**《龙华区重大产业项目招商引资实施细则》操作规程**

深圳市龙华区经济促进局

2018年10月

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# 大型领军企业落户资助类操作规程

一、政策依据及资助标准

《龙华区重大产业项目招商引资实施细则》第四条 引进大型领军企业。

对将总部迁入龙华区的大型领军企业进行资助。

（一）对新引进的由美国《财富》杂志发布的“世界500强”企业，且上年度产值规模或营业收入超过100亿元的，一次性予以3000万元资助；

（二）对新引进的由中国企业联合会与中国企业家协会联合发布的“中国500强”企业，且上年度产值规模或营业收入超过50亿元的，一次性予以1000万元资助；

（三）对新引进的由中国企业联合会与中国企业家协会联合发布的“中国服务业500强”、“中国制造业500强”、全国工商联发布的“中国民营500强”企业，且上年度产值规模或营业收入超过10亿元的，分别一次性予以500万元资助；

（四）对新引进的由深圳市统计局与深圳市经贸信息委联合发布的“深圳市工业百强”企业，且上年度产值规模或营业收入超过10亿元的，一次性予以100万元资助。

同一企业符合上述多项资助条款的，按最高级别进行资助，只补差额不重复资助。

二、申请条件

（一）2017年1月1日后，在龙华区依法注册登记、具有独立法人资格；商事登记地和税务登记地均在龙华区。

（二）落户龙华区后两年之内提出申请。

**三、申请材料**

（一）《深圳市龙华区大型领军企业落户资助申请书》（登录龙华区产业发展专项资金申报系统，在线填报并通过预审后打印）。

（二）法人授权委托书（原件），法定代表人、单位经办人身份证复印件。

（三）企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证）。

（四）税务部门提供的上年度企业分税种纳税证明复印件。

（五）企业上年度财务审计报告。

（六）自落户龙华区之日前两年度内入选“世界500强”“中国500强”“中国服务业500强”“中国制造业500强”“中国民营500强”“深圳市工业百强”榜单之一的证明材料。

（七）将总部迁入龙华区的相关证明材料。

（八）《监管协议》。

（九）受理部门认为有必要提供的其它证明材料。

以上申报材料扫描上传至龙华区产业发展专项资金申报系统后，通过预审再提交纸质材料。上传材料应准确、齐全、清晰。纸质材料原则上以A4纸型制作，加盖公章及骑缝章，按照材料清单编制目录装订成册(胶装)，申请材料一式两份。

**四、办理流程**

（一）发布公告：区经济促进局制订申报受理计划，在龙华政府在线等媒体上发布申报通知。

（二）企业申报：登录龙华区产业发展专项资金申报系统-招商引资分项-大型领军企业落户资助类申报，预审通过后打印相关资料。

（三）材料接收：区政务服务大厅综合窗口接收企业申报材料，并对申报主体的资质和材料完整性进行形式审查，形式不合格的，解释后退回。

（四）材料审查：区经济促进局对申报材料的完整性和合规性进行审查：对经审查合格的，进入下一审批环节；对经审查不合格的，终止受理程序；对经审查需要补充材料的，申报主体应在规定期限内补充，逾期未补充材料或补充材料后仍不合格的，终止受理程序。

（五）现场核查：区经济促进局认为有必要进行现场核查的，组织两名以上人员对申请企业进行现场核查，核实企业实际经营情况。

（六）征求意见：由区经济促进局提出拟资助名单，征求有关部门意见。

（七）对外公示：区经济促进局将拟资助名单在龙华政府在线等网站上公示5个工作日。

（八）复核：公示无异议或异议不成立的，由区经济促进局报区财政局复核。

（九）送审：区财政局复核通过的，报区业务分管领导审批。

（十）资金拨付：区经济促进局向资助对象下达资助通知并按有关规定办理款项拨付手续。

**五、受理时间**

区经济促进局常年受理，集中审核。（具体时间以发布的申报通知为准）。

**六、附则**

本操作规程由龙华区经济促进局负责解释，自发布之日起施行。

**深圳市龙华区大型领军企业落户资助申请书**

单位名称（盖章）：

法定代表人（签名）： 移动电话：

单位联系人： 联系电话： 移动电话：

电子邮箱： 传真：

单位地址： 单位网址：

填报时间： 年 月 日

深圳市龙华区经济促进局

填表承诺书

1、本单位（人）对本申请材料的合法性、真实性、准确性和完整性负责。如有虚假，本单位依法承担相应的法律责任。

2、本单位（人）同意将本申请材料向依法审批工作人员和评审专家公开。

3、本单位（人）承诺所申报项目不在龙华区内重复申报。

4、本单位（人）承诺自行申报项目，不委托中介机构代理。

5、本申请材料用于申请龙华区产业专项资金，不再要求予以退还。

特此承诺。

法定代表人（或被委托人）签字：

办公电话：

移动电话：

（单位需加盖公章，被委托人签字的提交法定代表人授权委托书）

**基本情况表**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 企业名称 | | |  | | | | |
| 组织机构代码(  统一社会信用代码) | | |  | | | | |
| 注册时间 | | | 年 月 日 | | 注册资金 | |  |
| 注册地址 | | |  | | | | |
| 开户银行 | | |  | | | | |
| 开户户名 | | |  | | | | |
| 银行账号 | | |  | | | | |
| 主营业务 | | |  | | | | |
| 法人代表 | | |  | | 电 话： | | 手机号码： |
| 单位联系人 | | |  | | 职 务： | | 手机号码： |
| 注册登记  类 型 | | | □国有企业 | | □民营企业 | | □外商投资企业 |
| □港资企业 | | □台资企业 | | □其他 |
| 行业类别 | | |  | | | | |
| 企业资质 | | | □中国电子百强企业 | | □中国名牌产品企业 | | □中国驰名商标企业 |
| □广东省名牌产品企业 | | □市民营领军标杆企业 | | □市民营领军骨干企业 |
| □广东省著名商标企业 | | □上市公司（主板、中小板、创业板、境外上市） | | □新三板挂牌企业 |
| □高新技术企业 | | □区四类100强企业 | | □其他： |
| 拟上市情况 | | | □前期准备 □股份改制 □上市辅导 | | | | |
| 近三年主要财务指标（万元） | 年份  指标 | | 年 | | 年 | | 年 |
| 产值 | |  | |  | |  |
| 主营业务收入 | |  | |  | |  |
| 净利润 | |  | |  | |  |
| 纳税额 | |  | |  | |  |
| 自主研发投入占销售收入的百分比 | |  | |  | |  |
| 企业创新创业载体 | | | □工程中心类 □重点实验室 □公共技术服务平台 □其他： | | | | |
| 近三年获得政府扶持资金情况（万元） | 年 份 | | 资助类别 | | 资助部门 | | 资助金额 |
| 年 | |  | |  | |  |
| 年 | |  | |  | |  |
| 年 | |  | |  | |  |
| 人员结构 | | | | | | | |
| 按工作性质分 | | | | 按技术职称分 | | 按学历分 | |
| 行政管理人员数： | | | | 高级职称人数： | | 博士毕业人数： | |
| 市场营销人员数： | | | | 中级职称人数： | | 硕士毕业人数: | |
| 研发设计人员数： | | | | 初级职称人数： | | 本科毕业人数: | |
| 加工制造人员数： | | | | 其他： | | 大专毕业人数: | |
| 其他： | | | |  | | 其他: | |
| 申报类别  （在□内打√） | | □世界500强 □中国500强 □中国服务业500强  □中国制造业500强 □中国民营500强 □深圳市工业百强 | | | | | |
| 申请资助金额 | | 大写： 仟 佰 拾 万 仟 佰 拾 元，  小写：（**¥** 元） | | | | | |
| 区经济促进局  业务科室审核意见 | | 核定拟资助金额：  大写： 仟 佰 拾 万 仟 佰 拾 元，  小写：（**¥** 元)  经办人： 审核人： 复审人：  年 月 日 | | | | | |

|  |
| --- |
|  |

监管协议

甲方：

地址：

联系人： 联系电话：

乙方（企业方）：

地址：

联系人： 联系电话：

**第一条** 甲方根据龙华区产业政策和产业发展相关规定要求，为乙方申报产业资金资助提供相应指导。

**第二条** 如果乙方申报通过审核，获得 资助后，乙方承诺在签订本协议书之日起五年内不将企业注册地址迁出龙华区，同时在五年内不改变在龙华区的纳税义务和统计数据申报义务，并配合相关职能部门履行好社会责任。

**第三条** 若乙方在签订本协议书之日起五年内搬离龙华区、改变在龙华区的纳税义务，乙方自愿退还全部资助款项。

**第四条** 因本协议书引起的争议，由双方协商解决。若协商不成，任何一方有权向甲方所在地人民法院提起诉讼。

**第五条** 本协议书一式六份，具同等法律效力，甲乙双方各执三份。本协议书自甲乙双方签字并盖章之日起生效。

**甲方（盖章）：**

**法定代表人或授权委托人：**

**乙方（盖章）：**

**法定代表人或授权委托人：**

**签订日期： 年 月 日**

**需提交材料清单**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 附件名称（在已附材料前的□里打√） | 是否需验原件 | 是否必备材料 |
| □ | 1、《深圳市龙华区大型领军企业落户资助申请书》 | / | 是 |
| □ | 2、法人授权委托书（原件），法定代表人身份证复印件、单位经办人身份证复印件 | 是 | 是 |
| □ | 3、企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证） | 是 | 是 |
| □ | 4、税务部门提供的上年度企业分税种纳税证明复印件 | 是 | 是 |
| □ | 5、企业上年度财务审计报告 | 是 | 是 |
| □ | 6、自落户龙华区之日前两年度内入选“世界500强”“中国500强”“中国服务业500强”“中国制造业500强”“中国民营500强”“深圳市工业百强”榜单之一的证明材料 | 是 | 是 |
| □ | 7、将总部迁入龙华区的相关证明材料 | 是 | 是 |
| □ | 8、监管协议 | 是 | 是 |
| □ | 9、受理部门认为有必要提供的其它证明材料 | 是 | 是 |

注：以上材料原则上要求提供A4纸规格中文书写文件，各部分之间应有明显分割标识，并按照材料清单编制目录装订成册；相关附件存复印件验原件；申请材料一式两份，加盖企业公章。

# 重点产业优质企业落户资助类操作规程

一、政策依据及资助标准

《龙华区重大产业项目招商引资实施细则》第五条 引进重点产业优质企业。

对新引进除《龙华区重大产业项目招商引资实施细则》第四条以外的符合龙华区产业导向，且上年度的产值规模或营业收入不低于10亿元且纳税总额不低于3000万元的优质企业，一次性予以300万元资助。

二、申请条件

（一）2017年1月1日后，在龙华区依法注册登记、具有独立法人资格；商事登记地和税务登记地均在龙华区。

（二）落户龙华区前一年度的产值规模或营业收入不低于10亿元且纳税总额不低于3000万元。

（三）落户龙华区后两年之内提出申请。

三、申请材料

（一）《深圳市龙华区重点产业优质企业落户资助申请书》（登录龙华区产业发展专项资金申报系统，在线填报并通过预审后打印）。

（二）法人授权委托书（原件），法定代表人、单位经办人身份证复印件。

（三）企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证）。

（四）税务部门提供的上年度企业分税种纳税证明复印件。

（五）企业上年度财务审计报告。

（六）监管协议。

（七）受理部门认为有必要提供的其它证明材料。

以上申报材料扫描上传至龙华区产业发展专项资金申报系统后，通过预审再提交纸质材料。上传材料应准确、齐全、清晰。纸质材料原则上以A4纸型制作，加盖公章及骑缝章，按照材料清单编制目录装订成册(胶装)，申请材料一式两份。

四、办理流程

（一）发布公告：区经济促进局制订申报受理计划，在龙华政府在线等媒体上发布申报通知。

（二）企业申报：登录龙华区产业发展专项资金申报系统-招商引资分项-重点产业优质企业落户资助类申报，预审通过后打印相关资料。

（三）材料接收：区政务服务大厅综合窗口接收企业申报材料，并对申报主体的资质和材料完整性进行形式审查，形式不合格的，解释后退回。

（四）材料审查：区经济促进局对申报材料的完整性和合规性进行审查：对经审查合格的，进入下一审批环节；对经审查不合格的，终止受理程序；对经审查需要补充材料的，申报主体应在规定期限内补充，逾期未补充材料或补充材料后仍不合格的，终止受理程序。

（五）专家评审：区经济促进局认为有必要进行专家评审的，组织专家对企业申报的项目进行现场评审，并出具评审意见。

（六）现场核查：区经济促进局认为有必要进行现场核查的，组织两名以上人员对申请企业进行现场核查，核实企业实际经营情况。

（七）征求意见：区经济促进局提出拟资助名单，征求有关部门意见。

（八）对外公示：区经济促进局将拟资助名单在龙华政府在线等网站上公示5个工作日。

（九）复核：公示无异议或异议不成立的，由区经济促进局报区财政局复核。

（十）送审：区财政局复核通过的，报区业务分管领导审批。

（十一）资金拨付：区经济促进局向资助对象下达资助通知并按有关规定办理款项拨付手续。

五、受理时间

区经济促进局常年受理，集中审核。（具体时间以发布的申报通知为准）。

六、附则

本操作规程由龙华区经济促进局负责解释，自发布之日起施行。

**深圳市龙华区重点产业优质企业落户资助申请书**

单位名称（盖章）：

法定代表人（签名）： 移动电话：

单位联系人： 联系电话： 移动电话：

电子邮箱： 传真：

单位地址： 单位网址：

填报时间： 年 月 日

深圳市龙华区经济促进局

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 填表承诺书  1、本单位（人）对本申请材料的合法性、真实性、准确性和完整性负责。如有虚假，本单位依法承担相应的法律责任。  2、本单位（人）同意将本申请材料向依法审批工作人员和评审专家公开。  3、本单位（人）承诺所申报项目不在龙华区内重复申报。  4、本单位（人）承诺自行申报项目，不委托中介机构代理。  5、本申请材料用于申请龙华区产业专项资金，不再要求予以退还。  特此承诺。  法定代表人（或被委托人）签字：  办公电话：  移动电话：  （单位需加盖公章，被委托人签字的提交法定代表人授权委托书）    **基本情况表**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 企业名称 | | |  | | | | | | 组织机构代码(  统一社会信用代码) | | |  | | | | | | 注册时间 | | | 年 月 日 | | 注册资金 | |  | | 注册地址 | | |  | | | | | | 开户银行 | | |  | | | | | | 开户户名 | | |  | | | | | | 银行账号 | | |  | | | | | | 主营业务 | | |  | | | | | | 法人代表 | | |  | | 电 话： | | 手机号码： | | 单位联系人 | | |  | | 职 务： | | 手机号码： | | 注册登记  类 型 | | | □国有企业 | | □民营企业 | | □外商投资企业 | | □港资企业 | | □台资企业 | | □其他 | | 行业类别 | | |  | | | | | | 企业资质 | | | □中国电子百强企业 | | □中国名牌产品企业 | | □中国驰名商标企业 | | □广东省名牌产品企业 | | □市民营领军标杆企业 | | □市民营领军骨干企业 | | □广东省著名商标企业 | | □上市公司（主板、中小板、创业板、境外上市） | | □新三板挂牌企业 | | □高新技术企业 | | □区四类100强企业 | | □其他： | | 拟上市情况 | | | □前期准备 □股份改制 □上市辅导 | | | | | | 近三年主要财务指标（万元） | 年份  指标 | | 年 | | 年 | | 年 | | 产值 | |  | |  | |  | | 主营业务收入 | |  | |  | |  | | 净利润 | |  | |  | |  | | 纳税额 | |  | |  | |  | | 自主研发投入占销售收入的百分比 | |  | |  | |  | | 企业创新创业载体 | | | □工程中心类 □重点实验室 □公共技术服务平台 □其他： | | | | | | 近三年获得政府扶持资金情况（万元） | 年 份 | | 资助类别 | | 资助部门 | | 资助金额 | | 年 | |  | |  | |  | | 年 | |  | |  | |  | | 年 | |  | |  | |  | | 人员结构 | | | | | | | | | 按工作性质分 | | | | 按技术职称分 | | 按学历分 | | | 行政管理人员数： | | | | 高级职称人数： | | 博士毕业人数： | | | 市场营销人员数： | | | | 中级职称人数： | | 硕士毕业人数: | | | 研发设计人员数： | | | | 初级职称人数： | | 本科毕业人数: | | | 加工制造人员数： | | | | 其他： | | 大专毕业人数: | | | 其他： | | | |  | | 其他: | | | 申请资助金额 | | 大写： 仟 佰 拾 万 仟 佰 拾 元，  小写：（**¥** 元） | | | | | | | 区经济促进局  业务科室审核意见 | | 核定拟资助金额：  大写： 仟 佰 拾 万 仟 佰 拾 元，  小写：（**¥** 元)  经办人： 审核人： 复审人：  年 月 日 | | | | | | |

监管协议

甲方：

地址：

联系人： 联系电话：

乙方（企业方）：

地址：

联系人： 联系电话：

**第一条** 甲方根据龙华区产业政策和产业发展相关规定要求，为乙方申报产业资金资助提供相应指导。

**第二条** 如果乙方申报通过审核，获得 资助后，乙方承诺在签订本协议书之日起五年内不将企业注册地址迁出龙华区，同时在五年内不改变在龙华区的纳税义务和统计数据申报义务，并配合相关职能部门履行好社会责任。

**第三条** 若乙方在签订本协议书之日起五年内搬离龙华区、改变在龙华区的纳税义务，乙方自愿退还全部资助款项。

**第四条** 因本协议书引起的争议，由双方协商解决。若协商不成，任何一方有权向甲方所在地人民法院提起诉讼。

**第五条** 本协议书一式六份，具同等法律效力，甲乙双方各执三份。本协议书自甲乙双方签字并盖章之日起生效。

**甲方（盖章）：**

**法定代表人或授权委托人：**

**乙方（盖章）：**

**法定代表人或授权委托人：**

**签订日期： 年 月 日**

**需提交材料清单**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 附件名称（在已附材料前的□里打√） | 是否需验原件 | 是否必备材料 |
| □ | 1、《深圳市龙华区重点产业优质企业落户资助申请书》 | / | 是 |
| □ | 2、法人授权委托书（原件）、法定代表人身份证复印件、单位经办人身份证复印件 | 是 | 是 |
| □ | 3、企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证） | 是 | 是 |
| □ | 4、税务部门提供的上年度企业分税种纳税证明复印件 | 是 | 是 |
| □ | 5、企业上年度财务审计报告 | 是 | 是 |
| □ | 6、监管协议 | 是 | 是 |
| □ | 7、受理部门认为有必要提供的其它证明材料 | 是 | 是 |

