

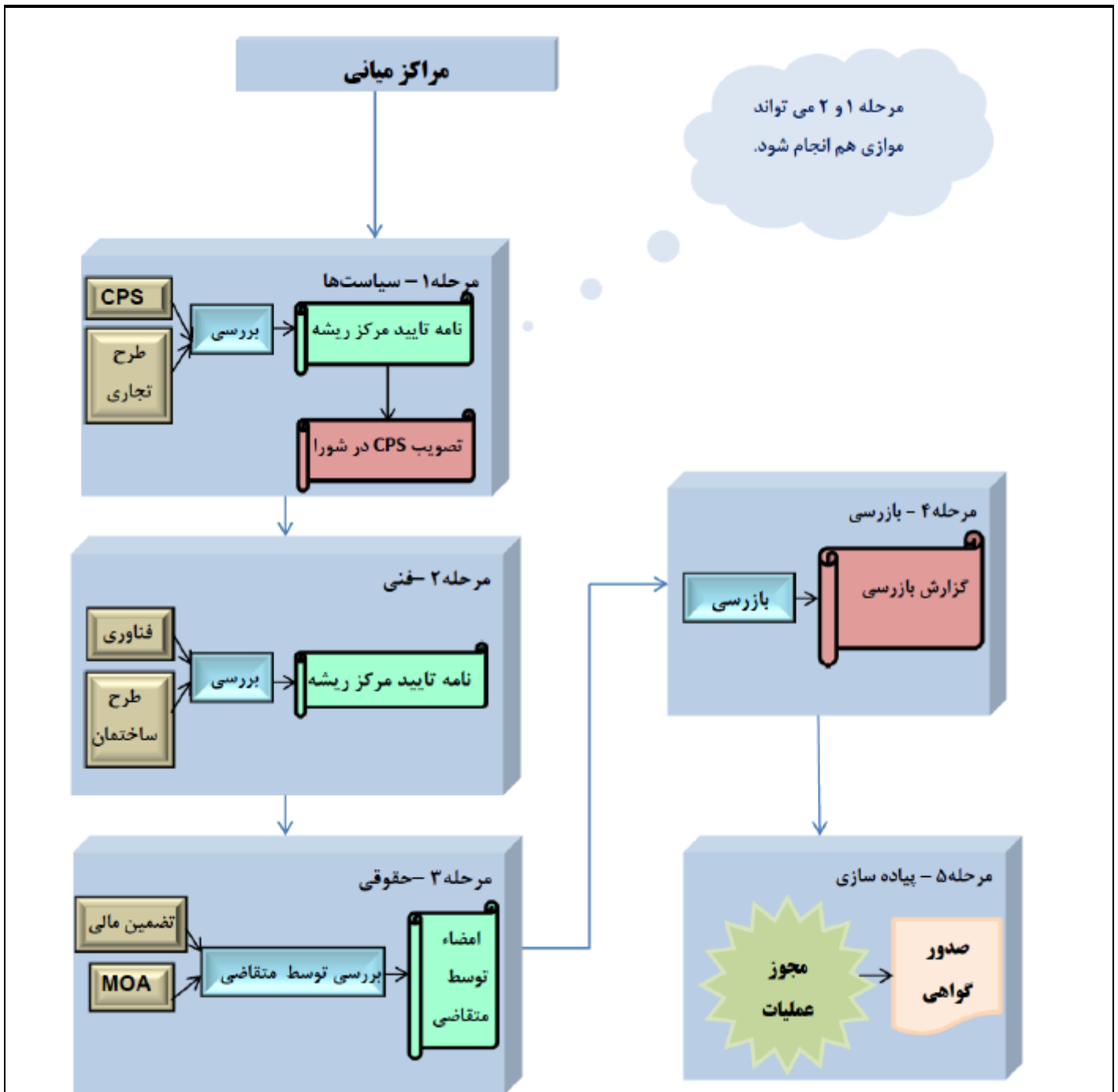
Administration Agencies Service Identification Form

