附表1

**集体合同备案申请表（用人单位）**

集申字第 号

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 单位名称\* | | |  | | | | | | 覆盖职工人数\* | |  | | |
| 女职工人数\* | |  | | |
| 注册所属区划\* | | |  | | 注册所在街乡\* | |  | | 注册具体地址 | |  | | |
| 单位通讯地址\* | | |  | | | | | | 邮政编码 | |  | | |
| 备案经办人\* | | |  | | | | 备案经办人联系电话\* | |  | | | | |
| 登记注册类型(单位类型)\* | | |  | | | | 行业类型\* | |  | | | | |
| 统一社会信用代码  (或组织机构代码)\* | | |  | | | | | | | | | | |
| 社会保险登记证号码 | | |  | | | | | | | | | | |
| 经营所属区划\* | | |  | | 经营所在街乡\* | |  | | 经营具体地址 | |  | | |
| 民主程序形式（单选）\* | | | □1、职工代表大会 □2、职工大会 □3、职工代表会议  □4、其他（具体说明）： | | | | | | | | | | |
| 法定代表人或负责人\* | | |  | | | | 工会主席或负责人\* | |  | | | | |
| **职工方协商代表** | | | | | | | | | | | | | |
| 序号 | 代表类型\* | 姓名\* | | 性别\* | 年龄\* | 身份证(或其他证件)号码\* | | 工作单位 | | 部门 | | 职务 | 备注 |
| 1 | 首席代表 |  | |  |  |  | |  | |  | |  |  |
| 2 | 协商代表 |  | |  |  |  | |  | |  | |  |  |
|  | 专业人士 |  | |  |  |  | |  | |  | |  |  |
|  | 受委托人 |  | |  |  |  | |  | |  | |  |  |
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| 职工方协商代表产生程序说明（单选）：  □1、职工民主推荐  □2、职工大会选举  □3、其他（具体说明）： | | | | | | | | | | | | | |

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| **用人单位方协商代表** | | | | | | | | | |
| 序号 | 代表类型\* | 姓名\* | 性别\* | 年龄\* | 身份证(或其他证件)号码\* | 工作单位 | 部门 | 职务 | 备注 |
| 1 | 首席代表 |  |  |  |  |  |  |  |  |
| 2 | 协商代表 |  |  |  |  |  |  |  |  |
|  | 专业人士 |  |  |  |  |  |  |  |  |
|  | 受委托人 |  |  |  |  |  |  |  |  |
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| 备案申请事项（单选）\* | | | □1、订立 □2、变更 □3、续订 | | | | | | |
| 用人单位方其他说明：  （公章）  申请日期 年 月 日 | | | | | | | | | |
| 人力社保部门承办人办理意见：  承办人  年 月 日 | | | | | | | | | |

注：\*号为必填项。

附表2

**集体合同备案申请表（企业集团）**

集申字第 号

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| 企业集团名称\* | | |  | | | | | | | | | | | |
| 包含单位个数\* | | |  | | | 覆盖职工人数\* | |  | | 女职工人数\* | | |  | |
| 注册所属区划\* | | |  | | | 注册所在街乡\* | |  | | 注册具体地址 | | |  | |
| 单位通讯地址\* | | |  | | | | | | | 邮政编码 | | |  | |
| 备案经办人\* | | |  | | | | | 备案经办人联系电话\* | |  | | | | |
| 登记注册类型(单位类型) \* | | |  | | | | | 行业类型\* | |  | | | | |
| 统一社会信用代码\* | | |  | | | | | | | | | | | |
| 经营所属区划\* | | |  | | | 经营所在街乡\* | |  | | 经营具体地址 | | |  | |
| 民主程序形式（单选）\* | | | □1、职工代表大会 □2、职工大会 □3、职工代表会议  □4、其他（具体说明）： | | | | | | | | | | | |
| 法定代表人或负责人\* | | |  | | | | | 工会主席或负责人\* | |  | | | | |
| **职工方协商代表** | | | | | | | | | | | | | | |
| 序号 | 代表类型\* | 姓名\* | | 性别\* | 年龄\* | | 身份证(或其他证件)号码\* | | 工作单位 | | 部门 | 职务 | | 备注 |
| 1 | 首席代表 |  | |  |  | |  | |  | |  |  | |  |
| 2 | 协商代表 |  | |  |  | |  | |  | |  |  | |  |
|  | 专业人士 |  | |  |  | |  | |  | |  |  | |  |
|  | 受委托人 |  | |  |  | |  | |  | |  |  | |  |
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| 职工方协商代表产生程序说明（单选）：  □1、职工民主推荐  □2、职工大会选举  □3、其他（具体说明）： | | | | | | | | | | | | | | |

