



myCertificates Application Form

Limelight Software Solutions (Pty) Ltd
P.O. Box 2195
Bromhof
sales@mycertificates.co.za
011 794 9152

A. SERVICE DESCRIPTION AND COSTS

myCertificates service is a non-contract based solution. Costs are incurred individually for each member processed. These costs are paid for in advance in the form of prepaid credits. Credits never expire.

Once-Off Costs (Excl. GST):

Once-off set-up , Vault, branding & customised Input Sheet:	R 2,500.00
Once off certificate template design & implementation:	R 1,000.00
Once-Off Costs (Excl Vat total):	R 3,500.00

Costs (Excl. GST):

Per member processed	R 7.50	(1 credit)
----------------------	--------	-------------------

Per member processed (1 credit) includes:

1. Creation of membership certificate, loaded to your online Vault.
2. Membership certificate loaded to member's own Vault, with your branding (optional per delegate).
3. Membership Cards with member photo (optional), loaded to Vaults (cards are optional).
4. Email of Certificate and Card to member and member's sponsor / company (if applicable).
5. SMS to member with link to enable download and store of certificate to mobile.
6. QR Code on certificate and card so they can be verified as genuine.
7. Welcome letter emailed to member (optional).
8. Member certificate loaded to members sponsor / company Vault (optional).
9. Email summary report to you after each Excel Input sheet is run.
10. Email summary report to member's sponsor / company after each run with Vault login details (if applicable).
11. Daily emails of all upcoming expiring certificates (by course & member) & full monthly Reminder Reports.
12. Detailed, period specific, member matrix report generated and emailed to you (on request).

IN OTHER WORDS - EVERYTHING

Important points:

1. Companies and members do not pay anything for their Vaults or usage thereof.
2. If you stop using the service, company & members still keep their Vaults and certificates.
3. Vaults are secure repositories. They can be used to store other important documentation for the Vault owner.
4. After implementation, any major changes to certificate design, layout, content or system changes will be charged for.



myCertificates Application Form

Limelight Software Solutions (Pty) Ltd
P.O. Box 2195
Bromhof
sales@mycertificates.co.za

B. COMPANY DETAILS

Full Company Name			
Physical Address			Postal Code
Postal Address			Postal Code
Telephone			

Contact Person at Company (for Company Vault Setup values)

Title		First Name	
Surname			
Telephone		Email	

Vault Details

Vault Number		(Recommend Comp No.)
Vault Pin (Min. 5 Char.)		

C. SIGNATURE DETAILS (For digital signatures. Signature Name will appear on certificate under signature)

Signature Name 1	
Signature PIN 1	
Signature Name 2	<i>if applicable</i>
Signature PIN 2	
Signature Name 3	<i>if applicable</i>
Signature PIN 3	
Signature Name 4	<i>if applicable</i>
Signature PIN 4	

Signature must be clear and must not touch the block borders

Signature 1

Signature 2

Signature 3 (if applicable)

Signature 4 (if applicable)



myCertificates Application Form

Limelight Software Solutions (Pty) Ltd
P.O. Box 2195
Bromhof
sales@mycertificates.co.za

D. INVOICE DETAILS

Please note that all amounts below exclude Vat

Vat Number:		Attention:			
Email for invoice:					
1st Invoice Amount	Set-up Fee:	R 2,500.00	Extras Required:	R 0.00	
	Certificate Template Fee:	R 1,000.00	First Credits (Min 100):	100	R 750.00
			Total Excl. Vat	R 4,250.00	

E. REQUIREMENTS AND PREFERENCES

Please select the options you require below. Please ask us to take you through if unsure of options.

Would you like your certificate numbers to be automated (recommended)?	Yes	No
Do you require cards?	Yes	No
If yes, please select from the below options:		
Option 1: 1 card per page, emailed to member & loaded to Vaults	Yes	No
Option 2: 5 cards per page, emailed to you & your Vault	Yes	No
Option 3: 5 cards per page, emailed to you & members sponsor/ company's Vault	Yes	No

Below is a checklist of the supporting documents, logos and templates we require for set-up, please select those provided:

Templates: Please send ALL possible certificate layouts in "Microsoft" format e.g.: Word, Excel

Logo: Please send good quality company logo file in jpg or png or similar Microsoft format

F. MATERIAL OBLIGATIONS OF USAGE

All certificates are stored in the 'Trusted' folder of a Vault. **Nobody** can add or change anything in this folder. With these controls in place, documents & certificates in the 'Trusted' folder are considered as good as an original.

It is imperative to myCertificates success & survival that only **genuine** certificates are created and stored in our Vaults.

To ensure Limelight only creates genuine certificates, the signatory below, who is duly authorised to sign on behalf of the company named in this application, hereby agrees, commits and accepts the following terms & conditions of usage of this service;

- Every individual provided to myCertificates, via the Excel input, shall be a bona fide member of your association.
- The details of every individual, provided via the Excel input, shall be accurate and honest.

Should any of the above obligations be broken then Limelight Software Solutions (Pty) Ltd, shall be entitled to immediately terminate your further usage of myCertificates and may elect to cancel any or all vaults created on behalf of the company or individuals, including the vault contents. No credits shall be refunded in the event of termination.

G. RESTRAINT / INTELLECTUAL PROPERTY RIGHTS

Limelight Software Solutions hereby warrants that no information provided by users of the service, will be used or made available for sale or marketed in any way whatsoever, other than what is required by myCertificates.

Any unauthorised use, including, without limitation, copying, reproducing, modifying, distributing and/or altering of the Excel Workbooks or myCertificates system is prohibited without the written permission from Limelight Software Solutions.

Date: _____

Name: _____

Signature: _____