

**Organization Department of Chongqing Municipal Committee of the CPC and  
Other Five Departments**

**Notice on Printing and Issue of *Implementing Regulations on Chongqing Talent  
Service Card***

The organization departments of the Party committee, human resources and social security bureaus, education commissions (education bureaus), science & technology commissions (science & technology bureaus), public security bureaus, and health and family planning commissions of all districts and counties (autonomous counties), cadre (personnel) divisions of related municipal departments, and human resource departments of all related organizations,

Now the *Implementing Regulations on Chongqing Talent Service Card* are hereby printed and issued to you. Please carry them out seriously.

Organization Department of Chongqing Municipal Committee of the CPC

Chongqing Municipal Education Commission

Chongqing Science & Technology Commission

Chongqing Municipal Public Security Bureau

Chongqing Provincial Human Resources and Social Security Department

Chongqing Municipal Health and Family Planning Commission

December 14 , 2017

# Implementing Regulations on Chongqing Talent Service Card

In accordance with the principle of *Notice on Implementation of the Talent Service Card System* (YRSF [2017] No. 210) and based on actual work, the Implementing Regulations on Chongqing Talent Service Card (hereinafter referred to as “regulations”) do hereby be formulated to optimize talent services and encourage high-level talents to come to Chongqing for innovation and entrepreneurship.

## I. Application

Chongqing Talent Service Card is a proof for high-level talents to enjoy relevant preferential policies and convenient services, mainly containing the talent’s name, sex, resident ID card (or passport) number, employer and other information, valid for 3 years, and shall be used by the talent himself/herself within Chongqing only. The holder of a Talent Service Card can enjoy the policies and services covering the science & technology, professional title, household registration, resident visa, employment of spouse (children), school and nursery entrance for children (grandchildren), medicine, program application and other preferential policies and convenient services that program talents shall enjoy as determined by the municipal Party committee and municipal government.

## II. Handling Process

The municipal high-level talent one-stop service platform (hereinafter referred to as “the municipal one-stop service platform”) shall, based on the *Notice on Handling (Cancellation) of Chongqing Talent Service Card* (see Appendix 1) issued by Chongqing Provincial Human Resources and Social Security Department, handle the Chongqing Talent Service Card (hereinafter referred to as “Talent Service Card”) for talents.

(i) New handling. The municipal one-stop service platform, after receiving the *Notice on Handling (Cancellation) of Chongqing Talent Service Card* and the talent’s one-inch bareheaded electronic photo with the white background (sent to cqrcgfb@163.com) provided by a contact person of the employer, shall make the card in a timely manner. Upon the completion of card making, the card shall be submitted to the contact person of the employer, and then to the talent through the contact person.

(ii) Modification, extension and loss. In case of any modification, extension and loss of the Talent Service Card, the contact person shall carry the card or related ID card to the municipal one-stop service platform for handling application. After the examination and approval of Chongqing Provincial Human Resources and Social Security Department, the municipal one-stop service platform shall make a new card and reissue it to the contact person, and then to the talent through the contact person. In the event of card loss, timely application and handling are necessary.

(iii) Cancellation. When the Talent Service Card expires and will not be renewed, or the talent does not meet conditions of the card due to any violation of laws and regulations, the municipal one-stop service platform shall cancel the card based on the *Notice on Handling (Cancellation) of Chongqing Talent Service Card* issued by Chongqing Provincial Human Resources and Social Security Department.

The municipal one-stop service platform shall timely inform related municipal departments and organizations of the information concerning the issuance, modification, extension or cancellation of the Talent Service Card.

### **III. Services and department duties**

(i) Chongqing Municipal Education Commission shall be responsible for the services of school and nursery entrance for children (grandchildren).

(ii) Chongqing Science & Technology Commission shall be responsible for science & technology services.

(iii) Chongqing Municipal Public Security Bureau shall be responsible for household registration services.

(iv) Chongqing Municipal Public Security Bureau shall be responsible for resident visa services.

(v) Chongqing Municipal Health and Family Planning Commission shall be responsible for medical services.

(vi) Chongqing Provincial Human Resources and Social Security Department shall be responsible for the services of professional title evaluation and employment.

(vii) Related municipal departments shall be responsible for program application services (Ten Thousand Talents Plan, Thousand Talents Plan, Chongqing Hundred Talents Plan, Special Support Scheme, Hongyan Project, Chongqing Plan for Innovation and Entrepreneurship of Returned Overseas Students and other talents plan), and the application of relevant programs shall be subject to the official documents released by municipal departments.

