

NWCD APP ICP Recordal application process

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First, the APP ICP Recordal notice

According to the "Notice of the Ministry of Industry and Information Technology on the filing work of Mobile Internet Applications" issued by the Ministry of Industry and Information Technology(MIIT), the APP ICP Recordal work was officially launched in September 2023. Due to potential variations in the requirements of local Communications Administration during specific implementation processes, this document is for reference only, and the actual requirements of the Communications Administration bureau shall prevail. Before you start the APP ICP Recordal, you first need to apply for an Amazon Web Services China account. At the same time, please ensure the accuracy and completeness of the filing information submitted. Any inaccurate or incomplete information may affect your APP ICP Recordal and operation.

Second, APP ICP Recordal regulatory basis

APP sponsors within the territory of China that engage in Internet information services shall legally fulfill the ICP Recordal procedures; those who have not completed the ICP Recordal procedures are not allowed to provide APP Internet information services. For specific legal and regulatory references, please consult the "Notice on the ICP Recordal Work of Mobile Internet Application Programs", the "Law of the China on Combating Telecom and Online Fraud", and the "Administrative Measures for Internet Information Services".

Third, ICP Recordal service provider

Ningxia Western Cloud Data Technology Co., LTD. (referred to as "NWCD")

Fourth, Scope of NWCD ICP Recordal services

1. NWCD is only available to provide ICP Recordal support to enterprise customers who are APP owners use Amazon Web Services China (Ningxia) region services for Internet access (does not support personal ICP Recordal temporarily);
2. At present, NWCD can support the APP ICP Recordal application of enterprise customers in all provinces, autonomous regions or municipalities in the country except Tibet and Qinghai.

Fifth, NWCD ICP Recordal contact information

Email Address: icp@nwcdcloud.cn

Hotline: 10100966-4

ICP Recordal self-service platform: <https://icp.nwcdcloud.cn/>

Sixth, APP ICP Recordal fees

NWCD helps Amazon Web Services China (Ningxia) region customers apply for APP ICP Recordal for free.

Seventh, Preparation for APP ICP Recordal

1. To prepare a domain name, the following requirements must be met for filing a domain name:

- (1) The top-level domain name corresponding to the registered domain name of the APP is the top-level domain name approved by the state.

Internet domain name registration authority approval publicity, please see the website: <https://domain.miit.gov.cn/>

- (2) The domain name for APP ICP Recordal is registered and managed by the domain name registration service agency approved by the state, and domain names registered by overseas registrars cannot be filed directly.

For state-approved domain name registrars, please refer to the website: <https://domain.miit.gov.cn/>

- (3) The domain name for APP ICP Recordal is within the registration validity period.
- (4) The domain name for APP ICP Recordal is the domain name that has passed the real-name authentication.
- (5) When applying for ICP Recordal, the name of the entity provided should be consistent with the real-name authentication information of the domain name registrant (domain owner).

2. Completed Amazon Web Services China account registration, and obtained IP resources in Ningxia region

Before submitting the application for APP ICP Recordal, please ensure that you have successfully registered an Amazon Web Services China account and assigned an IP address that can be used for ICP Recordal in Ningxia region under the account. The IP type allowed for ICP Recordal is EIP (elastic IP) or a set of full ELB IP addresses.

(1) EIP (elastic IP) request process:

Login console——>Select Ningxia Region——>EC2——> elastic IP.

If you use an EIP, please be careful not to arbitrarily release the IP address submitted during the ICP Recordal.

(2) ELB IP : If you need to use the ELB publishing service, please refer to the documentation “[Guide to Use ELB IP Addresses for ICP Recordal](#)” to obtain the IP address suitable for ELB IP ICP Recordal.

3. Register NWCD ICP Recordal self-service platform account

Login website: <https://icp.nwcdcloud.cn/>, fill in the email, password, IP address, mobile phone number and accept the Privacy Policy to complete the account registration. Attention:

- ① One email address and one mobile phone number can only register one account, and cannot register multiple accounts. If you already have an account, you can continue to submit APP ICP Recordal application under this account.
- ② When registering an account, you only need to fill in an Amazon Web Services Ningxia region IP address for verification.

