

Guidance on ICP Recordal/Public Security Recordal/ICP License

Application Process from Beijing Sinnet Technology Co., Ltd.

Instructions on ICP Recordal

This document is for reference only as the requirements of provincial and municipal communication administrative departments and public security departments vary and are subject to change. You need to apply for an Amazon Web Services China account before carrying out the ICP Recordal work. Please ensure the accuracy and completeness of the information you submit for ICP Recordal since any inaccurate or incomplete information may affect the operation of your website.

1. Definition

ICP Recordal: If the client's (your) website needs to provide public access, ICP Recordal is required. Your website will not be accessible to the public until you obtain an ICP Recordal registration number. For more information, please refer to the *Measures for Administration of Recordal for Non-commercial Internet Content Provision Service* (No.33 Decree of the Ministry of Information Industry of the People's Republic of China) and the *Notice of Opinions on Handling Issues and Management Requirements in the Administration of Recordal for Website ICP* (X.D.H. [2006] No. 56).

Public Security Recordal: According to the *Regulations of the People's Republic of China for Safety Protection of Computer Information Systems, Measures for Security Protection Administration of the International Networking of Computer Information Networks* (No. 33 Decree of the Ministry of Public Security) and the Notice of the Ministry of Public Security on the Recordal of the International Networking of Computer Information Networks, all public websites should be filed with the local public security authorities for record. For detailed requirements, please contact the local public security department, and refer to part "III" of this document for the process.

ICP License: According to the Measures for the Management of Internet Information Services (No.292 Decree of the State Council), any "commercial website", referring to the website that provides information or webpage making and other service activities to Internet users for a fee through the Internet, should apply for a telecom value-added service business license (business license) for Internet information services from telecommunications administrative organs of provinces, autonomous regions, municipalities directly under the Central Government or the competent department of information industry under the State Council. Beijing Sinnet Technology Co., Ltd. does not provide the licensing services. Clients should apply for it in the relevant departments if necessary. Please refer to Part "IV" of this document.

Pre-registration approval: According to the Measures for Administration of Recordal for Non-commercial Internet Content Provision Service (No.33 Decree of the Ministry of Information Industry of the People's Republic of China), any company that plans to engage in news, publishing, education, health care, drugs and medical devices, culture, radio, film and television programs and other Internet information services, which should be reviewed and approved by the relevant competent departments according to laws, administrative regulations and relevant state provisions, should submit the documents having reviewed and approved by relevant competent departments to the provincial communications authority in the place of residence in addition to the performance of Recordal procedures. This document does not cover the application process for pre-registration approval.

2. Operator of ICP Recordal

Beijing Sinnet Technology Co., Ltd.

3. Scope of services:

Currently, Sinnet Technology can accept applications from clients in all provinces except Tibet.

4. Contact information of Beijing Sinnet Technology Co., Ltd.:

Email address: sin-icp@sinnnet.com.cn

Telephone: 10100766-4; 4000988000-2

Self-service website Recordal platform: <https://www.ghxwcp.com/beian/> (Please pay attention: this website is in Chinese, all ICP application materials and information filled must be in Chinese.)

The company's official website: <http://www.sinnnet.com.cn/products.aspx?PartNodeId=21#pt21>

5. Fees for ICP Recordal:

Sinnet Technology helps clients in the region of Amazon Web Services China (Beijing) apply for ICP Recordal for free.

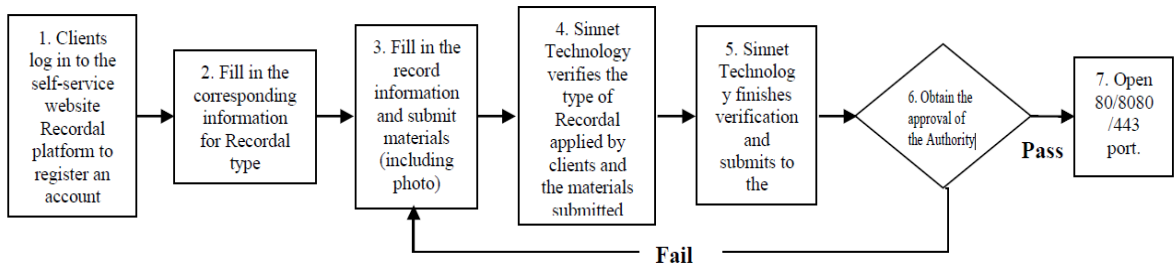
6. Special requirements for offshore domain names.

