

## Guidance on APP ICP Recordal

### Application Process from Beijing Sinnet Technology Co., Ltd.

#### APP ICP Recordal Requirements

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 filing work will officially start in September 2023. As the requirements of local communications administration departments may vary in specific implementation, this document is for reference only. Please follow the actual requirements of the competent communications administration bureau. Before starting the APP filing process, you need to apply for an AWS China region account first. Please ensure the accuracy and completeness of the filing information submitted, as any inaccurate or incomplete information may affect your APP filing and operation.

##### 1. Definition

**APP ICP Recordal:** APP providers engaging in internet information services within the People's Republic of China shall legally complete the filing procedures; those who fail to do so are not allowed to carry out APP internet information services. Please refer to the "[Notice of the Ministry of Industry and Information Technology on the filing work of Mobile Internet Applications](#)" and [MIIT's interpretation](#), the "Anti-Telecom Network Fraud Law of the People's Republic of China", the "Administrative Measures for Internet Information Services", and other relevant laws and regulations.

**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.

**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/> (Please pay attention: this website is in Chinese, all ICP application materials and information filled must be in Chinese. Please use Google Chrome)

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.

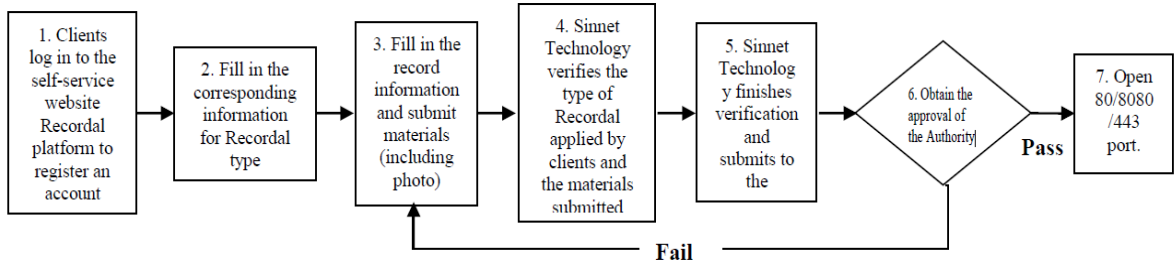
##### 6. Special requirements for offshore domain names.

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 APP ICP Recordal

### 1. APP 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/> (Please copy this link into browser to open in Chrome)

1) Click "Register".



2) Fill in the account information and register is completed

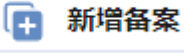


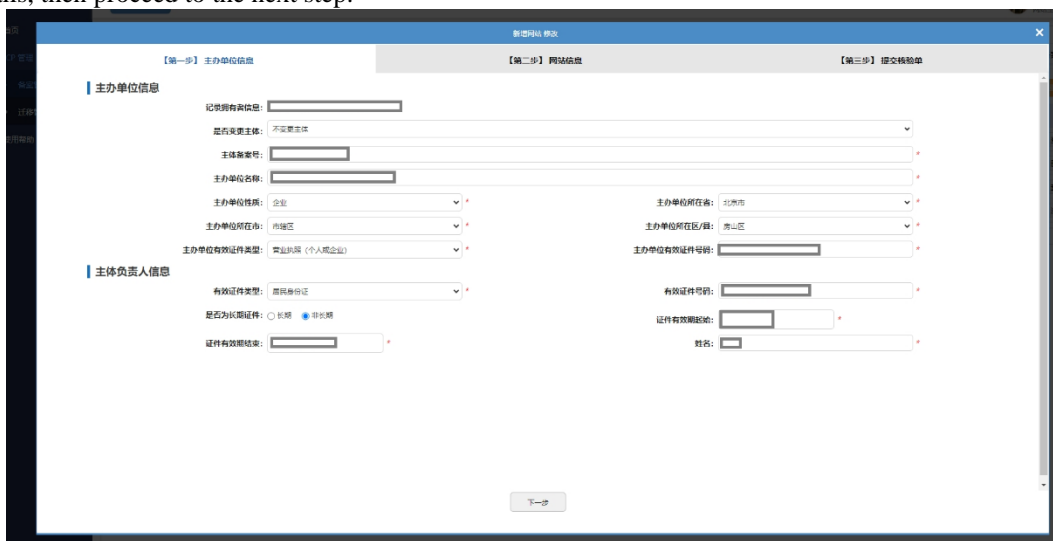
## Step 2~3 Fill in the operation page according to the type of APP ICP Recordal

### 1. Addition of New Filing (No Previous ICP Filing)

Applicable to first-time applicants for APP filing. After logging in, the APP sponsor should click on the "ICP 管理-备案管理" menu on the left to enter the "主体备案管理" page, as shown in the image below:



Click  to access the main entity information reporting page, accurately input the entity details, then proceed to the next step.