Eighth, APP ICP Recordal procedure

Step1. Customers login to the ICP Recordal self-service platform;

Step2. Enter the corresponding entry for filing and submission to complete the ICP Recordal application, confirm it and submit it to NWCD for review;

Step3. NWCD will review the ICP Recordal application within one working day and feedback the preliminary review results;

Step4. NWCD submit the ICP Recordal application to the Communications Administration;

Step5. The customer completes the SMS verification and waits for the Communications administration to review;

Step6. NWCD will open the Amazon Web Services account's Port 80/8080/443 after the ICP Recordal application is approved by the Communications Administration.

Ninth, APP ICP Recordal application portals for various scenarios

1. New application submission entry:

Click "新增申请" to enter the ICP Recordal information verification interface, fill in the entity information and APP Internet service information, select "APP" in the service type, and fill in the APP name to be filed.

Note: In the APP ICP Recordal, the domain name to be used should be filled in according to the level of the domain name required, and currently, the APP ICP Recordal supports up to the fourth-level domain. During the verification of the ICP Recordal information, only one domain name can be filled in for verification. If there are multiple domain names that need to be recorded for the APP, they can be added in the registration information filling page after the information verification is successful.



The screenshot shows the '开始备案' (Start Filing) page. On the left is a navigation menu with '备案管理' (Filing Management) selected, containing '新增申请' (New Application), '未完成备案' (Unfinished Filing), '已完成备案' (Completed Filing), and '订单历史记录' (Order History). Below it are '账户管理' (Account Management) and '日志中心' (Log Center). The main content area is titled '开始备案' and contains a warning box with instructions: '请准确填写如下信息以开始您的备案流程, 注意事项' (Please accurately fill in the following information to start your filing process, notes). The instructions are: 1) Select the host unit's region; 2) The system does not support individuals; 3) Fill in the host unit's unified social credit code; 4) Fill in the domain name. Below this are form fields for '主办单位信息' (Host Unit Information): '主办单位所属区域' (Region), '主办单位性质' (Nature), '主办单位证件类型' (Type), and '主办单位证件号码' (Number). The '互联网信息服务信息' (Internet Information Service Information) section includes a dropdown for '服务类型' (Service Type) set to 'APP' and a text input for 'APP名称' (APP Name). At the bottom are '返回' (Return) and '开始备案' (Start Filing) buttons.

2. Change application submission entry:

Click "已完成备案" to enter the page. If you only need to change entity's information, click "变更主体" to enter the editing page. If you need to change all the filing information or change the APP information, click "变更信息" to enter the editing page and update the filing information.



3. Deregistration application submission entry:

Click "已完成备案" to enter the page, click "注销" to enter the editing page, and perform the corresponding operations according to the type of deregistration.



Description of deregistration types:

Cancel the entity: Delete all the filing information of all websites, apps, mini programs and fast applications in the MIIT under the entity. After the cancellation, all websites, apps, mini programs and fast applications under the entity are not allowed to be publicly accessed through the Internet.

Cancel the APP: Delete the filing information of a specific APP under the entity, while retaining the entity's information and apps that have not been canceled. Apps after cancellation are not allowed to be publicly accessible via the Internet.

Cancel access: Cancel the association between the APP filing information and NWCD (that is, no longer use NWCD services), it is recommended to cancel access after the new access provider completes the transfer to the filing, otherwise the filing information may be cancelled by the Communications Administration.

4. Change IP application submission entry:

Click "已完成备案" to enter the page, and click "变更 IP" to enter the editing page. Currently, only the IP address of the Internet information service can be changed. If other information is changed, please use "变更信息" to perform operations.



主办单位名称	备案号	审核通过时间	操作
上海光通信科技有限公司	西ICP170910965925958号	2024-03-08 08:05:41	详情 变更主体 变更信息 注销 交回IP

Tenth, Filing information requirements

1. Filing information checklist

Entity's identity information entry

主办单位信息 Entity's information	主办单位名称 (Entity's name) ; 主办单位证件 (Entity's certificate type) ; 主办单位证件住所 (Entity's address) ;
主办单位负责人信息 Information of the person in charge of the entity	负责人姓名 (Name of the person in charge of the entity) ; 证件号码 (Identification number) ; 证件有效期 (Validity period of the identity certificate) ; 联系电话 (Contact phone number) ; 邮箱 (Email address) ; 应急联系电话 (Emergency contact number)