注：以上材料原则上要求提供A4纸规格中文书写文件，各部分之间应有明显分割标识，并按照材料清单编制目录装订成册；相关附件存复印件验原件；申请材料一式两份，加盖企业公章。

# 潜力型创业企业落户资助类操作规程

一、政策依据及资助标准

《龙华区重大产业项目招商引资实施细则》第六条 引进潜力型创业企业。

新引进的企业已获得知名创业投资机构（清科集团发布的中国股权投资年度排名榜单VC、PE排名前20强）2000万元以上投资的，经认定后，按照机构投资额的5%给予被投资企业资金支持，每家企业最高200万元。

二、申请条件

（一）2017年1月1日后，在龙华区依法注册登记、具有独立法人资格；商事登记地和税务登记地均在龙华区。

（二）落户龙华区前一年内，获得知名创业投资机构（清科集团最新发布的中国股权投资年度排名榜单VC、PE排名前20强）2000万元以上投资。

（三）落户龙华区后两年之内提出申请。

三、申请材料

（一）《深圳市龙华区潜力型创业企业落户资助申请书》（登录龙华区产业发展专项资金申报系统，在线填报并通过预审后打印）。

（二）法人授权委托书（原件），法定代表人、单位经办人身份证复印件。

（三）企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证）。

（四）税务部门提供的上年度企业分税种纳税证明复印件。

（五）企业上年度财务审计报告。

（六）证明创业投资机构为清科集团最新发布的中国股权投资年度排名榜单VC、PE排名前20强的相关材料。

（七）落户龙华区前一年内，获得创业投资机构投资的相关证明材料（如投资合同或协议）。

（八）创业投资机构投资资金的到账证明及有关票据。

（九）受理部门认为有必要提供的其它证明材料。

以上申报材料扫描上传至龙华区产业发展专项资金申报系统后，通过预审再提交纸质材料。上传材料应准确、齐全、清晰。纸质材料原则上以A4纸型制作，加盖公章及骑缝章，按照材料清单编制目录装订成册(胶装)，申请材料一式两份。

四、办理流程

（一）发布公告：区经济促进局制订申报受理计划，在龙华政府在线等媒体上发布申报通知。

（二）企业申报：登录龙华区产业发展专项资金申报系统-招商引资分项-潜力型创业企业落户资助类申报，预审通过后打印相关资料。

（三）材料接收：区政务服务大厅综合窗口接收企业申报材料，并对申报主体的资质和材料完整性进行形式审查，形式不合格的，解释后退回。

（四）材料审查：区经济促进局对申报材料的完整性和合规性进行审查：对经审查合格的，进入下一审批环节；对经审查不合格的，终止受理程序；对经审查需要补充材料的，申报主体应在规定期限内补充，逾期未补充材料或补充材料后仍不合格的，终止受理程序。

（五）专家评审：区经济促进局认为有必要进行专家评审的，组织专家对企业申报的项目进行现场评审，并出具评审意见。

（六）现场核查：区经济促进局认为有必要进行现场核查的，组织两名以上人员对申请企业进行现场核查，核实企业实际经营情况。

（七）征求意见：区经济促进局提出拟资助名单，征求有关部门意见。

（八）对外公示：区经济促进局将拟资助名单在龙华政府在线等网站上公示5个工作日。

（九）复核：公示无异议或异议不成立的，由区经济促进局报区财政局复核。

（十）送审：区财政局复核通过的，报区业务分管领导审批。

（十一）资金拨付：区经济促进局向资助对象下达资助通知并按有关规定办理款项拨付手续。

五、受理时间

区经济促进局常年受理，集中审核。（具体时间以发布的申报通知为准）。

六、附则

本操作规程由龙华区经济促进局负责解释，自发布之日起施行。

**深圳市龙华区潜力型创业企业落户资助申请书**

单位名称（盖章）：

法定代表人（签名）： 移动电话：

单位联系人： 联系电话： 移动电话：

电子邮箱： 传真：

单位地址： 单位网址：

填报时间： 年 月 日

深圳市龙华区经济促进局

填表承诺书

1、本单位（人）对本申请材料的合法性、真实性、准确性和完整性负责。如有虚假，本单位依法承担相应的法律责任。

2、本单位（人）同意将本申请材料向依法审批工作人员和评审专家公开。

3、本单位（人）承诺所申报项目不在龙华区内重复申报。

4、本单位（人）承诺自行申报项目，不委托中介机构代理。

5、本申请材料用于申请龙华区产业专项资金，不再要求予以退还。

特此承诺。

法定代表人（或被委托人）签字：

办公电话：

移动电话：

（单位需加盖公章，被委托人签字的提交法定代表人授权委托书）

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **基本情况表**   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 企业名称 | | |  | | | | | | | | | | | 组织机构代码(  统一社会信用代码) | | |  | | | | | | | | | | | 注册时间 | | | 年 月 日 | | | | 注册资金 | | | | |  | | 注册地址 | | |  | | | | | | | | | | | 开户银行 | | |  | | | | | | | | | | | 开户户名 | | |  | | | | | | | | | | | 银行账号 | | |  | | | | | | | | | | | 主营业务 | | |  | | | | | | | | | | | 法人代表 | | |  | | | | 电 话： | | | | | 手机号码： | | 单位联系人 | | |  | | | | 职 务： | | | | | 手机号码： | | 注册登记  类 型 | | | □国有企业 | | | | □民营企业 | | | | | □外商投资企业 | | □港资企业 | | | | □台资企业 | | | | | □其他 | | 行业类别 | | |  | | | | | | | | | | | 企业资质 | | | □中国电子百强企业 | | | | □中国名牌产品企业 | | | | | □中国驰名商标企业 | | □广东省名牌产品企业 | | | | □市民营领军标杆企业 | | | | | □市民营领军骨干企业 | | □广东省著名商标企业 | | | | □上市公司（主板、中小板、创业板、境外上市） | | | | | □新三板挂牌企业 | | □高新技术企业 | | | | □区四类100强企业 | | | | | □其他： | | 拟上市情况 | | | □前期准备 □股份改制 □上市辅导 | | | | | | | | | | | 近三年主要财务指标（万元） | 年份  指标 | | 年 | | | | 年 | | | | | 年 | | 产值 | |  | | | |  | | | | |  | | 主营业务收入 | |  | | | |  | | | | |  | | 净利润 | |  | | | |  | | | | |  | | 纳税额 | |  | | | |  | | | | |  | | 自主研发投入占销售收入的百分比 | |  | | | |  | | | | |  | | 企业创新创业载体 | | | □工程中心类 □重点实验室 □公共技术服务平台 □其他： | | | | | | | | | | | 近三年获得政府扶持资金情况（万元） | 年 份 | | 资助类别 | | | | 资助部门 | | | | | 资助金额 | | 年 | |  | | | |  | | | | |  | | 年 | |  | | | |  | | | | |  | | 年 | |  | | | |  | | | | |  | | 人员结构 | | | | | | | | | | | | | | 按工作性质分 | | | | 按技术职称分 | | | | | | 按学历分 | | | | 行政管理人员数： | | | | 高级职称人数： | | | | | | 博士毕业人数： | | | | 市场营销人员数： | | | | 中级职称人数： | | | | | | 硕士毕业人数: | | | | 研发设计人员数： | | | | 初级职称人数： | | | | | | 本科毕业人数: | | | | 加工制造人员数： | | | | 其他： | | | | | | 大专毕业人数: | | | | 其他： | | | |  | | | | | | 其他: | | | | 接受创业投资机构投资情况 | | | | | | | | | | | | | | 投资入股的知名创业投资机构名称 | | |  | | | | | | | | | | | 创业投资机构所在榜单及排名情况 | | |  | | | | | | | | | | | 创业投资机构投资金额 | | |  | | | | | 创业投资机构  投资入股时间 | | |  | | | 创业投资机构联系人 | | |  | | 职务 |  | | | 移动电话 | | |  | | 申请资助金额 | | 大写： 仟 佰 拾 万 仟 佰 拾 元，  小写：（**¥** 元） | | | | | | | | | | | | 区经济促进局  业务科室审核意见 | | 核定拟资助金额：  大写： 仟 佰 拾 万 仟 佰 拾 元，  小写：（**¥** 元)  经办人： 审核人： 复审人：  年 月 日 | | | | | | | | | | |   **需提交材料清单** | | | |
|  | 附件名称（在已附材料前的□里打√） | 是否需验原件 | 是否必备材料 |
| □ | 1、《深圳市龙华区潜力型创业企业落户资助申请书》 | / | 是 |
| □ | 2、法人授权委托书（原件）、法定代表人身份证复印件、单位经办人身份证复印件 | 是 | 是 |
| □ | 3、企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证）， | 是 | 是 |
| □ | 4、税务部门提供的上年度企业分税种纳税证明复印件 | 是 | 是 |
| □ | 5、企业上年度财务审计报告 | 是 | 是 |
| □ | 6、证明创业投资机构为清科集团最新发布的中国股权投资年度排名榜单VC、PE排名前20强的相关材料； | 是 | 是 |
| □ | 7、落户龙华区前一年内，获得创业投资机构投资的相关证明材料（如投资合同或协议） | 是 | 是 |
| □ | 8、创业投资机构投资资金的到账证明及有关票据 | 是 | 是 |
| □ | 9、受理部门认为有必要提供的其它证明材料 | 是 | 是 |

注：以上材料原则上要求提供A4纸规格中文书写文件，各部分之间应有明显分割标识，并按照材料清单编制目录装订成册；相关附件存复印件验原件；申请材料一式两份，加盖企业公章。

# 境内上市企业及“新三板”企业落户资助类操作规程

一、政策依据及资助标准

《龙华区重大产业项目招商引资实施细则》第七条 引进上市企业及“新三板”企业。

（一）区外在境内上市（指在沪深主板，中小板、创业板上市）的企业，将注册地、纳税登记地新迁入龙华区的，一次性给予500万元的落户资助。

（二）区外在全国中小企业股份转让系统（新三板）挂牌的企业，将注册地、纳税登记地新迁入龙华区的，属于基础层的予以150万元的一次性资助；属于创新层的予以200万元的一次性资助。

二、申请条件

（一）2017年1月1日后，在龙华区依法注册登记、具有独立法人资格；商事登记地和税务登记地均在龙华区。

（二）从区外迁入龙华区前，已在境内上市（指在沪深主板，中小板、创业板上市）或已在全国中小企业股份转让系统（新三板）挂牌。

（三）落户龙华区后两年之内提出申请。

三、申请材料

（一）《深圳市龙华区境内上市企业及“新三板”企业落户资助申请书》（登录龙华区产业发展专项资金申报系统，在线填报并通过预审后打印）。

（二）法人授权委托书（原件），法定代表人、单位经办人身份证复印件。

（三）企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证）。

（四）税务部门提供的上年度企业分税种纳税证明复印件。

（五）企业上年度财务审计报告。

（六）企业在境内上市或全国中小企业股份转让系统挂牌的相关证明材料（包括但不限于沪深证券交易所出具的证明企业已办理上市相关手续的公函或全国中小企业股份转让系统有限责任公司出具的证明企业已办理挂牌相关手续的公函等）。

（七）受理部门认为有必要提供的其它证明材料。

以上申报材料扫描上传至龙华区产业发展专项资金申报系统后，通过预审再提交纸质材料。上传材料应准确、齐全、清晰。纸质材料原则上以A4纸型制作，加盖公章及骑缝章，按照材料清单编制目录装订成册(胶装)，申请材料一式两份。

四、办理流程

（一）发布公告：区经济促进局制订申报受理计划，在龙华政府在线等媒体上发布申报通知。

（二）企业申报：登录龙华区产业发展专项资金申报系统-招商引资分项-境内上市企业及“新三板”企业落户资助类申报，预审通过后打印相关资料。

（三）材料接收：区政务服务大厅综合窗口接收企业申报材料，并对申报主体的资质和材料完整性进行形式审查，形式不合格的，解释后退回。

（四）材料审查：区经济促进局对申报材料的完整性和合规性进行审查：对经审查合格的，进入下一审批环节；对经审查不合格的，终止受理程序；对经审查需要补充材料的，申报主体应在规定期限内补充，逾期未补充材料或补充材料后仍不合格的，终止受理程序。

（五）现场核查：区经济促进局认为有必要进行现场核查的，组织两名以上人员对申请企业进行现场核查，核实企业实际经营情况。

（六）征求意见：由区经济促进局提出拟资助名单，征求有关部门意见。

（七）对外公示：区经济促进局将符合拟资助名单在龙华政府在线等网站上公示5个工作日。

（八）复核：公示无异议或异议不成立的，由区经济促进局报区财政局复核。

（九）送审：区财政局复核通过的，报区业务分管领导审批。

（十）资金拨付：区经济促进局向资助对象下达资助通知并按有关规定办理款项拨付手续。

五、受理时间

区经济促进局常年受理，集中审核。（具体时间以发布的申报通知为准）。

六、附则

本操作规程由龙华区经济促进局负责解释，自发布之日起施行。

**深圳市龙华区境内上市企业及“新三板”企业落户资助申请书**

单位名称（盖章）：

法定代表人（签名）： 移动电话：

单位联系人： 联系电话： 移动电话：

电子邮箱： 传真：

单位地址： 单位网址：

填报时间： 年 月 日

|  |  |
| --- | --- |
| 申报资助类型  （在□内打√） | □ 境内上市企业落户资助  □ “新三板”基础层企业落户资助  □ “新三板”创新层企业落户资助 |

深圳市龙华区经济促进局

填表承诺书

1、本单位（人）对本申请材料的合法性、真实性、准确性和完整性负责。如有虚假，本单位依法承担相应的法律责任。

2、本单位（人）同意将本申请材料向依法审批工作人员和评审专家公开。

3、本单位（人）承诺所申报项目不在龙华区内重复申报。

4、本单位（人）承诺自行申报项目，不委托中介机构代理。

5、本申请材料用于申请龙华区产业专项资金，不再要求予以退还。

特此承诺。

法定代表人（或被委托人）签字：

办公电话：

移动电话：

（单位需加盖公章，被委托人签字的提交法定代表人授权委托书）

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **基本情况表**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 企业名称 | | |  | | | | | | | 组织机构代码(  统一社会信用代码) | | |  | | | | | | | 注册时间 | | | 年 月 日 | | | 注册资金 | |  | | 注册地址 | | |  | | | | | | | 开户银行 | | |  | | | | | | | 开户户名 | | |  | | | | | | | 银行账号 | | |  | | | | | | | 主营业务 | | |  | | | | | | | 法人代表 | | |  | | | 电 话： | | 手机号码： | | 单位联系人 | | |  | | | 职 务： | | 手机号码： | | 注册登记  类 型 | | | □国有企业 | | | □民营企业 | | □外商投资企业 | | □港资企业 | | | □台资企业 | | □其他 | | 行业类别 | | |  | | | | | | | 企业资质 | | | □中国电子百强企业 | | | □中国名牌产品企业 | | □中国驰名商标企业 | | □广东省名牌产品企业 | | | □市民营领军标杆企业 | | □市民营领军骨干企业 | | □广东省著名商标企业 | | | □上市公司（主板、中小板、创业板、境外上市） | | □新三板挂牌企业 | | □高新技术企业 | | | □区四类100强企业 | | □其他： | | 近三年主要财务指标（万元） | 年份  指标 | | 年 | | | 年 | | 年 | | 产值 | |  | | |  | |  | | 主营业务收入 | |  | | |  | |  | | 净利润 | |  | | |  | |  | | 纳税额 | |  | | |  | |  | | 自主研发投入占销售收入的百分比 | |  | | |  | |  | | 企业创新创业载体 | | | □工程中心类 □重点实验室 □公共技术服务平台 □其他： | | | | | | | 近三年获得政府扶持资金情况（万元） | 年 份 | | 资助类别 | | | 资助部门 | | 资助金额 | | 年 | |  | | |  | |  | | 年 | |  | | |  | |  | | 年 | |  | | |  | |  | | 人员结构 | | | | | | | | | | 按工作性质分 | | | | | 按技术职称分 | | 按学历分 | | | 行政管理人员数： | | | | | 高级职称人数： | | 博士毕业人数： | | | 市场营销人员数： | | | | | 中级职称人数： | | 硕士毕业人数: | | | 研发设计人员数： | | | | | 初级职称人数： | | 本科毕业人数: | | | 加工制造人员数： | | | | | 其他： | | 大专毕业人数: | | | 其他： | | | | |  | | 其他: | | | 境内上市情况 | | 上市地点及板块 | | □上交所主板 □深交所主板 □深交所中小板 □深交所创业板 | | | | | | 上市日期 | |  | | | | | | 证券代码 | |  | | | | | | 新三板挂牌情况 | | 挂牌层级 | |  | | | | | | 挂牌日期 | |  | | | | | | 证券代码 | |  | | | | | | 申请资助金额 | | 大写： 仟 佰 拾 万 仟 佰 拾 元  小写：（**¥** 元） | | | | | | | | 区经济促进局  业务科室审核意见 | | 核定拟资助金额：  大写： 仟 佰 拾 万 仟 佰 拾 元，  小写：（**¥** 元)  经办人： 审核人： 复审人：  年 月 日 | | | | | | | |

**需提交材料清单**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 附件名称（在已附材料前的□里打√） | 是否需验原件 | 是否必备材料 |
| □ | 1、《深圳市龙华区境内上市企业及“新三板”企业落户资助申请书》 | / | 是 |
| □ | 2、法人授权委托书（原件）、法定代表人身份证复印件、单位经办人身份证复印件 | 是 | 是 |
| □ | 3、企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证）， | 是 | 是 |
| □ | 4、税务部门提供的上年度企业分税种纳税证明复印件 | 是 | 是 |
| □ | 5、企业上年度财务审计报告 | 是 | 是 |
| □ | 6、企业在境内上市或新三板挂牌的相关证明材料（包括但不限于沪深证券交易所出具的证明企业已办理上市相关手续的公函或全国中小企业股份转让系统有限责任公司出具的证明企业已办理挂牌相关手续的公函等）； | 是 | 是 |
| □ | 7、受理部门认为有必要提供的其它证明材料 | 是 | 是 |

注：以上材料原则上要求提供A4纸规格中文书写文件，各部分之间应有明显分割标识，并按照材料清单编制目录装订成册；相关附件存复印件验原件；申请材料一式两份，加盖企业公章。

