Administration Agencies Service Identification Form   Annex 1
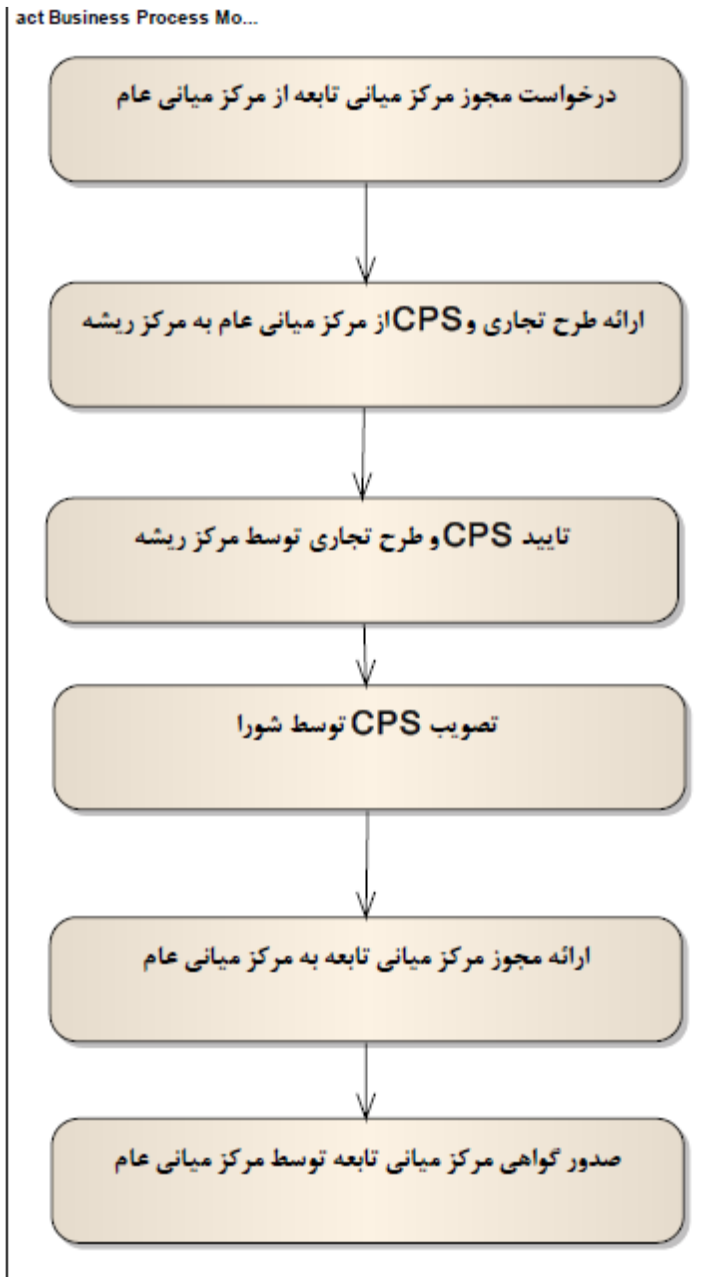
1. Service title: Issuing permit for activity of subsidiary intermediate certificate authorities (CA)	**2. Service ID: 13011564100** (To be filled by the Planning and Budget Organization)

<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">Issuing, granting and managing electronic certificates of the subsidiary intermediate CAs for issuing of electronic certificates in the public intermediate CAs (in all public intermediate CAs)</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 — Executive agencies, organizations and/or private companies applying for subsidiary intermediate CAs</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 ☐</td></tr>
<tr><td>Documents required for the service</td><td colspan="2">Authentication documents:
- Completing the application forms of subsidiary intermediate CAs
- Authentication documents of the applying organization
- History of activities
- Authentication documents of concerned individuals</td></tr>
<tr><td>Upstream rules and regulations</td><td colspan="2">− Ecommerce Act ratified in 2003 by the Islamic Consultative Assembly
− Articles of Association of the Electronic Commerce Development Center
− Approvals of the State Electronic Certification Policymaking Council
− Latest edition of the Electronic Certification Policies of Public Key Infrastructure
− Latest edition of the executive bylaw for electronic certification of public intermediate CAs
− Executive bylaw of the Article 32 of the Ecommerce Act</td></tr>
<tr><td rowspan="6">5. Service details</td><td>Statistics of service receivers</td><td colspan="2">Per application basis</td></tr>
</table>

Service average time	Up to 30 days if requirements are fulfilled and documents are completed (maximum of 6 months)	
Frequency	Once every 3 year (from one to four years)	
Number of physical reference	Once (per number of certificates issued for subsidiary intermediate CAs to perform certificate acceptance operations)	

Cost of service for the receiver (IRR)

Price(s)	Bank Account(s)	E-payment
		☐
		☐
. . .		☐

6. Service access route

Direct and detailed address of the service in the portal (If partially or fully electronic):
www.gica.ir,www.rca.gov.ir

Name of the system (If partially or fully electronic):

Service stages	Type	Communication media	
Informative	Electronic ■	Internet (website) ■	Mobile (application) ☐

		Email ☐ Post ☐ IVR or Call center ■ SMS ☐ Other (explain accessibility) ☐:	
	Non-electronic ■	Reason for physical reference	Personal authentication ☐ Document authentication ☐ Lack of proper infrastructure ☐ Other ■ :Confidential correspondence	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 ■:Confidential correspondence	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) ☐:
Non-electronic ■	Reason for physical reference	Necessary training and coordination

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

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

Name of other systems	Exchanged fields	Electronic inquiry		Non-electronic inquiry
		Online	Batch	
Root CA status report	CRL file is received	■	☐	☐
		☐	☐	☐
		☐	☐	☐

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	
Company registration system				☐	☐	Agency ☐ Client ☐

	Official gazette website				☐	☐	Agency ☐ Client ☐
					☐	☐	Agency ☐ Client ☐

9. Service processes titles	1- Applying for subsidiary intermediate CA from the public intermediate CA
	2- Providing business plan and CPS to the root CA
	3- Approval of CPS by the root CA
	4- Approval of CPS by the council
	5- Providing subsidiary intermediate CA permit to the public intermediate CA
	6- Issuing subsidiary intermediate CA certificate by the public intermediate CA

10. Service processes connection diagram:

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درخواست مجوز مرکز میانی تابعه از مرکز میانی عام

ارائه طرح تجاری و CPS از مرکز میانی عام به مرکز ریشه

تایید CPS و طرح تجاری توسط مرکز ریشه

تصویب CPS توسط شورا

ارائه مجوز مرکز میانی تابعه به مرکز میانی عام

صدور گواهی مرکز میانی تابعه توسط مرکز میانی عام

نمودار به ترتیب از بالا به پایین:

Applying for subsidiary intermediate CA from the public intermediate CA
Providing business plan and CPS to the root CA
Approval of CPS by the root CA
Approval of CPS by the council
Providing subsidiary intermediate CA permit to the public intermediate CA

Issuing subsidiary intermediate CA certificate by the public intermediate CA			
Particulars of the person completing the form: Rasoul Kazemi Ashtiyani	Tel:41031432	Email: kazemi.rasoul@ecommerce.gov.ir	Department: Public intermediate CAs