

## NWCD website ICP Recordal application process

### Contents

First, the website ICP Recordal notice.....	2
Second, ICP Recordal service provider.....	2
Third, Scope of NWCD ICP Recordal services.....	2
Fourth, NWCD ICP Recordal contact information.....	2
Fifth, Website ICP Recordal fees.....	2
Sixth, Preparation for website ICP Recordal.....	3
Seventh, Website ICP Recordal procedure.....	4
Eighth, Website ICP Recordal application portals for various scenarios.....	4
Ninth, Filing information requirements.....	6
Tenth, Website ICP Recordal procedure.....	10
Eleventh, Electronic verification (Online verification).....	10
Twelfth, Manual verification (Offline verification).....	14
Thirteenth, FAQ.....	14
Appendix1 – Electronic materials required by the system for ICP Recordal.....	16
Appendix2 – Paper materials required for ICP Recordal.....	17



## First, the website ICP Recordal notice

According to the Ministry of Industry and Information Technology(MIIT) “Internet Information Service Management Measures” Order 292 of The State Council and industrial signaling No. 33“Measures for the administration of filing for non-operational Internet information services” stipulate that, the state shall implement a licensing management for commercial Internet information and a filing management for non-commercial Internet information services. Those who have not obtained permission or fulfilled the preparatory procedures shall not engage in Internet information services.

## Second, ICP Recordal service provider

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

## Third, Scope of NWCD ICP Recordal services

1. NWCD is only available to provide ICP Recordal support to enterprise customers who are website 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 website ICP Recordal application of enterprise customers in all provinces, autonomous regions or municipalities in the country except Tibet and Qinghai.

## Fourth, NWCD ICP Recordal contact information

Email Address: [icp@nwcdcloud.cn](mailto:icp@nwcdcloud.cn)

Hotline: 10100966-4

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

## Fifth, Website ICP Recordal fees

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



## Sixth, Preparation for website 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 website 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 website 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 website ICP Recordal is within the registration validity period.

- (4) The domain name for website 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 website 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 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.

## Seventh, Website 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.

## Eighth, Website 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 Internet service information, select "网站" in the service type, and fill in the domain



name to be filed.



## 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 website 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:

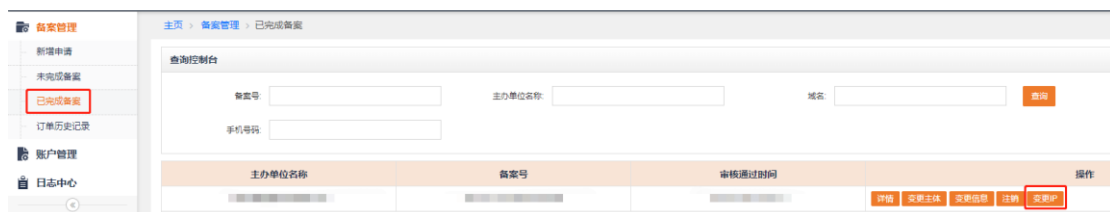
**Cancel the entity:** Delete all the filing information of all websites, apps, mini programs and fast applications in the MIIT under the entity. After the cancellation, all websites, apps, mini programs and fast applications under the entity are not allowed to be publicly accessed through the Internet.

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

**Cancel access:** Cancel the association between the website 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.



## Ninth, Filing information requirements

### 1. Filing information checklist

#### Entity's identity information entry

地址/ Address: 北京市朝阳区酒仙桥路20号颐堤港写字楼1座20层  
20/F, Indigo Building, No.20 Jiuxianqiao Road, Chaoyang District, Beijing  
电话/ Telephone: (8610)53503900  
网站/Website: www.nwcdcloud.cn



<b>主办单位信息</b> 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) ;
<b>主办单位负责人信息</b> 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)

### Network resource information

<b>网站信息</b> Website information	网站名称 (Website name) ; 域名 (Domain name) ;
<b>网站负责人信息</b> Information of the person in charge of the website	网站负责人姓名 (Name of the person in charge of the website) ; 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)
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#### Access information

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

<b>备案五图附件</b> Five attachments	主办单位证件 (Entity's certificate) ;  主办单位负责人证件 (Identification document of the person in charge of the entity) ;  网站负责人证件 (Identification document of the person in charge of the website) ;  网站负责人核验照片 (Verification photo of the person in charge of the website) ;  备案信息真实性核验单 (Filing information authenticity verification form) ;
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<p style="text-align: center;"><b>其他附件</b> <b>Other attachments</b></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) Internet service name

The website name should correspond and be relevant to the nature of its entity; if there is no corresponding national document, the website name should not include “中国”、“中华”、“china”、“国家”、“中央”、“政府”、“国民”、“人民”、“论坛”, it is recommended to change the name of the website to more than 3 Chinese characters and have a certain logical relationship with your entity's name.