Only [domain name types](#) that can be queried in the Ministry of Industry and Information Technology can apply for Recordal.

In some provinces and cities, it may not be allowed to use international domain names and domain names registered abroad for Recordal. For specific rules, please consult our Customer Support team.

Specific Operation of ICP Recordal

1. ICP Recordal process



2. Steps of ICP Recordal process

Step 1. Clients log in to the self-service website Recordal platform to register an account

Recordal website: <https://www.ghxwcp.com/beian/> (Please copy this link into browser to open in Chrome) 1) Click "Register".



2) Fill in the account information and register is completed

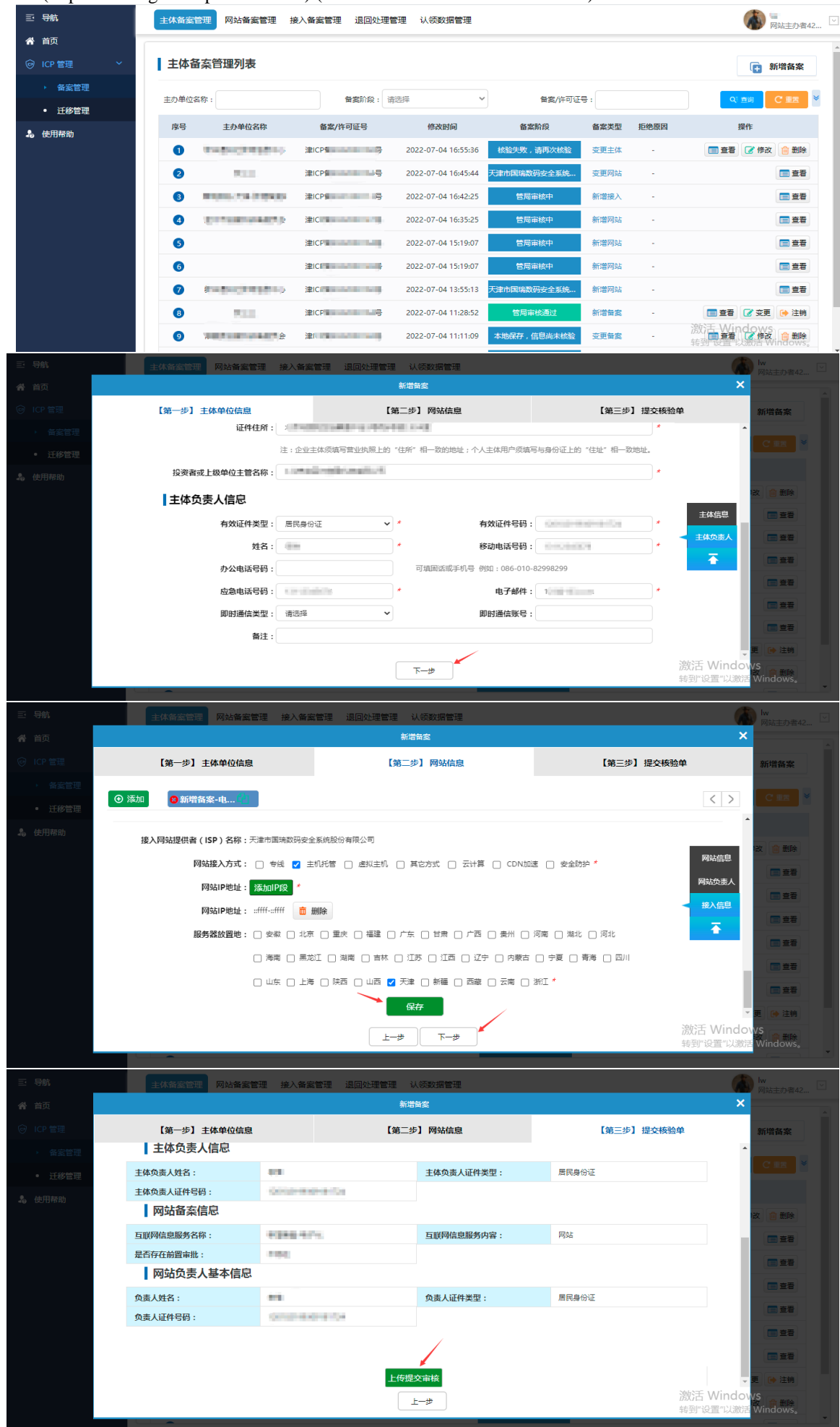


The screenshot shows the "欢迎注册" (Welcome to Register) form. It includes fields for: 用户名 (Username), 企业 (Company), 请选择单位 (Please select unit), 密码 (Password), 确认密码 (Confirm password), 真实姓名 (Real name), 邮箱 (Email), 请输入绑定的手机号 (Please enter the bound mobile number), and 座机号 (Landline number). A blue "注册" (Register) button is at the bottom, and a link "已有账号? 返回登录" (Already have an account? Return to login) is at the bottom right.



Step 2~3 Fill in the operation page according to the type of ICP Recordal

