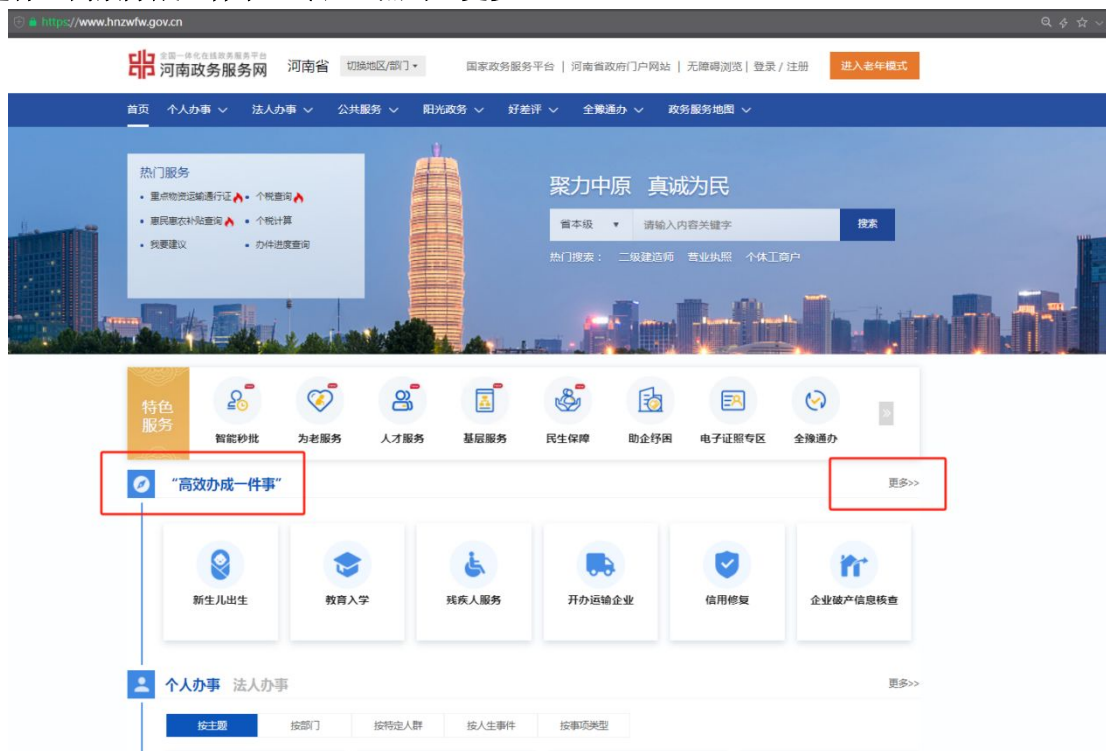


# 企业信息变更一件事操作指南

一. 通过浏览器访问并登录“河南政务服务网”或者“河南省企业登记全程电子化服务平台”

(一)“河南政务服务网”，网址：“https://www.hnzwfw.gov.cn/”

(1) 选择“高效办成一件事”专区，点击“更多”



(2) 选择“法人一件事”



(3) 找到“企业信息变更（含个体工商户）”，点击“在线办理”



(4) 选择“法人登录”，选择使用“电子营业执照”扫码登录



(二) “河南省企业登记全程电子化服务平台”，网址：“<http://qcdzh.scjg.henan.gov.cn/index.action>”