# 产业链薄弱环节投资项目资助类操作规程

一、政策依据及资助标准

《龙华区重大产业项目招商引资实施细则》第八条 引进和培育产业链薄弱环节投资项目。

属于深圳市认定的产业链薄弱环节投资项目，符合龙华区产业导向并落户龙华区的，对项目所属企业给予市级奖励额50%的配套奖励。

二、申请条件

（一）在龙华区依法注册登记、具有独立法人资格；商事登记地和税务登记地均在龙华区。

（二）2017年1月1日后，获评定深圳市产业链薄弱环节投资项目。

（三）获得深圳市产业链薄弱环节投资项目市级奖励后两年之内提出申请。

三、申请材料

（一）《深圳市龙华区产业链薄弱环节投资项目资助申请书》（登录龙华区产业发展专项资金申报系统，在线填报并通过预审后打印）。

（二）法人授权委托书（原件），法定代表人、经办人身份证复印件。

（三）企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证）。

（四）税务部门提供的上年度企业分税种纳税证明复印件。

（五）企业上年度财务审计报告。

（六）获得深圳市产业链薄弱环节投资项目市级奖励的相关证明材料（包括但不限于获评公示、获得市级奖励的相关凭证、单据等材料）。

（七）受理部门认为有必要提供的其它证明材料。

以上申报材料扫描上传至龙华区产业发展专项资金申报系统后，通过预审再提交纸质材料。上传材料应准确、齐全、清晰。纸质材料原则上以A4纸型制作，加盖公章及骑缝章，按照材料清单编制目录装订成册(胶装)，申请材料一式两份。

四、办理流程

（一）发布公告：区经济促进局制订申报受理计划，在龙华政府在线等媒体上发布申报通知。

（二）企业申报：登录龙华区产业发展专项资金申报系统-招商引资分项-产业链薄弱环节投资项目资助类申报，预审通过后打印相关资料。

（三）材料接收：区政务服务大厅综合窗口接收企业申报材料，并对申报主体的资质和材料完整性进行形式审查，形式不合格的，解释后退回。

（四）材料审查：区经济促进局对申报材料的完整性和合规性进行审查：对经审查合格的，进入下一审批环节；对经审查不合格的，终止受理程序；对经审查需要补充材料的，申报主体应在规定期限内补充，逾期未补充材料或补充材料后仍不合格的，终止受理程序。

（五）现场核查：区经济促进局认为有必要进行现场核查的，组织两名以上人员对申请企业进行现场核查，核实企业实际经营情况。

（六）征求意见：由区经济促进局提出拟资助名单，征求有关部门意见。

（七）对外公示：区经济促进局将拟资助名单在龙华政府在线等网站上公示5个工作日。

（八）复核：公示无异议或异议不成立的，由区经济促进局报区财政局复核。

（九）送审：区财政局复核通过的，报区业务分管领导审批。

（十）资金拨付：区经济促进局向资助对象下达资助通知并按有关规定办理款项拨付手续。

五、受理时间

区经济促进局常年受理，集中审核。（具体时间以发布的申报通知为准）。

六、附则

本操作规程由龙华区经济促进局负责解释，自发布之日起施行。

**深圳市龙华区产业链薄弱环节投资项目资助申请书**

单位名称（盖章）：

法定代表人（签名）： 移动电话：

单位联系人： 联系电话： 移动电话：

电子邮箱： 传真：

单位地址： 单位网址：

填报时间： 年 月 日

深圳市龙华区经济促进局

填表承诺书

1、本单位（人）对本申请材料的合法性、真实性、准确性和完整性负责。如有虚假，本单位依法承担相应的法律责任。

2、本单位（人）同意将本申请材料向依法审批工作人员和评审专家公开。

3、本单位（人）承诺所申报项目不在龙华区内重复申报。

4、本单位（人）承诺自行申报项目，不委托中介机构代理。

5、本申请材料用于申请龙华区产业专项资金，不再要求予以退还。

特此承诺。

法定代表人（或被委托人）签字：

办公电话：

移动电话：

（单位需加盖公章，被委托人签字的提交法定代表人授权委托书）

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| **基本情况表**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 企业名称 | | |  | | | | | | | 组织机构代码(  统一社会信用代码) | | |  | | | | | | | 注册时间 | | | 年 月 日 | | | 注册资金 | |  | | 注册地址 | | |  | | | | | | | 开户银行 | | |  | | | | | | | 开户户名 | | |  | | | | | | | 银行账号 | | |  | | | | | | | 主营业务 | | |  | | | | | | | 法人代表 | | |  | | | 电 话： | | 手机号码： | | 单位联系人 | | |  | | | 职 务： | | 手机号码： | | 注册登记  类 型 | | | □国有企业 | | | □民营企业 | | □外商投资企业 | | □港资企业 | | | □台资企业 | | □其他 | | 行业类别 | | |  | | | | | | | 企业资质 | | | □中国电子百强企业 | | | □中国名牌产品企业 | | □中国驰名商标企业 | | □广东省名牌产品企业 | | | □市民营领军标杆企业 | | □市民营领军骨干企业 | | □广东省著名商标企业 | | | □上市公司（主板、中小板、创业板、境外上市） | | □新三板挂牌企业 | | □高新技术企业 | | | □区四类100强企业 | | □其他： | | 拟上市情况 | | | □前期准备 □股份改制 □上市辅导 | | | | | | | 近三年主要财务指标（万元） | 年份  指标 | | 年 | | | 年 | | 年 | | 产值 | |  | | |  | |  | | 主营业务收入 | |  | | |  | |  | | 净利润 | |  | | |  | |  | | 纳税额 | |  | | |  | |  | | 自主研发投入占销售收入的百分比 | |  | | |  | |  | | 企业创新创业载体 | | | □工程中心类 □重点实验室 □公共技术服务平台 □其他： | | | | | | | 近三年获得政府扶持资金情况（万元） | 年 份 | | 资助类别 | | | 资助部门 | | 资助金额 | | 年 | |  | | |  | |  | | 年 | |  | | |  | |  | | 年 | |  | | |  | |  | | 人员结构 | | | | | | | | | | 按工作性质分 | | | | | 按技术职称分 | | 按学历分 | | | 行政管理人员数： | | | | | 高级职称人数： | | 博士毕业人数： | | | 市场营销人员数： | | | | | 中级职称人数： | | 硕士毕业人数: | | | 研发设计人员数： | | | | | 初级职称人数： | | 本科毕业人数: | | | 加工制造人员数： | | | | | 其他： | | 大专毕业人数: | | | 其他： | | | | |  | | 其他: | | | **深圳市产业链薄弱环节投资项目情况** | | | | | | | | | | 产业链薄弱环节项目名称 | | | |  | | | | | | 项目投资额 | | | |  | | | | | | 获得市级部门奖励时间 | | | |  | | | | | | 获得市级部门奖励金额 | | | |  | | | | | | 申请资助金额 | | 大写： 仟 佰 拾 万 仟 佰 拾 元，  小写：（**¥** 元） | | | | | | | | 区经济促进局  业务科室审核意见 | | 核定拟资助金额：  大写： 仟 佰 拾 万 仟 佰 拾 元，  小写：（**¥** 元)  经办人： 审核人： 复审人：  年 月 日 | | | | | | |   **需提交材料清单** | | | |
|  | 附件名称（在已附材料前的□里打√） | 是否需验原件 | 是否必备材料 |
| □ | 1、《深圳市龙华区产业链薄弱环节投资项目资助申请书》 | / | 是 |
| □ | 2、法人授权委托书（原件）、法定代表人身份证复印件、单位经办人身份证复印件 | 是 | 是 |
| □ | 3、企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证）， | 是 | 是 |
| □ | 4、税务部门提供的上年度企业分税种纳税证明复印件 | 是 | 是 |
| □ | 5、企业上年度财务审计报告 | 是 | 是 |
| □ | 6、获得深圳市产业链薄弱环节投资项目市级奖励的相关证明材料（包括但不限于获评公示、获得市级奖励的相关凭证、单据等材料） | 是 | 是 |
| □ | 7、受理部门认为有必要提供的其它证明材料 | 是 | 是 |

注：以上材料原则上要求提供A4纸规格中文书写文件，各部分之间应有明显分割标识，并按照材料清单编制目录装订成册；相关附件存复印件验原件；申请材料一式两份，加盖企业公章。

# 新落户重大产业项目空间资助类操作规程

一、政策依据及资助标准

《龙华区重大产业项目招商引资实施细则》第九条 加强产业空间支持。

（一）新引进的符合《龙华区重大产业项目招商引资实施细则》第二章规定且在我区无自有用地用房的企业，在我区购置研发办公用房和生产用房的，按总成交价10%予以支持，不超过2000万元。

（二）新引进的符合《龙华区重大产业项目招商引资实施细则》第二章规定且在我区无自有用地用房的企业，在我区租用研发办公用房和生产用房的，给予房租50%、每年最高400万元的资助，连续资助不超过三年。

二、申请条件

（一）2017年1月1日后，在龙华区依法注册登记、具有独立法人资格；商事登记地和税务登记地均在龙华区。

（二）在龙华区注册登记之日前后两年内购置或租用研发办公用房和生产用房。

（三）落户龙华区后两年之内提出申请。

（四）龙华区购置自用办公用房奖励，十五年内注册地不迁离龙华区，且所购房屋十年内不对外出售、不擅自对外出租，否则同意全额退还相应奖励。

（五）龙华区租赁办公用房奖励，五年内注册地不迁离龙华区，且所租房屋不擅自转租，否则同意全额退还相应奖励。

三、申请材料

（一）《深圳市龙华区新落户重大产业项目空间资助申请书》（登录龙华区产业发展专项资金申报系统，在线填报并通过预审后打印）。

（二）法人授权委托书（原件），法定代表人、单位经办人身份证复印件。

（三）企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证）。

（四）税务部门提供的上年度企业分税种纳税证明复印件；

（五）企业上年度财务审计报告。

（六）新引进的符合《龙华区重大产业项目招商引资实施细则》第二章规定的企业相关资质证明材料。

（七）研发办公用房和生产用房业主证明材料（包括但不限于业主身份证明材料、产权情况证明材料等）。

（八）购置或租用研发办公用房和生产用房的证明材料（包括但不限于购买合同、房产登记证明、房屋租赁合同、交易凭证单据等）。

（九）受理部门认为有必要提供的其它证明材料。

以上申报材料扫描上传至龙华区产业发展专项资金申报系统后，通过预审再提交纸质材料。上传材料应准确、齐全、清晰。纸质材料原则上以A4纸型制作，加盖公章及骑缝章，按照材料清单编制目录装订成册(胶装)，申请材料一式两份。

四、办理流程

（一）发布公告：区经济促进局制订申报受理计划，在龙华政府在线等媒体上发布申报通知。

（二）企业申报：登录龙华区产业发展专项资金申报系统-招商引资-新落户重大产业项目空间资助类申报，预审通过后打印相关资料。

（三）材料接收：区政务服务大厅综合窗口接收企业申报材料，并对申报主体的资质和材料完整性进行形式审查，形式不合格的，解释后退回。

（四）材料审查：区经济促进局对申报材料的完整性和合规性进行审查：对经审查合格的，进入下一审批环节；对经审查不合格的，终止受理程序；对经审查需要补充材料的，申报主体在规定期限内补充，逾期未补充材料或补充材料后仍不合格的，终止受理程序。

（五）现场核查：区经济促进局认为有必要进行现场核查的，组织两名以上人员对申请企业进行现场核查，核实企业实际经营情况。

（六）征求意见：由区经济促进局提出拟资助名单，征求有关部门意见。

（七）对外公示：区经济促进局将拟资助名单在龙华政府在线等网站上公示5个工作日。

（八）复核：公示无异议或异议不成立的，由区经济促进局报区财政局复核。

（九）送审：区财政局复核通过的，报区业务分管领导审批。

（十）资金拨付：区经济促进局向资助对象下达资助通知并按有关规定办理款项拨付手续。

五、受理时间

区经济促进局常年受理，集中审核。（具体时间以发布的申报通知为准）。

六、附则

本操作规程由龙华区经济促进局负责解释，自发布之日起施行。

**深圳市龙华区新落户重大产业项目空间资助申请书**

单位名称（盖章）：

法定代表人（签名）： 移动电话：

单位联系人： 联系电话： 移动电话：

电子邮箱： 传真：

单位地址： 单位网址：

填报时间： 年 月 日

|  |  |
| --- | --- |
| 申报资助类型  （在□内打√） | □购置研发办公和生产用房资助  □租用研发办公和生产用房资助 |

深圳市龙华区经济促进局

填表承诺书

1、本单位（人）对本申请材料的合法性、真实性、准确性和完整性负责。如有虚假，本单位依法承担相应的法律责任。

2、本单位（人）同意将本申请材料向依法审批工作人员和评审专家公开。

3、本单位（人）承诺所申报项目不在龙华区内重复申报。

4、本单位（人）承诺自行申报项目，不委托中介机构代理。

5、本申请材料用于申请龙华区产业专项资金，不再要求予以退还。

6、若享受龙华区购置研发办公用房和生产用房资助，本单位（人）承诺十年内不得转让其购置的办公场地。

特此承诺。

法定代表人（或被委托人）签字：

办公电话：

移动电话：

（单位需加盖公章，被委托人签字的提交法定代表人授权委托书）

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **基本情况表**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 企业名称 | | |  | | | | | | | 组织机构代码(  统一社会信用代码) | | |  | | | | | | | 注册时间 | | | 年 月 日 | | | 注册资金 | |  | | 注册地址 | | |  | | | | | | | 开户银行 | | |  | | | | | | | 开户户名 | | |  | | | | | | | 银行账号 | | |  | | | | | | | 主营业务 | | |  | | | | | | | 法人代表 | | |  | | | 电 话： | | 手机号码： | | 单位联系人 | | |  | | | 职 务： | | 手机号码： | | 注册登记  类 型 | | | □国有企业 | | | □民营企业 | | □外商投资企业 | | □港资企业 | | | □台资企业 | | □其他 | | 行业类别 | | |  | | | | | | | 企业资质 | | | □中国电子百强企业 | | | □中国名牌产品企业 | | □中国驰名商标企业 | | □广东省名牌产品企业 | | | □市民营领军标杆企业 | | □市民营领军骨干企业 | | □广东省著名商标企业 | | | □上市公司（主板、中小板、创业板、境外上市） | | □新三板挂牌企业 | | □高新技术企业 | | | □区四类100强企业 | | □其他： | | 拟上市情况 | | | □前期准备 □股份改制 □上市辅导 | | | | | | | 近三年主要财务指标（万元） | 年份  指标 | | 年 | | | 年 | | 年 | | 产值 | |  | | |  | |  | | 主营业务收入 | |  | | |  | |  | | 净利润 | |  | | |  | |  | | 纳税额 | |  | | |  | |  | | 自主研发投入占销售收入的百分比 | |  | | |  | |  | | 企业创新创业载体 | | | □工程中心类 □重点实验室 □公共技术服务平台 □其他： | | | | | | | 近三年获得政府扶持资金情况（万元） | 年 份 | | 资助类别 | | | 资助部门 | | 资助金额 | | 年 | |  | | |  | |  | | 年 | |  | | |  | |  | | 年 | |  | | |  | |  | | 人员结构 | | | | | | | | | | 按工作性质分 | | | | | 按技术职称分 | | 按学历分 | | | 行政管理人员数： | | | | | 高级职称人数： | | 博士毕业人数： | | | 市场营销人员数： | | | | | 中级职称人数： | | 硕士毕业人数: | | | 研发设计人员数： | | | | | 初级职称人数： | | 本科毕业人数: | | | 加工制造人员数： | | | | | 其他： | | 大专毕业人数: | | | 其他： | | | | |  | | 其他: | | | 研发办公用房和生产用房场地购置情况 | | 业主 | |  | | | | | | 产权情况 | |  | | | | | | 购置场地地址 | |  | | | | | | 购置面积 | |  | | | | | | 购置单价 | |  | | | | | | 购置总成交价 | |  | | | | | | 研发办公用房和生产用房场地租赁情况 | | 业主 | |  | | | | | | 产权情况 | |  | | | | | | 租赁场地地址 | |  | | | | | | 租赁面积 | |  | | | | | | 租赁单价 | |  | | | | | | 租赁期限 | |  | | | | | | 租赁总价 | |  | | | | | | 申请资助金额 | | 大写： 仟 佰 拾 万 仟 佰 拾 元，  小写：（**¥** 元） | | | | | | | | 区经济促进局  业务科室审核意见 | | 核定拟资助金额：  大写： 仟 佰 拾 万 仟 佰 拾 元，  小写：（**¥** 元)  经办人： 审核人： 复审人：  年 月 日 | | | | | | |   **需提交材料清单** | | | |
|  | 附件名称（在已附材料前的□里打√） | 是否需验原件 | 是否必备材料 |
| □ | 1、《深圳市龙华区新落户重大产业项目空间资助申请书》 | / | 是 |
| □ | 2、法人授权委托书（原件）、法定代表人复印件、单位经办人身份证复印件 | 是 | 是 |
| □ | 3、企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证） | 是 | 是 |
| □ | 4、税务部门提供的上年度企业分税种纳税证明复印件 | 是 | 是 |
| □ | 5、企业上年度财务审计报告 | 是 | 是 |
| □ | 6、符合《龙华区重大产业项目招商引资实施细则》第二章规定的企业相关资质证明材料 | 是 | 是 |
| □ | 7、创新型用房和生产用房业主证明材料（业主身份证明材料、产权情况证明材料等） | 是 | 是 |
| □ | 8、购置或租用研发办公用房和生产用房的证明材料（包括但不限于购买合同、房产登记证明、房屋租赁合同、交易凭证单据等）； | 是 | 是 |
| □ | 9、受理部门认为有必要提供的其它证明材料 | 是 | 是 |

注：以上材料原则上要求提供A4纸规格中文书写文件，各部分之间应有明显分割标识，并按照材料清单编制目录装订成册；相关附件存复印件验原件；申请材料一式两份，加盖企业公章。

# 商业楼宇招优引强资助类操作规程

一、政策依据及资助标准

《龙华区重大产业项目招商引资实施细则》第十条 支持商业楼宇招优引强。

（一）对经事先备案的商业楼宇，所引进企业上年度纳税总额之和超过1亿元的，给予商业楼宇运营主体所引进企业上年度形成本区经济贡献总额50%、最高500万元的一次性奖励。

（二）从下一年度开始，所引进企业的上年度纳税总额之和每同比增长5%，给予商业楼宇运营主体20万元奖励，连续资助不超过三年。

二、申请条件

（一）在龙华区依法注册登记、具有独立法人资格，商事登记地和税务登记地均在龙华区的商业楼宇运营主体。

（二）申报单位申报年度及上年度未发生被区（或街道）行政执法部门认定的严重违法违规行为。

（三）申请资助前已向区企业服务中心备案登记。

（四）商业楼宇引进的企业（不含运营该商业楼宇的运营主体企业）在龙华区缴纳的上年度纳税总额之和（不含海关关税和减免税优惠）超过1亿元（所统计的单个企业上年度纳税总额须不低于100万元）。