(viii) The employer shall be responsible for the employment of spouse (children), and the organization departments and human resources and social security departments of the district or county (autonomous county) where the employer locates shall assist.

(ix) Related departments and organizations of the district or county (autonomous county) shall be responsible for offering expert recreation during vacations, academic salons and other services.

### **IV. Service Mode**

Chongqing Provincial Human Resources and Social Security Department has established a municipal one-stop service platform at Floor 3, South Section, Industry Park of Human Resources Services, Chongqing, which is responsible for providing “one-stop” services for high-level talents accredited by municipal departments. The “111N” service mode of service representative plus

contact person is adopted, which means: 1 talent gets 1 Talent Service Card, and the municipal one-stop service platform designates 1 service representative for the talent. N means that related municipal departments respectively designate 1 or more contact person(s); the organization department and human resources and social security bureau of all district and county (autonomous county) respectively designate 1 contact person; the employer designates 1 or 2 contact person(s) directly serving the talent. In case the contact person changes, the related department or employer shall submit a new *Information Form for Service Representative and Contact Person* (see Appendix 14) to the municipal one-stop service platform within 5 days prior to change.

## **V. Duties of service representatives and contact persons**

### **(i) Service representative of the municipal one-stop service platform**

1. Coordinate the specific service work during the talent services;
2. Be responsible for application acceptance, card making and issuance, and daily services concerning the Talent Service Card;
3. Collect the information about service problems and coordinate and deal with the problems timely;
4. Report the service conditions regularly to related municipal departments.

### **(ii) Contact person of related departments**

1. Cooperate with and carry out the requirements of the contact persons of the municipal one-stop service platform and employers or the talent;
2. Supervise the implementation of the services conducted by the department itself;
3. Provide the municipal platform with the feedback of problems in services and relevant suggestions.

### **(iii) Contact person of the organization departments and human resources and social security bureaus of districts and counties (autonomous counties)**

1. Assist employers in providing employment for talents' spouse (children);
2. Provide the municipal platform with the feedback of problems in services and relevant suggestions.

### **(iv) Contact person of the employer**

1. Be responsible for qualification application, service application and other application or communication work for the employer's talents;
2. Be responsible for the employment of its talents' spouse (children) and cooperate with the contact person of the organization departments and human resources and social security bureaus of the corresponding district or county (autonomous county) for related services.
3. Undertake all contact work involving talents' service needs and provide related services;

4. Cooperate with the municipal platform, municipal department or their specific service organizations;

5. Provide with the feedback of problems in services and relevant suggestions.

## **VI. Service cooperation**

(i) School and nursery entrance for children (grandchildren). In case that any talent's children (grandchildren) need to go to school or nursery, his or her employer shall, before April 30 of every year, report to the municipal one-stop service platform which shall submit the collected information to Chongqing Municipal Education Commission prior to May 31 of every year. Chongqing Municipal Education Commission is responsible for the implementation and also giving feedback to the municipal one-stop service platform within 15 workdays. Where the children (grandchildren) are to transfer to another school or nursery on or after June 1, the employer's contact person shall report in a timely manner to the municipal one-stop service platform which shall submit the related information to Chongqing Municipal Education Commission. Chongqing Municipal Education Commission is responsible for determining and arranging for a certain school or nursery and also giving feedback to the municipal one-stop service platform within 15 workdays.

(ii) Science & technology services. Where the talent needs any general consultative science & technology service, the employer's contact person or his or her relative may apply to the municipal one-stop service platform which shall inform Chongqing Science & Technology Commission of offering corresponding services. Where the talent needs any substantial science & technology services, the employer's contact person, the talent himself/herself or his/her relative may directly contact Chongqing Science & Technology Commission which shall plan and arrange the science & technology services for the talent, and the service results shall be notified by the employer's contact person to the municipal one-stop service platform the next day of service.

(iii) Household registration. Where the talent needs to handle household registration in Chongqing, the employer's contact person, the talent himself/herself or his/her relative may apply to the municipal one-stop service platform which shall submit related information to Chongqing Municipal Public Security Bureau or any designated district branch within 3 workdays after receipt of the application. All organization shall provide access to the "green channel", its contact person shall offer household registration services for talents, and the results hereof shall be notified by the employer's contact person to the municipal one-stop service platform the next day after completion of services.