You will be directed to the website information reporting page. Select "APP" as the service type, meticulously provide the pertinent APP information, ensuring to tick the appropriate service content based on your application's actual functionality. Click the next step.

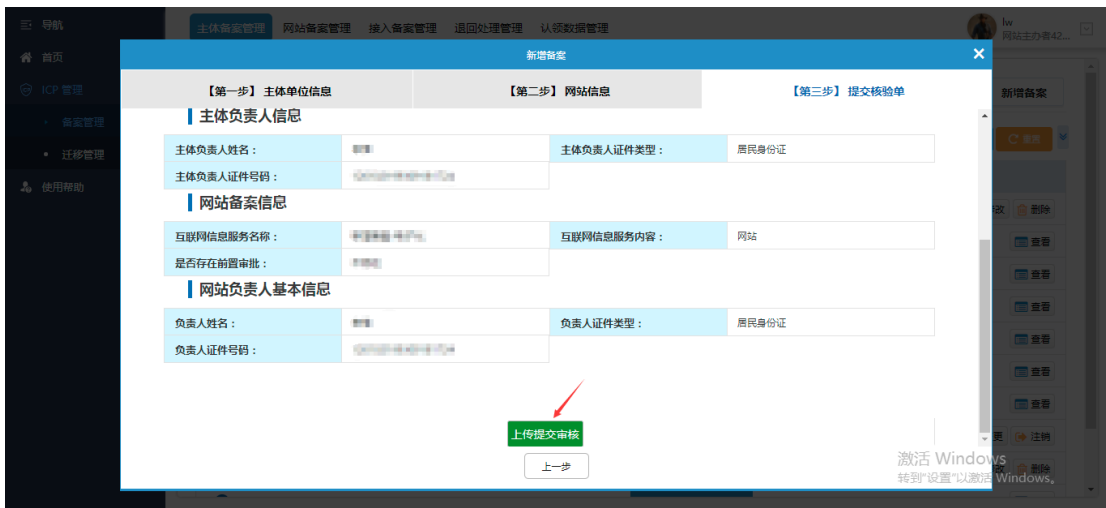




Please furnish the APP package name, signature MD5 value, and public key in accordance with the package information on your application's distribution platform. The MD5 value specifically refers to the digital fingerprint of the APP certificate - for Android apps, enter the certificate's MD5 value in hexadecimal format, while for iOS apps, enter the SHA-1 value in hexadecimal format.

上传提交审核

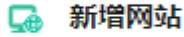
At the “提交核验单” page, click :

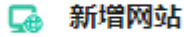


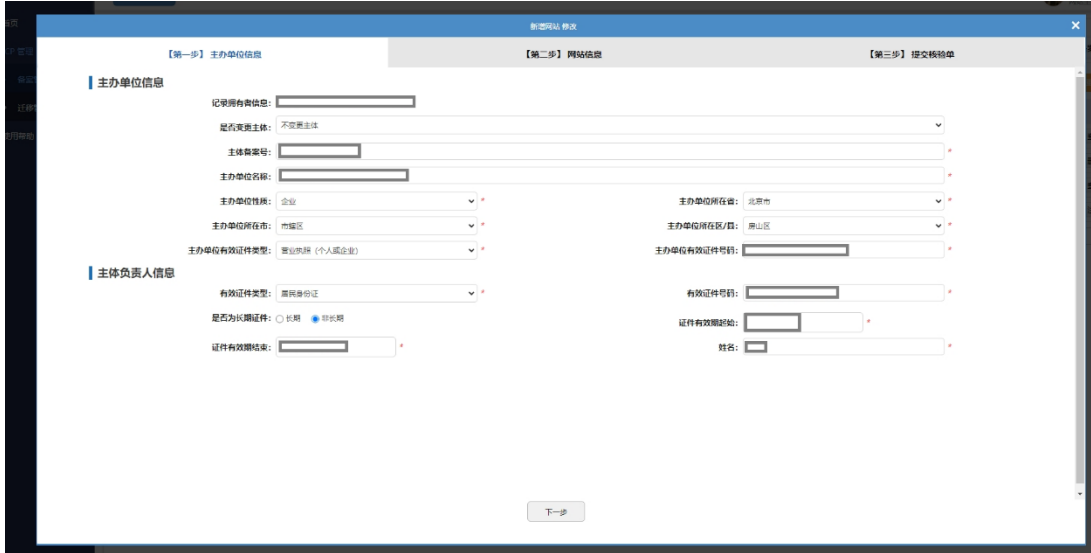
## 2. Addition of New APP (Already Obtained ICP Filing)

This applies to the sponsor who has already filed for a website and now needs to file for an APP. After logging in, the APP sponsor should click on the "ICP管理-备案管理" menu on the left to enter the "网站备案管理" page, as shown below:





Click  to add a new website. Based on the actual situation, choose whether to change the subject entity, fill in the relevant subject information, then click the next step. (If there is subject information locally, part of the information will be automatically displayed on the page.)



