附件1

物业管理企业资质申报表

（暂定三级）

申报企业：

申报时间：

（企业印章）

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 企业名称 | |  | | | | | |
| 详细地址 | |  | | | | | |
| 邮政编码 | |  | | | 成立日期 |  | |
| 法定代表人 | |  | | | 办公室  固定电话 |  | |
| 负责人 | | 姓名 |  | | 经办人 | 姓名 |  |
| 电话 |  | | 电话 |  |
| 传 真 | |  | | | 电子邮箱 |  | |
| 注册资本 | |  | | | 营业执照  注册号 |  | |
| 企业类型 | |  | | | | | |
| 现有专职管理和技术人员数量 | | | |  | | | |
| 其中中级以上职称人员数量 | | | |  | | | |
| 经营范围 | 主营：物业管理服务 | | | | | | |
| 兼营： | | | | | | |
| 备注 |  | | | | | | |

企业法定代表人简况

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| --- | --- | --- | --- | --- |
| 姓名 |  | 国籍 |  | （照片） |
| 性别 |  | 出生年月 |  |
| 学历 |  | 专业 |  |
| 职务 |  | 任职时间 |  |
| 职称 |  | 职称证书编号 |  |
| 工作简历：    本人签章:  年 月 日 | | | | |

企业（总）经理简况

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| 姓名 |  | | | | 国籍 |  | | | （照片） |
| 性别 |  | | 出生年月 | |  | 学历 | |  |
| 专业 |  | | | | 职称 |  | | |
| 职务时间 | |  | | 职称证书编号 | | |  | |
| 本人签章：  年 月 日 | | | | | | | | | |

企业人员情况

|  |  |  |  |  |  |  |  |  |  |
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| 企业在册职位总数 人，有职称的专业人员 人。 | | | | | | | | | |
| 职称  专业 | | 高级 | | 中级 | | | 初级 | | |
| 经济 | |  | |  | | |  | | |
| 土建 | |  | |  | | |  | | |
| 水电 | |  | |  | | |  | | |
| 财务 | |  | |  | | |  | | |
| 园林 | |  | |  | | |  | | |
| 暖通 | |  | |  | | |  | | |
| 市政 | |  | |  | | |  | | |
| 其他相关专业 | |  | |  | | |  | | |
| 小计 | |  | |  | | | | | |
| 有关业务负责人情况 | | | | | | | | | |
| 类别 | 姓名 | | 职务 | | 学历 | 专业 | | 职称 | 职称证书号 |
| 综合部  负责人 |  | |  | |  |  | |  |  |
| 工程负责人 |  | |  | |  |  | |  |  |
| 财务负责人 |  | |  | |  |  | |  |  |
| 经营负责人 |  | |  | |  |  | |  |  |
| 保安负责人 |  | |  | |  |  | |  |  |

企业物业管理专业人员

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| --- | --- | --- | --- | --- | --- | --- |
| 序号 | 姓名 | 职务 | 学历 | 专业 | 从事物业管理工作年限 | 身份证号 |
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中级以上职称人员

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 姓名 | 职务 | 学历 | 专业 | 职称 | 职称证号 | 身份证号 |
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| 企 业 申 报 自 述 |