【55】协助信息公示事项变动提交材料规范

【55】Submission Materials Specifications for Assistance with Information Publicity Matters Changes

1.《协助信息公示申请书》。

1. *Assistance with Information Publicity Application Form.*

注：

Notes:

1.依照《海南自由贸易港市场主体登记管理条例》第十条，公示事项包括：公司董事、监事、高级管理人员；市场主体登记联络员；外商投资企业法律文件送达接受人；经营范围中的一般经营项目。

1. Per Article 10 of *the* *Market Entity Registration and Administration Regulations in Hainan Free Trade Port*, publicity matters include: company directors, supervisors, senior executives; market entity liaison officers; legal document delivery recipients for foreign-invested enterprises; general business scope items.

2.申请人通过全程电子化方式申请登记注册的，主体资格证明、身份证明、批准证书、章程等文件可通过全程电子化系统提交原件复印件，或通过登记业务系统设置的申请文书格式规范生成相关材料并使用。对填报的格式化信息，由登记平台自动审查；对申报的非格式化电子文件，由登记机关随机选派注册专员依法审查。

2.For applicants submitting registration applications through the fully electronic system, documents such as entity qualification documents, identity proofs, approval certificates, and articles of association may be submitted as scanned copies via the system or generated using standardized formats provided by the registration system. Formatted information will be automatically reviewed by the platform, while unformatted electronic documents will be randomly assigned to registration officers for legal review.

3.提交材料涉及签署，参照申请书中申请人的注释，未注明签署人的，自然人由本人签字，法人和其他组织由法定代表人、负责人或有权签字人签字，并加盖公章。涉及代签文书的，需提交授权人委托他人签字的授权委托书，授权委托书应为原件，且授权人应亲笔签字。

3. For documents requiring signatures: follow the instructions in the application form. If no signatory is specified, natural persons shall sign personally, while legal entities and organizations shall have their legal representatives, persons in charge, or authorized signatories sign and affix an official seal. For proxy signatures, a power of attorney (original) must be submitted, with the authorizer’s handwritten signature.

4.提交材料、公证认证文书为外文的，应对其内容进行准确的中文翻译，同时提交中文翻译件、外文原件两种文书，并注明“翻译准确”字样。翻译单位应在翻译件上加盖翻译单位公章（翻译专用章）或者附营业执照复印件等主体资格证明文件复印件，同时注明翻译人及联系方式。自然人的应在翻译件上签名，注明联系方式，并附翻译人员相应翻译资质复印件或者身份证明复印件。

4. Foreign-language documents or notarized/certified materials must be accompanied by an accurate Chinese translation. Both the original foreign document and the translation (marked "Accurate Translation") must be submitted. The translation agency shall affix its official seal (special seal for translation) or attach copies of qualification documents such as a business license, while clearly stating the translator's information and contact details. Translations by individuals must be signed with contact details and accompanied by a copy of the translator’s qualification or ID.

5.申请人应当配合登记机关通过实名认证系统，采用人脸识别等方式对相关人员进行实名验证。因特殊原因，当事人无法通过实名认证系统核验身份信息的，可以提交经依法公证的自然人身份证明文件，或者由本人持身份证件到现场办理。

5. Applicants must cooperate with the registration authority in conducting real-name verification (e.g.,facial recognition) via the authentication system. If verification fails due to special circumstances, a notarized natural person identity document or in-person verification with original ID may be submitted.

6.登记机关和其他政府部门已共享身份认证信息、清税信息、产权登记信息或电子证照等数据信息，且可以在线核验、存档的，无需申请人另行提交纸质材料。

6. Paper documents are exempt if identity verification, tax clearance, property registration, or electronic licenses can be validated and archived online through intergovernmental data sharing.

7.人民法院要求协助执行办理有限责任公司股东变更登记的，执行人员需到被执行人股权所在有限责任公司登记的登记机关办理，执行人员出示工作证或者执行公务证，送达生效法律文书副本或者执行裁定书、协助执行通知书、协助公示执行信息需求书、合法受让人的身份或资格证明。

7. If the people's court requires assistance in the implementation of the change registration of shareholders of a limited liability company, the executor shall go to the registration authority where the equity of the person to be enforced is registered, produce his work permit or official card, serve a copy of the effective legal documents or the execution ruling, the notice of assistance in execution, the request for assistance in publicizing the execution information, and the identity or qualification certificate of the legal transferee.

8.公司董事、监事、高级管理人员发生变动的，提交身份证明复印件。

8. Changes to directors, supervisors, or senior executives: Submit identity proof copies.

◆境内自然人提交居民身份证复印件。

• Mainland natural persons: Copy of resident ID card.