You will be directed to the website information reporting page. Select "APP" as the service type, accurately input the website information. When filling in the IP address, please ensure its accuracy and completeness. Click the next step.




Please furnish the APP package name, signature MD5 value, and public key in accordance with the package information on your application's distribution platform. The MD5 value specifically refers to the digital fingerprint of the APP certificate - for Android apps, enter the certificate's MD5 value in hexadecimal format, while for iOS apps, enter the SHA-1 value in hexadecimal format.

上传提交审核

At the “提交核验单” page, click



### Notes on Filling Out APP Filing Information:

- APP Internet Service Name**  
 The APP name should be unique under the same subject entity, meaning the name to be filed for the APP (i.e. the name displayed under the icon after downloading and installing the APP) must be unique. The name of the same APP should remain consistent across different application runtime platforms such as iOS, Android, etc.
- Domain Name Entry**  
 When filing for an APP, enter the domain level actually used by the APP. Currently, filings up to the fourth-level domain are supported. Additionally, multiple domain names can be filed under one APP. If you need to add a new domain name to an already filed APP, please do so through the change process. The same domain name can be used for both APP and website filings.
- Pre-approval Documents**  
 According to Article 5 of the "Administrative Measures for Non-operational Internet Information Services Record-filing" (Order No. 33 of the Ministry of Information Industry) and the former Order No. 33 of the Ministry of Information Industry, if you intend to engage in Internet information services such as news, publishing, pharmaceuticals and medical devices, culture, radio, film and television programs, online games, etc., you need to go through pre-approval before the filing can be completed. If your filing involves pre-approval procedures, please refer to the relevant approval authorities and corresponding approval documents based on the pre-approval category involved.

### Materials needed for ICP Recordal (Take Beijing as example, please contact Sinnet ICP team to obtain the latest material requirements for each province)

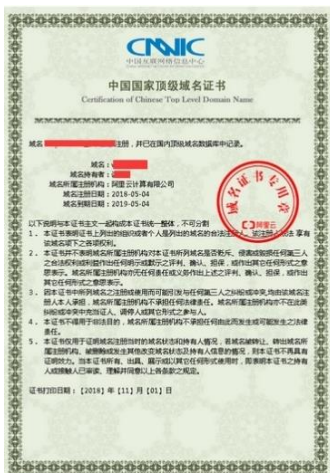
S/N	List of materials to be submitted	Number	Requirements	Notes
1	Electronic file of the copy of business license that has passed the latest annual inspection	1	Organization code certificate that has passed the latest annual inspection provided by military, government agencies, institutions, social groups	Needs to take pictures for original copy
2	Electronic file of ID card of the legal representative of the host unit of the website	1		Needs to take pictures for original copy
3	Electronic file of ID card of the person in charge of the website	1		
4	Electronic file of domain name certification	1		The domain name owner must be the entity for filing, with a validity period of more than 3 months

	One copy for each domain name			
5	Screenshot of domain name real name authentication	1		
6	Photo of face-to-face review	1		
7	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
8	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)
9	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

**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@sinnnet.com.cn](mailto:sin-icp@sinnnet.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:



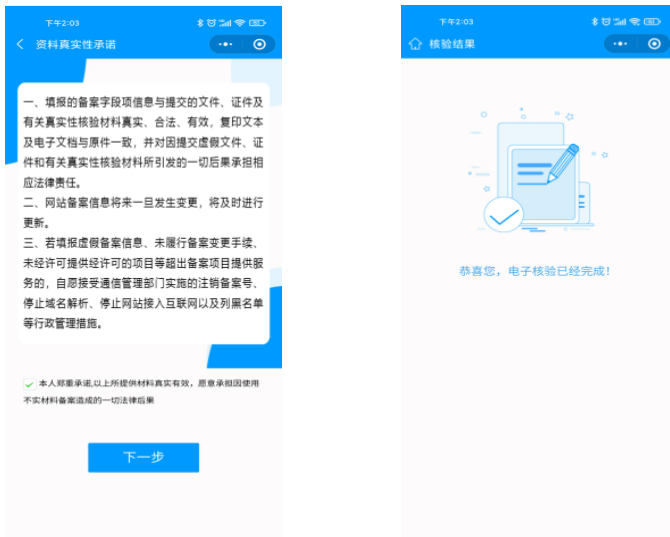
**Note 3** If the entity of the registered account is inconsistent with the entity of the record, and there is an equity relationship between the two companies, a group company, a subsidiary parent company, and a head office or branch company, please issue a confirmation letter with the official seals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

#### 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







## 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](mailto: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](http://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](#)].