### (2) 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 de-



partment and the corresponding approval documents according to the pre-approval categories involved.

### (3) SMS verification

You need to go to the MIIT website for verification within 24 hours after verification, your ICP Recordal application into the manual review stage. If you do not complete the verification within 24 hours or the verification fails, the filing application will be automatically returned to the access provider and you will need to resubmit the ICP Recordal application and enter the SMS verification process again.

## Tenth, Website 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.

## Eleventh, 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 website 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 websites 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:



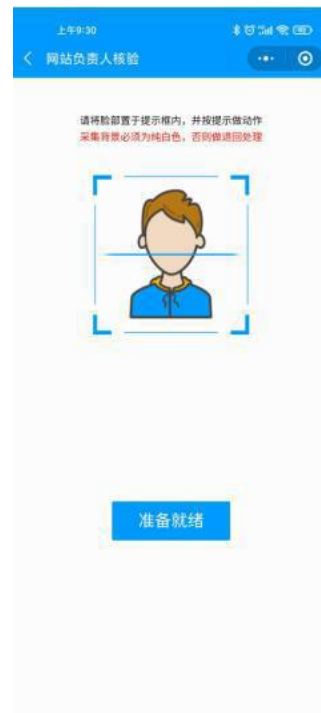
- (2) For the person in charge of the entity verification, upload the front and back photos of the legal representative's ID card. After the verification is passed, proceed to the next step.



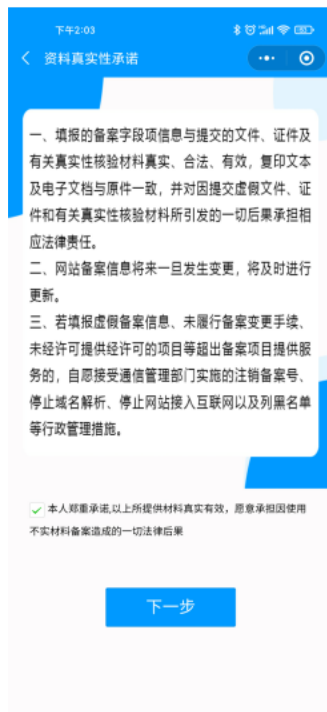


- (3) For the person in charge of the website verification, if the person in charge of the website is the same as the person in charge of the entity, there is no need to upload the identity card of the person in charge of the website repeatedly. Click “准备就绪” for face recognition; If the person in charge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





(4) Once the website 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 website, and the enterprise certificate is the business license issued by the market supervision department.

## Twelfth, 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.

## Thirteenth, FAQ

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

A: If you use the server of NWCD to host the website and handle Internet access, please apply for 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 website?

A: Currently there is no limit.

3. How do overseas enterprises complete the website 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 ICP Recordal on the website. The Chinese company shall comply with relevant laws and regulations and all requirements listed in this document when handling the website ICP Recordal application.



4. How to obtain the results of website 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>.

5. 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.

6. What should be noted after the completion of the website ICP Recordal application?

- Add a website record number on website

After the website ICP Recordal application is successful and the website is accessible, you are required to display the website record number issued by the MIIT at the bottom of the website. The record number should be linked to the MIIT's official website, with the link being <https://beian.miit.gov.cn/#/Integrated/index>.

- Apply for public security filing

According to the relevant provisions of the “Computer Information Network International Networking Security Protection Management Measures”, after the successful ICP Recordal application of the website in the MIIT, it is necessary to login to the national Internet security management service platform within 30 days from the date of the website opening to submit an application for public security filing.

Please login to the public security website and apply for the public security filing.

<https://beian.mps.gov.cn/#/>

The following is the access information you need to handle the public security filing:

网络接入商名称(Network access provider Name):宁夏西云数据科技有限公司

网络接入商所属区域(Region of the network access provider):宁夏回族自治区中卫市沙坡头区

接入方式(Access mode):租赁虚拟空间

接入服务商电话(Access service provider phone):10100966



## Appendix1 – Electronic materials required by the system for 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 website	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	Verification photo of the person in charge of the website	1	Please follow the guidelines of the ICP Recordal system to complete the onsite verification.

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.





## Appendix2 – Paper materials required for 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 website 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 website is not the company's legal person, the letter of authorization needs to be uploaded, such as the person in charge of the website 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>			

