Administration Agencies Service Identification Form   Annex 1

1. Service title: Issuing authentication certificate for public key infrastructure (PKI) software	**2. Service ID: 13011567103** (To be filled by the Planning and Budget Organization)

<table>
<tr><td rowspan="2">3. Service provider</td><td colspan="3">Name of the agency: Iran Center for e-Commerce Development</td></tr>
<tr><td colspan="3">Name of the parent organization: Ministry of Industry, Mine and Trade</td></tr>
<tr>
<td rowspan="9">4. Service specifications</td>
<td>Service description</td>
<td colspan="2">- Testing and evaluating various Public Key Enabled (PKE) software (digital certificate) including web based and standalone software
- Testing and evaluating software development kit of PKE software or PKE SDK
- Granting authentication certificate in the field of PKE software (digital certificate)</td>
</tr>
<tr>
<td>Type of service</td>
<td>Government to Citizen (G2C) □
Government to Business (G2B) ■
Government to Government (G2G) ■</td>
<td>Client Type Producing/importing and/or any company or organization that intends to use PKI (digital certification) software and/or hardware</td>
</tr>
<tr><td>Nature of service</td><td colspan="2">Public ■ Private □</td></tr>
<tr><td>Scope of service</td><td colspan="2">National ■ Regional □ Provincial □ Urban □ Rural □</td></tr>
<tr>
<td>Related events:</td>
<td colspan="2">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 colspan="2">Application by the receiver ■ Due date □ Occurrence of event □
Discretion of the agency □ Other ■: Legal ratifications</td>
</tr>
<tr>
<td>Documents required for the service</td>
<td colspan="2">Official application for evaluation and related documents for the product according the software evaluation guide</td>
</tr>
<tr>
<td>Upstream rules and regulations</td>
<td colspan="2">Executive bylaw of the Article 32 of the Ecommerce Act- Policies document for electronic signatures for public key infrastructures</td>
</tr>
</table>

<table>
<tr>
<td rowspan="8">5. Service details</td>
<td>Statistics of service receivers</td>
<td colspan="3">…. of services receivers in month □ season □ year □</td>
</tr>
<tr><td>Service average time</td><td colspan="3">3 months</td></tr>
<tr><td>Frequency</td><td colspan="3">Per each development</td></tr>
<tr><td>Number of physical reference</td><td colspan="3">At least once per each installation of the software in the lab</td></tr>
<tr>
<td rowspan="4">Cost of service for the receiver (IRR)</td>
<td>Price(s)</td><td>Bank Account(s)</td><td>E-payment</td>
</tr>
<tr>
<td>According to the laboratory cost per each product (laboratory of the research center of informatics industries)</td>
<td></td>
<td>□</td>
</tr>
<tr><td></td><td></td><td>□</td></tr>
<tr><td>. . .</td><td></td><td>□</td></tr>
</table>

<table>
<tr>
<td rowspan="5">6. Service access route</td>
<td colspan="3">Direct and detailed address of the service in the portal (If partially or fully electronic): http://rca.gov.ir/PKE_2051.html</td>
</tr>
<tr><td colspan="3">Name of the system (If partially or fully electronic): http://rca.gov.ir</td></tr>
<tr><td>Service stages</td><td>Type</td><td>Communication media</td></tr>
<tr>
<td>Informative</td>
<td>Electronic ■</td>
<td>Internet (website) ■   Mobile (application) □
Email □   Post ■
IVR or Call center □   SMS □
Other (explain accessibility) □:</td>
</tr>
</table>

Non-electronic ☐	Reason for physical reference	Personal authentication ☐ Document authentication ☐ Lack of proper infrastructure ☐ Other ☐ :	Agency referred to: National ☐ Provincial ☐ Local ☐

Application

Electronic ■	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) ☐:	
Non-electronic ■	Reason for physical reference	Personal authentication ☐ Document authentication ☐ Lack of proper infrastructure ☐ Other ■:For correspondence and exchange of confidential documents and laboratory sample equipment	Agency referred to: National ■ Provincial ☐ Local ☐