(iv) Resident visa services. Where the talent needs resident visa services, the employer's contact person, the talent himself/herself or his/her relative may apply to the municipal one-stop service platform which shall submit related information to Chongqing Municipal Public Security Bureau or any designated district branch within 3 workdays after receipt of the application. Chongqing Municipal Public Security Bureau shall arrange for an exclusive person to provide resident visa

services for the talent, and the results hereof shall be notified by the employer's contact person to the municipal one-stop service platform the next day after completion of services.

(v) Medical services. Where the talent needs medical services, the employer's contact person, the talent himself/herself or his/her relative may contact the designated hospital, and in case of any problem of communication, may contact the contact person of the municipal or district health and family planning commission. The talent can enjoy the medical services including physical examination, out-patient medical treatment (expert appointment), hospitalization arrangement, etc. by holding the Talent Service Card. The results hereof shall be notified by the employer's contact person to the municipal one-stop service platform the next day after completion of services.

(vi) Professional title evaluation, employment, program application, employment of spouse (children) and other services. The employer's contact person, the talent himself/herself or his/her relative may apply to the municipal one-stop service platform which shall inform related service-providing organizations of offering corresponding services.

## **VII. Supervision and Management**

To ensure the quality and efficient talent service work, the Organization Department of Chongqing Municipal Committee and Chongqing Provincial Human Resources and Social Security Department together with other related municipal departments, under the unified leadership of the talent work leading group of the municipal Party committee, have established the mechanism of the joint conference, general notification and supervision and inspection.

(i) The monthly joint conference shall be convened for the conditions and problems during the use of the Talent Service Card.

(ii) Chongqing Provincial Human Resources and Social Security Department shall monthly give general information of the service delivery concerning the Talent Service Card to relevant departments.

(iii) The Organization Department of Chongqing Municipal Committee and Chongqing Provincial Human Resources and Social Security Department shall evaluate the implementing conditions of the Talent Service Card System through the questionnaire, third-party evaluation or other methods, and organize related municipal departments for supervision and inspection.

## **VIII. Others**

With regard to the talents accredited through the talent program of all district or county (autonomous county), the district or county (autonomous county) shall carry out related services as per the Implementing Regulations.

Appendixes:

1. Tips
2. *Application Form for High-level Talent Services*
3. *Notice on Handling (Cancellation) of Chongqing Talent Service Card*
4. *Notice on Services of School and Nursery Entrance for Chongqing Talents' Children*
5. *Notice on Household Registration Services for Chongqing Talents*
6. Guide to Chongqing Introduced High-end Talents for Household Registration Application
7. *Notice on Resident Visa Services for Chongqing Talents*
8. Rules and Regulations on Foreign High-level Talents Coming to Chongqing Applying for Employment-type Residence Certificate
9. *Notice on Medical Services for Chongqing Talents*
10. *Notice on Professional Title Evaluation Services for Chongqing Talents*
11. *Notice on Employment Services for Chongqing Talents*
12. *Notice on Talent Program Application Services for Chongqing Talents*
13. *Notice on Employment Services for Chongqing Talents' Spouse (Children)*
14. *Information Form for Service Representative and Contact Person*

## Appendix 1

### Tips

1. When the talent needs the science & technology services, professional title evaluation, household registration, resident visa, employment of spouse (children), school and nursery entrance for children (grandchildren) and program application services, the employer's contact person, the talent himself/herself or his/her relative may communicate with the contact person of the service department or organization by phone, and in case that such contact fails, the aforesaid person may send a message with the following content:

“To XX department or organization, I am XX of XX organization, with ID card No. XX and Chongqing Talent Service Card No. XX, and now I need XX service. Please give a reception.”

2. If the message is not timely replied to within the day when it is sent, the employer's contact person, the talent himself/herself or his/her relative may send a message to the service representative of the municipal one-stop service platform with the following content:

“To Service Representative XX, I am XX of XX organization, with ID card No. XX and Chongqing Talent Service Card No. XX. I expressed XX service need to XX service organization on XX (month) XX (day), XX (year), and have not received any response. Please help with the solution.”



