

附件

申请变更工程咨询单位资信 评价证书基本信息操作指南

甲级申请单位访问 <http://bms.cnaec.com.cn/business/a/login>，进入《工程咨询单位资信评价管理系统》，根据注册时自己确定的用户名和密码登录。如下图所示：



图 1

乙级单位访问 <http://bmssc.cnaec.com.cn/businesslocal/a/login>，进入《工程咨询单位资信评价管理系统》，根据注册时自己确定的用户名和密码登录。如下图所示：

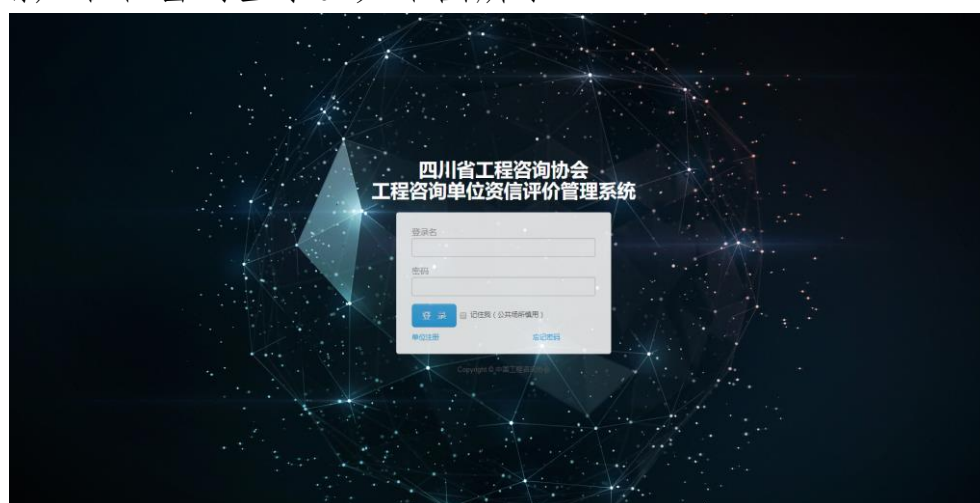


图 2

单位用户登录系统后，顶部导航选择“企业管理”，在出现的左侧菜单中点击“基本信息变更”，再点击“新增变更申请”，如下图：

The screenshot shows the NAEC (China National Association of Engineering Consultants) system interface. The top navigation bar includes the NAEC logo and the text '中国工程咨询协会' and 'CHINA NATIONAL ASSOCIATION OF ENGINEERING CONSULTANTS'. A '企业管理' (Enterprise Management) button is visible. The left sidebar contains a menu with options: '资信申请' (Credit Application), '人员信息' (Personnel Information), '基本信息变更' (Basic Information Change - selected), '历次变更列表' (History of Changes List), and '企业证书' (Enterprise Certificate). The main content area shows the '历次变更列表' (History of Changes List) and a '新增变更申请' (New Change Application) button. Below this, there are input fields for '企业名称' (Enterprise Name) and '备案号' (Registration Number). The '企业名称' field is filled with '北京测试公司' (Beijing Test Company). At the bottom, there are pagination controls: '« 上一页' (Previous Page), '1', and '下一页 »' (Next Page).

图 3

进入单位基本信息变更填写界面，如下图：

The screenshot shows the 'Basic Information Change' form. The form is divided into several sections. The top section contains fields for '单位名称' (Unit Name), '统一社会信用代码' (Unified Social Credit Code), '证书号码' (Certificate Number), and '所在地区' (Location). The '单位名称' field is filled with '北京测试公司'. The '统一社会信用代码' field is filled with '9111'. The '证书号码' field is filled with '9111'. The '所在地区' field is filled with '北京市'. Below this, there is a table with three columns: '变更前情况' (Situation Before Change), '变更后情况' (Situation After Change), and '变更证明文件' (Change Proof Document). The table has rows for '单位名称' (Unit Name), '法定代表人' (Legal Representative), '技术负责人' (Technical Responsible Person), '地区' (Region), and '住所' (Residence). The '单位名称' row shows '北京测试公司' in the '变更前情况' column. The '法定代表人' row shows '北京测试公司' in the '变更前情况' column. The '技术负责人' row shows '北京测试公司' in the '变更前情况' column. The '地区' row shows '北京市' in the '变更前情况' column. The '住所' row shows '北京测试公司' in the '变更前情况' column. At the bottom, there is a section for '附件表' (Attachment Table) with columns for '文件名称' (File Name), '附件类别' (Attachment Category), '文件地址' (File Address), and '备注' (Remarks). The '文件名称' column is filled with '新增'. At the very bottom, there are three buttons: '保存' (Save), '提交' (Submit), and '返回' (Return).

图 4

填写相关数据后，点击保存，信息保存后将进入历次变更列表，如下图：

图 5

如需修改，可点击“修改”按钮，修改后点击“保存”按钮；也可点击“删除”按钮，删除该变更申请。

确认填写内容无误后，点击图 4 中的“提交”按钮，将变更信息提交，待审核无误后证书相关内容予以变更。

提交后的变更申请仅可查看，不可修改，如图 6 所示：

图 6