

Administration Agencies Service Identification Form

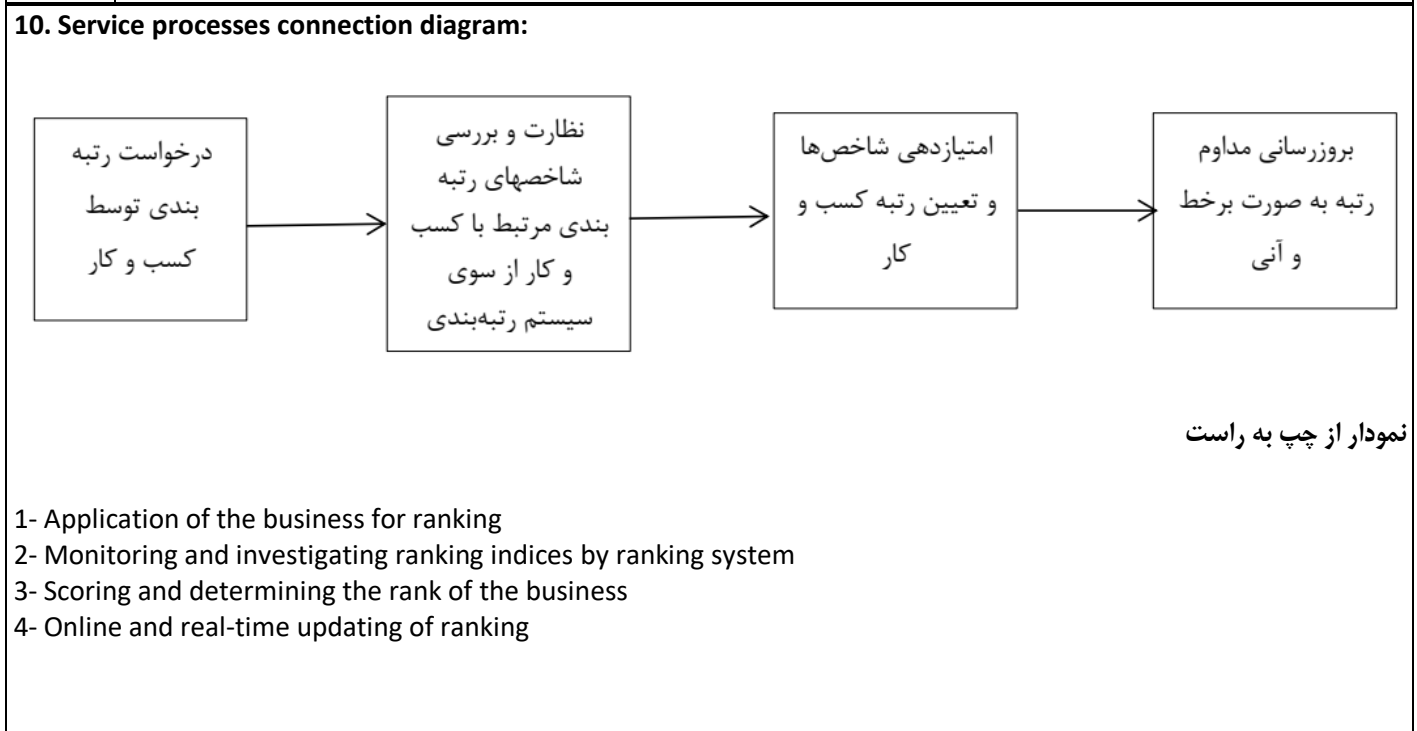
Annex 1

1. Service title: Online businesses ranking		2. Service ID: 13011566103 (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	Providing ranking indices Ranking businesses according to the determined indices Ranking business according to received scores		
	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	Natural and legal entities with an internet based business, executive agencies and organizations, private businesses
	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 checked="" type="checkbox"/> Other <input type="checkbox"/>		
	Documents required for the service	Having valid Electronic Trust Symbol (E-NAMAD)		
Upstream rules and regulations	<ul style="list-style-type: none"> - Ecommerce Act ratified in 2003 by the Islamic Consultative Assembly - Online stores organizing plan ratified in 2008 by the Economic Transformation Plan Committee - Articles of Association of the Electronic Commerce Development Center - Combating Cyberspace Threats Plan ratified in 2012 by the National Security Council - Technical and executive regulations of e-government development plan, ratified in 2014 by the Supreme Information Technology Council - Deregulation and Facilitation of Business Permits Committees - Paragraph T of Article 6 of the Anti-Trafficking Law 			
5. Service details	Statistics of service receivers	Average 10,000 of services receivers in month <input type="checkbox"/> season <input type="checkbox"/> year <input checked="" type="checkbox"/>		
	Service average time	Immediately		
	Frequency	Once <input type="checkbox"/> 4 times in month <input type="checkbox"/> season <input type="checkbox"/> year <input checked="" type="checkbox"/>		
	Number of physical reference	-		
	Cost of service for the receiver (IRR)	Price(s)	Bank Account(s)	E-payment
6. Service access route	Direct and detailed address of the service in the portal (If partially or fully electronic): www.enamad.ir			
	Name of the system (If partially or fully electronic): www.enamad.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 checked="" type="checkbox"/> Post <input type="checkbox"/> IVR or Call center <input 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 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 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 checked="" type="checkbox"/> Intranet (local intranet or ERP) <input type="checkbox"/> Email <input checked="" 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 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			

	Iran Credit Scoring Company	Iran Credit Scoring system	Credit score information of the business		<input checked="" 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- Application of the business with Electronic Trust Symbol (E-NAMAD) for ranking 2- Monitoring and investigating ranking indices within determined time 3- Scoring and determining the rank of the business 4- Online and real-time updating of ranking
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Particulars of the person completing the form: Faranak Abolmasoum	Tel:	Email: Abolmaoum.f@ecommerce.gov.ir	Department: Trade Facilitation Deputy
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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	Online businesses ranking	Assignment	Ecommerce Act ratified in 2003 by the Islamic Consultative Assembly, Online stores organizing plan ratified in 2008 by the Economic Transformation Plan Committee, Articles of Association of the Electronic Commerce Development Center, Combating Cyberspace Threats Plan ratified in 2012 by the National Security Council, Technical and executive regulations of e-government development plan, ratified in 2014 by the Supreme Information Technology Council, Deregulation and Facilitation of Business Permits Committees, Paragraph T of Article 6 of the Anti-Trafficking Law	Having valid Electronic Trust Symbol (E-NAMAD)	3 Month	-	*	*	*		*	Immediately	*			

Form no. 2

#	Inquired agency	Process type		Required documents	Validity	Cost (IRR)	Duration	Permit process		Notes
		Inquired items **	Other ***					Electronic	Non-electronic	
1	Iran Credit Scoring Company	Credit score information of the business		-	-	-	-	*		