## Appendix 2

### Application Form for High-level Talent Services

Chongqing Talent Exchange Service Center

Date:

Name		Contact Information	
Work Unit		Talent Service Card No.	
Service item applied for	<input type="checkbox"/> School and nursery entrance for children (grandchildren)		
	<input type="checkbox"/> Science & technology services		
	<input type="checkbox"/> Household registration services		
	<input type="checkbox"/> Resident visa services		
	<input type="checkbox"/> Medical services		
	<input type="checkbox"/> Professional title evaluation		
	<input type="checkbox"/> Employment		
	<input type="checkbox"/> Program application		
	<input type="checkbox"/> Employment of spouse (children)		

Note: When the high-level talent needs to apply for services, the talent may enter [www.cqtalent.com](http://www.cqtalent.com), click [one-stop services] to download this form, and then mark “√” on the corresponding item, and the employer’s contact person, the talent himself/herself or his/her relative may send the electronic application form to the municipal one-stop service platform at [cqrcgfb@163.com](mailto:cqrcgfb@163.com).

### Appendix 3

## Notice on Handling (Cancellation) of Chongqing Talent Service Card

Chongqing Talent Exchange Service Center

Date:

S/N	Name	Sex	Talent Service Card No.	Work Unit	Contact and Tel.
1					
2					
3					
4					
5					
6					
7					

Prepared by:

Department head:

Chongqing Provincial Human Resources and Social Security Department (seal)

Note: The card categories are new handling, extension, modification, loss report and cancellation.

## Notice on Services of School and Nursery Entrance for Chongqing Talents' Children

Chongqing Municipal Education Commission

Date:

S/N	Name of person to enter school or nursery	Relationship with the talent	Sex	Intended school or nursery	School or nursery actually-entered	Grade	Talent's name:	Talent Service Card No.	Srevice category	Contact and Tel.
1										
2										
3										
4										
5										
6										
7										

Prepared by:

Department head:

Chongqing Talent Exchange Service Center (seal)

Note: 1. The service categories are new entrance and transfer.

2. Your commission should, in accordance with requirements of Implementing Regulations on Chongqing Talent Service Card, undertake the new entrance of the above talent's children (grandchildren) and notify the municipal one-stop service platform of the result hereof before August 10.

3. Your commission should, in accordance with requirements of Implementing Regulations on Chongqing Talent Service Card, arrange for the school or nursery for transfer and give the result hereof within 15 workdays after receipt of this notice.

## Appendix 5

### Notice on Household Registration Services for Chongqing Talents

Chongqing Municipal Public Security Bureau

Date:

S/N	Talent and Relationship	Name	Sex	ID Card No.	Work Unit	Proposed householdaddress	Contact and Tel.
1							
2							
3							
4							
5							
6							
7							

Prepared by:

Department head:

Chongqing Talent Exchange Service Center (seal)

Note: Since the above talent needs the household registration service, your bureau or designated office should, in accordance with requirements of Implementing Regulations on Chongqing Talent Service Card, provide the related household registration service for him/her.

## Appendix 6

# Guide to Chongqing Introduced High-end Talents for Household Registration Application

## I. Household Registration Application

(i) Household registration requirements: When the person who holds a Chongqing Talent Service Card and his or her spouse and minor children need to register their permanent residence in Chongqing, they may register their own legal and stable residence in an urban area, the unit collective household, a lineal relative's residence in the district or county where the talent's work unit locates, social talent collective household or community collective household of their own accord.

(ii) Household registration mode

Apply to the local police station of the place where the talent plans to register his or her permanent residence.

(iii) Application materials

1. Household Registration Application;
2. *Chongqing Talent Service Card*;
3. The Household Register and Resident Identification Card of people who plan to register;
4. People who plan to register a legal and stable residence need to provide certificates of housing procedures;
5. Where there is any lineal relative to register the residence or any person accompanying the talent for residence transfer, the corresponding certificate of kinship is required.

Remark: Except the above application materials, it is not allowed to require the person to provide actual residence materials, to ask the person to provide certificates of housing procedures when he or she chooses any other household registration category than the legal and stable residence, or to ask for a certificate of the parent-child relationship which is recorded in the *Household Register*, can be verified through the public security information system, or can be dealt with through the talent's written commitment;

(iv) Handling time

It is convenient and efficient with the "green channel" and the exclusive person's guidance and service.

## II. Transfer of household registration

The transfer of the talent's household registration, except transferring from other provinces for which it is necessary to report to the competent authority of the district or county (autonomous county) for approval and issuing the permit for transfer of household registration, shall be accepted and handled by the police station and be completed within 10 workdays. Any issue which can be handled and completed on the spot shall be done on the spot.