Service generation (Inner agency process or relations to other agencies)

Electronic ■	Internet (website) ■ Intranet (local intranet or ERP) ☐ Email ☐ Other (explain accessibility) ■: Contact by phone and correspondences with fax and intranet	
Non-electronic ■	Reason for physical reference	For correspondence and exchange of confidential documents and laboratory sample equipment

Service providing

Electronic ■	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) ■: Contact by phone and correspondences with fax and intranet	
Non-electronic ■	Reason for physical reference	Personal authentication☐ Document authentication ☐ Lack of proper infrastructure ☐ Other ■:For correspondence and exchange of confidential documents and laboratory sample equipment	Agency referred to: National ■ Provincial ☐ Local ☐

7. Service relation to other systems of the agency (databanks)

Name of other systems	Exchanged fields	Electronic inquiry Online	Electronic inquiry Batch	Non-electronic inquiry
-		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐

8. Service relation to other agencies

Name of other agencies	Name of other systems	Exchange fields	Costs (If any)	Electronic inquiry Online	Electronic inquiry Batch	If inquiry is non-electronic done by:

							Agency ☐ Client ☐
					☐	☐	Agency ☐ Client ☐
					☐	☐	Agency ☐ Client ☐
9. Service processes titles	1- Submitting evaluation application for the product 2- Checking the documents and providing installation time 3- Installing product and providing installation confirmation 4- Performing evaluation and submitting evaluation report						
	10. Service processes connection diagram:						

تشکیل پرونده (۱)	•متقاضی) تکمیل و ارسال فرم شماره ۱ (درخواست تشکیل پرونده) به مرکز ریشه •مرکز ریشه) تکمیل و ارسال فرم شماره ۲ (تشکیل پرونده) به متقاضی
تحویل مستندات (۲)	•متقاضی) تکمیل و ارسال فرم شماره ۳ (تحویل مستندات) به همراه پیوست‌های آن به آزمایشگاه •آزمایشگاه) بررسی مستندات ارسالی •آزمایشگاه) تکمیل و ارسال فرم شماره ۴ (اعلام نقص در مستندات) به متقاضی در صورت وجود نقص •آزمایشگاه) تکمیل و ارسال فرم شماره ۵ (تعیین نوبت نصب) به متقاضی در صورت عدم وجود نقص
نصب و راه‌اندازی (۳)	•متقاضی) نصب و راه‌اندازی محصول مورد آزمون در محل آزمایشگاه و اطمینان از عملیاتی شدن محیط •آزمایشگاه) تکمیل و ارسال فرم شماره ۶ (تاییده نصب) به متقاضی و مرکز ریشه •آزمایشگاه) تکمیل و ارسال فرم شماره ۷ (نوبت نصب مجدد) به متقاضی در صورت عدم تایید نصب و نیاز به نوبت نصب مجدد •آزمایشگاه) تکمیل و ارسال فرم ۸ (برآورد زمان و هزینه) برای متقاضی •آزمایشگاه) تکمیل و ارسال فرم شماره ۱۳(صورتحساب) برای متقاضی •متقاضی) پرداخت صورتحساب و اطلاع رسانی با تکمیل فرم شماره ۱۹ (اطلاع رسانی پرداخت) به آزمایشگاه
عملیات ارزیابی (۴)	•آزمایشگاه) انجام عملیات آزمون و ارزیابی محصول، مطابق با استانداردهای مورد تأیید مرکز ریشه •آزمایشگاه) تکمیل و ارسال فرم شماره ۹(درخواست ارزیابی کد) به مرکز ریشه، در صورت نیاز به ارزیابی کد منبع •مرکز ریشه) تکمیل و ارسال فرم شماره ۱۰ (پاسخ به درخواست ارزیابی کد) به آزمایشگاه، در صورت تایید /رد نیاز به در خواست ارزیابی کد منبع •آزمایشگاه) تکمیل و ارسال فرم شماره ۱۱ (پایان /توقف عملیات) به همراه پیوست گزارش ارزیابی و کلیه مستندات مرتبط به مرکز ریشه
بررسی گزارش (۵)	•مرکز ریشه) بررسی گزارش عملیات آزمون و ارزیابی، بازرسی از صحت انجام آزمون در محل آزمایشگاه •مرکز ریشه) تکمیل و ارسال فرم شماره ۱۲(عدم انطباق) به آزمایشگاه، در صورت عدم تایید گزارش •مرکز ریشه) تکمیل و ارسال فرم شماره ۱۴(نتیجه نهایی ارزیابی) به متقاضی، در صورت تایید گزارش
صدور گواهی تأییدیه (۶)	•متقاضی) تکمیل و ارسال فرم شماره ۱۵(دخواست تکرار ارزیابی) به مرکز ریشه، در صورت وجود اشکالات و خطاهای بحرانی در گزارش و تمایل به آزمون و تکرار ارزیابی •مرکز ریشه)تکمیل و ارسال فرم شماره ۱۶ (مجوز تکرار ارزیابی) به متقاضی •متقاضی) تکمیل و ارسال فرم شماره ۱۷(انصراف از ادامه ارزیابی) به مرکز ریشه، در صورت عدم تمایل به آزمون و تکرار ارزیابی •مرکز ریشه) صدور گواهی تاییدیه محصول در صورت عدم وجود خطای بحرانی

