

# Administration Agencies Service Identification Form

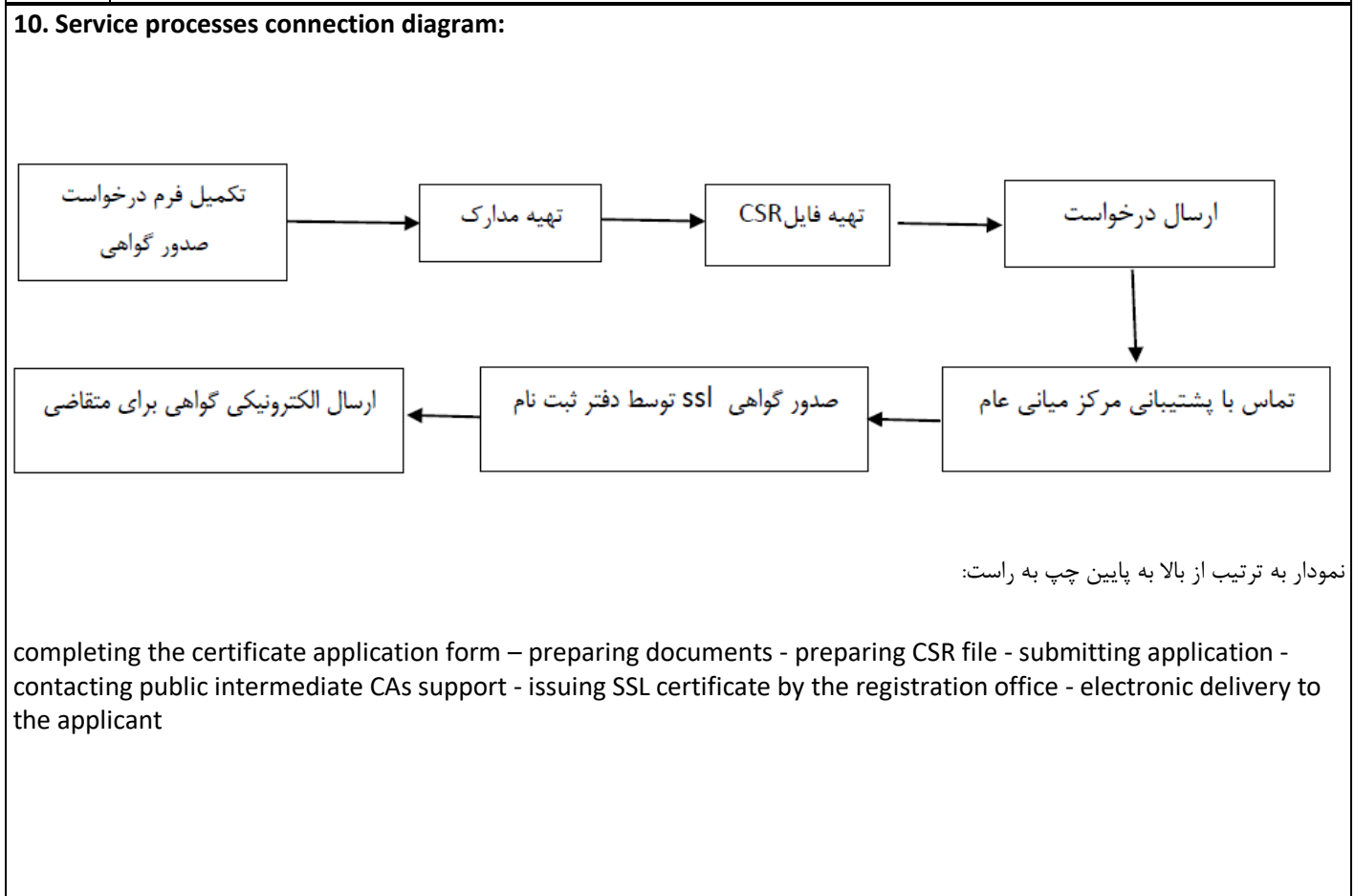
Annex 1

<b>1. Service title:</b> SSL certificate issuance		<b>2. Service ID:</b> 13011561102 (To be filled by the Planning and Budget Organization)		
<b>3. Service provider</b>	Name of the agency: Iran Center for e-Commerce Development			
	Name of the parent organization: Ministry of Industry, Mine and Trade			
<b>4. Service specifications</b>	Service description	Secure Socket Layer (SSL) is a protocol to establish secure connection between the website and the user. This secure connection protects all the information transfer between the user and the website in order to ensure confidentiality of these data. SSL is a technical standard and is used by millions of websites in the world to establish a secure exchange of information. A websites needs a SSL certificate to establish a secure connection		
	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"/>	<b>Client Type</b>	
	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 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 checked="" 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 type="checkbox"/> Other <input type="checkbox"/>		
	Documents required for the service	1 -Application form 2 -Original and copy of the both sides of the representative 3 -A copy of the notice of establishment (sealed by the company) 4- A copy of the latest notice of changes (sealed by the company) 5- A print of Whois 6- CSR file (help for obtaining a CSR file can be found in <a href="http://www.gica.ir">www.gica.ir</a> , in services menu, SSL certificate issuance page		
	Upstream rules and regulations	<ul style="list-style-type: none"> <li>- Ecommerce Act ratified in 2003 by the Islamic Consultative Assembly</li> <li>- Articles of Association of the Electronic Commerce Development Center</li> <li>- Executive bylaw of the Article 32 of the Ecommerce Act</li> <li>- Policies document for electronic signatures for public key infrastructures</li> <li>- Executive directive for electronic signatures of intermediate public CAs</li> <li>- Executive directive for registration offices and approved guidelines for intermediate CAs</li> </ul>		
<b>5. Service details</b>	Statistics of service receivers			
	Service average time	If the documents are complete the certificate is issued or revoked within 30 minutes		
	Frequency	Per each request annually		
	Number of physical reference	Per each issuance request annually		
	Cost of service for the receiver (IRR)	Price(s) According to the latest ratified certificate issuance services prices no. K46849T/89712 dated 7/23/2011	Bank Account(s)	E-payment <input type="checkbox"/>

		...			<input type="checkbox"/>			
<b>6. Service access route</b>	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): Public intermediate CAs certificate issuance system							
	<b>Service stages</b>		<b>Type</b>	<b>Communication media</b>				
	Informative		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 checked="" 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 type="checkbox"/>	Internet (website) <input 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 checked="" type="checkbox"/>	Reason for physical reference	Personal authentication <input checked="" 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"/>	
	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 checked="" type="checkbox"/> Post <input type="checkbox"/> IVR or Call center <input checked="" 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"/>		
<b>7. Service relation to other systems of the agency (databanks)</b>	<b>Name of other systems</b>		<b>Exchanged fields</b>			<b>Electronic inquiry</b>		<b>Non-electronic inquiry</b>
						<b>Online</b>	<b>Batch</b>	
						<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"/>

<b>9. Service processes titles</b>	1- Completing the certificate application form 2- Preparing documents 3- Preparing CSR file 4- Submitting application 5- Contacting public intermediate CAs support 6- Issuing SSL certificate by the registration office 7- Electronic delivery to the applicant
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Particulars of the person completing the form: Rasoul Kazemi	Tel:41031432	Email:	Department: Public intermediate CAs
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