（五）申请纳税总额增长类资助的，除需满足申请条件（四）外，还需从下一年度开始，所引进企业的上年度纳税总额之和同比增速不低于5%。

三、申请材料

（一）《深圳市龙华区商业楼宇招优引强资助申请书》（登录龙华区产业发展专项资金申报系统，在线填报并通过预审后打印）。

（二）法人授权委托书（原件），法定代表人、经办人身份证复印件。

（三）营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证）。

（四）商业楼宇运营权证明材料（如产权归属证明或运营合同等）。

（五）所统计的被引进企业的营业执照复印件。

（六）所统计的被引进企业的房屋租赁合同复印件。

（七）税务部门提供的所统计的被引进企业上年度分税种纳税证明复印件。

（八）《深圳市龙华区支持商业楼宇招优引强资助备案登记表》。

（九）受理部门认为有必要提供的其它证明材料。

以上申报材料扫描上传至龙华区产业发展专项资金申报系统后，通过预审再提交纸质材料。上传材料应准确、齐全、清晰。纸质材料原则上以A4纸型制作，加盖公章及骑缝章，按照材料清单编制目录装订成册(胶装)，申请材料一式两份。

四、办理流程

（一）发布公告：区经济促进局制订申报受理计划，在龙华政府在线等媒体上发布申报通知。

（二）企业备案登记：企业向区企业服务中心备案登记。

（三）企业申报：登录龙华区产业发展专项资金申报系统-招商引资-商业楼宇招优引强资助类申报，预审通过后打印相关资料。

（四）材料接收：区政务服务大厅综合窗口接收企业申报材料，并对申报主体的资质和材料完整性进行形式审查，形式不合格的，解释后退回。

（五）材料审查：区经济促进局对申报材料的完整性和合规性进行审查：对经审查合格的，进入下一审批环节；对经审查不合格的，终止受理程序；对经审查需要补充材料的，申报主体应在规定期限内补充，逾期未补充材料或补充材料后仍不合格的，终止受理程序。

（六）专项审计：区经济促进局认为有必要进行专项审计的，委托会计师事务所对符合条件的项目进行专项审计，并由会计师事务所出具专项审计报告。

（七）现场核查：区经济促进局认为有必要进行现场核查的，组织两名以上人员对申请企业进行现场核查，核实相关情况。

（八）征求意见：由区经济促进局提出拟资助名单，征求有关部门意见。

（九）对外公示：区经济促进局将拟资助名单在龙华政府在线等网站上公示5个工作日。

（十）复核：公示无异议或异议不成立的，由区经济促进局报区财政局复核。

（十一）送审：区财政局复核通过的，报区业务分管领导审批。

（十二）资金拨付：区经济促进局向资助对象下达资助通知并按有关规定办理款项拨付手续。

五、受理时间

区经济促进局常年受理，集中审核。（具体时间以发布的申报通知为准）。

六、附则

本操作规程由龙华区经济促进局负责解释，自发布之日起施行。

**深圳市龙华区商业楼宇招优引强资助申请书**

单位名称（盖章）：

法定代表人（签名）： 移动电话：

单位联系人： 联系电话： 移动电话：

电子邮箱： 传真：

单位地址： 单位网址：

填报时间： 年 月 日

深圳市龙华区经济促进局

填表承诺书

1、本单位（人）对本申请材料的合法性、真实性、准确性和完整性负责。如有虚假，本单位依法承担相应的法律责任。

2、本单位（人）同意将本申请材料向依法审批工作人员和评审专家公开。

3、本单位（人）承诺所申报项目不在龙华区内重复申报。

4、本单位（人）承诺自行申报项目，不委托中介机构代理。

5、本申请材料用于申请龙华区产业专项资金，不再要求予以退还。

特此承诺。

法定代表人（或被委托人）签字：

办公电话：

移动电话：

（单位需加盖公章，被委托人签字的提交法定代表人授权委托书）

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **申报单位基本情况表**   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 单位名称 | |  | | | | | | | | | | 单位地址 | |  | | | | | | | | | | 单位注册资本 | |  | | | | 注册时间 | |  | | | | 注册所在区 | |  | | | | 注册所在街道 | |  | | | | 办公地所在区 | |  | | | | 生产地所在区 | |  | | | | 组织机构代码（统一社会信用代码） | |  | | | | 登记注册类型 | |  | | | | 主营业务 | |  | | | | | | | | | | 开户银行 | |  | | | | | | | | | | 开户户名 | |  | | | | | | | | | | 银行账号 | |  | | | | | | | | | | **人员情况** | | | | | | | | | | | | 法定代表人 | 姓名 | |  | | 移动电话 | |  | | | | | 学历 | |  | | 身份证号 | |  | | | | | 单位联系人 | 姓名 | |  | | 移动电话 | |  | | | | | 学历 | |  | | 身份证号 | |  | | | | | 从业人员总数 |  | | 参加社保人数 | |  | | 留学归国人员数 | | |  | | **公司股权结构** | | | | | | | | | | | | 主要股东名称（前5位） | | | | 出资额（万元） | | 出资方式 | | | 所占比例（%） | | |  | | | |  | |  | | |  | | |  | | | |  | |  | | |  | | |  | | | |  | |  | | |  | | |  | | | |  | |  | | |  | | |  | | | |  | |  | | |  | |   **商业楼宇基本情况表**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 楼宇名称 | | | | |  | | | | | | 运营起始时间 | | | | |  | | | | | 楼宇地址 | | | | |  | | | | | | 楼宇使用年限 | | | | |  | | | | | 楼宇建筑总面积（m2） | | | | |  | | | | | | | 占地面积（m2） | | | |  | | | | | 入驻楼宇企业租售面积（m2） | | | | |  | | | | | | | 可作为产业用房的建筑面积（㎡） | | | |  | | | | | 研发及办公用房面积（㎡） | | | | |  | | | | | | | 生产用房面积（㎡） | | | |  | | | | | 产业集聚度（%） | | | | |  | | | | | | | 可作为产业用房的使用期限 | | | |  | | | | | 楼宇主导产业 | | | | |  | | | | | | | 入驻楼宇企业总数 | | | |  | | | | | 单位联系人 | | | | |  | | | | | | | 联系人移动电话 | | | |  | | | | | 联系人电子邮箱 | | | | |  | | | | | | | 联系人传真 | | | |  | | | | | 楼宇物业权属类型  （自有/租用） | | | | |  | | | | | | | | | | | | | | | | 楼宇物业产权主体 | | | | |  | | | | | | | | | | | | | | | | 已认定商业楼宇类别 | | | | |  | | | | | | | | | | | | | | | | 楼宇企业总产值（万元） | | | 上一年度 | | | |  | | 楼宇企业纳税总额（万元） | | | | | 上一年度 | | | |  | | | 本年度 | | | |  | | 本年度 | | | |  | | | **楼宇经营管理人员信息**（不少于3人） | | | | | | | | | | | | | | | | | | | | | 序号 | 姓名 | | | | | | 最高学历 | | 部门 | | | | | 职务 | | | | 移动电话 | | | 1 |  | | | | | |  | |  | | | | |  | | | |  | | | 2 |  | | | | | |  | |  | | | | |  | | | |  | | | 3 |  | | | | | |  | |  | | | | |  | | | |  | | | …… |  | | | | | |  | |  | | | | |  | | | |  | | | **楼宇提供增值服务内容**  （包括为楼宇企业或项目提供专业技术服务、公共服务、平台建设等方面内容） | | | | | | | | | | | | | | | | | | | | | 序号 | 主要服务内容 | | | | | | | | 服务对象 | | | | | | | | 服务单位 | | | | 1 |  | | | | | | | |  | | | | | | | |  | | | | 2 |  | | | | | | | |  | | | | | | | |  | | | | 3 |  | | | | | | | |  | | | | | | | |  | | | | …… |  | | | | | | | |  | | | | | | | |  | | | | **楼宇入驻企业（万元）** | | | | | | | | | | | | | | | | | | | | | **序号** | | **企业名称** | | **入驻时间** | | **主营业务** | | | | **就业人数** | | | **是否国高企业** | | **产值**  **（上一年度/本年度）** | | | | **纳税额**  **（上一年度/本年度）** | | 1 | |  | |  | |  | | | |  | | |  | |  | | | |  | | 2 | |  | |  | |  | | | |  | | |  | |  | | | |  | | 3 | |  | |  | |  | | | |  | | |  | |  | | | |  | | …… | |  | |  | |  | | | |  | | |  | |  | | | |  | | **商业楼宇招优引强情况** | | | | | | | | | | | | | | | | | | | | | 统计的被引进企业数（企业纳税在100万元以上） | | | |  | | | | 统计的被引进企业上一年度纳税总额之和（万元） | | | | | | |  | | | | | | 统计的被引进企业上二年度纳税总额之和（万元） | | | | | | |  | | | | | | 统计的被引进企业纳税之和年增长率（%） | | | |  | | | | | | | | | | | | | | | | | **申请资助及审核意见** | | | | | | | | | | | | | | | | | | | | | 申请资助金额 | | | | 大写： 仟 佰 拾 万 仟 佰 拾 元，  小写：（**¥**  元） | | | | | | | | | | | | | | | | | 区经济促进局  业务科室审核意见 | | | | 核定拟资助金额：  大写： 仟 佰 拾 万 仟 佰 拾 元  小写：（**¥** 元)  经办人： 审核人： 复审人：  年 月 日 | | | | | | | | | | | | | | | |   **需提交材料清单** | | | |
|  | 附件名称（在已附材料前的□里打√） | 是否需验原件 | 是否必备材料 |
| □ | 1、《深圳市龙华区商业楼宇招优引强资助申请书》 | / | 是 |
| □ | 2、法人授权委托书（原件）、法定代表人复印件、单位经办人身份证复印件 | 是 | 是 |
| □ | 3、营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证）； | 是 | 是 |
| □ | 4、商业楼宇运营权证明材料（如产权归属证明或运营合同等） | 是 | 是 |
| □ | 5、所统计的被引进企业营业执照复印件 | 是 | 是 |
| □ | 6、所统计的被引进企业房屋租赁合同复印件 | 是 | 是 |
| □ | 7、税务部门提供的所统计的被引进企业上年度分税种纳税证明复印件 | 是 | 是 |
| □ | 8、《深圳市龙华区支持商业楼宇招优引强资助备案登记表》 | 是 | 是 |
| □ | 9、受理部门认为有必要提供的其它证明材料 | 是 | 是 |

注：以上材料原则上要求提供A4纸规格中文书写文件，各部分之间应有明显分割标识，并按照材料清单编制目录装订成册；相关附件存复印件验原件；申请材料一式两份，加盖企业公章。

**深圳市龙华区支持商业楼宇招优引强备案登记表**

**（ 年）**

申请单位名称 (盖章)

单位法定代表人 （签字）手机：\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

联系人： 办公电话： 手机：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

电子邮箱： 传真：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

单位地址：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

单位网址： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

填报日期：\_\_\_\_\_\_\_\_年\_\_\_\_\_\_\_\_月\_\_\_\_\_\_\_\_日

深圳市龙华区经济促进局

二零一七年编制

填表承诺书

1、本单位（人）对本申请材料的合法性、真实性、准确性和完整性负责。如有虚假，本单位（人）依法承担相应的法律责任。

2、本单位（人）同意将本申请材料向依法审批工作人员和评审专家公开。

3、本单位（人）承诺所申报项目不在龙华区内重复申报。

4、本单位（人）承诺自行申报项目，不委托中介机构代理。

5、本材料用于申请深圳市龙华区商业楼宇招优引强资助前的备案登记，不再要求予以退还。

特此承诺。

法定代表人（或被委托人）签字（盖章）：

办公电话：

移动电话：

（单位需**加盖公章**，被委托人签字的提交法定代表人授权委托书原件）

**一、备案单位基本情况**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 备案单位名称 |  | | | | | | | | |
| 商业楼宇名称 |  | | | | | | | | |
| 注册地址 |  | | | 所在街道  （请勾选） | | | □观湖街道 □民治街道  □龙华街道 □大浪街道  □福城街道 □观澜街道 | | |
| 法定代表人 |  | 固定电话 |  | | | 移动电话 | |  | |
| 单位联系人 |  | 职务 |  | | | 移动电话 | |  | |
| E-mail |  | | | | | | | | |
| 商业楼宇运营主体 |  | | | | | | | | |
| 商业楼宇资质 | （如甲级写字楼等） | | | | | | | | |
| 占地面积 |  | | | | 建筑面积 | | | |  |
| 空置面积 |  | | | | 平均租金价格（元/㎡/月） | | | |  |
| 已入驻企业数 |  | | | | | | | | |
| 上年度楼宇总营收额 |  | | | | 上年度楼宇总纳税额 | | | |  |

**二、入驻企业基本情况**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **序号** | **企业名称** | **统一社会信用代码（深税登字号）** | **主营业务** | **上年度产值/营收（万元）** | **上年度纳税（万元）** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| **总计** | | | |  |  |

**三、申请单位备案说明**

|  |
| --- |
| （简要介绍申报单位及商业楼宇、所获荣誉、入驻企业经营情况、商业楼宇及入驻企业对龙华区社会经济贡献的预期等）（2000字以内） |

**四、需提交材料清单**

|  |  |
| --- | --- |
| 1 | 营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证）; |
| 2 | 法定代表人身份证复印件及签名样式、法定代表人授权委托书原件（如有委托） |
| 3 | 商业楼宇资质的相关证明材料（非必要） |
| 4 | 受理部门认为有必要提供的其他证明材料 |

注：以上材料验原件存复印件，加盖申请单位公章，一式两份，A4纸正反面打印，连续编页码，装订成册并加盖骑缝章。

# 产业园区招优引强资助类操作规程

一、政策依据及资助标准

《龙华区重大产业项目招商引资实施细则》第十条 支持产业园区招优引强。

经事先备案的产业园区，每引进一家纳税3000万元以上企业，可于企业入驻园区后的三年内申请一次招商奖励，奖励金额为所引进企业上年度形成本区经济贡献总额50%，最高500万元。所获资助应当用于优化园区环境、提升园区管理服务水平。

二、申请条件

（一）在龙华区依法注册登记、具有独立法人资格，商事登记地和税务登记地均在龙华区的产业园区运营主体。

（二）申报单位申报年度及上年度未发生被区（或街道）行政执法部门认定的严重违法违规行为。

（三）所引进的企业上一年度在龙华区纳税总额不低于3000万元。

（四）申请资助前已向区企业服务中心备案登记。

（五）在所引进的企业入驻园区后三年之内提出申请。

三、申请材料、

（一）《深圳市龙华区产业园区招优引强资助申请书》（登录龙华区产业发展专项资金申报系统，在线填报并通过预审后打印）。

（二）法人授权委托书（原件），法定代表人、经办人身份证复印件。

（三）企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证）。

（四）产业园区运营权证明材料（如产权归属证明或运营合同等）。

（五）所引进企业的营业执照复印件。

（六）所引进企业的房屋租赁合同复印件。

（七）税务部门提供的所引进企业上年度分税种纳税证明复印件。

（八）《深圳市龙华区支持产业园区招优引强备案登记表》。

（九）受理部门认为有必要提供的其它证明材料。

以上申报材料扫描上传至龙华区产业发展专项资金申报系统后，通过预审再提交纸质材料。上传材料应准确、齐全、清晰。纸质材料原则上以A4纸型制作，加盖公章及骑缝章，按照材料清单编制目录装订成册(胶装)，申请材料一式两份。

四、办理流程

（一）发布公告：区经济促进局制订申报受理计划，在龙华政府在线等媒体上发布申报通知。

（二）企业备案登记：企业向区企业服务中心备案登记。

（三）企业申报：登录龙华区产业发展专项资金申报系统-招商引资-产业园区招优引强资助类申报，预审通过后打印相关资料。

（四）材料接收：区政务服务大厅综合窗口接收企业申报材料，并对申报主体的资质和材料完整性进行形式审查，形式不合格的，解释后退回。

（五）材料审查：区经济促进局对申报材料的完整性和合规性进行审查：对经审查合格的，进入下一审批环节；对经审查不合格的，终止受理程序；对经审查需要补充材料的，申报主体应在规定期限内补充，逾期未补充材料或补充材料后仍不合格的，终止受理程序。

