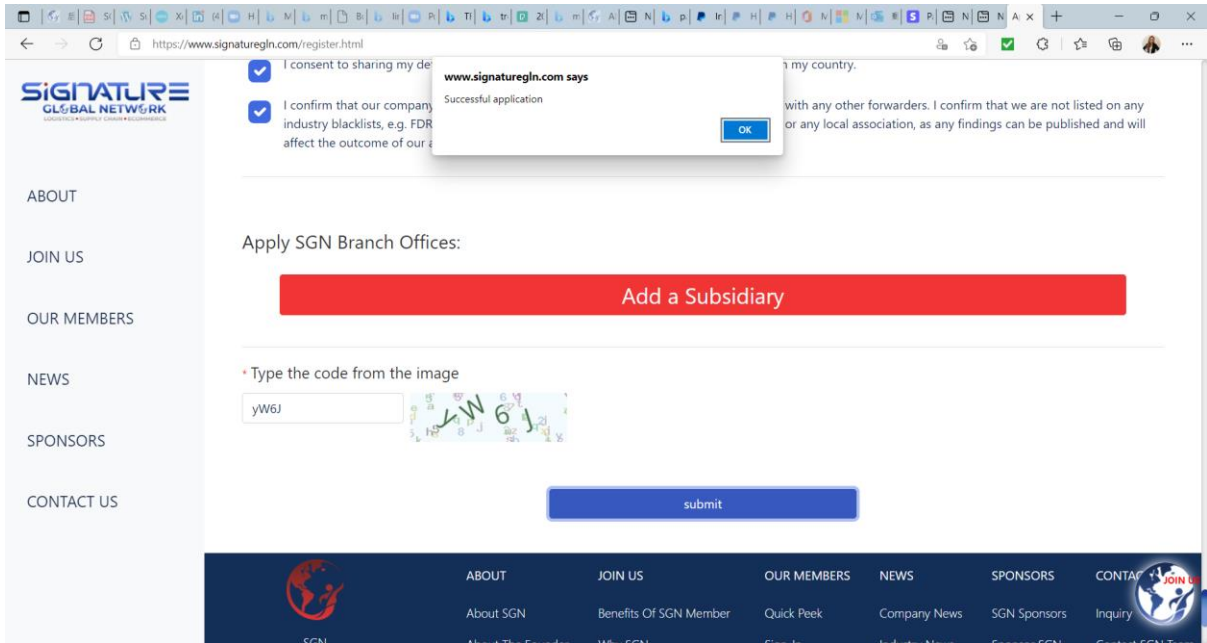
* Email: TEST.COM

* Mobile: 1234455667

+

Add a Subsidiary 

2.12: Add the code and click 'Submit', see below example ONLY:



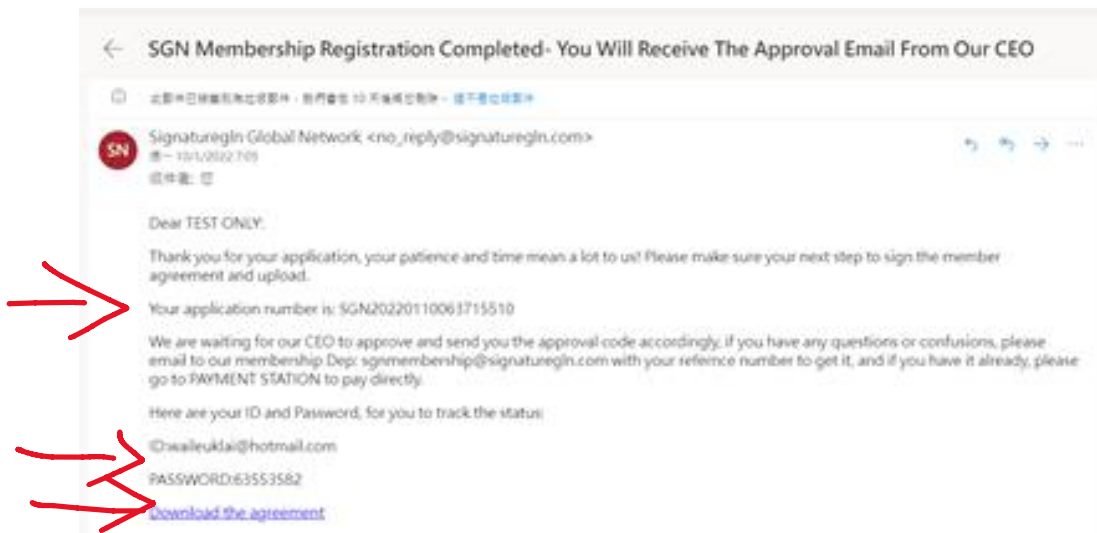
Step Three: You will receive an email from us for downloading and signing agreement.