1. **New Recordal:** a website operation unit (referred to as the host unit) that has no Recordal of any website or domain name can conduct Recordal by adding new Recordal. You can enter the interface shown below for information registration by logging into the self-service website Recordal platform (<https://www.ghxwcp.com/beian/>) (Chrome browser is recommended.)



主体备案管理 网站备案管理 接入备案管理 退回处理管理 认领数据管理

主体备案管理列表

主办单位名称: 备案阶段: 备案/许可证号: 查询 重置

序号	主办单位名称	备案/许可证号	修改时间	备案阶段	备案类型	拒绝原因	操作
1		津ICP	2022-07-04 16:55:36	校验失败, 请再次校验	变更主体	-	查看 修改 删除
2		津ICP	2022-07-04 16:45:44	天津市国瑞数码安全系统...	变更网站	-	查看
3		津ICP	2022-07-04 16:42:25	管局审核中	新增接入	-	查看
4		津ICP	2022-07-04 16:35:25	管局审核中	新增网站	-	查看
5		津ICP	2022-07-04 15:19:07	管局审核中	新增网站	-	查看
6		津ICP	2022-07-04 15:19:07	管局审核中	新增网站	-	查看
7		津ICP	2022-07-04 13:55:13	天津市国瑞数码安全系统...	新增网站	-	查看
8		津ICP	2022-07-04 11:28:52	管局审核通过	新增备案	-	查看 变更 注销
9		津ICP	2022-07-04 11:11:09	本地保存, 信息尚未校验	变更备案	-	查看 修改 删除

【第一步】主体单位信息 【第二步】网站信息 【第三步】提交核单

证件住所: 注: 企业主体须填写营业执照上的“住所”相一致的地址; 个人主体须填写与身份证上的“住址”相一致的地址。

投资者或上级单位主管名称:

主体负责人信息

有效证件类型: 居民身份证 有效证件号码: 姓名: 办公电话号码: 可填网站或手机号 例如: 086-010-82998299 应急电话号码: 即时通信类型: 即时通信账号: 备注: 下一步

【第二步】网站信息

接入网站提供者 (ISP) 名称: 天津市国瑞数码安全系统股份有限公司

网站接入方式: 专线 主机托管 虚拟主机 其他方式 云计算 CDN加速 安全防护

网站IP地址: 添加IP段 网站IP地址: :ffff-ffff 删除

服务器放置地: 安徽 北京 重庆 福建 广东 甘肃 广西 贵州 河南 湖北 河北 海南 黑龙江 湖南 吉林 江苏 江西 辽宁 内蒙古 宁夏 青海 四川 山东 上海 陕西 山西 天津 新疆 西藏 云南 浙江

保存 上一步 下一步

【第三步】提交核单

主体负责人信息

主体负责人姓名: 主体负责人证件类型: 居民身份证

主体负责人证件号码:

网站备案信息

互联网信息服务名称: 互联网信息服务内容: 网站

是否存在前置审批:

网站负责人基本信息

负责人姓名: 负责人证件类型: 居民身份证

负责人证件号码:

上传提交审核 上一步

2. **New Access:** For websites that have finished Recordal in other access providers and also need to be deployed in servers of Sinnet Technology. You can enter the interface shown below for information registration by logging into the self-service website Recordal platform (<https://www.ghxwcp.com/beian/>)

三 导航

首页

ICP 管理

备案管理

迁移管理

使用帮助

主体备案管理

网站备案管理

接入备案管理

退回处理管理

认领数据管理

网站地图

联系我们

帮助中心

隐私政策

免责声明

网站备案管理列表

域名:

网站备案号:

备案阶段:

Q 查询

重置

新增网站

序号	网站名称	网站备案号	修改时间	备案阶段	备案类型	拒绝原因	操作
1	多美康(中国)有限公司		2022-07-05 14:28:25	管局审核中	新增备案	-	查看
2	多美康(中国)有限公司		2022-07-05 14:12:25	管局审核中	新增备案	-	查看
3	多美康(中国)有限公司	津ICP备12121212号-1	2022-07-04 16:45:44	变更网站	变更网站	-	查看
4	多美康(中国)有限公司	津ICP备12121212号-1	2022-07-04 16:42:05	管局审核中	新增接入	-	查看
5	多美康(中国)有限公司		2022-07-04 16:35:00	管局审核中	新增网站	-	查看
6	多美康(中国)有限公司		2022-07-04 13:49:29	管局审核中	新增网站	-	查看
7	多美康(中国)有限公司		2022-07-04 13:47:58	管局审核中	新增网站	-	查看
8	多美康(中国)有限公司	津ICP备12121212号-1	2022-07-04 11:28:52	管局审核通过	新增备案	-	查看 激活网站 注销
9	多美康(中国)有限公司	津ICP备12121212号-1	2022-07-04 11:10:23	变更网站	变更网站	-	查看

