Administration Agencies Service Identification Form

Annex 1

ce title: Issuing permi	it for activity of electror	nic 2. Ser v	vice ID: 130		Iget Organization)							
Name of the agen	cy: Iran Center for e-Commerce Development											
Name of the pare	nt organization: Ministry of Industry, Mine and Trade											
Service description	Training, auditing, cor	ncluding contr	act, providi	ng access								
Type of service	Government to Busine	ess (G2B) 🔳	Client Type ■	Client Executive agencies, organizations and/or private companies applying f an electronic certificate office								
Nature of service	Public 🗆 Private	ublic 🗌 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	Natural and legal entities authentication requirements: - Completing application forms - Articles of association, official gazettes and required references - History of activities - Authentication documents of the introduced persons											
Upstream rules and regulations	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 Latest edition of the executive directive for registration offices and training guidelines											
Statistics of service receivers	3477 registration offices											
Service average time	Up to 15 days if documents are completed											
Frequency	Once a year											
Number of physical reference	Once											
	Price(s)		Bank Acco	unt(s)	E-payment							
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): www.gica.ir												
Service stages	Туре	•			media							
Informative	Electronic 🔳 🛛 Int	ternet (websit	e)	Mobile	(application) 🗌							
	 te title: Issuing permite registration office Name of the agen Name of the pare Service description Type of service Nature of service Scope of service Related events: Start of service Documents required for the service Upstream rules and regulations Statistics of service receivers Service average time Frequency Number of physical reference Cost of service for the receiver (IRR) Direct and detaile www.gica.ir Name of the syste Service stages 	retitle: Issuing permit for activity of electron te registration offices Name of the agency: Iran Center for e-4 Name of the parent organization: Minited Service description Training, auditing, condescription Government to Citize Type of service Scope of service Nature of service Related events: Birth □ Equired for the service Documents required for the service Documents required for the service Vistream rules and regulations Articles of association for Executive bylaw of th Policies document for Executive bylaw of th Policies document for Executive directive for Latest edition of the approved by intermed Statistics of service receivers Statistics of service Service average time Upstream rules and regulations Attricles of Association for Executive bylaw of th Policies document for Executive bylaw of th Policies document for Executive directive for Latest edition of the eapproved by intermed Service receivers Service average time Up to 15 days if document for Executive approved by intermed Service for the receiver (IRR) Direct and detailed address of the service receivers Direct and detailed address of the service receivers Service s	tetitle: Issuing permit for activity of electronic te registration offices 2. Sen (To be f (To be f Name of the agency: Iran Center for e-Commerce D Name of the parent organization: Ministry of Indus Service description Training, auditing, concluding contr (Government to Citizen (G2C) Government to Business (G2B) Government to Business (G2B) Government to Government (G2G) Nature of service Public Private Birth Related events: Related events: Birth Birth Birth Competry registration Healthcare Discretion by the receiver Discretion of the agency Discretion of the agency Documents required for the service - Authentication documents of the service - Authentication documents of the Ecommerce Act ratified in 2003 by Articles of association, official gaz - History of activities - Authentication of the Electronic sig Executive bylaw of the Article 32 of Policies document for electronic sig Executive directive for e	te registration offices (To be filled by the Plater of the agency: Iran Center for e-Commerce Development Name of the parent organization: Ministry of Industry, Mine at Service description Training, auditing, concluding contract, providition Training, auditing, concluding contract, providition (Government to Gustern) Type of service Government to Citizen (G2C) Image: Government to Government (G2G) Nature of service Public Private Scope of service National Regional Provincial Urban Related events: Birth Education Healthcare Tax Bu Property registration Urban installations Retirements Due date Oc Documents - Completing application forms - Articles of association, official gazettes and require - Authentication documents of the introduced Ecommerce Act ratified in 2003 by the Islamic - Articles of Association of the Electronic Commerce Executive directive for electronic signatures for Executive directive for electronic signatures of Latest edition of the executive for reg approved by intermediate CA Statistics of service 3477 registration offices Service receivers Service average time Up to 15 days if documents are completed Ifrequency Once Image: Commerce Commerce Commerce Cot for the receiver for the receiver for the r	e title: Issuing permit for activity of electronic te registration offices 2. Service ID: 13011565000 (To be filled by the Planning and Buc Name of the agency: Iran Center for e-Commerce Development Name of the parent organization: Ministry of Industry, Mine and Trade Service description Training, auditing, concluding contract, providing access Type of service Government to Citizen (G2C) Government to Business (G2B) Image: Comparison of the agency Nature of service Public Private Executive a and/or priva an electron Scope of service National Regional Provincial Urban Isualitations Insurance Retirements Insurance Retirements Related events: Birth Education Healthcare Tax Business So Property registration Urban installations Insurance Retirements Due date Occurrence of Discretion of the agency Other I Documents required for the service Application by the receiver Due date Consultative Articles of association, official gazettes and required refer executive divativites - Authentication documents of the introduced persons - Completing application by the Relectronic Commerce Develop Policies document for electronic signatures of intermediat Latest edition of the executive directive for registration office service average Upstream rules and regulations 3477 registration offices Service average time Up to 15 days if documents are completed Frequency Once Cost of ser							

