附件：

**建筑业企业资质核查材料清单**

（一）企业营业执照副本（原件扫描件加盖公章）；

（二）建筑业企业资质证书（电子版打印加盖公章）；

（三）企业主要人员花名册（1.表格下载（详见附表）；2.法定代表人签字加盖公章的原件）；

（四）企业技术负责人的身份证明、职称证书或高级技工证书、任职文件及相关资质标准要求提供的材料（彩色扫描件加盖公章）；

（五）技术工人身份证、职业培训合格证书或职业技能证书、发证机构网上查询截图（彩色扫描件加盖公章）；

（六）所有人员近三个月社保清单（人社局打印，附公司社保账号及密码）。

企业提供的书面材料应与《企业主要人员花名册》所填报的内容保持一致，并放置企业现场备查。对不提供有关材料的，按《建筑业企业资质管理规定》予以认定违法行为。

**附表**

**企业主要人员花名册**

企业名称： （公章）

企业注册地址：

实际办公地址：

填报日期： 年 月 日

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1. 技术负责人名单

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| **序号** | **姓名** | **学历** | **职称/技能证书** | **身份证号码** | **职称专业/专业工种** | **负责资质类别** |
| **1** |  |  |  |  |  |  |
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1. **技术工人人员名单**

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| **序号** | **姓名** | **身份证号码** | **技能等级** | **专业工种** | **证书编号** | **发证单位** | **是否**  **自有** |
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