主体备案管理

网站备案管理

接入备案管理

退回处理管理

认领数据管理

新闻网站

【第一步】 主体单位信息

【第二步】 网站信息

【第三步】 提交核验单

是否变更主体：

不变更主体

主体备案号：

津ICP备00000000号9号

主办单位名称：

天津人民广播电台有限公司

主办单位性质：

企业

主办单位所在省：

天津市

主办单位所在市：

市辖区

主办单位有效证件类型：

营业执照（个人或企业）

主办单位有效证件号码：

91120101XXXXXXXXXX

有效证件类型：

居民身份证

有效证件号码：

123456789012345678

姓名：

张明

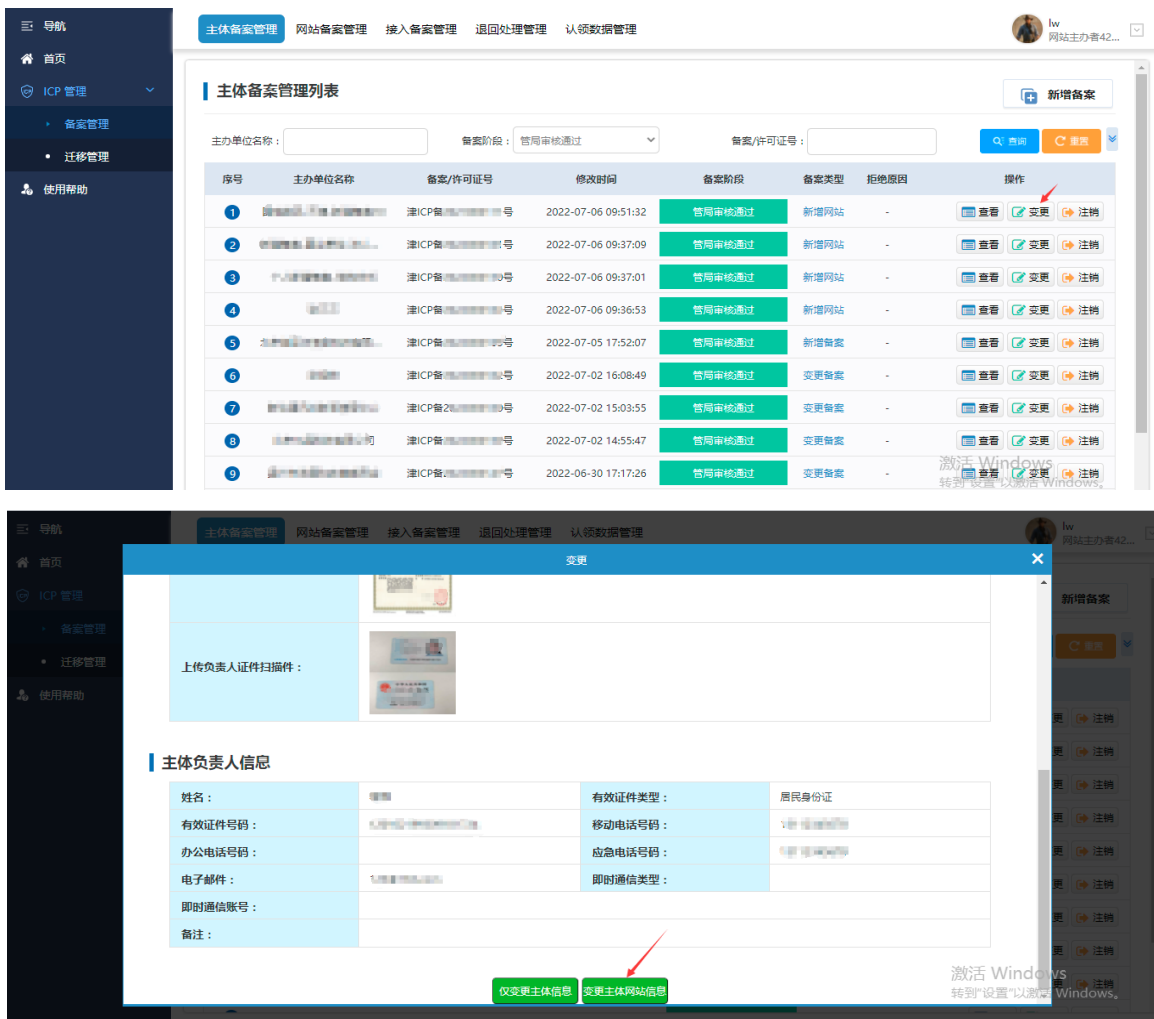
下一步

注：变更主体时，该备案的主体单位所在省不能变更。

激活 Windows
转到“设置”以激活 Windows。

[illegible]

4. **Update Recordal:** For any host unit that needs to change its ICP Recordal information. You can enter the interface shown below for information registration by logging into the self-service website Recordal platform (<https://www.ghxwicp.com/beian/>).



The screenshot displays the ICP Recordal Management System interface. The top navigation bar includes links for '主体备案管理' (ICP Recordal Management), '网站备案管理' (Website Recordal Management), '接入备案管理' (Access Recordal Management), '退回处理管理' (Return Processing Management), and '认领数据管理' (Claim Data Management). The left sidebar contains a navigation menu with '首页' (Home), 'ICP 管理' (ICP Management), '备案管理' (Recordal Management), and '迁移管理' (Migration Management).

The main content area shows the '主体备案管理列表' (ICP Recordal Management List) with a table of recordal entries. The table columns include '序号' (Serial Number), '主办单位名称' (Host Unit Name), '备案/许可证号' (Recordal/License Number), '修改时间' (Modification Time), '备案阶段' (Recordal Stage), '备案类型' (Recordal Type), '拒绝原因' (Rejection Reason), and '操作' (Action). The table lists 9 entries, all with '管局审核通过' (Approved by the Administration) and '新增网站' (New Website) or '变更备案' (Change Recordal) types.

