附件3

政务服务事项办事指南填报表格

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 事项名称 |  | | | | | | | |
| 事项类型 |  | | | | | | | |
| 设定依据 |  | | | | | | | |
| 实施机构 |  | | | | | | | |
| 法定办结时限 |  | | | | | | | |
| 承诺办结时限 |  | | | | | | | |
| 结果名称 |  | | | | | | | |
| 结果样式 |  | | | | | | | |
| 收费标准 |  | | | | | | | |
| 收费依据 |  | | | | | | | |
| 申请材料 | 材料名称 | | | 原件份数 | | 复印件份数 | | 是否有示范文本 |
|  | | |  | |  | | 随本表附后 |
|  | | |  | |  | |  |
|  | | |  | |  | |  |
| 办理流程 | 环节顺序 | 环节名称 | 办理人员 | | 办理时限 | | 备注 | |
| 首环节 | 受理 |  | |  | |  | |
| 第二环节 | 审核 |  | |  | |  | |
| 第三环节 | …… |  | |  | |  | |
| 第..环节 | …… |  | |  | |  | |
| 尾环节 | 办结 |  | |  | |  | |
| 办理形式 |  | | | | | | | |
| 审查标准 |  | | | | | | | |
| 通办范围 |  | | | | | | | |
| 预约办理 |  | | | | | | | |
| 网上支付 |  | | | | | | | |
| 物流快递 |  | | | | | | | |
| 办理地点 |  | | | | | | | |
| 办理时间 |  | | | | | | | |
| 咨询电话 |  | | | | | | | |
| 监督电话 |  | | | | | | | |