### **III. Handling requirement**

When all police station conducts the transfer approval and household registration for talents and their spouse and children, the application reason in the Triman Population Information System shall be chosen as “281”, namely “household registration with a *Chongqing Talent Service Card*”.

## Appendix 7

### Notice on Resident Visa Services for Chongqing Talents

Chongqing Municipal Public Security Bureau

Date:

S/N	Name	Sex	Talent Service Card No.	Work Unit	Contact and Tel.
1					
2					
3					
4					
5					
6					
7					

Prepared by:

Department head:

Chongqing Talent Exchange Service Center (seal)

Note: Since the above talent needs the resident visa service, your bureau should, in accordance with requirements of Implementing Regulations on Chongqing Talent Service Card, provide the related resident visa service for him/her.

## Appendix 8

# **Rules and Regulations on Foreign High-level Talents Coming to Chongqing Applying for Employment-type Residence Certificate**

### I. Application for Residence Certificate (extension)

In the event of the application to the department of exit and entry administration of the public security organization for an employment-type residence certificate, the talent or the exclusive clerk of the work unit shall answer related questions on the spot and offer the following materials in accordance with related regulations:

1. Valid original passport and visa and their copies;
2. A temporary residence registration certificate issued by the police station of the resident area or an accommodation certificate issued by a hotel with the official seal affixed thereon;
3. The *Foreigner's Visa Application Form* correctly completed in black ink pen, with a recent half-length 2-inch bareheaded and full-face photo and a receipt of photo detection and collection for exit and entry certificates (the photo shall be taken at a photo studio which meets the conditions of digital photo detection and collection for Chongqing exit and entry certificates and the related receipt shall be obtained);
4. A Chinese official letter issued by the employer to the bureau of exit and entry administration of the public security bureau, affixed with the official seal, with the following information: (1) the inviting organization and applicant's basic information; (2) application particulars, including activities content in China, the period of staying in China, and schedule for exit and entry; (3) guarantee of compliance with Chinese law;
5. The employer's legal registration certificate. Based on the nature of the employer, copies of the enterprise business license (counterpart) after annual survey, Registration Certificate of Resident Representative Office of Foreign (Region) Enterprise in China, Public Institution Legal Person Certificate (counterpart), Practicing License of Representative Office of Foreign Law Firm in China, and School License (counterpart), with the official seal affixed thereon;
6. Copy of the exclusive clerk's ID card, with the verification of the original required;
7. *Foreigner's Work Permit* (Category A) and other certificates permitting work issued by Chongqing Administration of Foreign Experts Affairs;
8. The foreigner who is over 18 years old and applies for the residence certificate for the first time shall submit a certificate of physical health issued by Chongqing Entry Exit Inspection and Quarantine Bureau (Chongqing International Travel Health Center).
9. Other procedures and materials required by the bureau of exit and entry administration of the



public security bureau.

II. Application for residence certificate reissue. In case the residence certificate is lost, damaged or stolen or robbed of, the foreigner may apply to the bureau of exit and entry administration of the public security bureau for the reissue of a residence certificate. The person or the exclusive clerk must be present to answer related questions. Apart from all the materials as stipulated in the *Application for Residence Certificate*, the following materials are also required:

1. Where the visa is lost, stolen or robbed of, the person's certificate of passport loss report or a diplomatic note of the corresponding diplomatic and consular mission in China and a new passport shall be submitted.
2. Where the visa is damaged, the damaged passport or a diplomatic note of the corresponding diplomatic and consular mission in China and a new passport shall be submitted.

### III. Tips

1. All original application materials shall be verified and their copies (A4 paper) shall be kept.
2. The application materials in a foreign language shall be submitted only after being translated into Chinese by a qualified translation company.
3. The person who does not cancel his or her Chinese household registration shall raise an application after the cancellation and when necessary, submit a cancellation certificate of household registration issued by the related police station.
4. The employer shall handle the registration and filing procedures for foreign units with the bureau of exit and entry administration according to related regulations.
5. Regarding the application for extension of a residence certificate, the application shall be raised 30 days before the residence term expires.
6. In case of any change of items registered in the residence certificate, the applicant shall apply for handling the change within 10 days after the change occurs, and submit related proofs.
7. When the employer finds that the foreigner leaves office, changes his/her work place, breaches the entry and exit management regulations, or is dead or lost, the employer shall report to the exit and entry administration organization in a timely manner.
8. During the period when the applicant's passport or any other international travel certificate is submitted and kept for certificate handling, the applicant may legally stay in China by the acceptance receipt for 15 workdays.
9. The organization which issues an invitation letter shall be responsible for the authenticity of the invitation.
10. The bureau of exit and entry administration of the public security bureau may verify the application particulars through the interview, inquiry by phone, field investigation, etc., and the applicant and the organization or individual that issues the invitation letter, certificates and

materials shall cooperate with the above work.