Check your email, and it might be in your junk mail, please always remove the contact away from your junk email, below just an example:

You must save your Application Number, Your ID/PSW for future use.

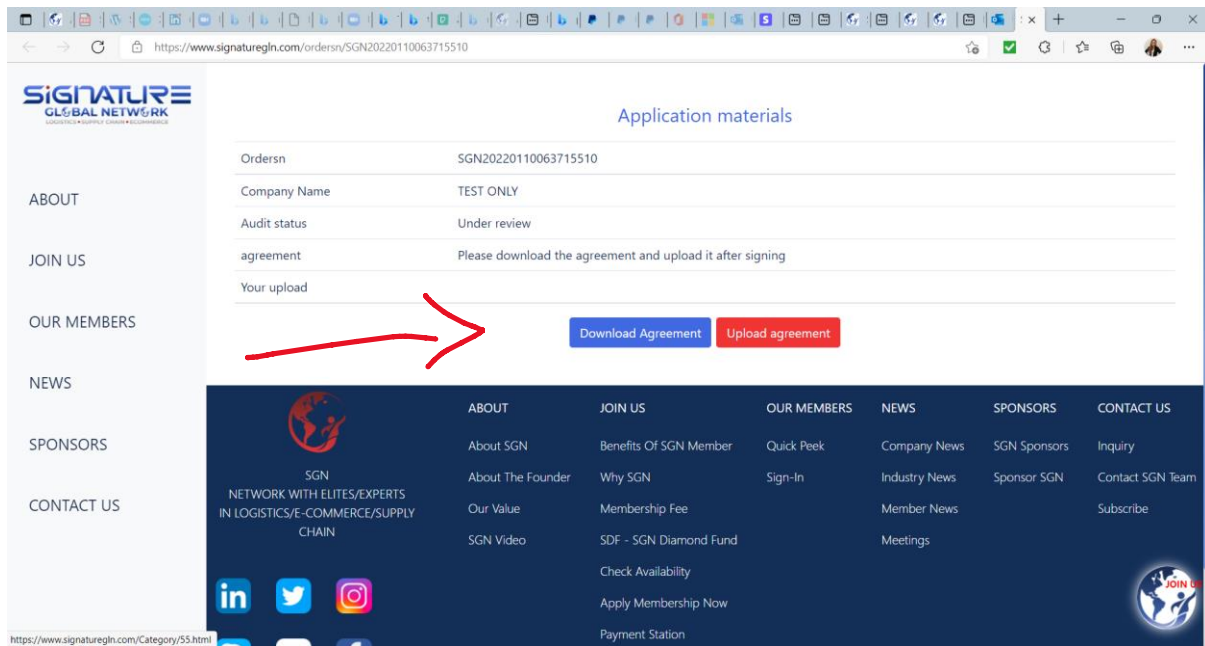
You need to click 'Download the agreement' to download and sign.

Example ONLY 3.1:

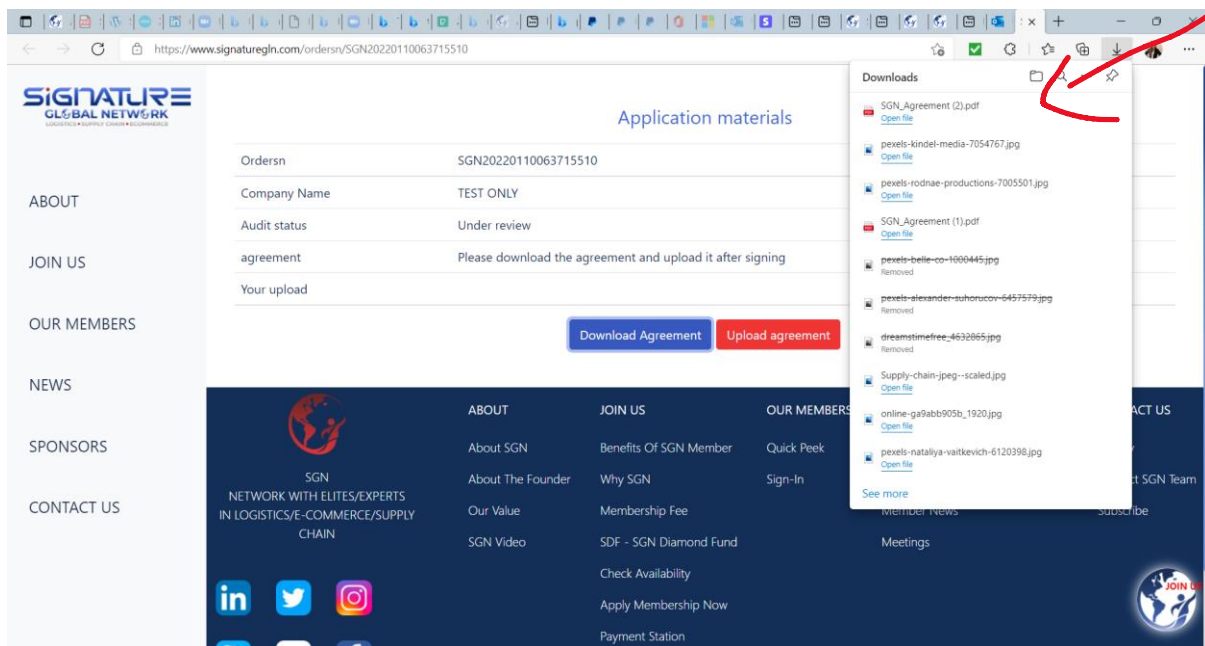


3.2: You can do both 'Download Agreement' and 'Uploading Agreement' from here. Please note the application will only be approved when you signed the agreement and upload it.

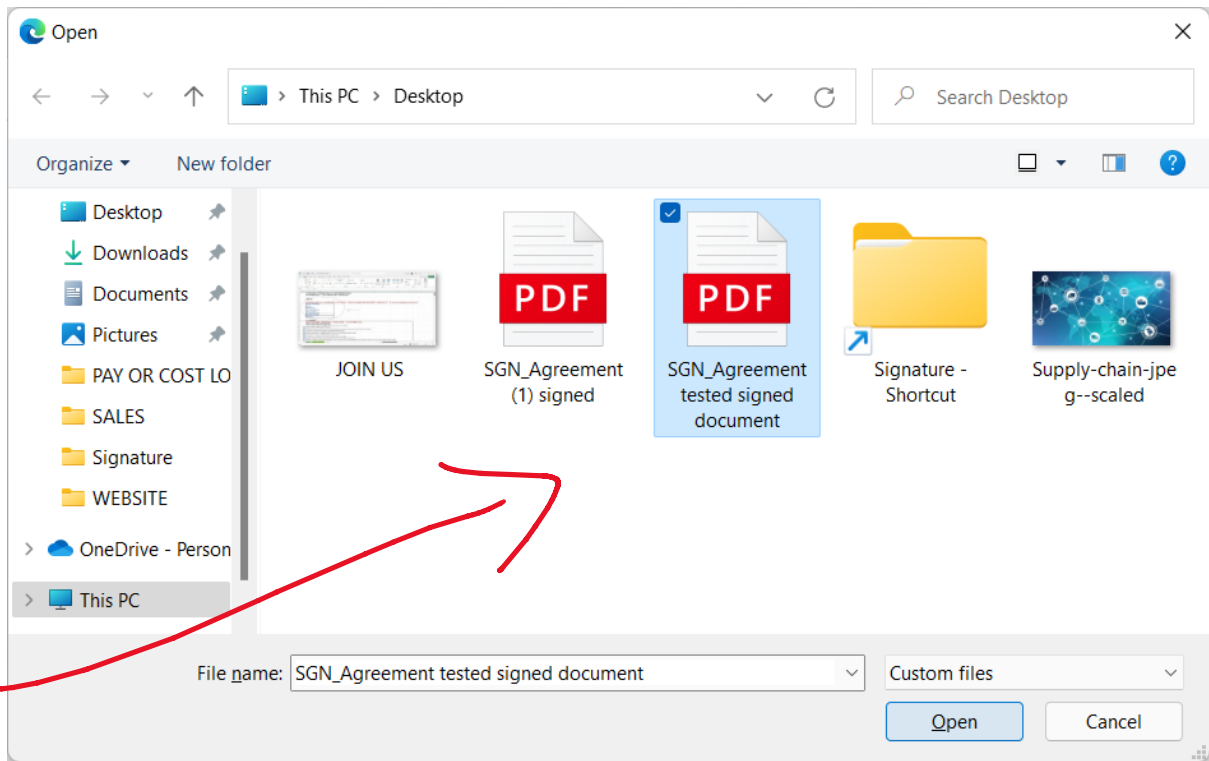
Example ONLY 3.2:



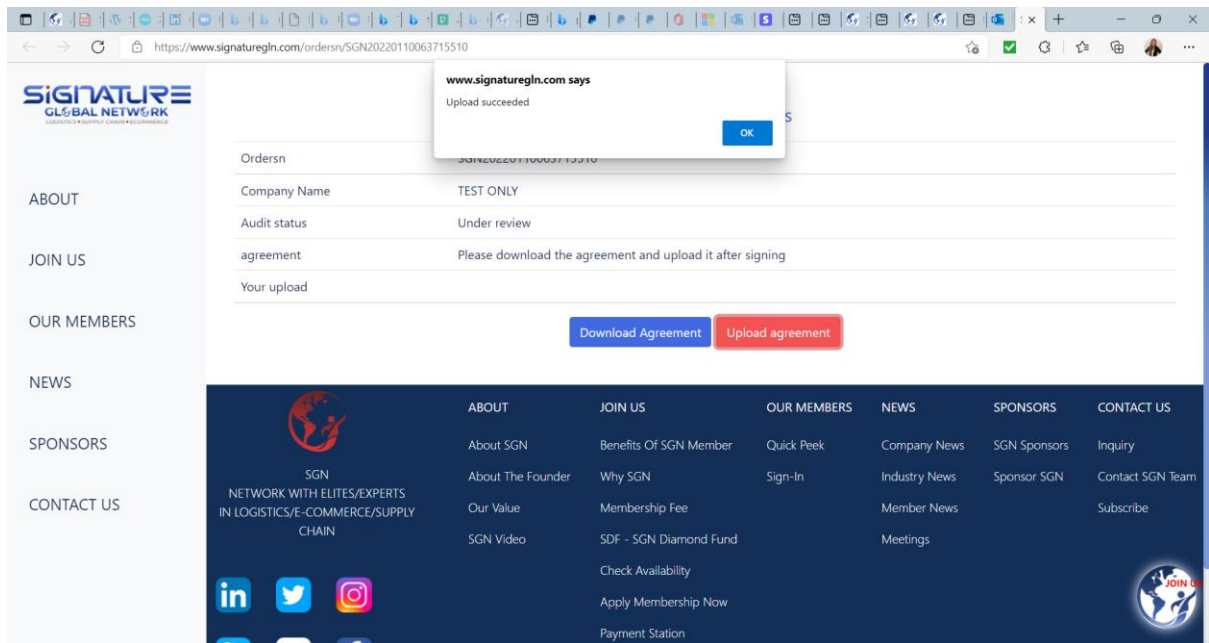
Press DOWNLOAD AGREEMENT, you will see your agreement on the right-hand corner



Then Click Upload Agreement by using the link which was sent to your email if you lost track on this page.



Once it reminds you that it's uploaded successfully.



Step Four: You will receive email and link to arrange your payment.

Example ONLY 4.1: You can see your Debit Note through the email, then print it or Screen shot it, we don't have download function yet.

Congratulation - Your Membership Application Has Been Approved. - Please Arrange The Payment Through the Payment Link. Thank You!

SignatureRegln Global Network <no_reply@signatureregln.com>
寄件日期: 10/1/2022 7:20
收件人: 您

Dear TEST ONLY

Congratulations that your application has been approved, your SGN CEO Approval Number is CHECK20220110072005124, the next step is now you just need to get your Application Number: SGN20220110063715510 & SGN CEO Approval Number to go to our FRM STATION

Should you have any confusions or need any assistance, please email to our membership application team: sgnmembership@signatureregln.com

Or here is the link for you to make payment directly so that you can officially become our member after the payment.

[Payment Station](#)
[DEBIT NOTE](#)

→ 4.2

→ 4.1

→ 4.1

SIGNATURE GLOBAL NETWORK
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DEBIT NOTE

INVOICE: SGN20220110063715510 DUE DATE: 17th Jan. 2022 DATE: 10th Jan. 2022

Bill From	Bill To
Company Name: Signature Global Network PTY LTD	Name: MR L
ABN: 94655682250	Company Name: TEST ONLY
Phone: (0061) 405980088	Street Address: TEST ONLY
Address: 9 Vidos Road, Greenvale 3059, VIC	City,Country: Gold Coast,Australia
	Phone: TEST ONLY
	Email Address: TEST ONLY

SUMMARY

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Annual Membership Fee HQ	1	USD1800	USD1800
Annual Membership Fee Branches	3	USD500	USD1500
Discount	1	- USD500	- USD500

