

Remote Witness Room

To whom it may concern,

Since the beginning on the Covid-19 pandemic and the worldwide shutdown, witness testimony in person has become impractical and unsafe. While the use of single view webcams and laptop cameras have provided some relief the issue of "Room integrity" has been raised and poses a potential problem. PSI Services provides a secure, integrity secured witness room that is available at all major centers across the country.

Hiring Costs:

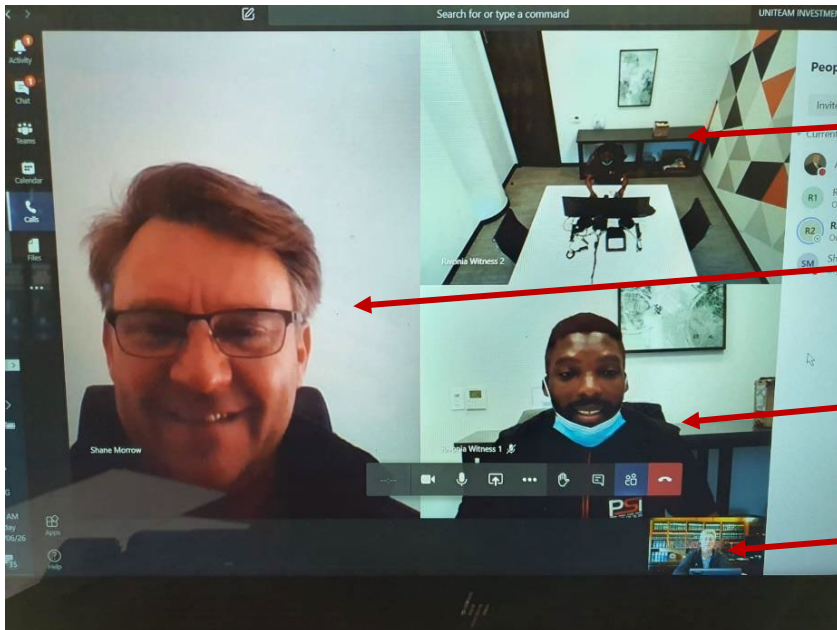
Each room will be available for use at a cost of R 1,200.00 excl vat. The room will be available from 8:30am to 4:30pm. Should you require the room outside these hours please discuss with us.

Hiring Protocols:

- The room is to be booked via email confirmation and sent to witness@psiservices.co.za. A minimum notice period of 3 working days is required to confirm the room.
- The full amount due must be paid upon booking confirmation. No access will be granted without payment confirmation.
- **Cancellations** – a 50% refund will be applicable to all days NOT used.
- PSI Services will provide an on-site engineer at the beginning of each session to ensure that all systems are functioning. The engineer will return at the end of the day to close the system down and ensure no data is left on the system.
- An engineer will be available for remote support throughout the session should there be any technical issues.
- PSI Services will sanitize the table, chair, PC, screens, keyboard and mouse prior to each session.



Sample views of our Witness Rooms.

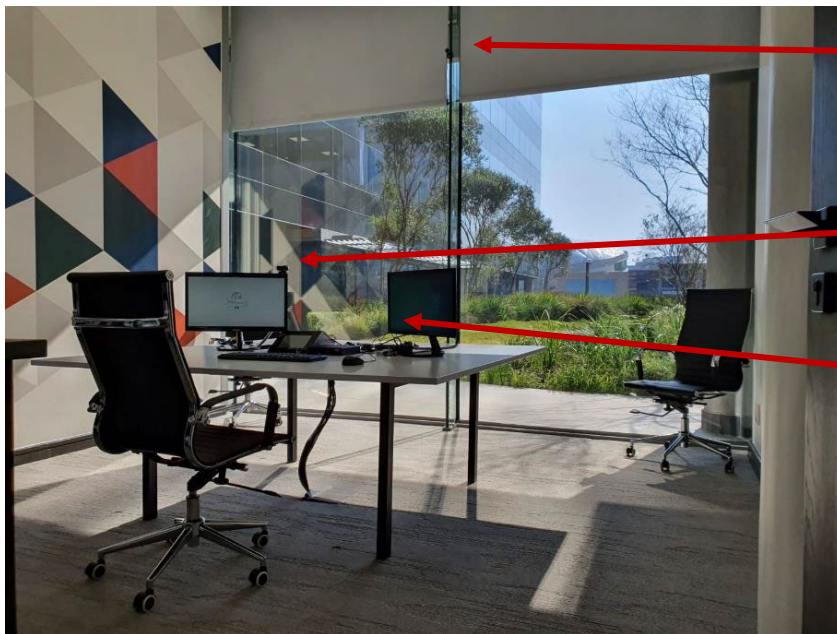


Integrity Room View

Judge

Close up Camera View

Counsel



Integrity Camera

Close up Camera

Dual Monitors



CUSTOMER INFORMATION FORM

FULL NAME OF CUSTOMER _____
CUSTOMER'S TRADING NAME _____
CUSTOMER'S REGISTRATION NUMBER _____
CUSTOMER'S VAT NUMBER _____
CUSTOMER'S PHYSICAL ADDRESS _____
CUSTOMER'S TELEPHONE NUMBER _____
CUSTOMER'S EMAIL ADDRESS _____

VENUE HIRE DETAILS:

<u>Venue</u>	<u>Date/s Required</u>
Pybus Place - Sandton	_____
The Chambers - Sandton	_____
Sala House - Sandton	_____
Wembley Park - Cape Town	_____
Durban Club Chambers - Dbn	_____
Brooklyn - PTA	_____
New Court Chambers - PTA	_____



Indemnity Form

I the undersigned:

(Full name and surname)

(ID number: -----)

1. Do hereby indemnify PSI Services and the "Property Owner/s", including all its managers, directors and group companies as defined in the Companies Act, No 71 from any liability for any loss, damage, death, illness or injury of whatsoever nature (whether direct, consequential or otherwise) that may arise out of any actions and/or activities related to any hearing, arbitration or remote hearing held by PSI Services & "Property Owner/s" (gross negligence from PSI Services and "Property Owner/s" not included);
2. Understand that sensible use of all IT equipment remains my responsibility. I fully understand that damages caused to such equipment, during my meeting, arbitration, or such event, will be my responsibility and that PSI Services has full legal right to invoice me, and expect payment, for such damages.
3. Acknowledge and agree that I have read and understand the terms of this agreement and agree to be bound by the terms hereof.

Signed at ----- on the ----- day of ----- 20-----

Name

Signature