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| **用人单位方协商代表** | | | | | | | | | |
| 序号 | 代表类型\* | 姓名\* | 性别\* | 年龄\* | 身份证(或其他证件)号码\* | 工作单位 | 部门 | 职务 | 备注 |
| 1 | 首席代表 |  |  |  |  |  |  |  |  |
| 2 | 协商代表 |  |  |  |  |  |  |  |  |
|  | 专业人士 |  |  |  |  |  |  |  |  |
|  | 受委托人 |  |  |  |  |  |  |  |  |
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| 备案申请事项（单选）\* | | | □1、订立 □2、变更 □3、续订 | | | | | | |
| 用人单位方其他说明：  （公章）  申请日期 年 月 日 | | | | | | | | | |
| 人力社保部门承办人办理意见：  承办人  年 月 日 | | | | | | | | | |

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| **集体合同包含用人单位名单** | | | | | | | | | | |
| 单位总数\* |  | 职工总数\* |  | | 女职工总数\* |  | | | | |
| 单位名称\* | 经营所属区划\* | 经营所在街乡\* | 法人代表\* | 职工人数\* | 女职工人数\* | 联系电话 | 行业类型\* | 登记注册类型\* | 统一社会信用代码  （或组织机构代码）\* | 备注 |
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注：\*号为必填项。

附表3

**集体合同备案申请表（区域/行业）**

集申字第 号

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| 区域（行业）名称\* | | |  | | | | | | | | | | |
| 区域（行业）工会通讯地址\* | | |  | | | | | | | | | | |
| 行业类型\* | | |  | | | | 区域范围\* | |  | | | | |
| 包含单位个数\* | | |  | | 覆盖职工人数\* | |  | | 女职工人数\* | |  | | |
| 企业组织名称\* | | |  | | | | 统一社会信用代码  （或组织机构代码）\* | |  | | | | |
| 企业组织所属区划\* | | |  | | 企业组织所在街乡\* | |  | | 邮政编码 | |  | | |
| 产生方式（单选）\* | | | □1、注册的企业组织 □2、上级企业组织制定  □3、其他（具体说明）： | | | | | | | | | | |
| 工会组织名称\* | | |  | | | | 组织机构代码\* | |  | | | | |
| 工会组织所属区划\* | | |  | | 工会组织所在街乡\* | |  | | 邮政编码 | |  | | |
| 产生方式（单选）\* | | | □1、本级工会 □2、职工选举 □3、上级工会指定  □4、其他（具体说明）： | | | | | | | | | | |
| 工会联系人\* | | |  | | | | 工会联系电话\* | |  | | | | |
| 民主程序形式（单选）\* | | | □1、职工代表大会 □2、职工大会 □3、职工代表会议  □4、其他（具体说明）： | | | | | | | | | | |
| 法定代表人或负责人\* | | |  | | | | 工会主席或负责人\* | |  | | | | |
| **职工方协商代表** | | | | | | | | | | | | | |
| 序号 | 代表类型\* | 姓名\* | | 性别\* | 年龄\* | 身份证(或其他证件)号码\* | | 工作单位 | | 部门 | | 职务 | 备注 |
| 1 | 首席代表 |  | |  |  |  | |  | |  | |  |  |
| 2 | 协商代表 |  | |  |  |  | |  | |  | |  |  |
|  | 专业人士 |  | |  |  |  | |  | |  | |  |  |
|  | 受委托人 |  | |  |  |  | |  | |  | |  |  |
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| 职工方协商代表产生程序说明（单选）：  □1、职工民主推荐  □2、职工大会选举  □3、其他（具体说明）： | | | | | | | | | | | | | |

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| **用人单位方协商代表** | | | | | | | | | |
| 序号 | 代表类型\* | 姓名\* | 性别\* | 年龄\* | 身份证(或其他证件)号码\* | 工作单位 | 部门 | 职务 | 备注 |
| 1 | 首席代表 |  |  |  |  |  |  |  |  |
| 2 | 协商代表 |  |  |  |  |  |  |  |  |
|  | 专业人士 |  |  |  |  |  |  |  |  |
|  | 受委托人 |  |  |  |  |  |  |  |  |
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| 备案申请事项（单选）\* | | | □1、订立 □2、变更 □3、续订 | | | | | | |
| 用人单位方其他说明：  （公章）  申请日期 年 月 日 | | | | | | | | | |
| 人力社保部门承办人办理意见：  承办人  年 月 日 | | | | | | | | | |

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| **集体合同包含用人单位名单** | | | | | | | | | | |
| 单位总数\* |  | 职工总数\* |  | | 女职工总数\* |  | | | | |
| 单位名称\* | 经营所属区划\* | 经营所在街乡\* | 法人代表\* | 职工人数\* | 女职工人数\* | 联系电话 | 行业类型\* | 登记注册类型\* | 统一社会信用代码  （或组织机构代码）\* | 备注 |
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注：\*号为必填项。