



myCertificates Application Form

Limelight Software Solutions (Pty) Ltd
P.O. Box 2759
Bromhof 2154
sales@mycertificates.co.za
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A. SERVICE DESCRIPTION AND COSTS

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

Once-Off Costs (Excl. Vat):

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. Vat):

Per delegate processed	R 7.50	(1 credit)
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Per delegate processed (1 credit) includes:

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

IN OTHER WORDS - EVERYTHING

Important points:

1. Companies and delegates do not pay anything for their Vaults or usage thereof
2. If you stop using the service, company & delegates still keep their Vaults and certificates
3. Vaults are secure document 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.



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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		(We recommend Company 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)



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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 use multiple certificate types such as "Attended" & "Competent"?	Yes	No
Do you require space for delegate marks/scores (e.g.: 50%)?	Yes	No
Do you do SAQA Unit Standards ?	Yes	No
Do you provide courses requiring capacity, code and tonnage?	Yes	No
• Do you include restrictions on these courses at a delegate level?	Yes	No
Do you require CPD options on register (Continuous Professional Development)?	Yes	No
• Do you require separate CPD & Completion certificates?	Yes	No
Do you require cards?	Yes	No
If yes, please select from the below options:		
Option 1: 1 card per page, emailed to delegate & loaded to Vaults	Yes	No
Option 2: 5 cards per page and emailed direct to you & your Vault	Yes	No
Option 3: 5 cards per page, emailed to you & your clients 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



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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;

1. Every individual provided to myCertificates, via the Excel input, shall have attended the submitted course / seminar / training.
2. Only individuals that have successfully completed the submitted course / seminar / training shall be recorded as successful on the input.
3. The details of every individual , provided via the Excel input, shall be accurate and honest.
4. Completed ID number shall be valid, according to Home Affairs rules.

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: _____