SmartCerts
Setup 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	

		Email	
Mobile or Phone			

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	*if applicable*

Signature Name 3	*if applicable*

Signature Name 4	*if applicable*

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)**

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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 850.00
			Total Excl. Vat		**R 4,350.00**

D. REQUIREMENTS AND PREFERENCES

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

Due to the Popi act, would you like to show the full ID number on the certificate?	Yes	No
If no, would you like us to replace the 8th and 10th digit with a * ?	Yes	No
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

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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 8.50   *(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 canbe 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. There is NO risk or obligation to use our service.

SmartCerts
Obligation of Usage

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: _____