

PSD is the exclusive distributor of the CIMSO enterprise resource planning (ERP) hospitality and business management software suite for Africa and the Middle East. PSD's policy is to actively support registered educational or training institutions that provide training facilities to market sectors utilizing CIMSO's software suite.

**Donation of Software Licenses**

CIMSO will donate the required software licenses to an educational or training institution (referred to as an applicant), subject to the following terms:

- (1) The applicant shall apply to PSD, in writing, for such donation, and shall submit proof of registration as an educational institution.
- (2) PSD, or one of its accredited business partners, shall perform a needs analysis for the applicant, and shall determine whether the hardware, networking and operating system platform complies with CIMSO's minimum specifications.
- (3) The supply, installation, setup and training (referred to as implementation) of an approved donation shall be done either by PSD or an accredited business partner, subject to the following terms:
  - (i) The implementation shall include full training to the applicant's nominated staff, for all training areas defined in the training syllabus, with a minimum of five man days training.
  - (ii) Implementation and training services shall be charged for at PSD's published special contract rate, or such lower rate as is negotiated between the applicant and PSD.
  - (iii) Installation of the software is quoted for as a separate item, and is determined by the number of servers and workstations. The hourly rate is to be determined by PSD.
- (4) Approved donations shall be subject to CIMSO's license upgrade and support agreement (LUSA) providing for all future upgrades to the software. The annual LUSA fee/charge shall be based on the Standard Edition. Call center support is to be provided by PSD or its accredited business partner responsible for the area call center, at their specified rate.
- (5) CIMSO shall provide a copy of its user manuals, in MS Word format, for use by the applicant's staff, in preparing training manuals. Reproduction of the user manual, or parts thereof, is subject to CIMSO copyright conditions, and the applicant shall submit an MS Word format copy of the training manuals to CIMSO for approval.

**Certification**

CIMSO provides certification facilities and maintains an international register of certified students. To secure certification and receive certificates from CIMSO, qualifying students must be entered in the national register. To facilitate such entry the applicant shall submit to CIMSO:

- (i) a brief synopsis of the modules comprising its syllabus;
- (ii) on completion of a course or module, a list of qualifying students for entry in the national certification register. The following information is required for the national register:

- (a) Title and full names,
- (b) ID or passport number,
- (c) Course numbers and modules completed,
- (d) Date of completion.

The list of qualifying students shall be submitted to CIMSO by PSD, on the applicant's formal letterhead and shall be signed by the rector, dean or a duly empowered officer of the institution.

Certificates shall only be issued to qualifying students on receipt of the required certification detail. Costs applicable to certification, if any, shall be agreed on by the applicant, PSD and CIMSO at the time of the donation.

End.