

Administration Agencies Service Identification Form

Annex 1

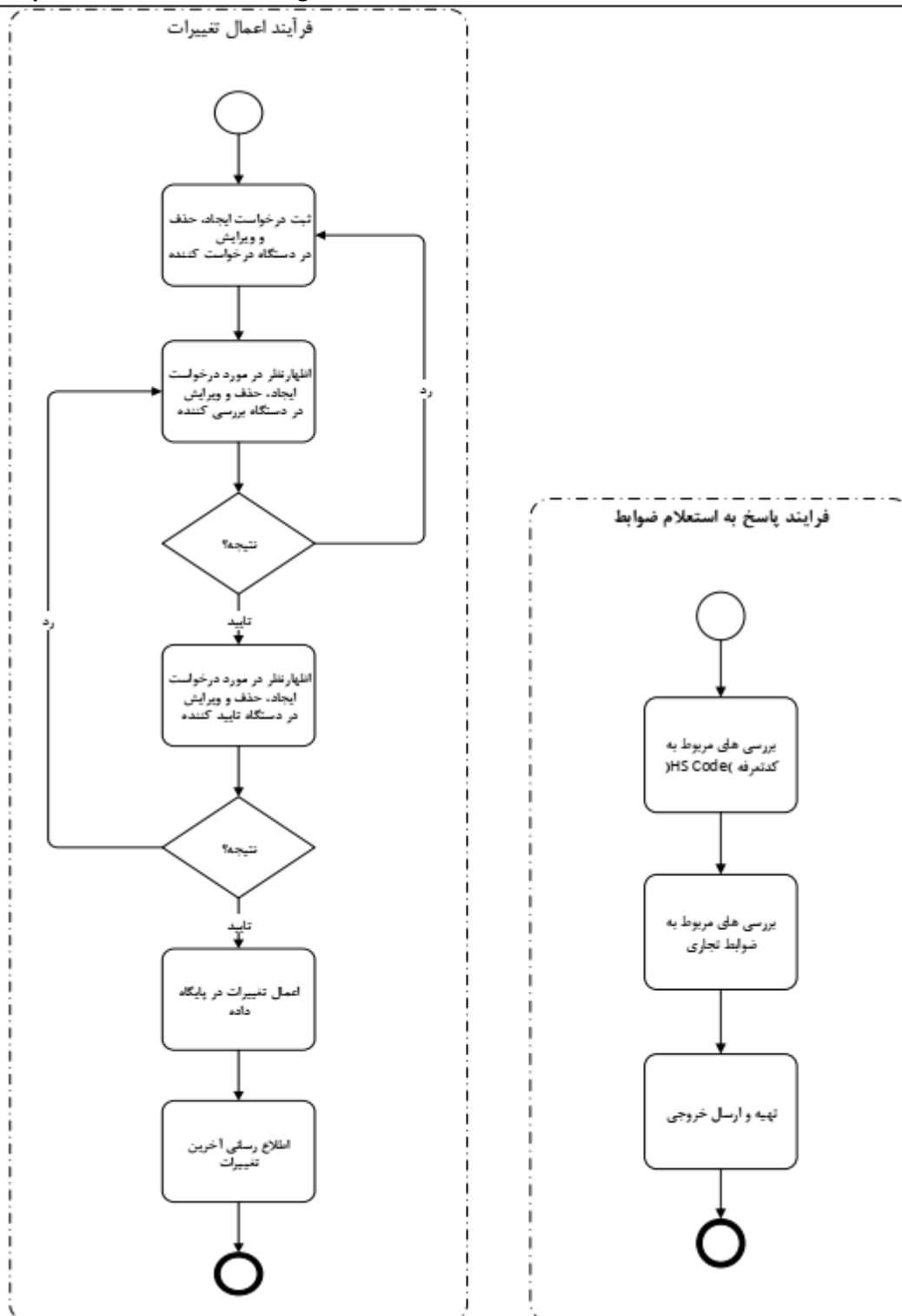
1. Service title: Establishing an electronic platform for integrated notification of goods regulations		2. Service ID: 13011968102 (To be filled by the Planning and Budget Organization)		
3. Service provider	Name of the agency: Iran Center for e-Commerce Development			
	Name of the parent organization: Ministry of Industry, Mine and Trade			
4. Service specifications	Service description	The following services are providing in this system: –Creating, editing and removing Harmonized System (HS) codes defined by users –Creating, editing and removing commercial regulations defined by users –Systematic notification for changes in HS codes to update clients' systems –Systematic notification of commercial regulations to clients' systems - Notifying out of system users through the user interface of the system		
	Type of service	Government to Citizen (G2C) ☒ Government to Business (G2B) ☒ Government to Government (G2G) ☒	Client Type Public and executive bodies Merchants and businessmen	
	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	– Article 12 of the Anti-Trafficking Law – Paragraph A of Article 6 of the Anti-Trafficking Law – Provision 1 of Article 3 of the executive bylaw of Articles 5 and 6 of the Anti-Trafficking Law		
5. Service details	Statistics of service receivers	5000 of services receivers in month ☐ season ☐ year ☒		
	Service average time	2 seconds		
	Frequency	Once		
	Number of physical reference	No physical presence is required		
	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.crs1.ntsw.ir			
	Name of the system (If partially or fully electronic): Trade rules system			

	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 ☐ :		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	
Goods ID code system		Goods ID code information		☒	☐	☐		
				☐	☐	☐		
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		
					☐	☐	Agency ☐ Client ☐	

					☐	☐	Agency ☐ Client ☐
					☐	☐	Agency ☐ Client ☐

9. Service processes titles	1- Process for registration of creating, removing and editing requests 2- Requests checking process 3- Requests confirmation process 4- Reply to regulations inquiry process 5- Notification of changes process
-----------------------------	---

10. Service processes connection diagram:



Implementation of changes process
 Registration of creating, removing and editing requests in the system of the applicant
 Commenting on creating, removing and editing requests in the system of the examiner – reject
 Results
 Reject – confirmation
 Commenting on creating, removing and editing requests in the system of the confirmer
 Results
 Confirmation
 Implementation of change in the database
 Notification of latest changes

Replying to inquiry of regulations process
 Investigations related to HS codes
 Investigations related to commercial regulations
 Preparing and submitting output

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