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| **湖南省因公赴港澳报批件** | | | | | | | | | | | | | | | | | | |
| **联系人及电话：** | | | | | | **组团单位负责人签名（公章）：** | | | | | | |  | | | | | |
| **团组单位** | | |  | | | | | | **团组负责人** | | | |  | | **人数** | |  | |
| **出访地点** | | | **香港** | **次，每次停留** **天。** | | | | | **澳门** | | **次，每次停留 天。** | | | | | | | |
| **邀请单位** | | |  | | | | | | **任务类型** | | |  | | | | | | |
| **人员姓名** | | | **性别** | **身份证号** | | **工作单位（全称）** | | | | | | | | **职务（称）/级别** | | | | |
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| **出 访 任 务 和 理 由** | |  | | | | | | | | | | | | | | | | |
| **任务审批部门** | **审核或审批意见** |  | | | | | | | | | | | | | | | | |
| **签名： 年 月 日** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **收文日期** | |  | | **经办** |  | | **日期** | **拟办意见** | | **建议批准：** | | |  | | | **人** | | |
|  | **签注类型** | **香港** | | **/** | | | | | **天** |
| **收文编号** | |  | | **复核** |  | | **日期** | **澳门** | | **/** | | | | | **天** |
|  | **备注** |  | | | | | | | |

**注：1. 本表填写一式一份。2. 字体端正，复印、涂改无效。3. 出访人数超过8人请用附表并盖章。**

| **湖南省因公赴港澳报批件附表** | | | | |
| --- | --- | --- | --- | --- |
| **组团单位负责人签名（公章）：** | | | | |
| **人员姓名** | **性别** | **身份证号** | **工作单位（全称）** | **职务（称）/级别** |
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**出访人数超过8人用此表，由组团单位负责人签字并盖公章。**

**因公临时赴港澳人员备案表**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 |  | 性别 |  | 出生年月 | |  | | 政治面貌 |  |
| 工作单位及职务、是否为涉密人员及涉密等级 | |  | | | | | | 健康状况 |  |
| 家庭主要成员情况 | 称谓 | 姓名 | | 年龄 | 政治面貌 | | 工作单位、职务及居住地（是否取得外国国籍、境外长期或永久居留权） | | |
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| 组 团 单 位 | |  | | | | | 在团组中拟任职务 | |  |
| 出访任务、所赴地区及停留时间 | |  | | | | | | | |
| 出访任务审批单位 | |  | | | | | | | |
| 最近一次因公赴港澳时间及任务 | |  | | | | | | | |
| 人员派出单位意见 | 负责人签字： 单位盖章    年 月 日 年 月 日 | | | | | | | | |
| 说明 | **本表由因公临时赴港澳人员所在单位填写，一式两份。按照干部管理权限，报组织人事部门备案，并抄报外事（港澳事务）审批部门。** | | | | | | | | |

**附表一**

**因公临时赴港澳参团人员情况表**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **工作单位** | |  | | | | | | | |
| **姓名** | |  | **性别** | |  | | | **年龄** |  |
| **职务** | |  | **级别** | |  | | | **经费** | **元** |
| **身份证号** | |  | | | **手机号码** | | |  | |
| **出 访 任 务 和 理 由** |  | | | | | | | | |
| **派员单位负责人意见** |  | | | **省直主管部门意见** | | **或市州外事（港澳）办意见** |  | | |
| 年 月 日 （盖章） | | | 年 月 日 （盖章） | | |
| **省（市）领导意见** |  | | | | | | | | |
| 年 月 日 （盖章） | | | | | | | | |
| **以下参团人员需填写此表：**  **1. 非组团单位的人员；2.须报省港澳办审批的市州人员；3.须征求主管部门或省（市）领导意见的人员。** | | | | | | | | | |

**附表二**

**首次申办多次签注人员情况表**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **单位** |  | | | | |
| **姓名** |  | **性别** |  | **年龄** |  |
| **文化程度** |  | **政治面貌** |  | **职务（职称）** |  |
| **身份证号** |  | | **手机号码** |  | |
| **主要工作经历** |  | | | | |
| **负责人签名**  **单位意见及** | 年 月 日 （盖章） | | | | |
| **门意见**  **主管部** | 年 月 日 （盖章） | | | | |
| **说明** | **申请三个月多次、半年多次或一年多次签注填写此表。** | | | | |

**附表三**

**续办多次签注人员赴港澳情况表**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **姓 名** | | | **单位及职务** | | **分管业务** | |
|  | | |  | |  | |
| **上期多次往返签注有效期** | | | | **年 月至 年 月** | | |
| **次 序** | **赴港/澳日期**  月 日至 月 日 | | | **出访任务** | | **批准人及**  **职务** |
| 1 |  | | |  | |  |
| 2 |  | | |  | |  |
| 3 |  | | |  | |  |
| 4 |  | | |  | |  |
| 5 |  | | |  | |  |
| 6 |  | | |  | |  |
| 7 |  | | |  | |  |
| 8 |  | | |  | |  |
| 9 |  | | |  | |  |
| 10 |  | | |  | |  |
| 11 |  | | |  | |  |
| 12 |  | | |  | |  |
| 13 |  | | |  | |  |
| **守纪情况 出访成效及** | |  | | | | |
| **单位意见** | | 年 月 日(盖章)  年 月 日 （盖章） | | | | |
| **备 注** | |  | | | | |

**注：如出访次数超过本表栏数，需加填表格**