Below the table, the '变更' (Change) form is displayed. It includes a section for '上传负责人证件扫描件' (Upload ID Card Scan) and a '主体负责人信息' (ICP Recordal Responsible Person Information) section. The information fields are:

姓名:	性别:	有效证件类型:	居民身份证
有效证件号码:	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,39,40,41,42,43,44,45,46,47,48,49,50,51,52,53,54,55,56,57,58,59,60,61,62,63,64,65,66,67,68,69,70,71,72,73,74,75,76,77,78,79,80,81,82,83,84,85,86,87,88,89,90,91,92,93,94,95,96,97,98,99,100	移动电话号码:	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,39,40,41,42,43,44,45,46,47,48,49,50,51,52,53,54,55,56,57,58,59,60,61,62,63,64,65,66,67,68,69,70,71,72,73,74,75,76,77,78,79,80,81,82,83,84,85,86,87,88,89,90,91,92,93,94,95,96,97,98,99,100
办公电话号码:	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,39,40,41,42,43,44,45,46,47,48,49,50,51,52,53,54,55,56,57,58,59,60,61,62,63,64,65,66,67,68,69,70,71,72,73,74,75,76,77,78,79,80,81,82,83,84,85,86,87,88,89,90,91,92,93,94,95,96,97,98,99,100	应急电话号码:	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,39,40,41,42,43,44,45,46,47,48,49,50,51,52,53,54,55,56,57,58,59,60,61,62,63,64,65,66,67,68,69,70,71,72,73,74,75,76,77,78,79,80,81,82,83,84,85,86,87,88,89,90,91,92,93,94,95,96,97,98,99,100
电子邮件:	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,39,40,41,42,43,44,45,46,47,48,49,50,51,52,53,54,55,56,57,58,59,60,61,62,63,64,65,66,67,68,69,70,71,72,73,74,75,76,77,78,79,80,81,82,83,84,85,86,87,88,89,90,91,92,93,94,95,96,97,98,99,100	即时通信类型:	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,39,40,41,42,43,44,45,46,47,48,49,50,51,52,53,54,55,56,57,58,59,60,61,62,63,64,65,66,67,68,69,70,71,72,73,74,75,76,77,78,79,80,81,82,83,84,85,86,87,88,89,90,91,92,93,94,95,96,97,98,99,100
即时通信账号:	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,39,40,41,42,43,44,45,46,47,48,49,50,51,52,53,54,55,56,57,58,59,60,61,62,63,64,65,66,67,68,69,70,71,72,73,74,75,76,77,78,79,80,81,82,83,84,85,86,87,88,89,90,91,92,93,94,95,96,97,98,99,100		
备注:			

At the bottom of the form, there are two buttons: '仅变更主体信息' (Only Change Subject Information) and '变更主体网站信息' (Change Subject Website Information). A red arrow points to the '变更主体网站信息' button.

Notice:

- 1) Clients who have submitted information will be informed of providing their identification documents by Sinnet Technology. Please provide a screenshot of your registration information (as shown below).



The screenshot displays the '联系人信息' (Contact Information) form in the ICP Recordal Management System. The form includes fields for '账户 ID' (Account ID), '账户名称' (Account Name), and '密码' (Password). Below these, there is a section for '联系人信息' (Contact Information) with a '编辑' (Edit) button. The contact information fields are:

姓名:	测试姓名
地址: <td>北京市昌平区回龙观镇</td>	北京市昌平区回龙观镇
省/自治区/直辖市: <td>北京更新后</td>	北京更新后
城市: <td>北京</td>	北京
县: <td></td>	
邮政编码: <td>100025</td>	100025
国家/地区: <td>CN</td>	CN
电话号码: <td>+8601055640647</td>	+8601055640647
公司名称: <td>XX技术有限公司</td>	XX技术有限公司
网站 URL: <td></td>	

Below the contact information, there is a section for '备用联系人' (Backup Contact) with a '编辑' (Edit) button.

Note: Please make sure that the IP address you need to make Recordal is the same as the Account ID you fill in, otherwise providing a mismatched Account ID may result in an activation port error.

2) Filling in IP information:

Please ensure the accuracy and completeness of the IP information when you submit your ICP Recordal information. Please do not release or change the IP address used in your ICP Recordal application; once the IP address is changed, you will need to apply for Recordal again. Please note that any inaccurate or incomplete information may affect the operation of your website.

Amazon Web Services provides 3 types of IP, that is, EIP (i.e. Elastic IP), ELB reserved IP, and Public IP. Only EIP and ELB reserved IP can be used for submitting ICP Recordal. You should choose the correct IP address to submit Recordal application according to the actual application scenario.

