

# Administration Agencies Service Identification Form

**Annex 1**

<b>1. Service title:</b> Issuing permit for activity of electronic certificate registration offices		<b>2. Service ID: 13011565000</b> (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	Training, auditing, concluding contract, providing access		
	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	Executive agencies, organizations and/or private companies applying for an electronic certificate office
	Nature of service	Public <input type="checkbox"/> Private <input checked="" 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 checked="" type="checkbox"/> Other <input type="checkbox"/>		
	Documents required for the service	Natural and legal entities authentication requirements: - Completing application forms - Articles of association, official gazettes and required references - History of activities - Authentication documents of the introduced persons		
Upstream rules and regulations	Ecommerce Act ratified in 2003 by the Islamic Consultative Assembly Articles of Association of the Electronic Commerce Development Center Executive bylaw of the Article 32 of the Ecommerce Act Policies document for electronic signatures for public key infrastructures Executive directive for electronic signatures of intermediate public CAs Latest edition of the executive directive for registration offices and training guidelines approved by intermediate CA			
<b>5. Service details</b>	Statistics of service receivers	3477 registration offices		
	Service average time	Up to 15 days if documents are completed		
	Frequency	Once a year		
	Number of physical reference	Once		
	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.gica.ir			
	Name of the system ( If partially or fully electronic): www.gica.ir			
	Service stages	Type	Communication media	
	Informative	Electronic <input checked="" type="checkbox"/>	Internet (website) <input checked="" type="checkbox"/>	Mobile (application) <input type="checkbox"/>

			Email <input type="checkbox"/> Post <input type="checkbox"/> IVR or Call center <input checked="" type="checkbox"/> SMS <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"/>	
	Application	Electronic <input type="checkbox"/>		Internet (website) <input type="checkbox"/> Mobile (application) <input type="checkbox"/> Email <input type="checkbox"/> Post <input 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 checked="" type="checkbox"/>	Reason for physical reference	Personal authentication <input type="checkbox"/> Document authentication <input checked="" 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"/> Email <input type="checkbox"/> Other (explain accessibility) <input type="checkbox"/> :		
		Non-electronic <input type="checkbox"/>	Reason for physical reference			
Service providing	Electronic <input checked="" type="checkbox"/>		Internet (website) <input checked="" type="checkbox"/> Mobile (application) <input type="checkbox"/> Email <input checked="" type="checkbox"/> Post <input type="checkbox"/> IVR or Call center <input checked="" 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 checked="" 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 checked="" type="checkbox"/> : Training	Agency referred to: National <input type="checkbox"/> Provincial <input type="checkbox"/> Local <input type="checkbox"/>		

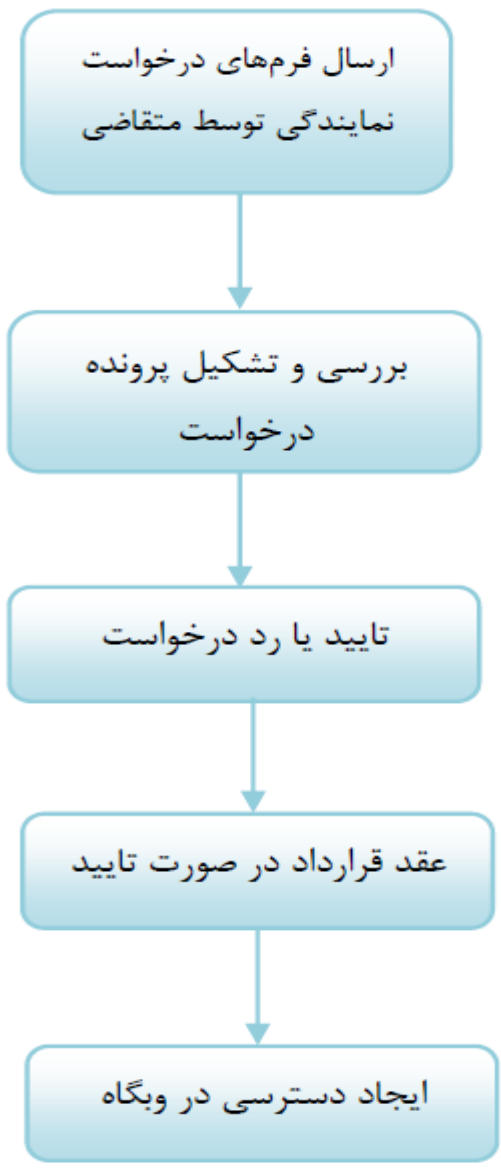
7. Service relation to other systems of the agency (databanks)	Name of other systems	Exchanged fields	Electronic inquiry		Non-electronic inquiry
			Online	Batch	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<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	
					<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- Submitting application forms by the applicant 2- Checking and forming an applicant file 3- Approving or rejecting the applicant 4- Concluding contract if approved 5- Providing access in the portal
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**10. Service processes connection diagram:**



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submitting application forms by the applicant  
 checking and forming an applicant file  
 approving or rejecting the applicant  
 concluding contract if approved  
 providing access in the portal

Particulars of the person completing the form: Rasoul Kazemi Ashtiyani	Tel:41031432	Email: kazemi.rasoul@ecommerce.gov.ir	Department: Public intermediate CAs
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