

# 《社会团体业务范围变更登记》 线上申办指南

**一、服务对象：**社会组织法人

**二、所属部门：**信阳市民政局

**三、申请条件：**

社会团体的登记事项需要变更的，应当自业务主管单位审查同意之日起 30 日内，向登记管理机关申请变更登记。

**四、申请材料**

1. 社会团体法人登记证书。

2. 社会团体变更业务范围登记申请表。（可登录“河南政务服务网”下载填写后拍照或扫描上传）

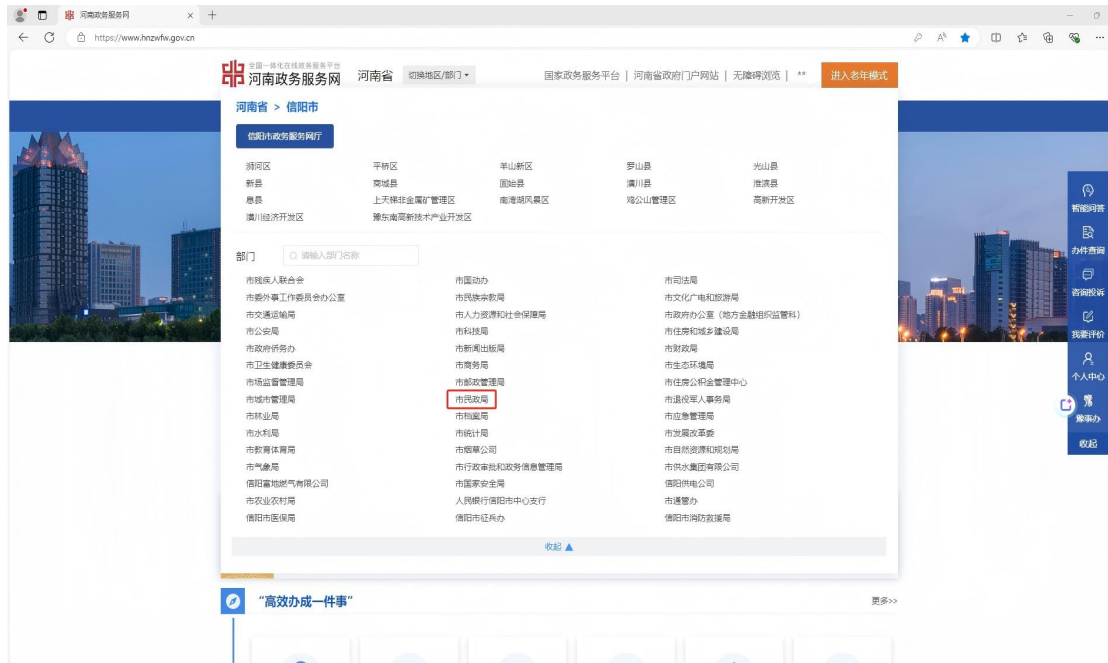
3. 中华人民共和国居民身份证（通过数据共享减免，无需提供）。

**五、线上办理操作流程**

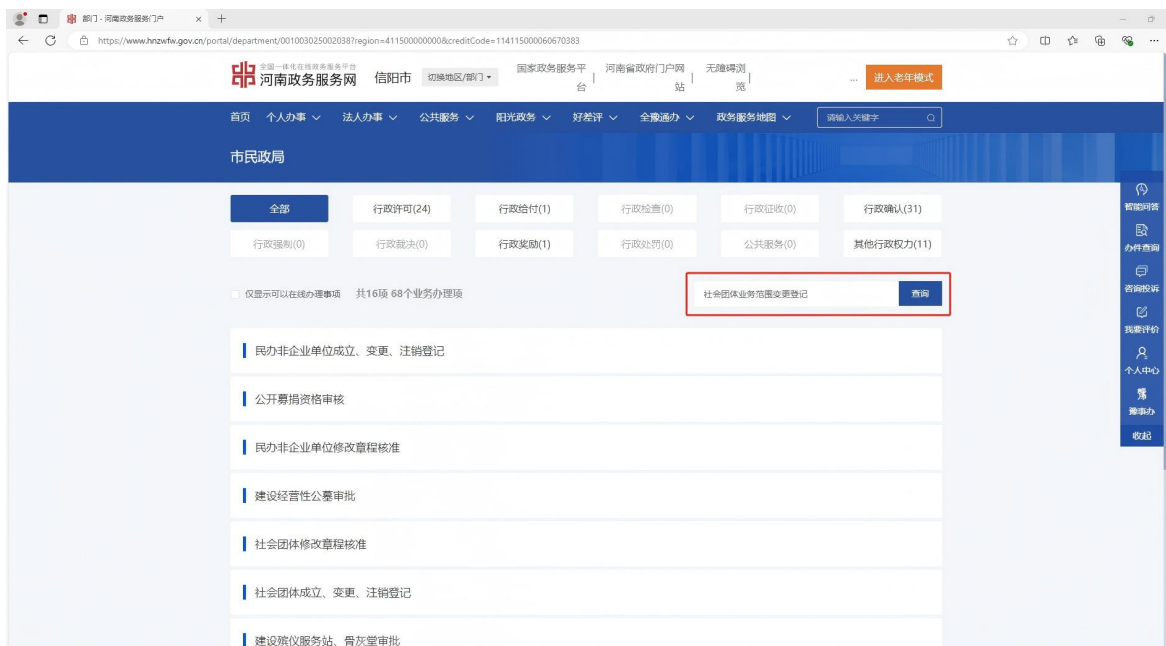
1. 申请人登录河南政务服务网 (https://www.hnzwfw.gov.cn)