- EIP (Elastic IP):

To avoid Recordal delays arising from unnecessary IP updates, you are suggested to use EIP (Elastic IP) for EC2 instances. Please see the [Guide to Using EIP Addresses for ICP Recordal](#) for EIP application process. If you use an EIP, please be careful not to release the IP address you submitted during the ICP Recordal. If you have released your EIP or used a new EIP, it is necessary to update your ICP Recordal.

- ELB reserved IP:

If you need to use ELB to publish website services, the IP address of the services provided by ELB may be subject to change by default. You are recommended to request a reserved IP address for ELB. Please see the [Guide to Using ELB Reserved IP Addresses for ICP Recordal](#) for ELB reserved IP operations.

- Public IP:

It is not recommended to use an automatically assigned public IP address for Recordal application since a public IP address that becomes unassociated with your instance may be unavailable to you anymore, and you cannot manually associate or unassociate a public IP address.

3) If the entity of the registered account is inconsistent with the entity of the record, and there is an equity relationship between the two companies, a group company, a subsidiary parent company, and a head office or branch company, please issue a confirmation letter with the official seals of both parties (Please reach out to Sinnet ICP Team for details)

4) Materials needed for ICP Recordal (Take Beijing as example)

S/N	List of materials to be submitted	Number	Requirements	Notes
1	Account Registration Screenshot	1		Account Company name consistant with ICP Recordal company name
2	Electronic file of the copy of business license that has passed the latest annual inspection	1	Organization code certificate that has passed the latest annual inspection provided by military, government agencies, institutions, social groups	Needs to take pictures for original copy
3	Electronic file of ID card of the legal representative of the host unit of the website	1		Needs to take pictures for original copy
4	Electronic file of ID card of the person in charge of the website	1		
5	Photo of face-to-face review	1		
6	Check List of Authenticity of Website Recordal Information	2	Check List only needs to be filled in with the name of the website's host unit, website domain name, signature and seal of the person in charge of the website. Please note that do not fill in the date! The seal should be clear and signature must ensure to be highly legible	Please refer to Annex 1, Check List of Authenticity of Website Recordal Information, and Annex 2, Sample filled-in Form of Check List of Authenticity of Website Recordal Information
7	Letter of Authorization	1	Please make sure to fill in the date and chop	Please refer to Annex 4, Letter of Authorization. (No letter of authorization needs to be provided if the person in charge of the website is a legal person)
8	Letter of Responsibility for Information Security Management	1	Please make sure to fill in the date and chop	Please refer to Annex 3, Letter of Responsibility for Information Security Management

9	Electronic file of domain name certification One copy for each domain name	1		The domain name owner must be the entity for filing, with a validity period of more than 3 months
10	Screenshot of domain name real name authentication	1		
11	Letter of Commitment	1	Need company chop	Only needed for Shanghai
12	Website Construction Document	1	Need company chop	Only needed for Hunan
13	Notification of Responsibility for Authenticity of Website Filing Information	1	Need to sign by the person in charge of the website	Only needed for Jiangsu
14	Letter of Commitment on the Authenticity of Website Filing Information	1	Need to sign by the person in charge of the website	Only needed for Jiangsu

Note 1、 If the person in charge of the entity and the person in charge of the website hold an ID card for filing, online electronic verification must be used, no need to provide material 2、3、4、5、6;
Material 8 Mailing address: 3rd Floor, Tower A, East Gate Plaza, No.9 Dongzhong Street, Dongcheng District, Beijing; Recipient: Sinnet ICP Team; Tel: 10100766-4; 4000988000-2

Note 2、 For offline verification applications, all documents must be provided with color soft copy and email to: sin-icp@sinnet.com.cn; If the soft copy need to be watermarked, please do not block the information, and only with watermark as: “仅限办理工信部 ICP 备案使用”; example for Domain certificate:



Step 4 ISP confirms the type of Recordal needed by clients and the materials required to be submitted