<p style="text-align: center;">APP负责人信息 Information of the person in charge of the APP</p>	<p>APP负责人姓名 (Name of the person in charge of the APP) ;</p> <p>证件号码 (Identification number) ;</p> <p>证件有效期 (Validity period of the identity certificate) ;</p> <p>联系电话 (Contact phone number) ;</p> <p>邮箱 (Email address) ;</p> <p>应急联系电话 (Emergency contact number) ;</p>
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Network resource information

<p style="text-align: center;">APP信息 APP information</p>	<p>APP名称 (APP name) ;</p> <p>APP图标 (APP icon) ;</p> <p>应用服务类型 (APP service type) ;</p> <p>APP服务类目 (APP service categories) ;</p> <p>语种 (language) ;</p>
<p style="text-align: center;">APP 特征信息 APP characteristic information</p>	<p>勾选应用平台 (Choose the operating systems the app supports) ;</p> <p>安卓、IOS、黑莓、鸿蒙、Linux (Android、IOS、 BlackBerry、 HarmonyOS) ;</p> <p>APP包名/Bundle ID (APP package name/ Bundle ID) ;</p>

<p>APP 特征信息 APP characteristic information</p>	<p>公钥+MD5 (public key+MD5) ;</p> <p>SDK服务 (如使用, 提供相关信息) (If you are using SDK services, please provide the relevant information) ;</p>
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Access information

<p>接入基本信息 Basic Access information</p>	<p>亚马逊云科技Account ID (AWS Account ID) ;</p> <p>IP地址 (IP address) ;</p> <p>域名 (Domain name) ;</p>
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Attachment information required by the ICP Recordal system

<p>备案五图附件 Five attachments</p>	<p>主办单位证件 (Entity's certificate) ;</p> <p>主办单位负责人证件 (Identification document of the person in charge of the entity) ;</p> <p>APP负责人证件 (Identification document of the person in charge of the APP) ;</p> <p>APP责人核验照片 (Verification photo of the person in charge of the APP) ;</p> <p>备案信息真实性核验单 (Filing information authenticity verification form) ;</p>
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<p style="text-align: center;">其他附件 Other attachments</p>	<p>负责人授权书 (Authorization letter) ;</p> <p>确认书 (Confirmation letter) ;</p> <p>承诺书 (Commitment letter) ;</p> <p>前置审批文件 (Pre-approval document) ;</p> <p>党建确认函 (Party building confirmation letter) ;</p> <p>域名注册证书 (Domain name registration certificate) .</p>
<p>Note: This is an auxiliary material for ICP Recordal application and may not be applicable to all ICP Recordal scenarios. If it is not possible to judge, other filing information can be submitted first for review.</p>	

2. Notes for ICP Recordal application

(1) APP Internet service name

Within the same entity, the APP name must be unique, meaning that the APP name (the name that appears under the icon after the APP is downloaded and installed) should be one of a kind. The name of the same APP on different application platforms such as iOS and Android should remain consistent.

(2) Fill in the domain name

In the APP ICP Recordal, the domain name to be used should be filled in according to the level of the domain name required, and currently, the APP ICP Recordal supports up to the fourth-level domain. Multiple domain names can be filled in one APP. If you want to add a domain name to an APP that has been recorded, please do so by making a change to the existing APP ICP Recordal.

(3) Pre-approval document

According to the Article 5 of the “Internet Information Service Management Measures” and

the original “Ministry of Information Industry Order No. 33” stipulates that it intends to engage in Internet information services such as news, publishing, medicine and medical equipment, culture, radio, film, television programs and online games, Pre-approval is required to pass the ICP Recordal application. If your filing involves the processing of pre-approval, please refer to the approval department and the corresponding approval documents according to the pre-approval categories involved.

Eleventh, APP ICP Recordal procedure

The ICP Recordal procedure is divided into: electronic verification (online verification) and manual verification (offline verification).

- If you have selected "Business License" as the filing entity's certificate and "ID Card" as the person in charge's certificate in the system, and these meet the requirements for electronic verification, the ICP Recordal procedure will automatically transition to electronic verification.
- If the certificate you verify in the system is other document types than "business license" and "ID card", in line with the manual verification, the ICP Recordal procedure is automatically transferred to the manual verification.