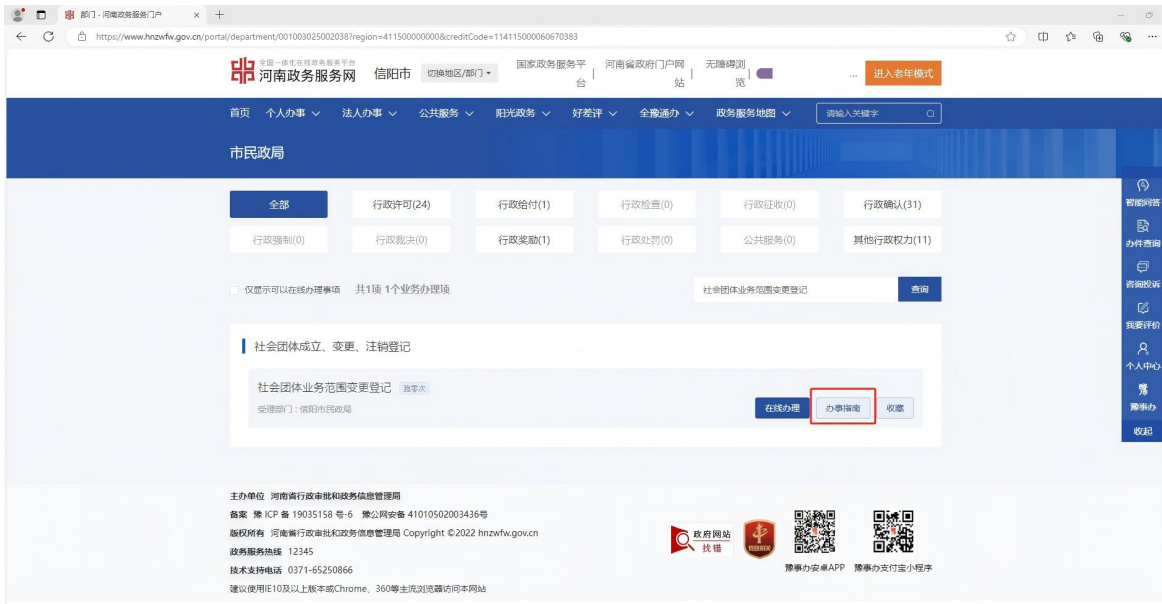


## 2. 登录进入后，地区/部门选择信阳市民政局



## 3. 进入页面后，在搜索栏搜索“社会团体业务范围变更登记”，点击办事指南。





4. 详细查看办事指南、申请材料及要求、办理流程和常见问题后，再在左上角点击在线办理。



5. 进入在线办理界面，自检勾选申请条件后下拉点击下一步。

The screenshot shows the '社会团体业务范围变更登记' (Social Organization Business Scope Change Registration) page. The header includes the Henan Government Service Portal logo and navigation links. The main content area is titled '社会团体业务范围变更登记' and includes the following sections:

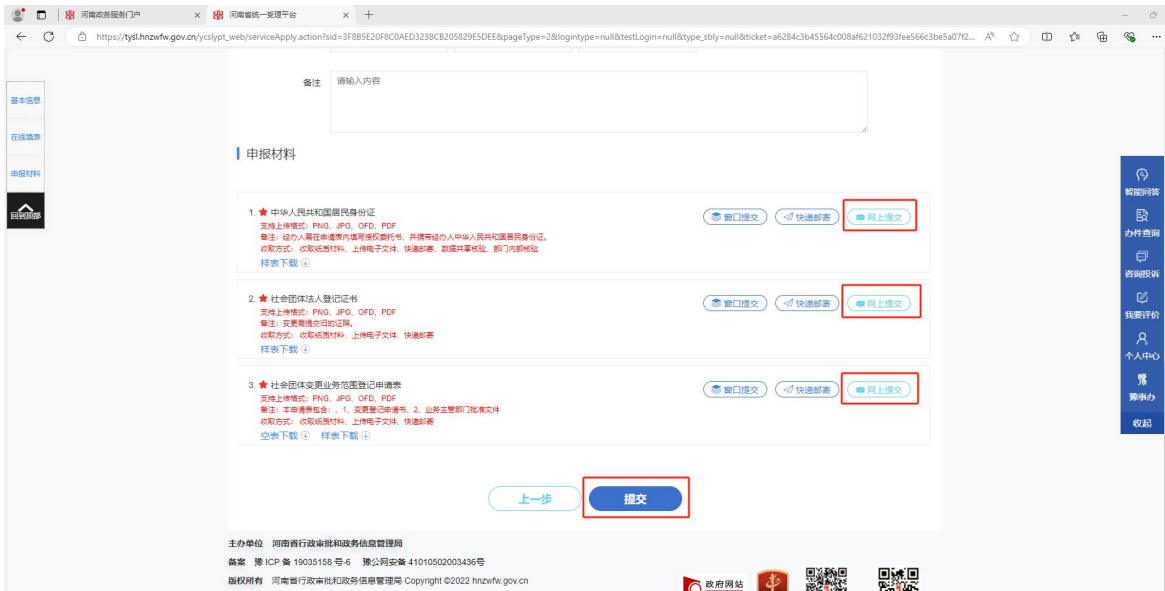
- 审批条件 (Approval Conditions):** A list of conditions with checkboxes. The first condition, '取消办理该项业务, 需满足以下申请条件才能进行业务的办理, 请白格是否满足, 符合请打勾。' (Cancel the application for this business, you need to meet the following application conditions to proceed with the business processing, please check the white box if satisfied, if so, please check the box.), is highlighted with a red box.
- 收取材料 (Required Materials):** A list of materials to be submitted, including: 1. 中华人民共和国居民身份证 (ID card), 2. 社会团体法人登记证书 (Registration certificate), and 3. 社会团体业务范围变更登记申请表 (Application form).
- 下一步 (Next Step):** A button at the bottom of the form, also highlighted with a red box.

6. 进入信息填写界面后，核实个人信息，通讯地址栏填写纸质办理结果收取地址。

The screenshot shows the '基本信息' (Basic Information) section of the application form. It includes the following fields and options:

- 带\*号为必填项, 请根据实际情况进行填写** (Fields with \* are required, please fill in according to the actual situation).
- ★为必要材料, 请务必提交才能申报** (★ indicates necessary materials, please submit them to apply).
- ☆为补缺后补材料, 您可以在网上预受理后后在窗口提交** (☆ indicates supplementary materials, you can submit them at the window after online pre-acceptance).
- ★为非必要材料, 根据您的实际情况选择提交** (★ indicates non-necessary materials, please choose to submit based on your actual situation).
- 根据《中华人民共和国保守国家秘密法》有关规定, 请您在办理政务服务事项时通过河南政务服务网 (https://www.hnzwfw.gov.cn) 提交涉密信息和涉密材料。** (According to the provisions of the Law of the People's Republic of China on the Protection of State Secrets, please submit confidential information and materials through the Henan Government Service Portal).
- 基本信息 (Basic Information):** Fields for '申报项目名称' (Application Project Name), '审批项目名称' (Approval Project Name), '申报单位' (Applicant), '联系人姓名' (Contact Name), '联系人手机' (Contact Mobile), '联系人身份证' (Contact ID Card), '联系人电话' (Contact Phone), '法定代理人' (Legal Representative), and '社会信用代码' (Social Credit Code).
- 通讯地址 (Communication Address):** Fields for '通讯地址' (Communication Address), '邮编' (Postal Code), '是否快速送达' (Fast Delivery), '快速收票方式' (Fast Ticket Collection Method), '收件人姓名' (Recipient Name), '收件人手机' (Recipient Mobile), '详细地址' (Detailed Address), and '邮政编码' (Postal Code).
- 备注 (Remarks):** A text area for additional information.

7. 在信息填写界面，根据办事指南要求和申请材料规格，选择网上提交，上传电子扫描版材料并提交。



8. 提交结束后，短暂时间后会弹出好差评界面，请予以评价并提交评价，至此网上申请完成。



9. 部门收到申请后，将按照即办件要求，进行审批办理，并将办理结果通过政务 EMS 快递免费邮寄送达。