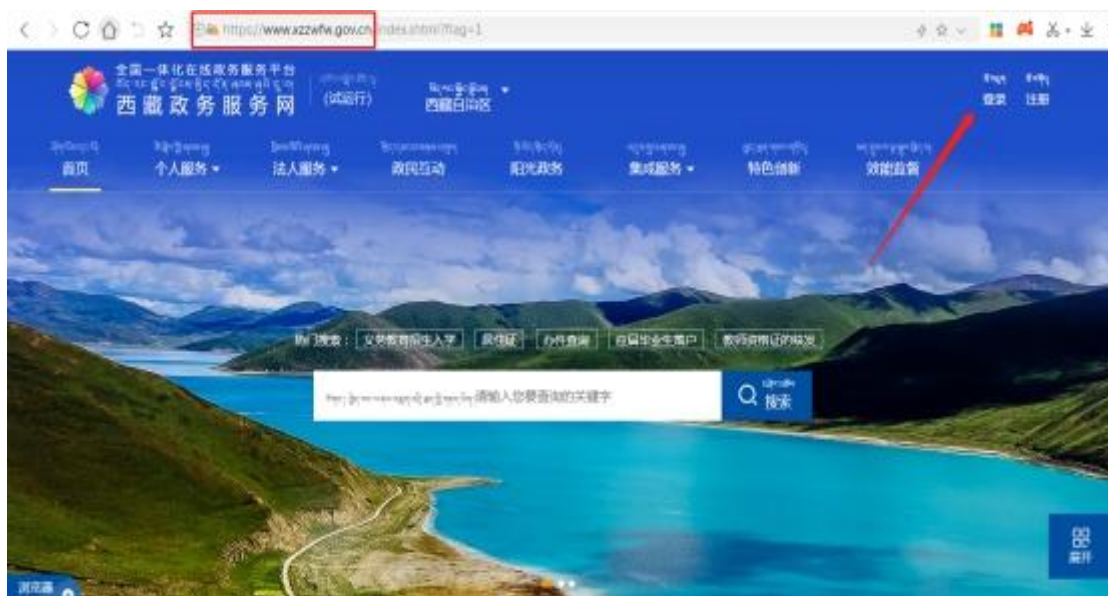


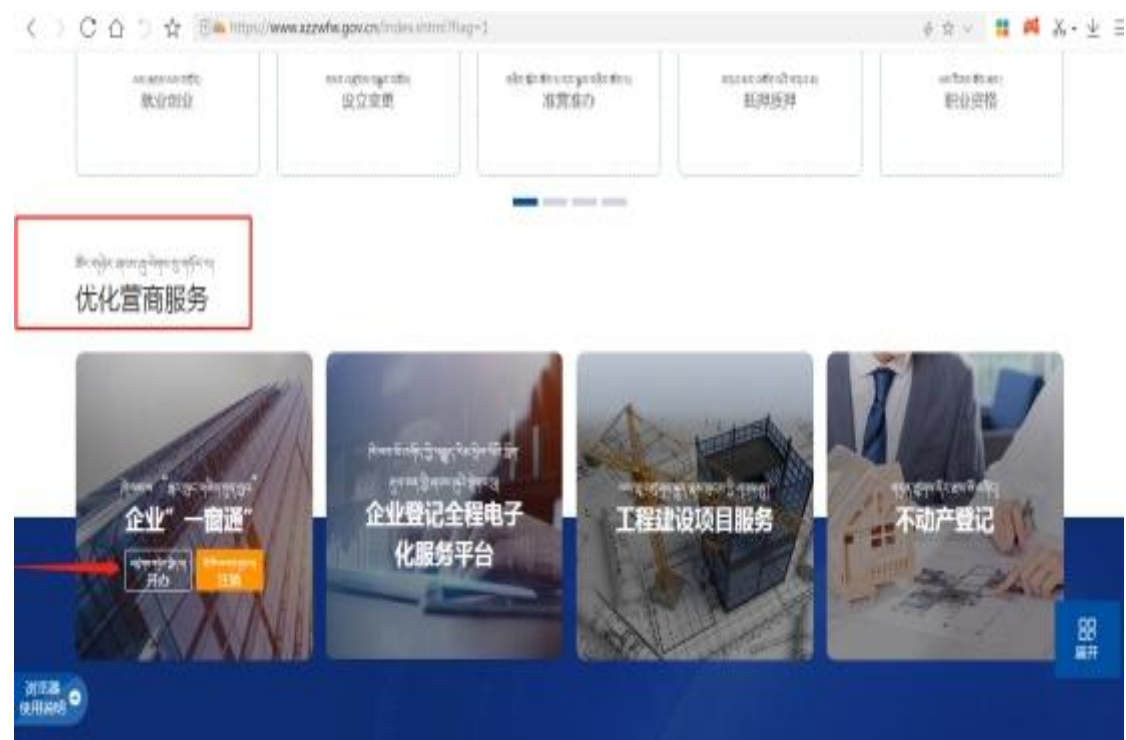
企业开办“一网通办”操作指南

1. 访问西藏政务服务网

(<https://www.xzzwfw.gov.cn/index.shtml>)，点击右上角选择用户登录。



2. 在左下角优化营商环境中，找到企业“一窗通”专区，点击“开办”，进入企业开办“一网通办”平台。



3. 在企业开办页面选择企业开办事项进行办理。



4. 公安刻章

企业在设立登记时，填写公安刻章信息：包括印章类型、材质、刻章公司等信息，点击下一步，如图：

The screenshot shows a web interface for adding seal information. At the top, a progress bar indicates the current step is '4. Add Seal Information' (4. 添加印章信息), with a completion rate of 100%. Below the progress bar, there are two radio buttons: 'Self-cut Seal' (自行刻制印章) which is selected, and 'Do not cut seal' (暂不刻制印章). The main section is titled 'Please add seal type and quantity' (请添加刻章类型和数量). It features a dropdown menu for 'Type' (类型) with 'Public Seal' (公章) and 'Individual Seal' (法人章) options. Below this, there are two image-based options: 'Brass Seal' (铜质公章) priced at ¥480 and 'Lightweight Brass Seal' (轻型白铜公章) priced at ¥420. A summary bar shows 'Already selected: Brass Seal x1' (已选 铜质公章x1) and 'Total 1 seal, total ¥480' (共1个章，合计¥480元). The bottom section is titled 'Please select seal company' (请选择刻章公司) and lists two companies: 'Qinghai Region Jinchuan Seal Engraving Co., Ltd.' (青海地区金卓印章雕刻有限公司) which is selected, and 'Qinghai Region Huayuan Seal Engraving Co., Ltd.' (青海地区华源印章雕刻有限公司). The selected company's address and phone number are displayed.

