Administration Agencies Service Identification Form **Annex 1**

1. Service title: Identification and authentication of customers of online businesses			**2. Service ID: 13011566104** (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) ■ Government to Business (G2B) ■ Government to Government (G2G) ■	Client Type	Any legal and natural purchasers and providers of online goods and services including private, public, non-governmental public and supervisory agencies
	Nature of service	Public ■ Private ☐		
	Scope of service	National ■ Regional ☐ Provincial ☐ Urban ☐ Rural ☐		
	Related events:	Birth ☐ Education ☐ Healthcare ☐ Tax ☐ Business ■ Social security ☐ Property registration ☐ Urban installations ☐ Insurance ☐ Marriage ☐ Retirements ☐ Licenses and certificates ☐ Death ☐ Other ☐		
	Start of service	Application by the receiver ■ Due date ■ Occurrence of event ☐ Discretion of the agency ☐ Other ☐		
	Documents required for the service	-		
	Upstream rules and regulations	Articles of Association of the Electronic Commerce Development Center		
5. Service details	Statistics of service receivers	…. of services receivers in month ☐ season ☐ year ■		
	Service average time			
	Frequency	Internet business application …. in month ☐ season ☐ year ☐		
	Number of physical reference			
	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):			
	Name of the system (If partially or fully electronic): Integrated authentication and information system of ecommerce users			
	Service stages	Type	Communication media	
	Informative	Electronic ■	Internet (website) ■ Email ☐ IVR or Call center ☐ Other (explain accessibility) ☐:	Mobile (application) ■ Post ☐ SMS ☐

		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 ☐:	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		
	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 ☐:	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	
National Trade Single Window (NTSW)		■	☐	☐
Electronic Trust Symbol (E-NAMAD) system		■	☐	☐
NTCMS		■	☐	☐
		☐	☐	☐

8. Service relation to other agencies

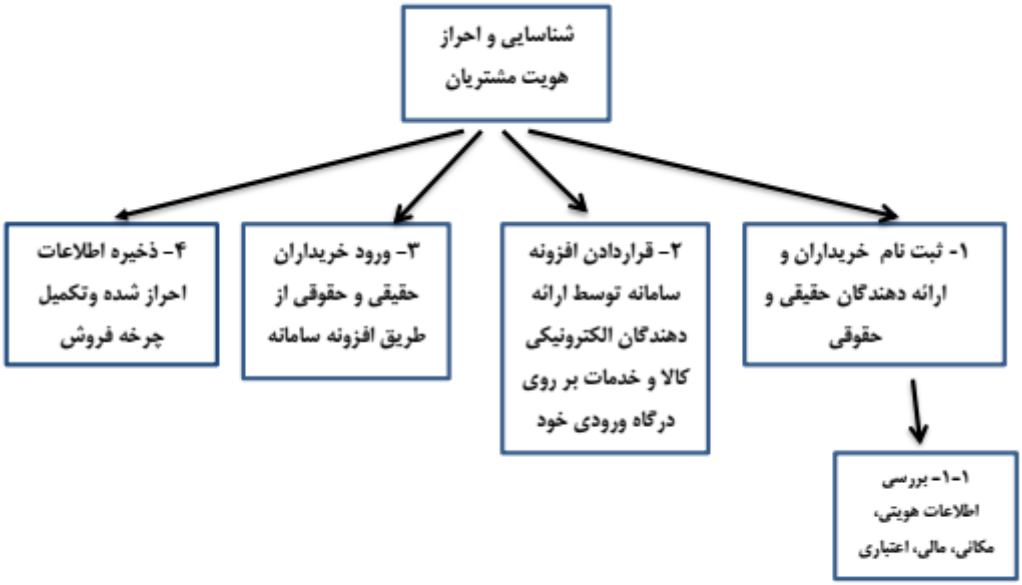
Name of other agencies	Name of other systems	Exchange fields	Costs (If any)	Electronic inquiry		If inquiry is non-electronic done by:
				Online	Batch	
Communications regulatory authority (CRA)	SHAHKAR	Mobile phone number information		■	☐	Agency ☐ Client ☐

	State Civil Status Organization		Identification information		■	□	Agency □ Client □
	State Registration Organization		Residential information		■	□	Agency □ Client □
	Central Bank of the Islamic Republic of Iran		Bank account information		□	□	Agency □ Client □

9. Service processes titles

1- Registration of legal and natural purchasers and providers of online goods and services including private, public, non-governmental public in the system and receiving unique username and password
2- Investigating identification, residential, financial, credit and other information and amending as necessary and determining access level to information
3- Implementing the API of the system by the online goods and services providers on their login portal whether applicant or website
4- Legal and natural purchasers' login the affiliate websites and applications through the provided API using one or multi step authentication
5- Storing authenticated identification and residential information and limited access information in the websites and applications of goods and service providers and completing the sales cycle

10. Service processes connection diagram:



نمودار به ترتیب از بالا به پایین از راست به چپ:

Identification and authentication of customers
1- Registration of legal and natural purchasers and providers
1-1- Investigating identification, residential, financial, credit and other information
2- implementing the API by the goods and services providers on their login portal
3- legal and natural purchasers and providers' login through the API
4- Storing of authenticated information and completing sales cycle

Particulars of the person completing the form:	Tel:	Email:	Department: Trade Facilitation Deputy