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		Non-electi	ronic 🗆	Reas phy refe	Perso Docui	nal authe ment auth of proper i	n 🗆	Ag Na Pro					
	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 □ Agency referred Document authentication ■ Agency referred National □ Provincial □ Lack of proper infrastructure □ Other □:								
	gener ager or n othe	Electronic 🔳		Internet (v Email 🗆	Internet (website)Intranet (local intranet or ERP)Email □Other (explain accessibility) □:								
	Service generation (Inner agency process or relations to other agencies)	ronic 🗆	Reason for physical reference										
	Service prov	Email ■ IVR or Call Public serv Similar to	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)										
	oviding	Non-electi	ronic 🗖	Reason for physical reference	Personal authenticationAgency referred to:Document authenticationNationalLack of proper infrastructureProvincialOther: Training								
7. Service relation to oth systems of the agency (databanks)	Name of other s	Exchanged fields							ronic uiry Batch	Non- electronic inquiry			
relation to other s of the agency atabanks)]						
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8. Service relation other agencies	Name of other agencies	Name of syster	Exchange f	Exchange fields (If One of the official section of the					If inquiry is electronic do				
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					□ Agency □ Client □
					□ Agency □ Client □
 Processor Service Service Service Approving or rejecting 4- Concluding contract if 5- Providing access in the 	an applica the applic approved	ant file cant			
10. Service processes connection	diagram:				
ال فرمهای درخواست	ارسا				
ندگی توسط متقاضی	نمايا				
ی و تشکیل پرونده	بررس				
ی و تشکیل پرونده درخواست					
		_			
بد یا رد درخواست	تايي				
رداد در صورت تایید	عقد قرا				
دسترسی در وبگاه	ايجاد				
					نمودار از بالا به پایین
submitting application forms by th checking and forming an applicant approving or rejecting the applican concluding contract if approved providing access in the portal	t file	nt			
Particulars of the person completi form: Rasoul Kazemi Ashtiyani	ng the	Tel:41031432	Email: kazemi.rasoul@ecc	ommerce.gov.i	Department: Public r intermediate CAs

#	Permit title	Permit type	Legal documentation (approval, bylaw, ratification)	Required documents	Validity term	Cost (IRR)	Permit applicant			Permit issuance process		Supervising	Approximate	Permit process			
							Natural	Legal	Public	Private	Common *	authorities	issuance duration	Electronic	Non-electronic	Notes	
1		Issuance		su	1 year			*	*						*		
2	Registration office representative	Renewal	Contract	Gica.ir – documentations		ear											
3		amendment	Cont	a.ir – doci													
4		Revocation		Gi													

Form no. 1 Legal, natural and public permits information in the ministry/organization