You can screen shot or click print for the Debit Note

Company Name: Signature Global Network PTY LTD **Name:**MR L

ABN: 94655682250 **Company Name:**TEST ONLY

Phone: (0061) 405980088 **Street Address:**TEST ONLY

Address: 9 Vidos Road, Greenvale 3059, VIC **City,Country:**Gold Coast,Australia

Phone:TEST ONLY

Email Address:TEST ONLY

SUMMARY

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Annual Membership Fee HQ	1	USD1800	USD1800
Annual Membership Fee Branches	3	USD500	USD1500
Discount	1	- USD500	- USD500
SDF(SGN Diamond Fund)	1	USD500	USD500
Subtotal			USD2800

Thank you for your business! Please make sure you pay the Debit Note by the due time!

If you have any questions about this invoice, please contact

SGNACCOUNTANTS@SIGNATUREGLN.COM

Print

javascript:window.print();

4.2. You can add your Application Number plus Approval Code through the website, apply the Coupon IF ANY, usually the COUPON only applies for those with more than 30 offices or very special occasion as mentioned, we care about quality, so we don't offer discount.

Application Number:
The application number is the reference number when you finished 'Apply Membership Now'

Approve Code:
The approval number is the number you received from our CEO

TOTAL:

COUPON:

SUBTOTAL:

Payment

4.3: Once you put all related numbers, click the payment, you will see below as example, it will then take you to the payment page:

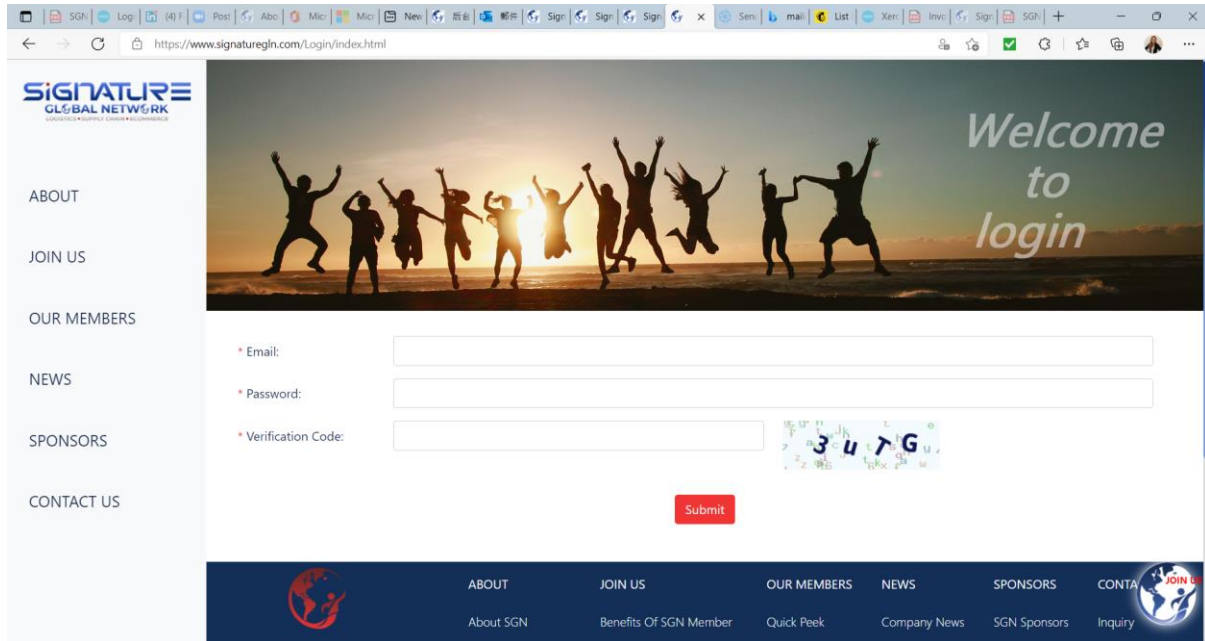
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Please pay 2300 to join SGN membership

Pay now

Step Five: Once your payment is done, you will receive a welcome email from us and coming along with another welcoming email a few days later with more information about the network and so on.

You just need to use your ID/PSW to login to our MEMBERS – Sign-in page as below to see the Membership Certificate, Payment Receipt and Signed Agency Agreement.



You shall then be able to see some membership information. Our member system is under upgrading, it may take a few days to reflect more information.

Should you have any more questions, please feel free to approach our membership application team: SGNmembership@signaturegln.com

Anything about getting membership contact details, please approach our Customer Care team:

SGNCustomercare@signaturegln.com