（六）专项审计：区经济促进局认为有必要进行专项审计的，委托会计师事务所对符合条件的项目进行专项审计，并由会计师事务所出具专项审计报告。

（七）现场核查：区经济促进局认为有必要进行现场核查的，组织两名以上人员对申请企业进行现场核查，核实企业实际经营情况。

（八）征求意见：区经济促进局提出拟资助名单，征求有关部门意见。

（九）对外公示：区经济促进局将拟资助名单在龙华政府在线等网站上公示5个工作日。

（十）复核：公示无异议或异议不成立的，由区经济促进局报区财政局复核。

（十一）送审：区财政局复核通过的，报区业务分管领导审批。

（十二）资金拨付：区经济促进局向资助对象下达资助通知并按有关规定办理款项拨付手续。

五、受理时间

区经济促进局常年受理，集中审核。（具体时间以发布的申报通知为准）。

六、附则

本操作规程由龙华区经济促进局负责解释，自发布之日起施行。

**深圳市龙华区产业园区招优引强资助申请书**

单位名称（盖章）：

法定代表人（签名）： 移动电话：

单位联系人： 联系电话： 移动电话：

电子邮箱： 传真：

单位地址： 单位网址：

填报时间： 年 月 日

深圳市龙华区经济促进局

填表承诺书

1、本单位（人）对本申请材料的合法性、真实性、准确性和完整性负责。如有虚假，本单位依法承担相应的法律责任。

2、本单位（人）同意将本申请材料向依法审批工作人员和评审专家公开。

3、本单位（人）承诺所申报项目不在龙华区内重复申报。

4、本单位（人）承诺自行申报项目，不委托中介机构代理。

5、本申请材料用于申请龙华区产业专项资金，不再要求予以退还。

6、若获得本项资助，本单位（人）承诺将本项资助资金用于优化园区环境、提升园区管理服务水平。

特此承诺。

法定代表人（或被委托人）签字：

办公电话：

移动电话：

（单位需加盖公章，被委托人签字的提交法定代表人授权委托书）

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **申报单位基本情况表**   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 单位名称 | |  | | | | | | | | | | 单位地址 | |  | | | | | | | | | | 单位注册资本 | |  | | | | 注册时间 | |  | | | | 注册所在区 | |  | | | | 注册所在街道 | |  | | | | 办公地所在区 | |  | | | | 生产地所在区 | |  | | | | 组织机构代码（统一社会信用代码） | |  | | | | 登记注册类型 | |  | | | | 主营业务 | |  | | | | | | | | | | 开户银行 | |  | | | | | | | | | | 开户户名 | |  | | | | | | | | | | 银行账号 | |  | | | | | | | | | | **人员情况** | | | | | | | | | | | | 法定代表人 | 姓名 | |  | | 移动电话 | |  | | | | | 学历 | |  | | 身份证号 | |  | | | | | 单位联系人 | 姓名 | |  | | 移动电话 | |  | | | | | 学历 | |  | | 身份证号 | |  | | | | | 从业人员总数 |  | | 参加社保人数 | |  | | 留学归国人员数 | | |  | | **公司股权结构** | | | | | | | | | | | | 主要股东名称（前5位） | | | | 出资额（万元） | | 出资方式 | | | 所占比例（%） | | |  | | | |  | |  | | |  | | |  | | | |  | |  | | |  | | |  | | | |  | |  | | |  | | |  | | | |  | |  | | |  | | |  | | | |  | |  | | |  | |   **产业园区基本情况表**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 园区名称 | | | | | |  | | | | | | 运营起始时间 | | | | | |  | | | | | 园区地址 | | | | | |  | | | | | | 园区使用年限 | | | | | |  | | | | | 园区建筑总面积（m2） | | | | | |  | | | | | | | 占地面积（m2） | | | | |  | | | | | 入驻园区企业租售面积（m2） | | | | | |  | | | | | | | 可作为产业用房的建筑面积（㎡） | | | | |  | | | | | 研发及办公用房面积（㎡） | | | | | |  | | | | | | | 生产用房面积（㎡） | | | | |  | | | | | 产业集聚度（%） | | | | | |  | | | | | | | 可作为产业用房的使用期限 | | | | |  | | | | | 园区主导产业 | | | | | |  | | | | | | | 入驻园区企业总数 | | | | |  | | | | | 单位联系人 | | | | | |  | | | | | | | 联系人移动电话 | | | | |  | | | | | 联系人电子邮箱 | | | | | |  | | | | | | | 联系人传真 | | | | |  | | | | | 园区物业权属类型  （自有/租用） | | | | | |  | | | | | | | | | | | | | | | | | 园区物业产权主体 | | | | | |  | | | | | | | | | | | | | | | | | 已认定园区类别 | | | | | |  | | | | | | | | | | | | | | | | | 园区企业总产值（万元） | | | 上一年度 | | | | |  | | 园区企业纳税总额（万元） | | | | | | 上一年度 | | | |  | | | 本年度 | | | | |  | | 本年度 | | | |  | | | **园区经营管理人员信息**（不少于3人） | | | | | | | | | | | | | | | | | | | | | | | 序号 | 姓名 | | | | | | | 最高学历 | | 部门 | | | | | | 职务 | | | | 移动电话 | | | 1 |  | | | | | | |  | |  | | | | | |  | | | |  | | | 2 |  | | | | | | |  | |  | | | | | |  | | | |  | | | 3 |  | | | | | | |  | |  | | | | | |  | | | |  | | | …… |  | | | | | | |  | |  | | | | | |  | | | |  | | | **园区提供增值服务内容**  （包括为园区企业或项目提供专业技术服务、公共服务、平台建设等方面内容） | | | | | | | | | | | | | | | | | | | | | | | 序号 | 主要服务内容 | | | | | | | | | 服务对象 | | | | | | | | | 服务单位 | | | | 1 |  | | | | | | | | |  | | | | | | | | |  | | | | 2 |  | | | | | | | | |  | | | | | | | | |  | | | | 3 |  | | | | | | | | |  | | | | | | | | |  | | | | …… |  | | | | | | | | |  | | | | | | | | |  | | | | **园区入驻企业（万元）** | | | | | | | | | | | | | | | | | | | | | | | **序号** | | **企业名称** | | | **入驻时间** | | **主营业务** | | | | **就业人数** | | | **是否国高企业** | | | **产值**  **（上一年度/本年度）** | | | | **纳税额**  **（上一年度/本年度）** | | 1 | |  | | |  | |  | | | |  | | |  | | |  | | | |  | | 2 | |  | | |  | |  | | | |  | | |  | | |  | | | |  | | 3 | |  | | |  | |  | | | |  | | |  | | |  | | | |  | | …… | |  | | |  | |  | | | |  | | |  | | |  | | | |  | | **产业园区招优引强情况** | | | | | | | | | | | | | | | | | | | | | | | 所引进企业名称 | | | |  | | | | | 引进的企业入驻园区时间 | | | | | |  | | | | | | | | 所引进企业联系人 | | | |  | | | | | 所引进企业联系人移动电话 | | | | | |  | | | | | | | | 所引进企业资质 | | | |  | | | | | 引进的企业主营业务 | | | | | |  | | | | | | | | 所引进企业上一年度产值规模 | | | |  | | | | | 所引进企业上一年度纳税总额 | | | | | |  | | | | | | | | **申请资助及审核意见** | | | | | | | | | | | | | | | | | | | | | | | 申请资助金额 | | | | | 大写： 仟 佰 拾 万 仟 佰 拾 元，  小写：（**¥**  元） | | | | | | | | | | | | | | | | | | 区经济促进局  业务科室审核意见 | | | | | 核定拟资助金额：  大写： 仟 佰 拾 万 仟 佰 拾 元  小写：（**¥** 元)  经办人： 审核人： 复审人：  年 月 日 | | | | | | | | | | | | | | | | | |

**需提交材料清单**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 附件名称（在已附材料前的□里打√） | 是否需验原件 | 是否必备材料 |
| □ | 1、《深圳市龙华区产业园区招优引强资助申请书》 | / | 是 |
| □ | 2、法人授权委托书（原件）、法定代表人复印件、单位经办人身份证复印件 | 是 | 是 |
| □ | 3、企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证） | 是 | 是 |
| □ | 4、产业园区运营权证明材料（如产权归属证明或运营合同等） | 是 | 是 |
| □ | 5、所引进企业的营业执照复印件 | 是 | 是 |
| □ | 6、所引进企业的房屋租赁合同复印件 | 是 | 是 |
| □ | 7、由税务部门提供的入驻企业上年度企业分税种纳税证明复印件 | 是 | 是 |
| □ | 8、《深圳市龙华区支持产业园区招优引强备案登记表》 | 是 | 是 |
| □ | 9、受理部门认为有必要提供的其它证明材料 | 是 | 是 |

注：以上材料原则上要求提供A4纸规格中文书写文件，各部分之间应有明显分割标识，并按照材料清单编制目录装订成册；相关附件存复印件验原件；申请材料一式两份，加盖企业公章。

**深圳市龙华区支持产业园区招优引强备案登记表**

**（ 年）**

申请单位名称 (盖章)

单位法定代表人 （签字）手机：\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

联系人： 办公电话： 手机：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

电子邮箱： 传真：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

单位地址：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

单位网址： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

填报日期：\_\_\_\_\_\_\_\_年\_\_\_\_\_\_\_\_月\_\_\_\_\_\_\_\_日

深圳市龙华区经济促进局

二零一七年编制

填表承诺书

1、本单位（人）对本申请材料的合法性、真实性、准确性和完整性负责。如有虚假，本单位（人）依法承担相应的法律责任。

2、本单位（人）同意将本申请材料向依法审批工作人员和评审专家公开。

3、本单位（人）承诺所申报项目不在龙华区内重复申报。

4、本单位（人）承诺自行申报项目，不委托中介机构代理。

5、本材料用于申请深圳市龙华区产业园区招优引强资助前的备案登记，不再要求予以退还。

特此承诺。

法定代表人（或被委托人）签字（盖章）：

办公电话：

移动电话：

（单位需**加盖公章**，被委托人签字的提交法定代表人授权委托书原件）

**一、备案单位基本情况**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 备案单位名称 |  | | | | | | | | |
| 产业园区名称 |  | | | | | | | | |
| 注册地址 |  | | | 所在街道  （请勾选） | | | □观湖街道 □民治街道  □龙华街道 □大浪街道  □福城街道 □观澜街道 | | |
| 法定代表人 |  | 固定电话 |  | | | 移动电话 | |  | |
| 单位联系人 |  | 职务 |  | | | 移动电话 | |  | |
| E-mail |  | | | | | | | | |
| 产业园区运营主体 |  | | | | | | | | |
| 产业园区资质/所获荣誉 |  | | | | | | | | |
| 占地面积 |  | | | | 建筑面积 | | | |  |
| 空置面积 |  | | | | 平均租金价格（元/㎡/月） | | | |  |
| 已入驻企业数 |  | | | | | | | | |
| 上年度园区总产值 |  | | | | 上年度园区总纳税额 | | | |  |

**二、园区招优引强情况（企业纳税3000万元以上）**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **序号** | **企业名称** | **统一社会信用代码（深税登字号）** | **落户日期** | **主营业务** | **上年度产值/营收（万元）** | **上年度纳税（万元）** |
|  |  |  |  |  |  |  |

**三、申请单位备案说明**

|  |
| --- |
| （简要介绍申报单位及产业园区、所获荣誉、入驻企业经营情况、产业园区及入驻企业对龙华区社会经济贡献的预期等）（2000字以内） |

**四、需提交材料清单**

|  |  |
| --- | --- |
| 1 | 营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证） |
| 2 | 法定代表人身份证复印件及签名样式、法定代表人授权委托书原件（如有委托） |
| 3 | 园区资质的相关证明材料（非必要） |
| 4 | 受理部门认为有必要提供的其他证明材料 |

注：以上材料验原件存复印件，加盖申请单位公章，一式两份，A4纸正反面打印，连续编页码，装订成册并加盖骑缝章。

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# 园区建设专业化产业体系资助类操作规程

一、政策依据及资助标准

《龙华区重大产业项目招商引资实施细则》第十一条 鼓励园区建设专业化产业体系。

对龙华区认定的战略性新兴产业园、未来产业园、先进制造业产业园，鼓励园区企业协助引进产业链上下游企业。

（一）每成功引进一家产值1亿元以上、符合产业发展导向的产业链上下游企业，给予引荐企业一次性奖励10万元；给予产业园区一次性奖励10万元，园区所获奖励不得与《龙华区重大产业项目招商引资实施细则》第十条重复；

（二）给予被引进企业连续三年租金资助，每年资助金额从入驻园区开始依次为办公场地租金的70%、50%、30%，每年最高50万元，所获租金资助不得与《龙华区重大产业项目招商引资实施细则》第九条重复。

二、申请条件

（一）申请产业园区建设专业化产业体系-引荐企业资助的，应当符合以下条件：

1.在龙华区依法注册登记并生产经营满1年以上、具有独立法人资格；商事登记地和税务登记地均在龙华区。

2.申报单位申报年度及上年度未发生被区（或街道）行政执法部门认定的严重违法违规行为。

3.入驻龙华区认定的战略性新兴产业园、未来产业园、先进制造业产业园。

4.被引进的企业须在2017年1月1日后在龙华区依法注册登记。

5.在被引进企业落户龙华区后两年之内提出申请。

（二）申请产业园区建设专业化产业体系-产业园区资助的，应当符合以下条件：

1.在龙华区依法注册登记、具有独立法人资格，商事登记地和税务登记地均在龙华区的产业园区运营主体。

2.申报单位申报年度及上年度未发生被区（或街道）行政执法部门认定的严重违法违规行为。

3.运营的产业园区被龙华区认定为战略性新兴产业园、未来产业园、先进制造业产业园。

4.被引进的企业须在2017年1月1日后在龙华区依法注册登记。

5.在被引进企业落户龙华区后两年之内提出申请。

（三）申请产业园区建设专业化产业体系-被引进企业租金资助的，应当符合以下条件：

1. 2017年1月1日后，在龙华区依法注册登记、具有独立法人资格，商事登记地和税务登记地均在龙华区。

2.申报单位申报年度及上年度未发生被区（或街道）行政执法部门认定的严重违法违规行为。

3.入驻龙华区认定的战略性新兴产业园、未来产业园、先进制造业产业园。

4.落户龙华区后两年之内提出申请。

**三、申请材料**

（一）申请产业园区建设专业化产业体系-引荐企业资助的需提交以下材料：

1.《深圳市龙华区产业园区建设专业化产业体系-引荐企业资助申请书》（登录龙华区产业发展专项资金申报系统，在线填报并通过预审后打印）。

2.法人授权委托书（原件），法定代表人、单位经办人身份证复印件。

3.企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证）。

4.入驻园区属于龙华区认定的战略性新兴产业园、未来产业园、先进制造业产业园的证明材料。

5.由被引进企业出具的引荐证明书。

6.引荐企业与被引进企业之间的订单销售合同、技术合作、银行对账单或回单等证明材料。

7.被引进企业的营业执照复印件。

8.被引进企业产值1亿元以上的证明材料。

9.受理部门认为有必要提供的其它证明材料。

（二）申请产业园区建设专业化产业体系-产业园区资助的需提交以下材料：

1.《深圳市龙华区产业园区建设专业化产业体系-产业园区资助申请书》（登录龙华区产业发展专项资金申报系统，在线填报并通过预审后打印）。

2.法人授权委托书（原件）、法定代表人、单位经办人身份证复印件。

3.企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证）。

4.产业园区运营权证明材料（如产权归属证明或运营合同等）。

5.属于龙华区认定的战略性新兴产业园、未来产业园、先进制造业产业园的相关证明材料。

6.引荐企业的营业执照复印件。

7.被引进企业的营业执照复印件、办公场地租赁合同复印件；

8.引荐企业与被引进企业之间的订单销售合同、技术合作、银行对账单或回单等证明材料；

9.被引进企业产值1亿元以上的证明材料；

10.受理部门认为有必要提供的其它证明材料。

（三）申请产业园区建设专业化产业体系-被引进企业租金资助的需提交以下材料：

1.《深圳市龙华区产业园区建设专业化产业体系-被引进企业租金资助申请书》（登录龙华区产业发展专项资金申报系统，在线填报并通过预审后打印）。

2.法人授权委托书（原件），法定代表人、单位经办人身份证复印件。

3.企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证）。

4. 税务部门提供的上年度企业分税种纳税证明复印件。

5.企业上年度财务审计报告。

6.所入驻的园区属于龙华区认定的战略性新兴产业园、未来产业园、先进制造业产业园的相关证明材料。

7.由引荐企业出具的引荐证明书。

8.引荐企业与被引进企业之间的订单销售合同、技术合作、银行对账单或回单等证明材料。

9.办公场地租赁合同复印件。

10.受理部门认为有必要提供的其它证明材料。

以上申报材料扫描上传至龙华区产业发展专项资金申报系统后，通过预审再提交纸质材料。上传材料应准确、齐全、清晰。纸质材料原则上以A4纸型制作，加盖公章及骑缝章，按照材料清单编制目录装订成册(胶装)，申请材料一式两份。

四、办理流程

（一）发布公告：区经济促进局制订申报受理计划，在龙华政府在线等媒体上发布申报通知。

（二）企业申报：登录龙华区产业发展专项资金申报系统-招商引资-园区建设专业化产业体系资助类申报，预审通过后打印相关资料。

（三）材料接收：区政务服务大厅综合窗口接收企业申报材料，并对申报主体的资质和材料完整性进行形式审查，形式不合格的，解释后退回。

（四）材料审查：区经济促进局对申报材料的完整性和合规性进行审查：对经审查合格的，进入下一审批环节；对经审查不合格的，终止受理程序；对经审查需要补充材料的，申报主体应在规定期限内补充，逾期未补充材料或补充材料后仍不合格的，终止受理程序。

（五）专项审计：区经济促进局认为有必要进行专项审计的，委托会计师事务所对符合条件的项目进行专项审计，并由会计师事务所出具专项审计报告。

（六）现场核查：区经济促进局认为有必要进行现场核查的，组织两名以上人员对申请企业进行现场核查，核实企业实际经营情况。

（七）征求意见：区经济促进局提出拟资助名单，征求有关部门意见。

（八）对外公示：区经济促进局将拟资助名单在龙华政府在线等网站上公示5个工作日。

（九）复核：公示无异议或异议不成立的，由区经济促进局报区财政局复核。

（十）送审：区财政局复核通过的，报区业务分管领导审批。

（十一）资金拨付：区经济促进局向资助对象下达资助通知并按有关规定办理款项拨付手续。

五、受理时间

区经济促进局常年受理，集中审核。（具体时间以发布的申报通知为准）

六、附则

本操作规程由龙华区经济促进局负责解释，自发布之日起施行。

**深圳市龙华区产业园区建设专业化产业体系-引荐企业资助申请书**

单位名称（盖章）：

法定代表人（签名）：移动电话：

单位联系人： 联系电话：移动电话：

电子邮箱：传真：

单位地址： 单位网址：

填报时间：年月日

深圳市龙华区经济促进局

填表承诺书

1、本单位（人）对本申请材料的合法性、真实性、准确性和完整性负责。如有虚假，本单位依法承担相应的法律责任。

2、本单位（人）同意将本申请材料向依法审批工作人员和评审专家公开。

3、本单位（人）承诺所申报项目不在龙华区内重复申报。

4、本单位（人）承诺自行申报项目，不委托中介机构代理。

5、本申请材料用于申请龙华区产业专项资金，不再要求予以退还。

特此承诺。

法定代表人（或被委托人）签字：

办公电话：

移动电话：

（单位需加盖公章，被委托人签字的提交法定代表人授权委托书）

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **引荐企业基本情况表**   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 企业名称 | | |  | | | | | | | | 组织机构代码(  统一社会信用代码) | | |  | | | | | | | | 注册时间 | | | 年 月 日 | | | 注册资金 | | |  | | 注册地址 | | |  | | | | | | | | 开户银行 | | |  | | | | | | | | 开户户名 | | |  | | | | | | | | 银行账号 | | |  | | | | | | | | 主营业务 | | |  | | | | | | | | 法人代表 | | |  | | | 电 话： | | | 手机号码： | | 单位联系人 | | |  | | | 职 务： | | | 手机号码： | | 注册登记  类 型 | | | □国有企业 | | | □民营企业 | | | □外商投资企业 | | □港资企业 | | | □台资企业 | | | □其他 | | 行业类别 | | |  | | | | | | | | 企业资质 | | | □中国电子百强企业 | | | □中国名牌产品企业 | | | □中国驰名商标企业 | | □广东省名牌产品企业 | | | □市民营领军标杆企业 | | | □市民营领军骨干企业 | | □广东省著名商标企业 | | | □上市公司（主板、中小板、创业板、境外上市） | | | □新三板挂牌企业 | | □高新技术企业 | | | □区四类100强企业 | | | □其他： | | 拟上市情况 | | | □前期准备 □股份改制 □上市辅导 | | | | | | | | 近三年主要财务指标（万元） | 年份  指标 | | 年 | | | 年 | | | 年 | | 产值 | |  | | |  | | |  | | 主营业务收入 | |  | | |  | | |  | | 净利润 | |  | | |  | | |  | | 纳税额 | |  | | |  | | |  | | 自主研发投入占销售收入的百分比 | |  | | |  | | |  | | 企业创新创业载体 | | | □工程中心类 □重点实验室 □公共技术服务平台 □其他： | | | | | | | | 近三年获得政府扶持资金情况（万元） | 年 份 | | 资助类别 | | | 资助部门 | | | 资助金额 | | 年 | |  | | |  | | |  | | 年 | |  | | |  | | |  | | 年 | |  | | |  | | |  | | 人员结构 | | | | | | | | | | | 按工作性质分 | | | | 按技术职称分 | | | | 按学历分 | | | 行政管理人员数： | | | | 高级职称人数： | | | | 博士毕业人数： | | | 市场营销人员数： | | | | 中级职称人数： | | | | 硕士毕业人数: | | | 研发设计人员数： | | | | 初级职称人数： | | | | 本科毕业人数: | | | 加工制造人员数： | | | | 其他： | | | | 大专毕业人数: | | | 其他： | | | |  | | | | 其他: | | | 入驻园区名称 | |  | | | 园区资质 | | □战略性新兴产业园  □未来产业园  □先进制造业产业园 | | | | 被引进的企业名称 | |  | | | 被引进的企业入驻园区日期 | |  | | | | 被引进的企业联系人 | |  | | | 被引进的企业联系人的联系方式 | |  | | | | 被引进的企业组织机构代码 | |  | | | 被引进的企业主营业务 | |  | | | | 被引进的企业上一年度产值规模 | |  | | | 被引进的企业上一年度纳税总额 | |  | | | | 申请资助金额 | | 大写： 仟 佰拾万仟佰拾元，  小写：（**¥** 元） | | | | | | | | | 区经济促进局  业务科室审核意见 | | 核定拟资助金额：  大写： 仟 佰拾万仟佰拾元，  小写：（**¥**元)  经办人： 审核人： 复审人：  年 月 日 | | | | | | | | |