11. The decision not to handle the extension, renewal or reissue of an ordinary visa, to handle the foreigner's stay or residence certificate, or to extend the residence term shall be final.

12. The visa-issuing authority may not give a reason for refusing to issue a residence certificate.

#### IV. Completion time:

When the application materials are complete, the first-time handling shall be completed within 5 workdays and the extension shall be completed within 3 workdays.

## Appendix 9

### Notice on Medical Services for Chongqing Talents

Chongqing Municipal Health and Family Planning Commission

Date:

S/N	Name	Sex	Talent Service Card No.	Work Unit	Contact and Tel.
1					
2					
3					
4					
5					
6					
7					

Prepared by:

Department head:

Chongqing Talent Exchange Service Center (seal)

Note: Since the above person is a talent identified as per the municipal regulations, in case of his or her need for any medical service, your commission should, in accordance with requirements of Implementing Regulations on Chongqing Talent Service Card, provide the related medical service for him/her.

## Appendix 10

# Notice on Professional Title Evaluation Services for Chongqing Talents

Speciality and Technology Division of Chongqing Provincial Human Resources and Social Security Department

Date:

S/N	Name	Sex	Talent Service Card No.	Work Unit	Application Category	Contact and Tel.
1						
2						
3						
4						
5						
6						
7						

Prepared by:

Department head:

Chongqing Talent Exchange Service Center (seal)

Note:

1. Application Category: Primary, Intermediate, Deputy Senior, and Senior.
2. Since the above talent needs the professional title evaluation service, your division should, in accordance with requirements of Implementing Regulations on Chongqing Talent Service Card, provide the related professional title evaluation service for him/her.

## Appendix 11

### Notice on Employment Services for Chongqing Talents

Service Division of Chongqing Provincial Human Resources and Social Security Department

Date:

S/N	Name	Sex	Talent Service Card No.	Work Unit	Application Category	Contact and Tel.
1						
2						
3						
4						
5						
6						
7						

Prepared by:

Department head:

Chongqing Talent Exchange Service Center (seal)

Note: Since the above talent needs the employment service, your division should, in accordance with requirements of Implementing Regulations on Chongqing Talent Service Card, provide the related employment service for him/her.

## Appendix 12

### Notice on Talent Program Application Services for Chongqing

#### Talents

Chongqing (organization responsible for talent programs)

Date:

S/ N	Name	Sex	Talent Service Card No.	Work Unit	Contact and Tel.
1					
2					
3					
4					
5					
6					
7					

Prepared by:

Department head:

Chongqing Talent Exchange Service Center (seal)

Note: Since the above talent needs the talent program application service, your organization should, in accordance with requirements of Implementing Regulations on Chongqing Talent Service Card, provide the related talent program application service for him/her.

## Appendix 13

### Notice on Employment Services for Chongqing Talents' Spouse (Children)

Organization department and human resources and social security bureau of the district and county  
(autonomous county) Date:

S/N	Name	Sex	Talent Service Card No.	Work Unit	Contact and Tel.
1					
2					
3					
4					
5					
6					
7					

Prepared by:

Department head:

Chongqing Talent Exchange Service Center (seal)

Note: Since the above talent's spouse (child) needs the employment service, you should, in accordance with requirements of Implementing Regulations on Chongqing Talent Service Card, assist the employer in providing the related employment service for his/her spouse (child).

## Appendix 14

### Information Form for Service Representative and Contact Person

S/N	Name	Work Unit	Contact Information			
			Office Tel.	Cellphone No.	E-mail	QQ No.:
1						
2						
3						
4						
5						
6						

Note:

1. The related organization shall send the form to [cqrcgfb@163.com](mailto:cqrcgfb@163.com) within 7 workdays after receipt of notice.
2. In case that the contact person changes, the related department or employer shall submit a new *Information Form for Service Representative and Contact Person* to the municipal one-stop service platform within 5 days before change.