Administration Agencies Service Identification Form	**Annex 1**

1. Service title: Issuing organizational seal certificate (legal entities)	**2. Service ID:13011561101** (To be filled by the Planning and Budget Organization)

<table>
<tr>
<td rowspan="2">3. Service provider</td>
<td colspan="2">Name of the agency: Iran Center for e-Commerce Development</td>
</tr>
<tr>
<td colspan="2">Name of the parent organization: Ministry of Industry, Mine and Trade</td>
</tr>
<tr>
<td rowspan="8">4. Service specifications</td>
<td>Service description</td>
<td>To utilize legal supports of digital signatures as per articles nos. 7 & 12 of the Ecommerce Act, having an identity in the cyberspaces, increase speed of processes and reducing costs by omitting paper documents, organizations can use digital signature. Using this certificate, identify of the company or organization can be established by customers and other organization in electronic transactions. This certificate is usually used to maintain the confidentiality of documents and for digital signing of contracts and agreements, reports, correspondences, directives and sensitive data</td>
</tr>
<tr>
<td>Type of service</td>
<td>Government to Citizen (G2C) ☐
Government to Business (G2B) ■
Government to Government (G2G) ■   Client Type   Any applicants of the organizational seal certificate</td>
</tr>
<tr>
<td>Nature of service</td>
<td>Public ■ Private ☐</td>
</tr>
<tr>
<td>Scope of service</td>
<td>National ■ Regional ☐ Provincial ☐ Urban ☐ Rural ☐</td>
</tr>
<tr>
<td>Related events:</td>
<td>Birth ☐ Education ☐ Healthcare ☐ Tax ■ Business ■ Social security ☐ Property registration ☐ Urban installations ☐ Insurance ☐ Marriage ☐ Retirements ☐ Licenses and certificates ■ Death ☐ Other ■</td>
</tr>
<tr>
<td>Start of service</td>
<td>Application by the receiver ■ Due date ☐ Occurrence of event ☐ Discretion of the agency ☐ Other ☐</td>
</tr>
<tr>
<td>Documents required for the service</td>
<td>1 –Application form
2 –Original and copy of the both sides of the representative
3 –Letter of introduction of the representative of the company/organization (sealed by the organization/company)
4 –A copy of the notice of establishment sealed by the company
5- A copy of the latest notice of changes (sealed by the company)</td>
</tr>
<tr>
<td>Upstream rules and regulations</td>
<td>– 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
– Executive directive for registration offices and approved guidelines for intermediate CAs</td>
</tr>
<tr>
<td rowspan="5">5. Service details</td>
<td>Statistics of service receivers</td>
<td></td>
</tr>
<tr>
<td>Service average time</td>
<td>If the documents are complete the certificate is issued or revoked within 30 minutes</td>
</tr>
<tr>
<td>Frequency</td>
<td>Per each request annually</td>
</tr>
<tr>
<td>Number of physical reference</td>
<td>Per each issuance request annually</td>
</tr>
<tr>
<td>Cost of service for the receiver (IRR)</td>
<td>
<table>
<tr><td>Price(s)</td><td>Bank Account(s)</td><td>E-payment</td></tr>
<tr><td>According to the latest ratified certificate issuance services prices no.</td><td></td><td>☐</td></tr>
</table>
</td>
</tr>
</table>