نمودار به ترتیب از بالا به پایین

1 (Filing:

Applicant: completing and submitting form no. 1 (application to open a file) to the root Certification Authority (CA)

Root CA: competing and submitting form no. 2 (Filing) to the applicant

2 (Delivery of documents:

Applicant: competing and submitting form no. 3 (documents) in addition to its annexes to the laboratory
Laboratory: checking the documentations

Laboratory: completing and submitting form no. 4 (request for amendment) to the applicants if the documents have defects

Laboratory: completing and submitting form no. 5 (installation que) to the applicant if documents are sufficient

3 (Installation and start up

Applicant: installing and starting the product in the laboratory and ensuring that the software environment is operational

Laboratory: completing and submitting form no. 6 (installation confirmation) to the applicant and root CA

Laboratory: completing and submitting form no. 7 (reinstallation que) to the applicant if installation has failed a new installation is needed

Laboratory: completing and submitting form no. 8 (time and cost estimate) to the applicant

Laboratory: completing and submitting form no. 13 (invoice) to the applicant

Applicant: payment of invoice and informing the laboratory by submitting a completed form no. 19 (notice of payment)

4 (Evaluation :

Laboratory: performing product testing and evaluation according to standards approved by the root CA

Laboratory: completing and submitting form no. 19 (code evaluation application) to the root CA if source code evaluation is required

Root CA: completing and submitting form no. 10 (reply to code evaluation) to the laboratory if source code evaluation is accepted/rejected

Laboratory: completing and submitting form no. 11 (Operations completion/suspension) in addition to evaluation report and relevant documentations to the root CA

5 (Examining report

Root CA: examining testing and evaluation report, verification of test being carried out at the laboratory

Root CA: completing and submitting form no. 12 (non-compliance) to the laboratory if the report is not approved

Root CA: completing and submitting form no. 14 (final results of evaluation) to the applicant if the report is approved

6 (Issuing authorization certificate

Applicant: competing and submitting form no. 15 (request for reevaluation) to the root CA if there are problems and critical errors in the report and a repeat of test and reevaluation is needed

Root CA: competing and submitting form no. 16 (permission for reevaluation) to the applicant

Applicant: competing and submitting form no. 17 (forfeiting reevaluation) to the root CA if the applicant is not willing to repeat test and reevaluation

Root CA: Issuing product authorization certificate if no critical errors are encountered

Particulars of the person completing the form: Sara Jami	Tel:41031323	Email: jami.s@ecommerce.gov.ir	Department: Root CA

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		Issuance	Executive bylaw of the Article 32 of the Ecommerce Act- Policies document for electronic signatures for public key infrastructures	Official evaluation application – Official introduction of representative – Documents related to PKE software	until any changes in the product	-						The electronic certification policymaking council	35 days			
2		Renewal														
3		amendment														
4		Revocation														