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PEOPLE'S REPUBLIC OF CHINA**

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Specification for administrative license

行政许可工作规范

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Table of Contents

1 Scope	1
2 Normative references	1
3 Terms and Definitions	1
4 Administrative licensing items list management	1
4.1 Inventory compilation	1
4.2 Checklist Element	2
4.3 Dynamic Adjustment	2
4.4 Coding Management	3
5.Compilation of implementation regulations for administrative licensing matters	3
5.1 Preparation Entity	3
5.2 Implementation of regulatory element	3
5.3 Dynamic Adjustment	3
6 Compilation of administrative licensing service guide	3
6.1 Preparation Entity	3
6.2 Service Guide Elements	3
6.3 Dynamic Adjustment	4
7 Implementation of administrative license	4
7.1 General requirements	4
7.2 Application	4
7.3 Acceptance	4
7.4 Review	5
7.5 Decision	5
7.6 Archives Collection	6
7.7 Optimization measures	6
8 Full chain supervision	6
8.1 Regulatory bodies	6
8.2 Regulatory Implementation	6
9 Implementation guarantee of administrative license	7
9.1 Location and Personnel	7
9.2 Platform Construction	7
9.3 Online and offline integration	7
10 Monitoring and Evaluation	7

10.1 Internal Supervision	7
10.2 Social Supervision	7
14 Reference	17

Foreword

This document is in accordance with the provisions of GB/T 1.1-2020 "Guidelines for standardization work Part

1. Structure and drafting rules for standardization documents" Drafting. Please note that some of the contents of this document may involve patents. The issuing organization of this document does not assume the responsibility for identifying patents. This document is proposed and coordinated by the National Technical Committee for Standardization of Administrative Management and Services (SAC/TC594). This document was drafted by: China National Institute of Standardization, General Office of Yunnan Provincial People's Government, Shanxi Provincial Administrative Approval Service Administration, Shandong Provincial Computing Center (National Supercomputing Jinan Center), Tianjin Municipal Government Service Office, National Information Center, Zhoushan Municipal Market Supervision Bureau, Quzhou Business Environment Construction Office, Hubei Provincial Data Bureau, Hubei Provincial Standardization and Quality Research Institute, Shandong Province Xintai City Administrative Approval Service Bureau, Zhuhai Real Estate Registration Center, Guangdong Provincial Institute of Standardization, Shanghai Quality and Standardization Research Institute, Wuhan East Lake New Technology Development Zone Government Services and Big Data Administration. The main drafters of this document are: Zhi Yunjie, Feng Lei, Wei Ruqing, Xu Jing, Li Zengguang, Wang Chunjing, Yang Gang, Ge Wenjie, Zhan Qiong, Yuan Qiong, Liu Xingheng, Wang Yadong, Li Zhiguo, Wang Kun, Zhou Mingle, Jia Bin, Xu Jian, Chen Lijun, Yin Yanxiang, Zhang Yuan, Li Tao, Liu Shuaili, Chen Lizhou, Ma Na, Xu Xiyang, Kang Junsheng and Wang Xiaolong.

In July.2016, the State Council Examination and Revision Office and the National Standards Committee organized the formulation and issued the "Administrative Licensing Standardization Guidelines (2016 Edition)" (hereinafter referred to as the "Administrative Licensing Standardization Guidelines (2016 Edition)"). The Guidelines clarify the matters, procedures, services, locations, supervision and inspection of administrative licenses, and the standardization of administrative licenses has made some progress. At the same time, with the continuous deepening of the reform of the administrative approval system, especially the "Notice of the General Office of the State Council on the Comprehensive Implementation of the List of Administrative Licensing Matters" The Notice on Administration of Administrative Licensing (Guobanfa [2022] No. 2) announced the list of administrative licensing matters set by laws, administrative regulations, and State Council decisions, requiring The list is compiled in accordance with the law, and administrative

licenses are implemented strictly in accordance with the list to ensure that the matters are of the same source and unified, and to standardize and regulate the management and implementation of administrative licenses. In 2023, the General Office of the State Council revised and promulgated the Administrative Licensing Regulations established by laws, administrative regulations, and State Council decisions. List of Administrative Licensing Items (2023 Edition) (Guobanfa [2023] No. 5). In order to meet the requirements of administrative licensing item list management, it is urgent to improve the standard technology. The leading institutions for the reform of the administrative examination and approval system at all levels (hereinafter referred to as "leading institutions for examination and approval reform"), administrative licensing departments and implementing agencies shall be subject to the following measures. Standardize administrative licensing work and promote standardization, regularization and facilitation of administrative licensing. Therefore, this document is formulated on the basis of the Guidelines, covering the management of the list of administrative licensing matters, the compilation of implementation specifications, the compilation of service guidelines, Administrative licensing implementation, full-chain supervision, implementation guarantee, supervision and evaluation, and full-process supervision before, during and after the implementation of administrative licensing work. The purpose of the standardization is to provide an overall framework for the review and revision leading institutions, administrative licensing authorities and implementing agencies to jointly carry out administrative licensing standardization work. and specifications. Administrative licensing work specifications

1 Scope

GB/T 44890-2024 specifies how administrative licensing is to be carried out by Chinese government bodies. The reform of the last decade has been about making the process legible from outside: an applicant should be able to see the complete list of licences that exist, the exact legal basis and conditions of each, and the documents required, rather than discovering them one rejection at a time. The standard sets the management of the list of licensing items - its compilation, the elements of each entry, its dynamic adjustment and the coding - the compilation of the implementation rules for each item and of the public service guide, with the responsible body, the required elements and the updating of each, then the conduct of the licensing itself: acceptance, review, decision, the issue of the certificate, the disclosure of the result, the archiving, and the supervision and evaluation of the whole. It takes effect on 1 June 2025.

This document stipulates the management of the list of administrative licensing matters, the preparation of implementation specifications, the preparation of service guidelines, the implementation of administrative licensing, full-chain supervision, Implement requirements in terms of assurance, supervision and evaluation. This document applies to the management and administration of administrative licenses carried out by the leading review and revision agencies at all levels, the competent departments for administrative licenses

and the implementing agencies. Implementation work.

2 Normative references

The contents of the following documents constitute essential clauses of this document through normative references in this document. For referenced documents without a date, only the version corresponding to that date applies to this document; for referenced documents without a date, the latest version (including all amendments) applies to This document.

GB/T 36112-2018 Service site management specification for government service centers

GB/T 36113-2018 Specification for handling service complaints of government service centers

GB/T 38543-2020 Administrative Licensing Review and Decision Specification

GB/T 38544-2020 Administrative License Application and Acceptance Specification

GB/T 39044-2020 Government Service Platform Access Specification

GB/T 39046-2020 Basic data specification for government service platform

GB/T 39047-2020 Basic functional specifications of government service platform

GB/T 39048-2020 Classification and Coding Rules for Administrative Licensing Matters

GB/T 40756-2021 Guidelines for the online and offline integration of the national integrated government service platform

3 Terms and definitions

The following terms and definitions apply to this document.

3.1 When handling administrative licensing matters, the administrative licensing authority shall inform the applicant of the application conditions and required application materials at one time, as well as the The applicant shall undertake in writing (including electronic text) that he/she meets the conditions, standards and requirements for handling the application and actively accepts supervision. The implementation agency will make a decision after the party is willing to bear the legal responsibility for making false promises or violating promises.

4.1 Inventory compilation

4.1.1 General requirements All administrative licensing matters established in accordance with the law should be included in the list management, and a national coordination, hierarchical responsibility, unified matters, clear rights and responsibilities should be established. A clear list of administrative licensing items will be established and announced