

Administration Agencies Service Identification Form

Annex 1

1. Service title: Inspection and monitoring of the digital certificate registration offices		2. Service ID: 13012038000 (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			
	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	Registration offices including notary publics, public service offices, private companies, public organizations
	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 type="checkbox"/> Due date <input checked="" type="checkbox"/> Occurrence of event <input checked="" type="checkbox"/> Discretion of the agency <input checked="" type="checkbox"/> Other <input type="checkbox"/>		
	Documents required for the service			
	Upstream rules and regulations	<ul style="list-style-type: none"> - 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 guidelines for registration offices and education manuals approved by intermediate CAs - Ratification no. H53079T/23110 dated 22/05/2017 of the cabinet - Ratification no. H55285T/12716 dated 29/04/2018 of the cabinet 		
5. Service details	Statistics of service receivers			
	Service average time			
	Frequency	At least once a year		
	Number of physical reference	At least once a year		
	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): www.gica.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"/>		Mobile (application) <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"/>		
	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 type="checkbox"/>	Internet (website) <input type="checkbox"/>		Intranet (local intranet or ERP) <input type="checkbox"/>		
	Non-electronic <input checked="" type="checkbox"/>	Reason for physical reference	Physical reference of the general intermediate CAs to inspect the registration offices			
Service providing	Electronic <input type="checkbox"/>	Internet (website) <input type="checkbox"/>		Mobile (application) <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"/>		
7. Service relation to other systems of the agency (databanks)	Name of other systems	Exchanged fields			Electronic inquiry	Non-electronic inquiry
					Online	
					<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	<p>1- Inspecting the records of the registration office</p> <p>2- If necessary informing the registration office of the inspection</p> <p>3- Attending the address of the registration office and inspecting previous and current performance</p> <p>4- Addressing any performance issues</p> <p>5- Presenting the report of inspection to the director of the intermediate CA</p>
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10. Service processes connection diagram:

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