◆外国（地区）自然人提交外国（地区）护照复印件或中华人民共和国外国人永久居留身份证复印件。

• Foreign natural persons: Copy of foreign passport or Chinese Permanent Resident ID.

◆港澳自然人提交当地永久性居民身份证复印件、特别行政区护照复印件或者内地公安部门颁发的港澳居民居住证复印件、内地出入境管理部门颁发的往来内地通行证复印件。

• Hong Kong/Macau natural persons: Copies of the local permanent resident identity card, the passport of the Special Administrative Region, the residence permit for Hong Kong and Macao residents issued by the mainland public security department, and the mainland entry-exit permit issued by the mainland entry-exit administration department.

◆台湾自然人提交大陆公安部门颁发的台湾居民居住证复印件、大陆出入境管理部门颁发的台湾居民往来大陆通行证复印件。

• Taiwan natural persons: Copies of the residence permit for Taiwan residents issued by the Public Security Department of the mainland and the permit for Taiwan residents to travel to and from the mainland issued by the entry-exit administration department of the mainland.

9.变动联络员，填写《联络员信息表》，提交联络员的身份证明复印件。

9. Liaison officer change: Submit *Liaison Officer Information Form* and identity proof copy.

10.变动外商投资企业法律文件送达接受人。

10. Change of legal document delivery recipient for foreign-invested enterprises:

◆被授权人为自然人的，提交《外商投资企业法律文件送达授权委托书》及被授权人身份证明复印件。

• Natural person recipient: Submit *Authorization Letter for Legal Document Service* and identity proof copy.

◆被授权人为非自然人的，提交《外商投资企业法律文件送达授权委托书》、被授权人的主体资格文件复印件及被授权联系人身份证明复印件。

• Non-natural person recipient: Submit *Authorization Letter*, entity qualification copy, and contact person's identity proof copy.

11.变动经营范围（一般经营项目）的，根据登记机关公布的经营项目分类标准办理经营范围公示，涉及“多证合一”事项办理的，申请人须根据市场主体自身情况填写《“多证合一”政府部门共享信息项》相关内容。

11. General business scope changes: Publicize per official classification standards. For "Multi-Certificate Integration" matters, complete *the Multi-Certificate Integration Government Information Sharing Form*.

12.指定代表/委托代理人身份证明。

12. Identity Proof of Authorized Representative / Entrusted Agent.

◆境内自然人提交居民身份证复印件。

• Mainland natural persons: Copy of resident ID card.

◆外国（地区）自然人提交外国（地区）护照或中华人民共和国外国人永久居留身份证复印件。

• Foreign natural persons: Copy of foreign passport or Chinese Permanent Resident ID.

◆港澳自然人提交当地永久性居民身份证、特别行政区护照或者内地公安部门颁发的港澳居民居住证、内地出入境管理部门颁发的往来内地通行证。

• Hong Kong / Macau natural persons: The local permanent resident identity card, the passport of the Special Administrative Region, the residence permit for Hong Kong and Macao residents issued by the mainland public security department, and the mainland entry-exit permit issued by the mainland entry-exit administration department.

◆台湾自然人提交大陆公安部门颁发的台湾居民居住证、大陆出入境管理部门颁发的台湾居民往来大陆通行证。

•Taiwan natural persons: The residence permit for Taiwan residents issued by the Public Security Department of the mainland and the permit for Taiwan residents to travel to and from the mainland issued by the entry-exit administration department of the mainland.

●申请人免于提交以下材料，但是市场主体应当留存备查：

● Applicants are exempt from submitting the following, but market entities must retain them for inspection:

13.公司董事、监事、高级管理人员发生变动的，提交有关董事、监事、高级管理人员任免职的决议、决定。根据《公司法》和公司章程的规定，有限责任公司提交股东决定或股东会决议，发起设立的股份有限公司提交股东大会会议记录（募集设立的股份有限公司提交创立大会会议记录）。对《公司法》和章程规定公司组织机构人员任职须经董事会、监事会、职工大会（职工代表大会）等形式产生的，还需提交董事签字的董事会决议、监事签字的监事会决议、职工（职工代表）签字的职工大会（职工代表大会）决议等相关材料。

13. Changes to directors/supervisors/senior executives: Submit appointment/removal resolutions.

• Limited liability companies: Shareholder resolutions or Shareholders' Meeting Resolution per *the Company Law* and Articles.

• Joint-stock companies: Shareholders' meeting minutes (or founding meeting minutes for public offerings).

• For positions requiring board/supervisory board/employee congress approval: Submit signed resolutions from respective bodies.