Annex 1

1. Service title: Issuing permit for activity of intermediate certificate authorities (CA)		2. Service ID: 13011564101 (To be filled by the Planning and Budget Organization)			
3. Service provider	Name of the agency: Iran Center for e-Commerce Development				
	Name of the parent organization: Ministry of Industry, Mine and Trade				
4. Service specifications	Service description	Issuing, granting and managing electronic certificates of the intermediate CAs			
	Type of service	Government to Citizen (G2C) <input type="checkbox"/> Government to Business (G2B) <input checked="" type="checkbox"/> Government to Government (G2G) <input checked="" type="checkbox"/>	Client Type	Executive agencies, organizations and/or private companies applying for creation, signing, issuing and revoking electronic certificates of intermediate CAs	
	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 type="checkbox"/> Discretion of the agency <input type="checkbox"/> Other <input checked="" type="checkbox"/> : 5th development plan			
	Documents required for the service	Providing official application for establishment of an intermediate CA and official letter of introduction for the representative, articles of association of the company (for private applicants) and documents stipulated in the executive directive of the certificate issuance center, business plan and equipment plans			
Upstream rules and regulations	<ul style="list-style-type: none"> - Ecommerce Act - Articles of Association of the Electronic Commerce Development Center - Executive bylaw of the Article 32 of the Ecommerce Act - 5th development plan 				
5. Service details	Statistics of service receivers	Limited and unpredictable			
	Service average time	12 months			
	Frequency	Once for validity duration of each certificate			
	Number of physical reference	Once if no additional consultation is required			
	Cost of service for the receiver (IRR)	Price(s)	Bank Account(s)	E-payment	
				<input type="checkbox"/>	
...			<input type="checkbox"/>		
6. Service access route	Direct and detailed address of the service in the portal (If partially or fully electronic): www.rca.gov.ir/2056.html				
	Name of the system (If partially or fully electronic):				
	Service stages	Type	Communication media		
	Informative	Electronic <input checked="" type="checkbox"/>	Internet (website) <input checked="" type="checkbox"/> Email <input type="checkbox"/> IVR or Call center <input type="checkbox"/> Other (explain accessibility) <input checked="" type="checkbox"/> : Contacting the relevant expert	Mobile (application) <input type="checkbox"/> Post <input type="checkbox"/> SMS <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 type="checkbox"/> Mobile (application) <input type="checkbox"/> Email <input type="checkbox"/> Post <input checked="" type="checkbox"/> IVR or Call center <input type="checkbox"/> SMS <input type="checkbox"/> Public services offices <input type="checkbox"/> (outsourcing contract number:) Similar to public services offices <input type="checkbox"/> Other (explain accessibility) <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 type="checkbox"/> Intranet (local intranet or ERP) <input type="checkbox"/> Email <input type="checkbox"/> Other <input checked="" type="checkbox"/> : Official correspondence and phone contact			
		Non-electronic <input type="checkbox"/>	Reason for physical reference				
	Service providing	Electronic <input checked="" type="checkbox"/>		Internet (website) <input type="checkbox"/> Mobile (application) <input type="checkbox"/> Email <input type="checkbox"/> Post <input checked="" type="checkbox"/> IVR or Call center <input type="checkbox"/> SMS <input type="checkbox"/> Public services offices <input type="checkbox"/> (outsourcing contract number:) Similar to public services offices <input type="checkbox"/> Other (explain accessibility) <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
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input 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	
	Company registration system				<input type="checkbox"/>	<input type="checkbox"/>	Agency <input checked="" type="checkbox"/> Client <input type="checkbox"/>
Official gazette website				<input type="checkbox"/>	<input type="checkbox"/>	Agency <input checked="" type="checkbox"/> Client <input type="checkbox"/>	

					<input type="checkbox"/>	<input type="checkbox"/>	Agency <input type="checkbox"/> Client <input type="checkbox"/>
9. Service processes titles	<p>1- Application for establishment of intermediate CA and introducing a representative by the applicant and submitting documents required by the executive directive for electronic certificates, business plan</p> <p>2- Checking the submitted documents by the root CA and completing documents until confirmation is received</p> <p>3- Approving the executive directive document in the electronic certification policymaking council</p> <p>4- Submitting the rest of the technical, procedural and legal documents and obtaining confirmation from the root CA</p> <p>5- Preparing hardware and software equipment and datacenters for the electronic certificate authorization center</p> <p>6- Auditing of the building and equipment of the electronic certificate authorization center</p> <p>7- Providing application as PKCS#10 file by the applicant</p> <p>8- Authenticating the file and issuing electronic certificate by the supervision committee of the electronic certification policymaking council</p> <p>9- Delivering electronic certificate to the owner of the CA and signing of the agreement by the owner</p>						
10. Service processes connection diagram:							



نمودار به ترتیب از بالا به پایین، چپ به راست:

Stages 1 and 2 can be carried out simultaneously

Intermediate CA

Stage 1: policies

CPS /business plan – checking – root CA approval – approval of CPS in the council

Stage 2: technical

Technology/building plan – checking - root CA approval

Stage 3: legal

Financial guarantee/MOA – checking by the applicant – signing by the applicant

Stage 4: inspection

Inspection – inspection report

Stage 5: implementation

Operation permit – certificate issuance

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Department: Public
intermediate CAs

Form no. 1 Legal, natural and public permits information in the ministry/organization

#	Permit title	Permit type	Legal documentation (approval, bylaw, ratification)	Required documents	Validity term	Cost (IRR)	Permit applicant			Permit issuance process		Supervising authorities	Approximate issuance duration	Permit process		Notes
							Natural	Legal	Public	Private	Common *			Electronic	Non-electronic	
1	Permit for establishment of intermediate CA	Issuance		Official application for establishment of an intermediate CA, introducing representative, executive directive for the CA and business plan	3 to 5 years	N/A						State Electronic Certification Policymaking Council	1 day			
2		Renewal														
3		amendment														
4		Revocation														