**申请产业园区建设专业化产业体系-引荐企业资助所需材料清单**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 附件名称（在已附材料前的□里打√） | 是否需验原件 | 是否必备材料 |
| □ | 1、《深圳市龙华区产业园区建设专业化产业体系-引荐企业资助申请书》 | / | 是 |
| □ | 2、法人授权委托书（原件）、法定代表人身份证复印件、单位经办人身份证复印件 | 是 | 是 |
| □ | 3、企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证） | 是 | 是 |
| □ | 4、入驻园区属于龙华区认定的战略性新兴产业园、未来产业园、先进制造业产业园的证明材料 | 是 | 是 |
| □ | 5、由被引进企业出具的引荐证明书 | 是 | 是 |
| □ | 6、引荐企业与被引进企业之间的订单销售合同、技术合作、银行对账单或回单等证明材料 | 是 | 是 |
| □ | 7、被引进企业的营业执照复印件 | 是 | 是 |
| □ | 8、被引进企业产值1亿元以上的证明材料 | 是 | 是 |
| □ | 9、受理部门认为有必要提供的其它证明材料 | 是 | 是 |

注：以上材料原则上要求提供A4纸规格中文书写文件，各部分之间应有明显分割标识，并按照材料清单编制目录装订成册；相关附件存复印件验原件；申请材料一式两份，加盖企业公章。

**深圳市龙华区产业园区建设专业化产业体系-产业园区资助申请书**

单位名称（盖章）：

法定代表人（签名）：移动电话：

单位联系人： 联系电话：移动电话：

电子邮箱：传真：

单位地址： 单位网址：

填报时间：年月日

深圳市龙华区经济促进局

填表承诺书

1、本单位（人）对本申请材料的合法性、真实性、准确性和完整性负责。如有虚假，本单位依法承担相应的法律责任。

2、本单位（人）同意将本申请材料向依法审批工作人员和评审专家公开。

3、本单位（人）承诺所申报项目不在龙华区内重复申报。

4、本单位（人）承诺自行申报项目，不委托中介机构代理。

5、本申请材料用于申请龙华区产业专项资金，不再要求予以退还。

特此承诺。

法定代表人（或被委托人）签字：

办公电话：

移动电话：

（单位需加盖公章，被委托人签字的提交法定代表人授权委托书）

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **申报单位基本情况表**   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 单位名称 | |  | | | | | | | | | | 单位地址 | |  | | | | | | | | | | 单位注册资本 | |  | | | | 注册时间 | |  | | | | 注册所在区 | |  | | | | 注册所在街道 | |  | | | | 办公地所在区 | |  | | | | 生产地所在区 | |  | | | | 组织机构代码（统一社会信用代码） | |  | | | | 登记注册类型 | |  | | | | 主营业务 | |  | | | | | | | | | | 开户银行 | |  | | | | | | | | | | 开户户名 | |  | | | | | | | | | | 银行账号 | |  | | | | | | | | | | **人员情况** | | | | | | | | | | | | 法定代表人 | 姓名 | |  | | 移动电话 | |  | | | | | 学历 | |  | | 身份证号 | |  | | | | | 单位联系人 | 姓名 | |  | | 移动电话 | |  | | | | | 学历 | |  | | 身份证号 | |  | | | | | 从业人员总数 |  | | 参加社保人数 | |  | | 留学归国人员数 | | |  | | **公司股权结构** | | | | | | | | | | | | 主要股东名称（前5位） | | | | 出资额（万元） | | 出资方式 | | | 所占比例（%） | | |  | | | |  | |  | | |  | | |  | | | |  | |  | | |  | | |  | | | |  | |  | | |  | | |  | | | |  | |  | | |  | | |  | | | |  | |  | | |  | |   **产业园区基本情况表**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 园区名称 | | | | | |  | | | | | | 运营起始时间 | | | | | |  | | | | | 园区地址 | | | | | |  | | | | | | 园区使用年限 | | | | | |  | | | | | 园区建筑总面积（m2） | | | | | |  | | | | | | | 占地面积（m2） | | | | |  | | | | | 入驻园区企业租售面积（m2） | | | | | |  | | | | | | | 可作为产业用房的建筑面积（㎡） | | | | |  | | | | | 研发及办公用房面积（㎡） | | | | | |  | | | | | | | 生产用房面积（㎡） | | | | |  | | | | | 产业集聚度（%） | | | | | |  | | | | | | | 可作为产业用房的使用期限 | | | | |  | | | | | 园区主导产业 | | | | | |  | | | | | | | 入驻园区企业总数 | | | | |  | | | | | 单位联系人 | | | | | |  | | | | | | | 联系人移动电话 | | | | |  | | | | | 联系人电子邮箱 | | | | | |  | | | | | | | 联系人传真 | | | | |  | | | | | 园区物业权属类型  （自有/租用） | | | | | |  | | | | | | | | | | | | | | | | | 园区物业产权主体 | | | | | |  | | | | | | | | | | | | | | | | | 已认定园区类别 | | | | | |  | | | | | | | | | | | | | | | | | 园区企业总产值（万元） | | | 上一年度 | | | | |  | | 园区企业纳税总额（万元） | | | | | | 上一年度 | | | |  | | | 本年度 | | | | |  | | 本年度 | | | |  | | | **园区经营管理人员信息**（不少于3人） | | | | | | | | | | | | | | | | | | | | | | | 序号 | 姓名 | | | | | | | 最高学历 | | 部门 | | | | | | 职务 | | | | 移动电话 | | | 1 |  | | | | | | |  | |  | | | | | |  | | | |  | | | 2 |  | | | | | | |  | |  | | | | | |  | | | |  | | | 3 |  | | | | | | |  | |  | | | | | |  | | | |  | | | …… |  | | | | | | |  | |  | | | | | |  | | | |  | | | **园区提供增值服务内容**  （包括为园区企业或项目提供专业技术服务、公共服务、平台建设等方面内容） | | | | | | | | | | | | | | | | | | | | | | | 序号 | 主要服务内容 | | | | | | | | | 服务对象 | | | | | | | | | 服务单位 | | | | 1 |  | | | | | | | | |  | | | | | | | | |  | | | | 2 |  | | | | | | | | |  | | | | | | | | |  | | | | 3 |  | | | | | | | | |  | | | | | | | | |  | | | | …… |  | | | | | | | | |  | | | | | | | | |  | | | | **园区入驻企业（万元）** | | | | | | | | | | | | | | | | | | | | | | | **序号** | | **企业名称** | | | **入驻时间** | | **主营业务** | | | | **就业人数** | | | | **是否国高企业** | | **产值**  **（上一年度/本年度）** | | | | **纳税额**  **（上一年度/本年度）** | | 1 | |  | | |  | |  | | | |  | | | |  | |  | | | |  | | 2 | |  | | |  | |  | | | |  | | | |  | |  | | | |  | | 3 | |  | | |  | |  | | | |  | | | |  | |  | | | |  | | …… | |  | | |  | |  | | | |  | | | |  | |  | | | |  | | 入驻园区名称 | | | |  | | | | | 园区资质 | | | | | □战略性新兴产业园  □未来产业园  □先进制造业产业园 | | | | | | | | | 被引进的企业名称 | | | |  | | | | | 被引进的企业入驻园区日期 | | | | |  | | | | | | | | | 被引进的企业组织机构代码 | | | |  | | | | | 被引进的企业主营业务 | | | | |  | | | | | | | | | 引荐企业联系人 | | | |  | | | | | 引荐企业联系人的联系方式 | | | | |  | | | | | | | | | 被引进的企业联系人 | | | |  | | | | | 被引进的企业联系人的联系方式 | | | | |  | | | | | | | | | 被引进的企业上一年度产值规模 | | | |  | | | | | 被引进的企业上一年度纳税总额 | | | | |  | | | | | | | | | **申请资助及审核意见** | | | | | | | | | | | | | | | | | | | | | | | 申请资助金额 | | | | | 大写：仟 佰 拾 万 仟 佰 拾 元，  小写：（**¥** 元） | | | | | | | | | | | | | | | | | | 区经济促进局  业务科室审核意见 | | | | | 核定拟资助金额：  大写： 仟 佰 拾 万 仟 佰 拾 元  小写：（**¥** 元)  经办人： 审核人： 复审人：  年 月 日 | | | | | | | | | | | | | | | | | |

**申请产业园区建设专业化产业体系-产业园区资助**

**所需材料清单**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 附件名称（在已附材料前的□里打√） | 是否需验原件 | 是否必备材料 |
| □ | 1、《深圳市龙华区产业园区建设专业化产业体系-产业园区资助申请书》 | / | 是 |
| □ | 2、法人授权委托书（原件）、法定代表人身份证复印件、单位经办人身份证复印件 | 是 | 是 |
| □ | 3、企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证） | 是 | 是 |
| □ | 4、产业园区运营权证明材料（如产权归属证明或运营合同等） | 是 | 是 |
| □ | 5、属于龙华区认定的战略性新兴产业园、未来产业园、先进制造业产业园的相关证明材料 | 是 | 是 |
| □ | 6、引荐企业的营业执照复印件 | 是 | 是 |
| □ | 7、被引进企业的营业执照复印件、办公场地租赁合同复印件 | 是 | 是 |
| □ | 8、引荐企业与被引进企业之间的订单销售合同、银行对账单或回单等证明材料 | 是 | 是 |
| □ | 9、被引进企业产值1亿元以上的证明材料 | 是 | 是 |
| □ | 10、受理部门认为有必要提供的其它证明材料 | 是 | 是 |

注：以上材料原则上要求提供A4纸规格中文书写文件，各部分之间应有明显分割标识，并按照材料清单编制目录装订成册；相关附件存复印件验原件；申请材料一式两份，加盖企业公章。

**深圳市龙华区产业园区建设专业化产业体系-被引进企业租金**

**资助申请书**

单位名称（盖章）：

法定代表人（签名）： 移动电话：

单位联系人： 联系电话： 移动电话：

电子邮箱： 传真：

单位地址： 单位网址：

填报时间： 年 月 日

深圳市龙华区经济促进局

填表承诺书

1、本单位（人）对本申请材料的合法性、真实性、准确性和完整性负责。如有虚假，本单位依法承担相应的法律责任。

2、本单位（人）同意将本申请材料向依法审批工作人员和评审专家公开。

3、本单位（人）承诺所申报项目不在龙华区内重复申报。

4、本单位（人）承诺自行申报项目，不委托中介机构代理。

5、本申请材料用于申请龙华区产业专项资金，不再要求予以退还。

特此承诺。

法定代表人（或被委托人）签字：

办公电话：

移动电话：

（单位需加盖公章，被委托人签字的提交法定代表人授权委托书）

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **被引进企业基本情况表**   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 企业名称 | | |  | | | | | | | | 组织机构代码(  统一社会信用代码) | | |  | | | | | | | | 注册时间 | | | 年 月 日 | | | 注册资金 | | |  | | 注册地址 | | |  | | | | | | | | 开户银行 | | |  | | | | | | | | 开户户名 | | |  | | | | | | | | 银行账号 | | |  | | | | | | | | 主营业务 | | |  | | | | | | | | 法人代表 | | |  | | | 电 话： | | | 手机号码： | | 单位联系人 | | |  | | | 职 务： | | | 手机号码： | | 注册登记  类 型 | | | □国有企业 | | | □民营企业 | | | □外商投资企业 | | □港资企业 | | | □台资企业 | | | □其他 | | 行业类别 | | |  | | | | | | | | 企业资质 | | | □中国电子百强企业 | | | □中国名牌产品企业 | | | □中国驰名商标企业 | | □广东省名牌产品企业 | | | □市民营领军标杆企业 | | | □市民营领军骨干企业 | | □广东省著名商标企业 | | | □上市公司（主板、中小板、创业板、境外上市） | | | □新三板挂牌企业 | | □高新技术企业 | | | □区四类100强企业 | | | □其他： | | 拟上市情况 | | | □前期准备 □股份改制 □上市辅导 | | | | | | | | 近三年主要财务指标（万元） | 年份  指标 | | 年 | | | 年 | | | 年 | | 产值 | |  | | |  | | |  | | 主营业务收入 | |  | | |  | | |  | | 净利润 | |  | | |  | | |  | | 纳税额 | |  | | |  | | |  | | 自主研发投入占销售收入的百分比 | |  | | |  | | |  | | 企业创新创业载体 | | | □工程中心类 □重点实验室 □公共技术服务平台 □其他： | | | | | | | | 近三年获得政府扶持资金情况（万元） | 年 份 | | 资助类别 | | | 资助部门 | | | 资助金额 | | 年 | |  | | |  | | |  | | 年 | |  | | |  | | |  | | 年 | |  | | |  | | |  | | 人员结构 | | | | | | | | | | | 按工作性质分 | | | | 按技术职称分 | | | | 按学历分 | | | 行政管理人员数： | | | | 高级职称人数： | | | | 博士毕业人数： | | | 市场营销人员数： | | | | 中级职称人数： | | | | 硕士毕业人数: | | | 研发设计人员数： | | | | 初级职称人数： | | | | 本科毕业人数: | | | 加工制造人员数： | | | | 其他： | | | | 大专毕业人数: | | | 其他： | | | |  | | | | 其他: | | | 入驻的园区名称 | |  | | | 园区资质 | | □战略性新兴产业园  □未来产业园  □先进制造业产业园 | | | | 入驻园区日期 | |  | | | 租赁期限 | |  | | | | 租赁单价 | |  | | | 租赁面积 | |  | | | | 第一年租赁费用 | |  | | | | | | | | | 第二年租赁费用 | |  | | | | | | | | | 第三年租赁费用 | |  | | | | | | | | | 申请资助金额 | | 大写： 仟 佰 拾 万 仟 佰 拾 元，  小写：（**¥** 元） | | | | | | | | | 区经济促进局  业务科室审核意见 | | 核定拟资助金额：  大写： 仟 佰 拾 万 仟 佰 拾 元，  小写：（**¥** 元)  经办人： 审核人： 复审人：  年 月 日 | | | | | | | |   **申请产业园区建设专业化产业体系-被引进企业租金资所需材料清单** | | | |
|  | 附件名称（在已附材料前的□里打√） | 是否需验原件 | 是否必备材料 |
| □ | 1、《深圳市龙华区产业园区建设专业化产业体系-被引进企业租金申请书》 | / | 是 |
| □ | 2、法人授权委托书（原件）、法定代表人身份证、经办人身份证 | 是 | 是 |
| □ | 3、企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证） | 是 | 是 |
| □ | 4、税务部门提供的上年度企业分税种纳税证明复印件 | 是 | 是 |
| □ | 5、企业上年度财务审计报告 | 是 | 是 |
| □ | 6、所入驻园区属于龙华区认定的战略性新兴产业园、未来产业园、先进制造业产业园的材料证明 | 是 | 是 |
| □ | 7、由引荐企业出具的引荐证明书 | 是 | 是 |
| □ | 8、引荐企业与被引进企业之间的订单销售合同、技术合作、银行对账单或回单等证明材料 | 是 | 是 |
| □ | 9、办公场地租赁合同复印件 | 是 | 是 |
| □ | 10、受理部门认为有必要提供的其它证明材料 | 是 | 是 |

注：以上材料原则上要求提供A4纸规格中文书写文件，各部分之间应有明显分割标识，并按照材料清单编制目录装订成册；相关附件存复印件验原件；申请材料一式两份，加盖企业公章。

**园区企业服务站资助类操作规程**

**一、政策依据及资助标准**

　　《龙华区重大产业项目招商引资实施细则》第十二条 鼓励园区设立企业服务站。

　　对经区企业服务中心备案审核通过而设立企业服务站，并配备两名以上企业服务专员的产业园区，给予每年5万元、不超过三年的资助。

**二、申请条件**

(一) 在龙华区依法注册登记成立、具有独立法人资格，商事登记地和税务登记地均在龙华区的产业园区运营主体。

(二)配备与园区规模相适应的企业服务专员（至少两名）。

(三)有办公场所及设施。有固定服务场所、产业政策宣传栏、企业服务工作制度。其中由园区提供固定服务场所面积不少于20平方米。

　　(四)园区企业服务站经区企业服务中心验收通过。

(五)除日常工作外，园区每年集中开展两场以上服务企业相关活动。

(六)申报单位申报年度及上年度未发生被区（或街道）行政执法部门认定的严重违法违规行为。

**三、申请材料**

　　(一)《深圳市龙华区园区企业服务站资助申请书》(登录龙华区产业发展专项资金申报系统，在线填报并通过预审后打印)。

　　(二)法人授权委托书(原件)，法定代表人、单位经办人身份证复印件。

　　(三)企业营业执照、组织机构代码证和税务登记证复印件(需年度检验合格，已办理“多证合一”仅需提供复合凭证)。

　　(四)园区运营权证明材料(如产权归属证明或运营合同等)。

　　(五)《深圳市龙华区设立园区企业服务站备案审核表》。

　　(六)园区企业服务活动相关证明材料。

　　(七)受理部门认为有必要提供的其它证明材料。

　　以上申报材料扫描上传至龙华区产业发展专项资金申报系统后，通过预审再提交纸质材料。上传材料应准确、齐全、清晰。纸质材料原则上以A4纸型制作，加盖公章及骑缝章，按照材料清单编制目录装订成册(胶装)，申请材料一式两份。

