



SmartCerts Application Form

Limelight Software Solutions (Pty) Ltd
P.O. Box 2759
Bromhof 2154
sales@smartcerts.co.za
010 226 9432

| A. COMPANY DETAILS | | | |
|---|--|-------------|--|
| Full Company Name | | | |
| Physical Address | | | |
| | | Postal Code | |
| Postal Address (if not same as physical) | | | |
| | | Postal Code | |

Contact Person at Company (for Company Vault Setup values)

| | | | |
|-----------------|--|-------|--|
| Name & Surname | | | |
| Mobile or Phone | | Email | |

Vault Details

| | | |
|--------------------------|--|--|
| Vault Number | | We recommend you use your Company No. |
| Vault Pin (Min. 5 Char.) | | |

B. SIGNATURE DETAILS (Encrypted and used to sign your digital Certificates)

| | |
|------------------|--|
| Signature Name 1 | |
|------------------|--|

| | |
|------------------|----------------------|
| Signature Name 2 | <i>if applicable</i> |
|------------------|----------------------|

| | |
|------------------|----------------------|
| Signature Name 3 | <i>if applicable</i> |
|------------------|----------------------|

| | |
|------------------|----------------------|
| Signature Name 4 | <i>if applicable</i> |
|------------------|----------------------|

Signatures must be clear and must not touch the block borders

Signature 1

| |
|--|
| |
|--|

Signature 2 (if applicable)

| |
|--|
| |
|--|

Signature 3 (if applicable)

| |
|--|
| |
|--|

Signature 4 (if applicable)

| |
|--|
| |
|--|



SmartCerts Application Form

Limelight Software Solutions (Pty) Ltd
P.O. Box 2759
Bromhof 2154
sales@smartcerts.co.za
010 226 9432

C. 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 800.00 |
| | | | Total Excl. Vat | R 4,300.00 | |

D. 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 |
| • If so, do you have multiple Unit Standards for any courses? | Max no ____ | No |
| Do you provide courses requiring capacity, code and tonnage? | Yes | No |
| • If so, do you include restrictions on these courses at a delegate level? | Yes | No |
| Only for companies doing 'Continuous Professional Development (CPD)' | | |
| Do you want CPD points shown on Certificates? | Yes | No |
| • If so, are the points awarded at a Course or delegate level? | Course | Delegate |
| 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 |
| Do you need a blank space to put a photo on the card? | Yes | No |
| Please select your SmartStamp Option below: | | |
| Option 1: Your logo, Cert Title & QR Code (recommended) | Yes | No |
| Option 2: Your logo & Cert Title | Yes | No |
| Option 3: Cert Title & QR Code | Yes | No |

Below is a checklist of the items, e.g. logos and templates, we require for your set-up.

Templates: Please send your current certificate layout/s.

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



SmartCerts Service Summary

LimeLight Software Solutions (Pty) Ltd
P.O. Box 2759
Bromhof 2154
sales@smartcerts.co.za
010 226 9432

SERVICE DESCRIPTION AND COSTS

SmartCerts service is a non-contract based solution. Costs are incurred for each delegate processed.

Costs are paid for in the form of credits purchased. 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 8.00 | (1 credit) |
|------------------------|--------|-------------------|

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, 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 and Card to mobile.
7. QR Code on Certificate and Card so they can be verified as genuine.
8. Email summary report to you after each Course 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 documents.

Payment only becomes due when we have you running live on the service and you are happy it does everything that is stated above.



SmartCerts Obligation of Usage

Limelight Software Solutions (Pty) Ltd
P.O. Box 2759
Bromhof 2154
sales@smartcerts.co.za
010 226 9432

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 SmartCerts 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 SmartCerts, 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 SmartCerts 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.

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 SmartCerts.
We abide by the intent and obligations of the POPI act.

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

Date: _____

Name: _____

Signature: _____