Twelfth, Electronic verification (Online verification)

1. Electronic verification instructions

- (1) If the entity provides a business license issued by the market supervision department, the owner of entity and the owner of APP apply the ICP Recordal with the ID cards, electronic verification must be used. You can use the Two-dimensional code generated by wechat scanning system to open the electronic verification mini program. Please try to complete all the electronic verification procedure at once. If you have multiple Apps that need to be electronic verification, please do it in turn.
- (2) Please prepare the business license of the entity and the ID card of the person in charge before the verification. During the verification procedure, all materials should be guaranteed to be true and effective, and the original photo of the certificate uploaded through the local file of the mobile phone should be clear and without watermark.
- (3) Electronic verification requires face recognition verification of the person in charge of Internet information services.
- (4) It takes time for materials to be synchronized and updated after each verification. Refresh the current page after 3 minutes. When the verification status is all updated to "已核验", please click 【下一步, 信息确认】 on this page to view and confirm the verification data.
- (5) When the verification status is "已核验", do not perform the electronic verification again.
- (6) If the verification cannot be completed, please click 【刷新二维码】 to obtain a new Two-

dimensional code, or contact us in time through 10100966-4.

2. Electronic verification procedure

- (1) After you complete to fill the information, go to the next step to check whether you need to upload other supplementary materials. If there are no other materials, please click Next to enter the electronic verification page. Please use wechat to scan the Two-dimensional code for electronic verification, click "继续核验", upload the business license and verification information according to the tips of the mini program, and complete the electronic verification. As the picture shows:



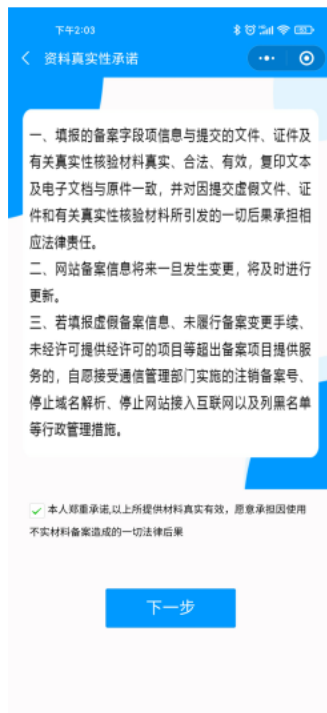
- (2) For the person in charge of the entity verification, upload the front and back photos of the legal representative's ID card. After the verification is passed, proceed to the next step.



- (3) For the person in charge of the APP verification, if the person in charge of the APP is the same as the person in charge of the entity, there is no need to upload the identity card of the person in charge of the APP repeatedly. Click “准备就绪” for face recognition; If the person in charge of the APP is different from the person in charge of the entity, it is necessary to upload the ID card of the person in charge of the APP, and click “准备就绪” for face recognition after verification.



(4) Once the APP information verification is passed, an authenticity verification form will be generated. Click “下一步” to complete the electronic verification.



3. Electronic verification precautions

During the electronic verification procedure, when uploading ICP Recordal materials, please be sure to refer to the following precautions:

- Photo instructions when uploading business license and ID card (any photo that does not meet the following requirements may cause uploading failure):

- (1) Photograph of the document should be clean, flat, no curly, no debris;
- (2) The words on the photo must be clear and legible to avoid fuzzy reflection;
- (3) The photo background must be pure white;
- (4) The proportion of screens should be at least 98%, not too little;
- (5) Please use the original photo. No copies or reproductions are allowed

- At present, the electronic verification can only accept the ID card for the person in charge of the entity and the person in charge of the APP, and the enterprise certificate is the business license issued by the market supervision department.

Thirteenth, Manual verification (Offline verification)

Users with non-business license and ID card will be manually verified by default, Manual verification can be prepared according to Appendix 1, 2.

Fourteenth, FAQ

1. How to confirm whether to apply for the APP ICP Recordal application through the NWCD?

A: If you use the server of NWCD to host the APP and handle Internet access, please apply for APP ICP Recordal application through NWCD.

2. Is there a limit on the number of IP addresses entered in the application access information section of the APP?

A: Currently there is no limit.

