

# Administration Agencies Service Identification Form

Annex 1

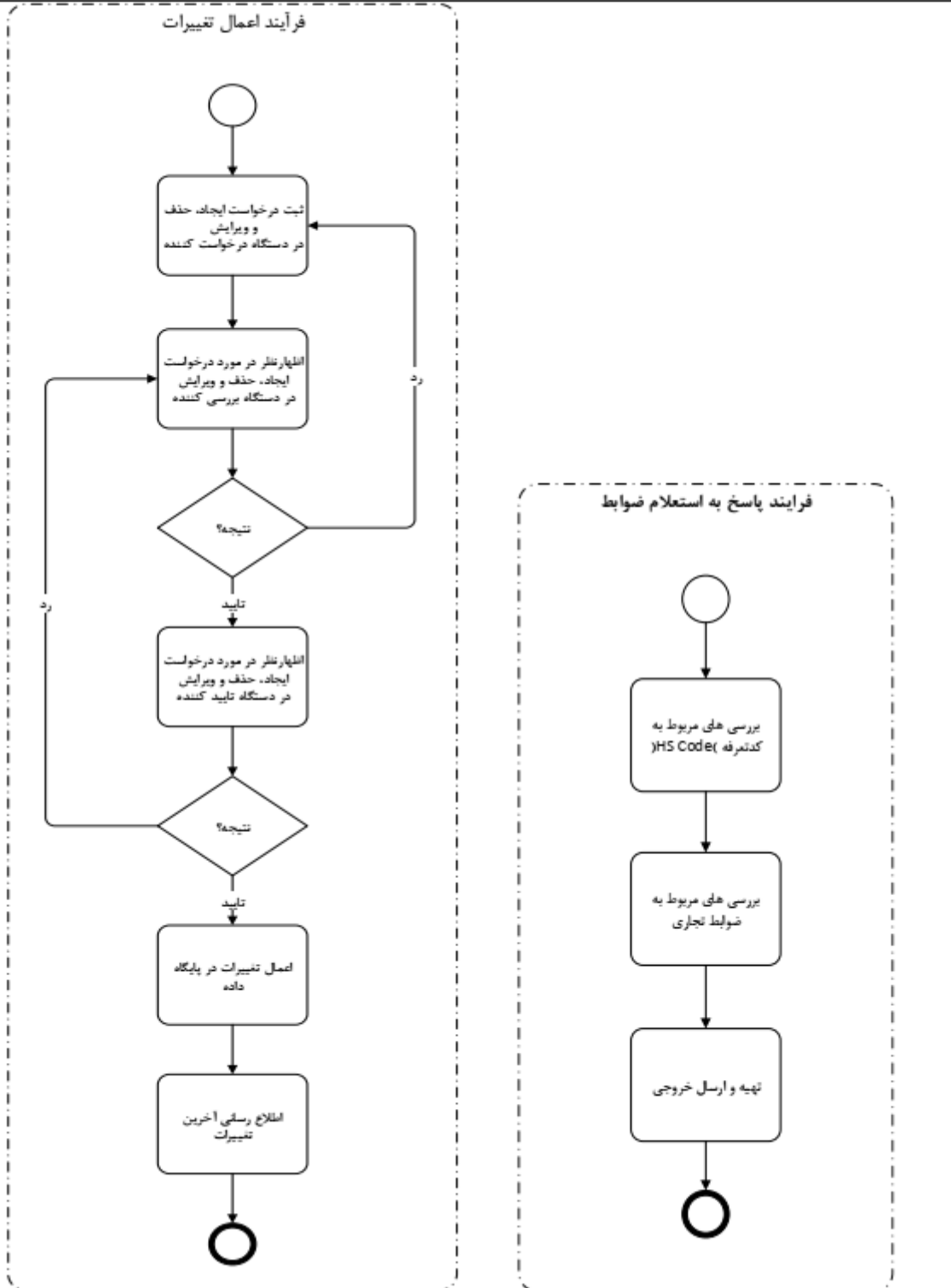
<b>1. Service title:</b> Establishing an electronic platform for integrated notification of goods regulations		<b>2. Service ID:</b> 13011968102 (To be filled by the Planning and Budget Organization)			
<b>3. Service provider</b>	Name of the agency: Iran Center for e-Commerce Development				
	Name of the parent organization: Ministry of Industry, Mine and Trade				
<b>4. Service specifications</b>	Service description	The following services are providing in this system: -Creating, editing and removing Harmonized System (HS) codes defined by users -Creating, editing and removing commercial regulations defined by users -Systematic notification for changes in HS codes to update clients' systems -Systematic notification of commercial regulations to clients' systems - Notifying out of system users through the user interface of the system			
	Type of service	Government to Citizen (G2C) <input checked="" type="checkbox"/> Government to Business (G2B) <input checked="" type="checkbox"/> Government to Government (G2G) <input checked="" type="checkbox"/>	Client Type	Public and executive bodies Merchants and businessmen	
	Nature of service	Public <input checked="" type="checkbox"/> Private <input type="checkbox"/>			
	Scope of service	National <input checked="" type="checkbox"/> Regional <input type="checkbox"/> Provincial <input type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/>			
	Related events:	Birth <input type="checkbox"/> Education <input type="checkbox"/> Healthcare <input type="checkbox"/> Tax <input type="checkbox"/> Business <input checked="" type="checkbox"/> Social security <input type="checkbox"/> Property registration <input type="checkbox"/> Urban installations <input type="checkbox"/> Insurance <input type="checkbox"/> Marriage <input type="checkbox"/> Retirements <input type="checkbox"/> Licenses and certificates <input type="checkbox"/> Death <input type="checkbox"/> Other <input type="checkbox"/>			
	Start of service	Application by the receiver <input checked="" type="checkbox"/> Due date <input type="checkbox"/> Occurrence of event <input checked="" type="checkbox"/> Discretion of the agency <input checked="" type="checkbox"/> Other <input type="checkbox"/>			
	Documents required for the service				
	Upstream rules and regulations	- Article 12 of the Anti-Trafficking Law - Paragraph A of Article 6 of the Anti-Trafficking Law - Provision 1 of Article 3 of the executive bylaw of Articles 5 and 6 of the Anti-Trafficking Law			
<b>5. Service details</b>	Statistics of service receivers	5000 of services receivers in month <input type="checkbox"/> season <input type="checkbox"/> year <input checked="" type="checkbox"/>			
	Service average time	2 seconds			
	Frequency	Once			
	Number of physical reference	No physical presence is required			
	Cost of service for the receiver (IRR)	Price(s)	Bank Account(s)	E-payment	
				<input type="checkbox"/>	
...			<input type="checkbox"/>		
<b>6. Service access route</b>	Direct and detailed address of the service in the portal (If partially or fully electronic): www.crs1.ntsw.ir				
	Name of the system ( If partially or fully electronic): Trade rules system				