**四、办理流程**

　　(一)发布公告：区经济促进局制订申报受理计划，在龙华政府在线等媒体上发布申报通知。

　　(二)企业备案登记：企业向区企业服务中心备案登记。

　　(三)企业申报：登录龙华区产业发展专项资金申报系统-招商引资分项-园区企业服务站资助类申报，预审通过后打印相关资料。

　　(四)材料接收：区政务服务大厅综合窗口接收企业申报材料，并对申报主体的资质和材料完整性进行形式审查，形式不合格的，解释后退回。

　　(五)材料审查：区经济促进局对申报材料的完整性和合规性进行审查：对经审查合格的，进入下一审批环节;对经审查不合格的，终止受理程序;对经审查需要补充材料的，申报主体应在规定期限内补充，逾期未补充材料或补充材料后仍不合格的，终止受理程序。

　　(六)现场考察：区经济促进局组织两名以上人员对园区企业服务站进行现场考察并出具验收意见。

　　(七)征求意见：由区经济促进局提出拟资助名单，征求有关部门意见。

　　(八)对外公示：区经济促进局将拟资助名单在龙华政府在线等网站上公示5个工作日。

　　(九)复核：公示无异议或异议不成立的，由区经济促进局报区财政局复核。

　　(十)送审：区财政局复核通过的，报区业务分管领导审批。

　　(十一)资金拨付：区经济促进局向资助对象下达资助通知并按有关规定办理款项拨付手续。

**五、受理时间**

　　区经济促进局常年受理，集中审核。(具体时间以发布的申报通知为准)

**六、附则**

　　本操作规程由龙华区经济促进局负责解释，自发布之日起施行。**深圳市龙华区园区企业服务站资助**

**申请书**

单位名称（盖章）：

法定代表人（签名）： 移动电话：

单位联系人： 联系电话： 移动电话：

电子邮箱： 传真：

单位地址： 单位网址：

填报时间： 年 月 日

深圳市龙华区经济促进局

填表承诺书

1、本单位（人）对本申请材料的合法性、真实性、准确性和完整性负责。如有虚假，本单位依法承担相应的法律责任。

2、本单位（人）同意将本申请材料向依法审批工作人员和评审专家公开。

3、本单位（人）承诺所申报项目不在龙华区内重复申报。

4、本单位（人）承诺自行申报项目，不委托中介机构代理。

5、本申请材料用于申请龙华区产业专项资金，不再要求予以退还。

特此承诺。

法定代表人（或被委托人）签字：

办公电话：

移动电话：

（单位需加盖公章，被委托人签字的提交法定代表人授权委托书）

**申报单位基本情况表**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 单位名称 | |  | | | | | | | | |
| 单位地址 | |  | | | | | | | | |
| 单位注册资本 | |  | | | | 注册时间 | |  | | |
| 注册所在区 | |  | | | | 注册所在街道 | |  | | |
| 办公地所在区 | |  | | | | 生产地所在区 | |  | | |
| 组织机构代码（统一社会信用代码） | |  | | | | 登记注册类型 | |  | | |
| 主营业务 | |  | | | | | | | | |
| 开户银行 | |  | | | | | | | | |
| 开户户名 | |  | | | | | | | | |
| 银行账号 | |  | | | | | | | | |
| **人员情况** | | | | | | | | | | |
| 法定代表人 | 姓名 | |  | | 移动电话 | |  | | | |
| 学历 | |  | | 身份证号 | |  | | | |
| 单位联系人 | 姓名 | |  | | 移动电话 | |  | | | |
| 学历 | |  | | 身份证号 | |  | | | |
| 从业人员总数 |  | | 参加社保人数 | |  | | 留学归国人员数 | | |  |
| **公司股权结构** | | | | | | | | | | |
| 主要股东名称（前5位） | | | | 出资额（万元） | | 出资方式 | | | 所占比例（%） | |
|  | | | |  | |  | | |  | |
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|  | | | |  | |  | | |  | |
|  | | | |  | |  | | |  | |

**产业园区基本情况表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 园区名称 | | | | |  | | | | | 运营起始时间 | | | | |  | | | |
| 园区地址 | | | | |  | | | | | 园区使用年限 | | | | |  | | | |
| 园区建筑总面积（m2） | | | | |  | | | | | | 占地面积（m2） | | | |  | | | |
| 入驻园区企业租售面积（m2） | | | | |  | | | | | | 可作为产业用房的建筑面积（㎡） | | | |  | | | |
| 研发及办公用房面积（㎡） | | | | |  | | | | | | 生产用房面积（㎡） | | | |  | | | |
| 产业集聚度（%） | | | | |  | | | | | | 可作为产业用房的使用期限 | | | |  | | | |
| 园区主导产业 | | | | |  | | | | | | 入驻园区企业总数 | | | |  | | | |
| 单位联系人 | | | | |  | | | | | | 联系人移动电话 | | | |  | | | |
| 联系人电子邮箱 | | | | |  | | | | | | 联系人传真 | | | |  | | | |
| 园区物业权属类型  （自有/租用） | | | | |  | | | | | | | | | | | | | |
| 园区物业产权主体 | | | | |  | | | | | | | | | | | | | |
| 已认定园区类别 | | | | |  | | | | | | | | | | | | | |
| 园区企业总产值（万元） | | | 上一年度 | | | |  | 园区企业纳税总额（万元） | | | | | 上一年度 | | | |  | |
| 本年度 | | | |  | 本年度 | | | |  | |
| **园区经营管理人员信息**（不少于3人） | | | | | | | | | | | | | | | | | | |
| 序号 | 姓名 | | | | | | 最高学历 | 部门 | | | | | 职务 | | | | 移动电话 | |
| 1 |  | | | | | |  |  | | | | |  | | | |  | |
| 2 |  | | | | | |  |  | | | | |  | | | |  | |
| 3 |  | | | | | |  |  | | | | |  | | | |  | |
| …… |  | | | | | |  |  | | | | |  | | | |  | |
| **园区提供增值服务内容**  （包括为园区企业或项目提供专业技术服务、公共服务、平台建设等方面内容） | | | | | | | | | | | | | | | | | | |
| 序号 | 主要服务内容 | | | | | | | 服务对象 | | | | | | | | 服务单位 | | |
| 1 |  | | | | | | |  | | | | | | | |  | | |
| 2 |  | | | | | | |  | | | | | | | |  | | |
| 3 |  | | | | | | |  | | | | | | | |  | | |
| …… |  | | | | | | |  | | | | | | | |  | | |
| **园区入驻企业（万元）** | | | | | | | | | | | | | | | | | | |
| **序号** | | **企业名称** | | **入驻时间** | | **主营业务** | | | **就业人数** | | | **是否国高企业** | | **产值**  **（上一年度/本年度）** | | | | **纳税额**  **（上一年度/本年度）** |
| 1 | |  | |  | |  | | |  | | |  | |  | | | |  |
| 2 | |  | |  | |  | | |  | | |  | |  | | | |  |
| 3 | |  | |  | |  | | |  | | |  | |  | | | |  |
| …… | |  | |  | |  | | |  | | |  | |  | | | |  |
| **企业服务站情况** | | | | | | | | | | | | | | | | | | |
| 园区名称 | | | |  | | | | | | | | | | | | | | |
| 企业服务站使用面积 | | | |  | | | | | | | | | | | | | | |
| 企业服务专员人数 | | | |  | | | | | | | | | | | | | | |
| **申请资助及审核意见** | | | | | | | | | | | | | | | | | | |
| 申请资助金额 | | | | 大写： 仟 佰 拾 万 仟 佰 拾 元，  小写：（**¥**  元） | | | | | | | | | | | | | | |
| 区经济促进局  业务科室审核意见 | | | | 核定拟资助金额：  大写： 仟 佰 拾 万 仟 佰 拾 元  小写：（**¥** 元)  经办人： 审核人： 复审人：  年 月 日 | | | | | | | | | | | | | | |

深圳市龙华区设立园区企业服务站备案审核表

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **基 本 情 况** | | | | | | | |
| 企业名称 | |  | 组织机构代码 | |  | | |
| 园区名称 | |  | 联系人 | |  | | |
| 园区地址 | |  | 联系电话 | |  | | |
| 服务站使用面积 | |  | 企业服务专员人数 | |  | | |
| 园区运营单位意见 | | （盖章）  年 月 日 | | | | | |
| **验 收 意 见** | | | | | | | |
| 区企业服务中心意见 | | （盖章）  年 月 日 | | | | | |
| 备注 | |  | | | | | |
| **需提交材料清单** | | | | | | | |
|  | | 附件名称（在已附材料前的□里打√） | | | 是否需验原件 | | 是否必备材料 |
| □ | | 1、《深圳市龙华区园区企业服务站资助申请书》 | | | / | | 是 |
| □ | | 2、法人授权委托书（原件）、法定代表人身份证复印件、单位经办人身份证复印件 | | | 是 | | 是 |
| □ | | 3、企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证）， | | | 是 | | 是 |
| □ | | 4、园区运营权证明材料（如产权归属证明或运营合同等） | | | 是 | | 是 |
| □ | | 5、《深圳市龙华区设立园区企业服务站备案审核表》 | | | 是 | | 是 |
| □ | | 6、园区企业服务活动相关证明材料 | | | 是 | | 是 |
| □ | | 7、受理部门认为有必要提供的其它证明材料 | | | 是 | | 是 |

注：以上材料原则上要求提供A4纸规格中文书写文件，各部分之间应有明显分割标识，并按照材料清单编制目录装订成册；相关附件存复印件验原件；申请材料一式两份，加盖企业公章。

**产业载体租赁巴士资助类操作规程**

**一、政策依据及资助标准**

　　《龙华区重大产业项目招商引资实施细则》第十三条 支持产业载体解决交通问题。

　　对国家、省、市认定的各类重点产业载体，龙华区认定的加速器、孵化器、软件园等重点产业载体，给予产业载体的运营主体租赁巴士费用50%、每年最高100万元、不超过三年的资助。

**二、申请条件**

　　(一)在龙华区依法注册登记、具有独立法人资格，商事登记地和税务登记地均在龙华区的产业载体运营主体。

　　(二)园区租赁巴士运营满1年以上。

(三)园区应当在满足上述申请条件后的2年内提交申请。

(四) 申报单位申报年度及上年度未发生被区（或街道）行政执法部门认定的严重违法违规行为。

**三、申请材料**

　　(一)《深圳市龙华区产业载体租赁巴士资助申请书》(登录龙华区产业发展专项资金申报系统，在线填报并通过预审后打印)。

　　(二)法人授权委托书(原件)，法定代表人、单位经办人身份证复印件。

(三)企业营业执照、组织机构代码证和税务登记证复印件(需年度检验合格，已办理“多证合一”仅需提供复合凭证)。

(四) 《深圳市龙华区产业载体租赁巴士备案登记表》。

　　(五)产业载体运营权证明材料(如产权归属证明或运营合同等)。

　　(六)属于国家、省、市认定的各类重点产业载体，龙华区认定的加速器、孵化器、软件园等重点产业载体的有关证明材料。

　　(七)巴士租赁服务提供商的营业执照、巴士租赁合同、巴士租赁费用票据等材料。

　　(八)受理部门认为有必要提供的其它证明材料。

　　以上申报材料扫描上传至龙华区产业发展专项资金申报系统后，通过预审再提交纸质材料。上传材料应准确、齐全、清晰。纸质材料原则上以A4纸型制作，加盖公章及骑缝章，按照材料清单编制目录装订成册(胶装)，申请材料一式两份。

**四、办理流程**

　　(一)发布公告：区经济促进局制订申报受理计划，在龙华政府在线等媒体上发布申报通知。

(二) 企业备案登记：企业向区企业服务中心备案登记。

(三)企业申报：登录龙华区产业发展专项资金申报系统-招商引资分项-产业载体租赁巴士资助类申报，预审通过后打印相关资料。

　　(四)材料接收：区政务服务大厅综合窗口接收企业申报材料，并对申报主体的资质和材料完整性进行形式审查，形式不合格的，解释后退回。

　　(五)材料审查：区经济促进局对申报材料的完整性和合规性进行审查：对经审查合格的，进入下一审批环节;对经审查不合格的，终止受理程序;对经审查需要补充材料的，申报主体应在规定期限内补充，逾期未补充材料或补充材料后仍不合格的，终止受理程序。

(六)专项审计：区经济促进局认为有必要进行专项审计的，委托会计师事务所对符合条件的项目进行专项审计，并由会计师事务所出具专项审计报告。

(七)现场核查：区经济促进局认为有必要进行现场核查的，组织两名以上人员对申请企业进行现场核查，核实相关情况。

　　(八)征求意见：由区经济促进局提出拟资助名单，征求有关部门意见。

　　(九)对外公示：区经济促进局将拟资助名单在龙华政府在线等网站上公示5个工作日。

　　(十)复核：公示无异议或异议不成立的，由区经济促进局报区财政局复核。

　　(十一)送审：区财政局复核通过的，报区业务分管领导审批。

　　(十二)资金拨付：区经济促进局向资助对象下达资助通知并按有关规定办理款项拨付手续。

**五、受理时间**

　　区经济促进局常年受理，集中审核。(具体时间以发布的申报通知为准)。

**六、附则**

　　本操作规程由龙华区经济促进局负责解释，自发布之日起施行。

**深圳市龙华区产业载体租赁巴士资助申请书**

单位名称（盖章）：

法定代表人（签名）： 移动电话：

单位联系人： 联系电话： 移动电话：

电子邮箱： 传真：

单位地址： 单位网址：

填报时间： 年 月 日

深圳市龙华区经济促进局

填表承诺书

1、本单位（人）对本申请材料的合法性、真实性、准确性和完整性负责。如有虚假，本单位依法承担相应的法律责任。

2、本单位（人）同意将本申请材料向依法审批工作人员和评审专家公开。

3、本单位（人）承诺所申报项目不在龙华区内重复申报。

4、本单位（人）承诺自行申报项目，不委托中介机构代理。

5、本申请材料用于申请龙华区产业专项资金，不再要求予以退还。

特此承诺。

法定代表人（或被委托人）签字：

办公电话：

移动电话：

（单位需加盖公章，被委托人签字的提交法定代表人授权委托书）

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| **申报单位基本情况表**   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 单位名称 | |  | | | | | | | | | | 单位地址 | |  | | | | | | | | | | 单位注册资本 | |  | | | | 注册时间 | |  | | | | 注册所在区 | |  | | | | 注册所在街道 | |  | | | | 办公地所在区 | |  | | | | 生产地所在区 | |  | | | | 组织机构代码（统一社会信用代码） | |  | | | | 登记注册类型 | |  | | | | 主营业务 | |  | | | | | | | | | | 开户银行 | |  | | | | | | | | | | 开户户名 | |  | | | | | | | | | | 银行账号 | |  | | | | | | | | | | **人员情况** | | | | | | | | | | | | 法定代表人 | 姓名 | |  | | 移动电话 | |  | | | | | 学历 | |  | | 身份证号 | |  | | | | | 单位联系人 | 姓名 | |  | | 移动电话 | |  | | | | | 学历 | |  | | 身份证号 | |  | | | | | 从业人员总数 |  | | 参加社保人数 | |  | | 留学归国人员数 | | |  | | **公司股权结构** | | | | | | | | | | | | 主要股东名称（前5位） | | | | 出资额（万元） | | 出资方式 | | | 所占比例（%） | | |  | | | |  | |  | | |  | | |  | | | |  | |  | | |  | | |  | | | |  | |  | | |  | | |  | | | |  | |  | | |  | | |  | | | |  | |  | | |  | |   **产业载体基本情况表**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 产业载体名称 | | | | |  | | | | | | 运营起始时间 | | | | |  | | | | | 产业载体地址 | | | | |  | | | | | | 产业载体使用年限 | | | | |  | | | | | 产业载体建筑总面积（m2） | | | | |  | | | | | | | 占地面积（m2） | | | |  | | | | | 入驻产业载体企业租售面积（m2） | | | | |  | | | | | | | 可作为产业用房的建筑面积（㎡） | | | |  | | | | | 研发及办公用房面积（㎡） | | | | |  | | | | | | | 生产用房面积（㎡） | | | |  | | | | | 产业集聚度（%） | | | | |  | | | | | | | 可作为产业用房的使用期限 | | | |  | | | | | 主导产业 | | | | |  | | | | | | | 入驻产业载体企业总数 | | | |  | | | | | 单位联系人 | | | | |  | | | | | | | 联系人移动电话 | | | |  | | | | | 联系人电子邮箱 | | | | |  | | | | | | | 联系人传真 | | | |  | | | | | 产业载体物业权属类型  （自有/租用） | | | | |  | | | | | | | | | | | | | | | | 产业载体物业产权主体 | | | | |  | | | | | | | | | | | | | | | | 已认定产业载体类别 | | | | | □深圳市投资推广国际化重点产业园区  □深圳市投资推广重点产业园区  □深圳市龙华区创新产业园  □其他 | | | | | | | | | | | | | | | | 产业载体企业总产值（万元） | | | 上一年度 | | | |  | | 产业载体企业纳税总额（万元） | | | | | 上一年度 | | | |  | | | 本年度 | | | |  | | 本年度 | | | |  | | | **产业载体经营管理人员信息**（不少于3人） | | | | | | | | | | | | | | | | | | | | | 序号 | 姓名 | | | | | | 最高学历 | | 部门 | | | | | 职务 | | | | 移动电话 | | | 1 |  | | | | | |  | |  | | | | |  | | | |  | | | 2 |  | | | | | |  | |  | | | | |  | | | |  | | | 3 |  | | | | | |  | |  | | | | |  | | | |  | | | …… |  | | | | | |  | |  | | | | |  | | | |  | | | **产业载体提供增值服务内容**  （包括为载体企业或项目提供专业技术服务、公共服务、平台建设等方面内容） | | | | | | | | | | | | | | | | | | | | | 序号 | 主要服务内容 | | | | | | | | 服务对象 | | | | | | | | 服务单位 | | | | 1 |  | | | | | | | |  | | | | | | | |  | | | | 2 |  | | | | | | | |  | | | | | | | |  | | | | 3 |  | | | | | | | |  | | | | | | | |  | | | | …… |  | | | | | | | |  | | | | | | | |  | | | | **产业载体入驻企业（万元）** | | | | | | | | | | | | | | | | | | | | | **序号** | | **企业名称** | | **入驻时间** | | **主营业务** | | | | **就业人数** | | | **是否国高企业** | | **产值**  **（上一年度/本年度）** | | | | **纳税额**  **（上一年度/本年度）** | | 1 | |  | |  | |  | | | |  | | |  | |  | | | |  | | 2 | |  | |  | |  | | | |  | | |  | |  | | | |  | | 3 | |  | |  | |  | | | |  | | |  | |  | | | |  | | …… | |  | |  | |  | | | |  | | |  | |  | | | |  | | **巴士租赁费用情况** | | | | | | | | | | | | | | | | | | | | | **租赁巴士服务提供商企业名称** | | | | | | | |  | | | | | | | | | | | | | **服务期限** | | | | | | | |  | | | | | | | | | | | | | **服务总费用** | | | | | | | |  | | | | | | | | | | | | | **本年度服务费用** | | | | | | | |  | | | | | | | | | | | | | **申请资助及审核意见** | | | | | | | | | | | | | | | | | | | | | 申请资助金额 | | | | 大写： 仟 佰 拾 万 仟 佰 拾 元，  小写：（**¥**  元） | | | | | | | | | | | | | | | | | 区经济促进局  业务科室审核意见 | | | | 核定拟资助金额：  大写： 仟 佰 拾 万 仟 佰 拾 元  小写：（**¥** 元)  经办人： 审核人： 复审人：  年 月 日 | | | | | | | | | | | | | | | | |