3. How do overseas enterprises complete the APP ICP Recordal application?

A: Overseas enterprises need to provide the business license qualification of the Chinese company, and use the company name of the Chinese company to apply for the APP ICP Recordal. The Chinese company shall comply with relevant laws and regulations and all requirements listed in this document when handling the website APP Recordal application.

4. Do standalone, offline apps require APP ICP Recordal?

A: It isn't necessary

5. Where can I apply for the ICP Recordal of mini programs and fast applications?

A: Programs that are opened based on the application software's open platform interface and can be used by users without installation, such as mini programs and fast applications, should go through the ICP Recordal procedures with the provincial Communications Administration through their respective application software open platforms.

6. How to obtain the results of APP ICP Recordal application?

A: After the provincial communications administration receives the submitted materials, confirms materials are complete and accurate, within 20 working days to be put on record, issues a record number, and informs through message, email form, customers can also query the result on its own through the MIIT website <https://beian.miit.gov.cn/#/Integrated/index>.

7. How to check whether the entity or domain name has a record number?

A: Login to the MIIT website <https://beian.miit.gov.cn/#/Integrated/index>, enter the entity 's name or domain name you want to query in the input box, and click Search to check whether the entity or domain name has been filed.

For the same entity with the same APP on different operating systems (such as iOS, Android, etc.), only one record number is issued, and the APP record number shares the internet service information recordal sequence with the website record number, but each displays a different suffix. For example, if the website record number is 【京 ICP 备 04000001-1】 , then the APP record number would be 【京 ICP 备 04000001-1A】 .

8. What should be noted after the completion of the APP ICP Recordal application?

A: After a successful APP ICP Recordal and the launch of access, you are required to display the record number at the obvious position in the APP's settings or introduction, and the record number should link to the MIIT website <https://beian.miit.gov.cn/#/Integrated/index>.

Appendix1 – Electronic materials required by the system for APP ICP Recordal

No.	Submission list	Quantity	Document requirement
1	Valid certificate of the entity	1	The original of the business license of the military, government organs, public institutions, social organizations, and enterprises after the latest three-in-one photo or scan of the original (the size is not more than 200K, not less than 100K; Color, resolution not less than 1500 *1100)
2	Valid identification document of the person in charge of the entity	1	Original photo or original scan (size not more than 200K, not less than 100K, color, resolution not less than 720 *1280)
3	Valid Identification document of the person in charge of the APP	1	Original photo or original scan (size not more than 200K, not less than 100K, color, resolution not less than 720 *1280)
4	Screenshot of domain name authentication	1	Domain name authentication screenshot includes: domain name holder name, certificate type, certificate number Please login to the domain name registrar platform to obtain the domain name real name authentication screenshot.
5	APP icon	1	This icon is the APP icon displayed on the operating platform.
6	Verification photo of the person in charge of the APP	1	Please follow the guidelines of the ICP Recordal system to complete the onsite verification.
<p>Note: Depending on the special scenarios of each filing entity, additional documents may be required during the review procedure. Please refer to the specific requirements at the time of review.</p>			

Appendix2 – Paper materials required for APP ICP Recordal

No.	Submission list	Quantity	Document requirement
1	ICP Recordal information authenticity verification form	1	The official seal must be clear, the signature of the person in charge of the APP must be legible, do not write consecutive words, it is recommended not to fill in the date, and the original should be submitted to the NWCD ICP Recordal team according to the data requirements of NWCD.
2	Authorization letter	1	When the person in charge of the APP is not the company's legal person, the letter of authorization needs to be uploaded, such as the person in charge of the APP and the legal person are consistent, there is no need to upload the letter of authorization, and the materials need to be stamped with the official seal and signed by the legal person.
3	Confirmation letter	1	If the company name of the entity does not match the company name associated with the Amazon Web Services account, a confirmation letter must be submitted. If they are consistent, there is no need to upload a confirmation letter.
4	Internet information service filing commitment	1	Only Shanghai, Ningxia, Shanxi and Guangdong electronic verification customers need to submit, other provinces do not need to submit.
<p>Note: Depending on the special scenarios of each filing entity, additional documents may be required during the review procedure. Please refer to the specific requirements at the time of review.</p>			