		K46849T/89712 dated 7/23/2011		
				☐
		. . .		☐

<table>
<tr><td rowspan="20">6. Service access route</td><td colspan="4">Direct and detailed address of the service in the portal (If partially or fully electronic): www.gica.ir</td></tr>
<tr><td colspan="4">Name of the system (If partially or fully electronic): Public intermediate CAs certificate issuance system</td></tr>
<tr><td>Service stages</td><td>Type</td><td colspan="2">Communication media</td></tr>
<tr><td rowspan="2">Informative</td><td>Electronic ■</td><td colspan="2">Internet (website) ■   Mobile (application) ☐
Email ☐   Post ☐
IVR or Call center ■   SMS ☐
Other (explain accessibility) ☐:</td></tr>
<tr><td>Non-electronic ☐</td><td>Reason for physical reference</td><td>Personal authentication ☐
Document authentication ☐
Lack of proper infrastructure ☐
Other ☐ :</td><td>Agency referred to:
National ☐
Provincial ☐
Local ☐</td></tr>
<tr><td rowspan="2">Application</td><td>Electronic ☐</td><td colspan="2">Internet (website) ☐   Mobile (application) ☐
Email ☐   Post ☐
IVR or Call center ☐   SMS ☐
Public services offices ☐ (outsourcing contract number:)
Similar to public services offices ☐
Other (explain accessibility) ☐:</td></tr>
<tr><td>Non-electronic ■</td><td>Reason for physical reference</td><td>Personal authentication ■
Document authentication ■
Lack of proper infrastructure ☐
Other ☐:</td><td>Agency referred to:
National ☐
Provincial ☐
Local ☐</td></tr>
<tr><td rowspan="2">Service generation (Inner agency process or relations to other agencies)</td><td>Electronic ■</td><td colspan="2">Internet (website) ■   Intranet (local intranet or ERP) ☐
Email ☐   Other (explain accessibility) ☐:</td></tr>
<tr><td>Non-electronic ☐</td><td>Reason for physical reference</td><td></td><td></td></tr>
<tr><td rowspan="2">Service providing</td><td>Electronic ■</td><td colspan="2">Internet (website) ■   Mobile (application) ☐
Email ■   Post ☐
IVR or Call center ■   SMS ☐
Public services offices ☐ (outsourcing contract number:)
Similar to public services offices ☐
Other (explain accessibility) ☐:</td></tr>
<tr><td>Non-electronic ■</td><td>Reason for physical reference</td><td>Personal authentication ☐
Document authentication ☐
Lack of proper infrastructure ☐
Other ■: service is is token based</td><td>Agency referred to:
National ☐
Provincial ☐
Local ☐</td></tr>
</table>

7. Service relation to other systems of the agency (databanks)	Name of other systems	Exchanged fields	Electronic inquiry		Non-electronic inquiry
			Online	Batch	
			☐	☐	☐
			☐	☐	☐

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	
					☐	☐	Agency ☐ Client ☐
					☐	☐	Agency ☐ Client ☐
					☐	☐	Agency ☐ Client ☐

9. Service processes titles	1- Applicant: Completing form and providing documents to the registration office 2- Registration office: Checking and authenticating documents 3- Registration office: Registering the application in the certificate issuance system 4- Registration office: Issuing the certificate and delivery to the applicant

10. Service processes connection diagram:
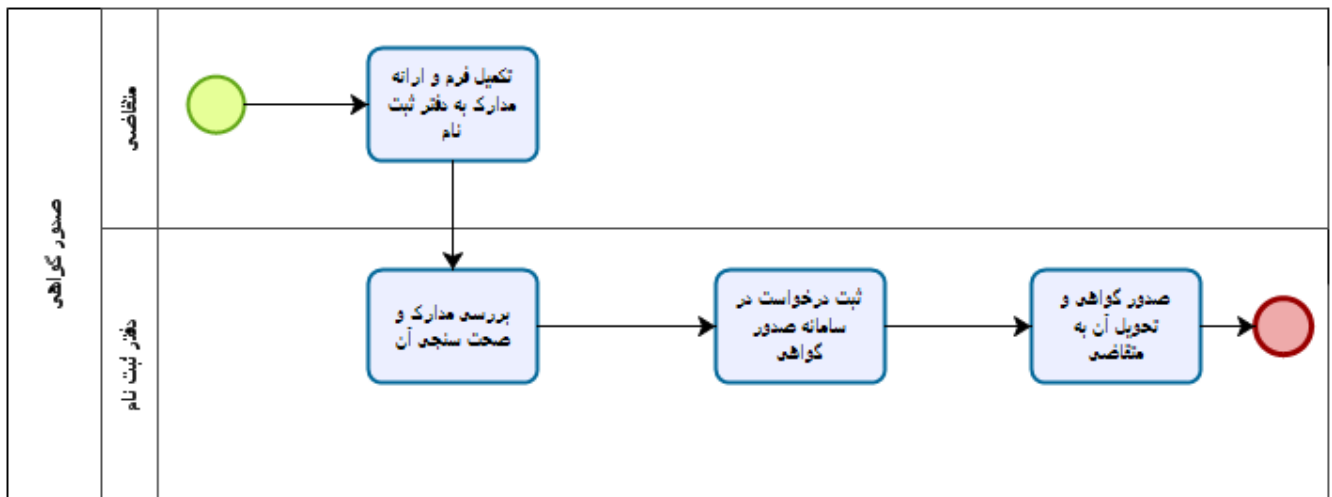
نمودار به ترتیب از بالا به پایین از چپ به راست:

Certificate issuance

Applicant: completing form and presenting documents to the registration office

Registration office: checking and authenticating documents - registering the application in the certificate issuance system - issuing the certificate and delivery to the applicant

Particulars of the person completing the form: Rasoul Kazemi	Tel:41031432	Email:	Department: Public intermediate CAs