### (1) 点击“企业登录”



### (2) 使用“电子营业执照”扫码登录



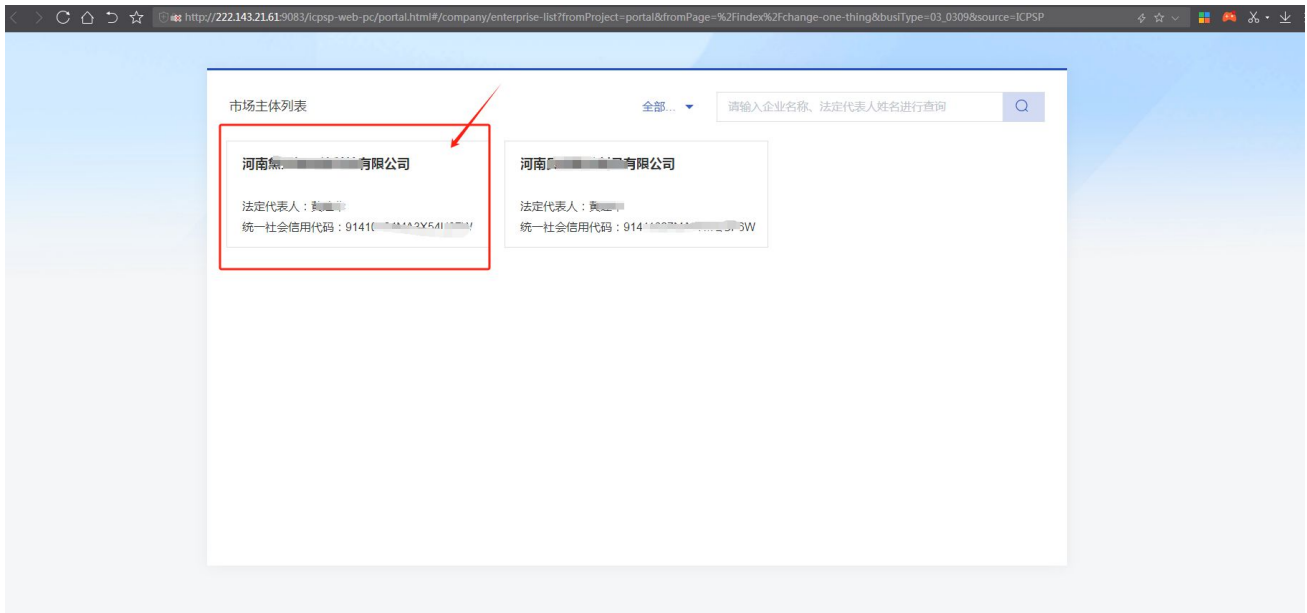
## 二. 选择进入“经营主体变更登记一件事”功能模块



## 三. 点击进入“立即办理”



#### 四. 选择需要办理变更登记的经营主体



#### 五. 勾选变更登记（备案）事项，点击“保存并下一步”



## 六. 完成经营主体变更事项录入后，选择是否办理“银行基本账户变更”

The screenshot shows the '河南省企业登记全程电子化服务平台' (Henan Province Enterprise Registration Online Service Platform) interface. The user is currently on step 6, '银行开户' (Bank Account Opening), which is highlighted with a red box. The breadcrumb trail includes: 3. 人员信息, 4. 章程及决议, 5. 补充信息, 6. 银行开户, 7. 刻章信息, 8. 税务信息变更, 9. 社保登记, 10. 公积金. A warning message states: '温馨提示: 选择办理银行基本账户变更, 系统会将核准后的企业信息数据推送给相关银行!' (Warm reminder: Selecting to process the change of the basic bank account, the system will push the approved enterprise information data to the relevant bank!). Below the warning, there are two radio buttons: '办理银行基本账户变更' (checked) and '暂不办理银行基本账户变更'. A list of banks is provided under the heading '预约银行:' (Reserve Bank:), including 中国银行, 建设银行, 工商银行 (checked), 中国邮政储蓄银行, 中原银行, 交通银行, 民生银行, 农业银行, 招商银行, and 郑州银行. At the bottom, there are three buttons: '上一步' (Previous Step), '保存并下一步' (Save and Next Step), and '关闭' (Close). The footer contains contact information for the Henan Provincial Market Supervision Administration.

## 七. 选择是否办理“刻章信息变更”

The screenshot shows the '河南省企业登记全程电子化服务平台' (Henan Province Enterprise Registration Online Service Platform) interface. The user is currently on step 7, '刻章信息' (Seal Information), which is highlighted with a red box. The breadcrumb trail includes: 3. 人员信息, 4. 章程及决议, 5. 补充信息, 6. 银行开户, 7. 刻章信息, 8. 税务信息变更, 9. 社保登记, 10. 公积金. A warning message states: '温馨提示: 选择办理刻章信息变更, 系统会将核准后的企业信息数据推送给公安部门!' (Warm reminder: Selecting to process the change of seal information, the system will push the approved enterprise information data to the public security department!). Below the warning, there are two radio buttons: '办理刻章信息变更' (checked) and '暂不办理刻章信息变更'. In the center of the page, there is an illustration of a building with a red flag on top. At the bottom, there are three buttons: '上一步' (Previous Step), '保存并下一步' (Save and Next Step), and '关闭' (Close). The footer contains contact information for the Henan Provincial Market Supervision Administration.

## 八. 选择是否办理“税务信息变更”



## 九. 选择是否办理“社会保险登记变更”



## 十. 选择是否办理“公积金缴存登记变更”



十一. 经营主体自主选择是否同步办理涉及银行开户、刻章信息、税务信息、社保登记、公积金信息变更并完成相关信息填报后, 点击“保存并下一步”, 选择“预览并提交”, 完成电子签名, 提交企业信息变更申请。