Service stages	Type	Communication media					
		Informative	Electronic <input checked="" type="checkbox"/>	Internet (website) <input checked="" type="checkbox"/>		Mobile (application) <input type="checkbox"/>	
Non-electronic <input type="checkbox"/>	Reason for physical reference		Personal authentication <input type="checkbox"/> Document authentication <input type="checkbox"/> Lack of proper infrastructure <input type="checkbox"/> Other <input type="checkbox"/> :	Agency referred to: National <input type="checkbox"/> Provincial <input type="checkbox"/> Local <input type="checkbox"/>			
Application	Electronic <input checked="" type="checkbox"/>	Internet (website) <input checked="" type="checkbox"/>		Mobile (application) <input type="checkbox"/>			
	Non-electronic <input type="checkbox"/>	Reason for physical reference	Personal authentication <input type="checkbox"/> Document authentication <input type="checkbox"/> Lack of proper infrastructure <input type="checkbox"/> Other <input type="checkbox"/> :	Agency referred to: National <input type="checkbox"/> Provincial <input type="checkbox"/> Local <input type="checkbox"/>			
Service generation (Inner agency process or relations to other agencies)	Electronic <input checked="" type="checkbox"/>	Internet (website) <input checked="" type="checkbox"/>		Intranet (local intranet or ERP) <input type="checkbox"/>			
	Non-electronic <input type="checkbox"/>	Reason for physical reference					
Service providing	Electronic <input type="checkbox"/>	Internet (website) <input type="checkbox"/>		Mobile (application) <input type="checkbox"/>			
	Non-electronic <input type="checkbox"/>	Reason for physical reference	Personal authentication <input type="checkbox"/> Document authentication <input type="checkbox"/> Lack of proper infrastructure <input type="checkbox"/> Other <input type="checkbox"/> :	Agency referred to: National <input type="checkbox"/> Provincial <input type="checkbox"/> Local <input type="checkbox"/>			
7. Service relation to other systems of the agency (databanks)	Name of other systems	Exchanged fields		Electronic inquiry		Non-electronic inquiry	
				Online	Batch		
	Goods ID code system	Goods ID code information		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Service relation to other agencies	Name of other agencies	Name of other systems	Exchange fields	Costs (If any)	Electronic inquiry		If inquiry is non-electronic done by:
					Online	Batch	
					<input type="checkbox"/>	<input type="checkbox"/>	Agency <input type="checkbox"/> Client <input type="checkbox"/>

					<input type="checkbox"/>	<input type="checkbox"/>	Agency <input type="checkbox"/> Client <input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	Agency <input type="checkbox"/> Client <input type="checkbox"/>

- 9. Service processes titles**
- 1- Process for registration of creating, removing and editing requests
  - 2- Requests checking process
  - 3- Requests confirmation process
  - 4- Reply to regulations inquiry process
  - 5- Notification of changes process

**10. Service processes connection diagram:**



Implementation of changes process  
 Registration of creating, removing and editing requests in the system of the applicant  
 Commenting on creating, removing and editing requests in the system of the examiner – reject  
 Results  
 Reject – confirmation  
 Commenting on creating, removing and editing requests in the system of the confirmer  
 Results  
 Confirmation  
 Implementation of change in the database  
 Notification of latest changes

Replying to inquiry of regulations process  
 Investigations related to HS codes  
 Investigations related to commercial regulations  
 Preparing and submitting output

Particulars of the person completing the form:	Tel:	Email:	Department: Trade Facilitation Deputy
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