

Administration Agencies Service Identification Form

Annex 1

1. Service title: Establishing and maintaining an electronic platform for obtaining and inquiry of commercial permits		2. Service ID: 13011968101 (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	Integrated platform for issuing, storing and inquiry of domestic and cross-border commercial permits			
	Type of service	Government to Citizen (G2C) <input type="checkbox"/> Government to Business (G2B) <input checked="" type="checkbox"/> Government to Government (G2G) <input type="checkbox"/>	Client Type	Businessmen, business owners and regulatory agencies	
	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 checked="" type="checkbox"/> Occurrence of event <input type="checkbox"/> Discretion of the agency <input type="checkbox"/> Other <input type="checkbox"/>			
	Documents required for the service				
	Upstream rules and regulations	<ul style="list-style-type: none"> - Article 6 of the Anti-Trafficking Law - Article 32 of Anti-Corruption and Administration Improvement Law - Executive bylaw of articles 5 and 6 of the Anti-Trafficking Law 			
5. Service details	Statistics of service receivers	2000 in month <input type="checkbox"/> season <input type="checkbox"/> year <input checked="" type="checkbox"/>			
	Service average time				
	Frequency	Once <input checked="" type="checkbox"/> ... in month <input type="checkbox"/> season <input type="checkbox"/> year <input type="checkbox"/>			
	Number of physical reference				
	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): https://www.ntcms.ir				
	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 type="checkbox"/> :	Mobile (application) <input type="checkbox"/> Post <input type="checkbox"/> SMS <input type="checkbox"/>	

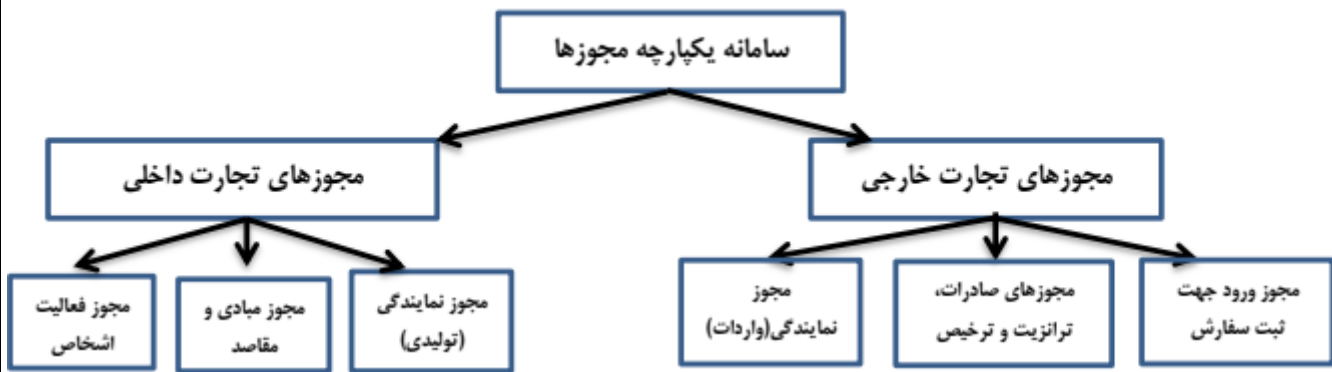
		Non-electronic <input type="checkbox"/>	Reason for physical reference	Personal authentication <input type="checkbox"/> Document authentication <input type="checkbox"/> Lack of proper infrastructure <input type="checkbox"/> Other <input type="checkbox"/> :	Agency referred to: National <input type="checkbox"/> Provincial <input type="checkbox"/> Local <input type="checkbox"/>		
	Application	Electronic <input checked="" type="checkbox"/>		Internet (website) <input checked="" 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 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 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 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		
	NTSW Iran	pro forma and permit information		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Warehouse system	receiving postal code		<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	
	Ministry of Health and Medical Education	FDA TTAC	Permit information, pro forma invoice and others		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Agency <input type="checkbox"/> Client <input type="checkbox"/>

	Ministry of Agriculture- Jahad	Integrated cross-border trade permits	Permit, order registration and other information		■	<input type="checkbox"/>	Agency <input type="checkbox"/> Client <input type="checkbox"/>
	Secretariat of the Supreme Council of Trade Free Zones	SIFAM	Permit, pro forma and other information		■	<input type="checkbox"/>	Agency <input type="checkbox"/> Client <input type="checkbox"/>
	Union center	Unions systems	Agency permits		■	<input type="checkbox"/>	Agency <input type="checkbox"/> Client <input type="checkbox"/>

9. Service processes titles

- 1 -Issuing imports permit for order registration
- 2 -Issuing exports, transit and clearance permits
- 3 -Submitting order registration information to various organizations
- 4 -Issuing agency permit (imports and production)
- 5 -Issuing permit for domestic trade activities
- 6- Issuing origin and destination trade permit for domestic trade

10. Service processes connection diagram:



نمودار از بالا به پایین، چپ به راست

Integrated Permits System
Domestic Trade Permits
Cross-border Trade Permits

Activity permit- Origin and destination permit - Agency permit (production)
Agency permit (imports) – exports, transit and clearance permit – imports permit for order registrat

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