深圳市龙华区产业载体租赁巴士备案登记表

填表时间： 年 月 日

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| --- | --- | --- | --- |
| **园 区 基 本 情 况** | | | |
| 企业名称 |  | 组织机构代码 |  |
| 园区名称 |  | 联系人及联系方式 |  |
| 已认定园区资质 |  | 地址 |  |
| 预估产生费用 （万元） |  | 上一年度产值（亿） |  |
| 拟申请补助金额  (万元) |  | 上一年度纳税  （万元） |  |
| **租 赁 巴 士 情 况** | | | |
| 租赁巴士服务提供商企业名称 |  | 组织机构代码 |  |
| 租赁巴士提供服务商联系人 |  | 租赁巴士提供服务商联系电话 |  |
| 拟租赁巴士数量  （辆） |  | 拟租赁巴士线路 |  |
| **政策依据：**  《龙华区重大产业项目招商引资实施细则》第十三条 支持产业载体解决交通问题。  对国家、省、市认定的各类重点产业载体，龙华区认定的加速器、孵化器、软件园等重点产业载体，给予产业载体的运营主体租赁巴士费用50%、每年最高100万元、不超过三年的资助。 | | | |
| 备注 |  | | |

**需提交材料清单**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 附件名称（在已附材料前的□里打√） | 是否需验原件 | 是否必备材料 |
| □ | 1、《深圳市龙华区产业载体租赁巴士资助申请书》 | / | 是 |
| □ | 2、法人授权委托书（原件）、法定代表人及单位经办人身份证复印件 | 是 | 是 |
| □ | 3、企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证）， | 是 | 是 |
| □ | 4、产业载体运营权证明材料（如产权归属证明或运营合同等） | 是 | 是 |
| □ | 5、属于国家、省、市认定的各类重点产业载体，龙华区认定的加速器、孵化器、软件园等重点产业载体的有关证明材料 | 是 | 是 |
| □ | 6、巴士租赁服务提供商的营业执照、巴士租赁合同、巴士租赁费用票据等材料 | 是 | 是 |
| □ | 7、深圳市龙华区产业载体租赁巴士备案登记表 | 是 | 是 |
| □ | 8、受理部门认为有必要提供的其它证明材料 | 是 | 是 |

注：以上材料原则上要求提供A4纸规格中文书写文件，各部分之间应有明显分割标识，并按照材料清单编制目录装订成册；相关附件存复印件验原件；申请材料一式两份，加盖企业公章。

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# 招商推介活动资助类操作规程

一、政策依据及资助标准

根据《龙华区重大产业项目招商引资实施细则》第十四条 鼓励开展招商推介活动。

对经事先备案并审核通过，区内园区和国内社会组织联合龙华区政府或区经济促进部门共同举办符合我区产业导向的宣传推介及招商活动的，根据举办地位于境外、市外及市内等三类情况，分别予以50万元、30万元、20万元且不超过实际发生费用的招商推介专项支持。

二、申请条件

（一）在龙华区依法注册登记、具有独立法人资格，商事登记地和税务登记地均在的产业园区运营主体或依法在国内注册登记的社会组织。

（二）申报单位申报年度及上年度未发生被区（或街道）行政执法部门认定的严重违法违规行为。

（三）活动在2017年1月1日后开展，且经区企业服务中心事先备案并审核通过。

（四）联合龙华区政府或区经济促进部门共同举办符合区产业导向的宣传推介及招商活动。

三、申请材料

（一）《深圳市龙华区招商推介活动资助申请书》（登录龙华区产业发展专项资金申报系统，在线填报并通过预审后打印）。

（二）法人授权委托书（原件），法定代表人、单位经办人身份证复印件。

（三）营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证）。

（四）《深圳市龙华区鼓励开展招商推介活动备案登记表》。

（五）在境外、市外或市内进行招商推介活动的相关证明材料：活动通知、参会人员名录、现场照片、新闻报道、活动总结材料、实际发生费用的相关票据等。

（六）受理部门认为有必要提供的其它证明材料。

以上申报材料扫描上传至龙华区产业发展专项资金申报系统后，通过预审再提交纸质材料。上传材料应准确、齐全、清晰。纸质材料原则上以A4纸型制作，加盖公章及骑缝章，按照材料清单编制目录装订成册(胶装)，申请材料一式两份。

四、办理流程

（一）发布公告：区经济促进局制订申报受理计划，在龙华政府在线等媒体上发布申报通知。

（二）备案登记：申报单位向区企业服务中心备案登记。

（三）申报单位申报：登录龙华区产业发展专项资金申报系统-招商引资-招商推介活动资助类申报，预审通过后打印相关资料。

（四）材料接收：区政务服务大厅综合窗口接收企业申报材料，并对申报主体的资质和材料完整性进行形式审查，形式不合格的，解释后退回。

（五）材料审查：区经济促进局对申报材料的完整性和合规性进行审查：对经审查合格的，进入下一审批环节；对经审查不合格的，终止受理程序；对经审查需要补充材料的，申报主体应在规定期限内补充，逾期未补充材料或补充材料后仍不合格的，终止受理程序。

（六）专项审计：区经济促进局认为有必要进行专项审计的，委托会计师事务所对符合条件的项目进行专项审计，并由会计师事务所出具专项审计报告。

（七）现场核查：区经济促进局认为有必要进行现场核查的，组织两名以上人员对申报单位进行现场核查，核实相关情况。

（八）征求意见：区经济促进局提出拟资助名单，征求有关部门意见。

（九）对外公示：区经济促进局将拟资助名单在龙华政府在线等网站上公示5个工作日。

（十）复核：公示无异议或异议不成立的，由区经济促进局报区财政局复核。

（十一）送审：区财政局复核通过的，报区业务分管领导审批。

（十二）资金拨付：区经济促进局向资助对象下达资助通知并按有关规定办理款项拨付手续。

五、受理时间

区经济促进局常年受理，集中审核。（具体时间以发布的申报通知为准）。

六、附则

本操作规程由龙华区经济促进局负责解释，自发布之日起施行。

**深圳市龙华区招商推介活动资助**

**申请书**

单位名称（盖章）：

法定代表人（签名）：移动电话：

单位联系人： 联系电话：移动电话：

电子邮箱：传真：

单位地址： 单位网址：

填报时间：年月日

|  |  |
| --- | --- |
| 申报资助类型  （在□内打√） | □ 境外招商推介活动  □ 市外招商推介活动  □ 市内招商推介活动 |

深圳市龙华区经济促进局

填表承诺书

1、本单位（人）对本申请材料的合法性、真实性、准确性和完整性负责。如有虚假，本单位依法承担相应的法律责任。

2、本单位（人）同意将本申请材料向依法审批工作人员和评审专家公开。

3、本单位（人）承诺所申报项目不在龙华区内重复申报。

4、本单位（人）承诺自行申报项目，不委托中介机构代理。

5、本申请材料用于申请龙华区产业专项资金，不再要求予以退还。

特此承诺。

法定代表人（或被委托人）签字：

办公电话：

移动电话：

（单位需加盖公章，被委托人签字的提交法定代表人授权委托书）

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| **申报单位基本情况表**   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 单位名称 | |  | | | | | | | | | | 单位地址 | |  | | | | | | | | | | 单位注册资本 | |  | | | | 注册时间 | |  | | | | 注册所在区 | |  | | | | 注册所在街道 | |  | | | | 办公地所在区 | |  | | | | 生产地所在区 | |  | | | | 组织机构代码（统一社会信用代码） | |  | | | | 登记注册类型 | |  | | | | 主营业务 | |  | | | | | | | | | | 开户银行 | |  | | | | | | | | | | 开户户名 | |  | | | | | | | | | | 银行账号 | |  | | | | | | | | | | **人员情况** | | | | | | | | | | | | 法定代表人 | 姓名 | |  | | 移动电话 | |  | | | | | 学历 | |  | | 身份证号 | |  | | | | | 单位联系人 | 姓名 | |  | | 移动电话 | |  | | | | | 学历 | |  | | 身份证号 | |  | | | | | 从业人员总数 |  | | 参加社保人数 | |  | | 留学归国人员数 | | |  | | **公司股权结构** | | | | | | | | | | | | 主要股东名称（前5位） | | | | 出资额（万元） | | 出资方式 | | | 所占比例（%） | | |  | | | |  | |  | | |  | | |  | | | |  | |  | | |  | | |  | | | |  | |  | | |  | | |  | | | |  | |  | | |  | | |  | | | |  | |  | | |  | |   **产业园区基本情况表**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 园区名称 | | | | |  | | | | | 运营起始时间 | | | | |  | | | | | 园区地址 | | | | |  | | | | | 园区使用年限 | | | | |  | | | | | 园区建筑总面积（m2） | | | | |  | | | | | | 占地面积（m2） | | | |  | | | | | 入驻园区企业租售面积（m2） | | | | |  | | | | | | 可作为产业用房的建筑面积（㎡） | | | |  | | | | | 研发及办公用房面积（㎡） | | | | |  | | | | | | 生产用房面积（㎡） | | | |  | | | | | 产业集聚度（%） | | | | |  | | | | | | 可作为产业用房的使用期限 | | | |  | | | | | 园区主导产业 | | | | |  | | | | | | 入驻园区企业总数 | | | |  | | | | | 单位联系人 | | | | |  | | | | | | 联系人移动电话 | | | |  | | | | | 联系人电子邮箱 | | | | |  | | | | | | 联系人传真 | | | |  | | | | | 园区物业权属类型  （自有/租用） | | | | |  | | | | | | | | | | | | | | | 园区物业产权主体 | | | | |  | | | | | | | | | | | | | | | 已认定园区类别 | | | | |  | | | | | | | | | | | | | | | 园区企业总产值（万元） | | | 上一年度 | | | |  | 园区企业纳税总额（万元） | | | | | 上一年度 | | | |  | | | 本年度 | | | |  | 本年度 | | | |  | | | **园区经营管理人员信息**（不少于3人） | | | | | | | | | | | | | | | | | | | | 序号 | 姓名 | | | | | | 最高学历 | 部门 | | | | | 职务 | | | | 移动电话 | | | 1 |  | | | | | |  |  | | | | |  | | | |  | | | 2 |  | | | | | |  |  | | | | |  | | | |  | | | 3 |  | | | | | |  |  | | | | |  | | | |  | | | …… |  | | | | | |  |  | | | | |  | | | |  | | | **园区提供增值服务内容**  （包括为园区企业或项目提供专业技术服务、公共服务、平台建设等方面内容） | | | | | | | | | | | | | | | | | | | | 序号 | 主要服务内容 | | | | | | | 服务对象 | | | | | | | | 服务单位 | | | | 1 |  | | | | | | |  | | | | | | | |  | | | | 2 |  | | | | | | |  | | | | | | | |  | | | | 3 |  | | | | | | |  | | | | | | | |  | | | | …… |  | | | | | | |  | | | | | | | |  | | | | **园区入驻企业（万元）** | | | | | | | | | | | | | | | | | | | | **序号** | | **企业名称** | | **入驻时间** | | **主营业务** | | | **就业人数** | | | **是否国高企业** | | **产值**  **（上一年度/本年度）** | | | | **纳税额**  **（上一年度/本年度）** | | 1 | |  | |  | |  | | |  | | |  | |  | | | |  | | 2 | |  | |  | |  | | |  | | |  | |  | | | |  | | 3 | |  | |  | |  | | |  | | |  | |  | | | |  | | …… | |  | |  | |  | | |  | | |  | |  | | | |  | | **招商推介活动基本情况** | | | | | | | | | | | | | | | | | | | | 活动名称 | | | |  | | | | | 活动主题 | | | | |  | | | | | | 活动实际费用 | | | |  | | | | | 举办区域 | | | | | □境外  □深圳市外  □深圳市内 | | | | | | 举办时间 | | | |  | | | | | 举办地点 | | | | |  | | | | | | 主办单位 | | | |  | | | | | 承办单位 | | | | |  | | | | | | 协办单位 | | | |  | | | | | 支持单位 | | | | |  | | | | | | 活动类型 | | | | □产业主题交流活动（境外、市外、市内）  □产业主题论坛（境外、市外、市内）  □“一带一路”经贸交流活动  □产业园招商推介活动（境外、市外、市内）  □主办/承办（国际性、国家级、省级、市级）活动开设分会场  □搭建“海外创新创业直通车”  □其它 | | | | | | | | | | | | | | | | **申请资助及审核意见** | | | | | | | | | | | | | | | | | | | | 申请资助金额 | | | | 大写：仟 佰 拾 万 仟 佰 拾 元，  小写：（**¥** 元） | | | | | | | | | | | | | | | | 区经济促进局  业务科室审核意见 | | | | 核定拟资助金额：  大写： 仟 佰 拾 万 仟 佰 拾 元  小写：（**¥** 元)  经办人： 审核人： 复审人：  年 月 日 | | | | | | | | | | | | | | | |

**需提交材料清单**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 附件名称（在已附材料前的□里打√） | 是否需验原件 | 是否必备材料 |
| □ | 1、《深圳市龙华区招商推介活动资助申请书》 | / | 是 |
| □ | 2、法人授权委托书（原件）、法定代表人身份证复印件、单位经办人身份证复印件 | 是 | 是 |
| □ | 3、企业营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证）， | 是 | 是 |
| □ | 4、《深圳市龙华区鼓励开展招商推介活动备案登记表》 | 是 | 是 |
| □ | 5、园区或社会组织开展招商推介活动的相关证明材料：活动通知、参会人员名录、现场照片、新闻报道、活动总结材料、实际发生费用的相关票据等 | 是 | 是 |
| □ | 6、受理部门认为有必要提供的其它证明材料 | 是 | 是 |

注：以上材料原则上要求提供A4纸规格中文书写文件，各部分之间应有明显分割标识，并按照材料清单编制目录装订成册；相关附件存复印件验原件；申请材料一式两份，加盖企业公章。

**深圳市龙华区鼓励开展招商推介活动备案登记表**

**（2017年）**

申请单位名称(盖章)

单位法定代表人（签字）手机：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

联系人：办公电话：手机：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

电子邮箱：传真：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

单位地址：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

单位网址： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| 鼓励开展招商推介活动备案类型 | □ 境外投资推广活动  □ 市外投资推广活动  □ 市内投资推广活动 |

填报日期：\_\_\_\_\_\_\_\_年\_\_\_\_\_\_\_\_月\_\_\_\_\_\_\_\_日

深圳市龙华区经济促进局

二零一七年编制

填表承诺书

1、本单位（人）对本申请材料的合法性、真实性、准确性和完整性负责。如有虚假，本单位（人）依法承担相应的法律责任。

2、本单位（人）同意将本申请材料向依法审批工作人员和评审专家公开。

3、本单位（人）承诺所申报项目不在龙华区内重复申报。

4、本单位（人）承诺自行申报项目，不委托中介机构代理。

5、本材料用于申请深圳市龙华区鼓励开展招商推介活动资助前的备案登记，不再要求予以退还。

特此承诺。

法定代表人（或被委托人）签字（盖章）：

办公电话：

移动电话：

（单位需**加盖公章**，被委托人签字的提交法定代表人授权委托书原件）

一、**申报单位基本情况**

|  |  |  |  |
| --- | --- | --- | --- |
| 申报单位名称 |  | | |
| 园区（社会组织）名称 |  | | |
| 注册地址 |  | | |
| 法定代表人 |  | 手机号码 |  |
| 联系人 |  | 手机号码 |  |
| E-mail |  | | |
| 园区管理机构 |  | | |
| 园区物业管理公司 |  | | |
| 园区资质 | □深圳市投资推广重点产业园区  □深圳市投资推广国际化重点产业园区  □深圳市龙华区创新产业园  □其他 | | |
| 园区占地面积 |  | 园区建筑面积 |  |
| 园区空置面积 |  | 已入驻企业数 |  |
| 上年度园区  工业总产值 |  | 上年度园区  总纳税额 |  |

**二、活动基本情况**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 活动名称 | |  | | 活动主题 |  |
| 预计举办时间 | |  | | 预计举办地点 |  |
| 主办单位 | |  | | 承办单位 |  |
| 协办单位 | |  | | 支持单位 |  |
| 邀请新闻媒体 | |  | | 活动规模 |  |
| 活  动  类  型 | □产业主题交流活动（境外、市外、市内）  □产业主题论坛（境外、市外、市内）  □“一带一路”经贸交流活动  □产业园招商推介活动（境外、市外、市内）  □主办/承办（国际性、国家级、省级、市级）活动开设分会场  □搭建“海外创新创业直通车”  □其它 | | | | |
| 费用总支出（万元） | | |  | | |

**三、主要嘉宾名单**

|  |  |  |  |
| --- | --- | --- | --- |
| 序号 | 姓 名 | 单 位 | 职 务 |
|  |  |  |  |
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|  |  |  |  |

**四、活动费用支出明细（按预算情况填写）**

|  |  |  |
| --- | --- | --- |
| 序号 | 科目 | 金额（元） |
| 1 | 组织策划费 |  |
| 2 | 场地租赁费 |  |
| 3 | 设备租用及布置费 |  |
| 4 | 宣传推介费 |  |
| 5 | 专家邀请费 |  |
| 6 | 其他费用（餐费、住宿费等） |  |

**五、活动情况说明**

**活动情况说明**

|  |
| --- |
| 申报单位（园区、社会组织）概况：（1500字以内） |
| 活动基本情况：（活动举办时间、地点、参会企业数、主题、邀请嘉宾等）（2000字以内） |
| 活动议程： |
| 预计活动取得的成果：（2000字以内） |

**六、所附材料清单**

|  |  |
| --- | --- |
| 1 | 营业执照、组织机构代码证和税务登记证复印件（需年度检验合格，已办理“多证合一”仅需提供复合凭证）; |
| 2 | 法定代表人身份证复印件及签名样式、法定代表人授权委托书原件（如有委托） |
| 3 | 园区资质的相关证明材料（非必要） |
| 4 | 受理部门认为有必要提供的其他证明材料 |

注：以上材料验原件存复印件，加盖申请单位公章，一式两份，A4纸正反面打印，连续编页码，装订成册并加盖骑缝章。