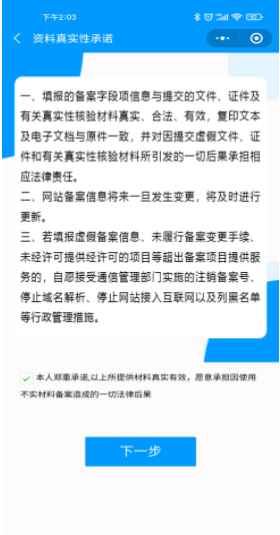
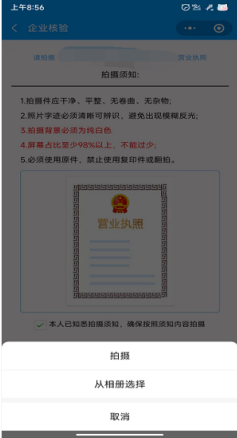
If an enterprise provides a business license and the person in charge of the entity and the person in charge of the website handle the filing with their ID cards, online electronic verification must be used; Users who do not handle business license and ID card will be checked manually by default

1、Online electronic verification

After you submit the information, Sinnet ICP team will contact you within 1-2 working days to provide you with an electronic verification QR code. You need to scan the QR code using WeChat, click "继续核验", and complete the operation according to the tips of the applet:



单位证件核验, 可通过相机拍摄或选择相册文件上传单位证件, 上传完毕后点击核验信息, 核验通过后进入下一步



2、Manual Verification

Option 1: The person in charge of the website carries the Check List of Authenticity and Letter of Responsibility for Information Security Management with the genuine signature and official seal to the following place for authenticity verification photographing.

Address for face-to-face review: 3rd Floor, Tower A, East Gate Plaza, No.9 Dongzhong Street, Dongcheng District, Beijing; Tel: 10100766-4; 4000988000-2

Option 2: send the above two paper documents to us by courier (courier address: 3rd Floor, Tower A, East Gate Plaza, No.9 Dongzhong Street, Dongcheng District, Beijing, 10100766-4; 4000988000-2); then we will send you the Recordal curtain by courier (please email back the courier address, recipient, and contact number). Please take photos according to requirements and email the electronic version of the photos to sin-icp@sinnet.com.cn (the curtain does not need to be sent back).

We will review all received materials. If there are any problems during the review period, we will telephone and e-mail to communicate with you about the specific problems of information materials; please make sure you can be reached through telephone and check the email frequently. When your information is accurate, we will directly report to the Authority for the Recordal; after having completed Recordal, the Authority will inform the person in charge of the host unit of website by email and SMS.

Step 5~6 After the application materials are found to be correct, the information will be submitted to the Authority. Since the review time of local authorities may be different, the Recordal review (from the application to be submitted to the Authority to being approved), it generally takes 20 working days.

Step 7 Once the Recordal is completed, we will open port 80/8080/443 of your account.

Process of Public Security Recordal

According to Articles XI and XII of Measures for Security Protection Administration of the International Networking of Computer Information Networks (No. 33 Decree of the Ministry of Public Security), "Interconnection units, access units, legal persons and other organizations using the international networking of computer information networks (including networking units and affiliated branches of cross-provincial, autonomous regions, municipalities directly under the Central Government), should perform Recordal procedures at agencies designated by the public security organs of the provinces, autonomous regions, municipalities directly under the Central People's Government within 30 days after their websites having been formally connected to the network." Those who fail to perform the duty of Recordal shall be given a warning or suspense of business for rectification for not more than six months by the public security organs.

Public security Recordal should be applied by clients at local public security departments, and Sinnet Technology only provides consulting service. After ICP Recordal has been completed, please carry out Recordal procedures by visiting www.beian.gov.cn, the National Internet Security Management Service Platform. After the cyber security departments accept your application information submitted online, they will notify you by phone of the Recordal approval result; please submit additional paper materials if you are required to do so by the cyber security departments. Please download and view the process of public security Recordal and FAQ in the platform [[Download Center](#)].

ICP License Application Process

If your website is a "commercial website" (referring to the Internet to provide information to Internet users for a fee or web production and other service activities website), you should apply to the provincial, autonomous regions, municipalities directly under the Central Telecommunication Administration or the State Council Information Industry Department for Internet information services value-added telecommunications business license (referred to as business license). Please [click on](#) the application process for reference. How to get service providers' qualification and access agreement method: please send an email to sin-icp@sinnet.com.cn to inform us that you need to apply for ICP certificate, and Sinnet Technology will assist in providing you with service providers' qualification and access agreement.