在设立登记审核通过后将企业基本信息、刻章信息推送给公安部门；同时公安部门将刻章办理进度信息推送给市监局，待最终办理完结后，申请人可以查看办理结果，去刻章公司领取公章完成刻章流程。

5. 银行开户

申请人在设立登记时，一并采集银行开户信息，包括银行类型以及银行网点的选择，填写完成后可点击勾选我已详细阅读并同意<<授权书>>，点击下一步，如图：

The screenshot shows a web interface for bank account opening. At the top, a progress bar indicates the current step is '5. Bank Account Opening' (5. 银行开户), with a completion rate of 100%. Below the progress bar, there are two radio buttons: 'Pre-book Bank Account Opening Business' (预约办理银行开户业务) which is selected, and 'Do not book bank account opening business' (暂不办理银行开户业务). The main section is titled 'Please select bank and branch' (请选择银行和网点). It features a dropdown menu for 'Bank' (开户银行) with options like 'Agricultural Bank of China' (中国农业银行), 'Bank of China' (中国银行), 'Construction Bank of China' (中国建设银行), and 'Industrial Bank of China' (中国工商银行). Below this, there is a table of branches. The first row is selected and shows 'Bank of China Lhasa Beijing Zhongxing Branch' (中国银行拉萨市北京中路支行) with its address, phone number, and business hours. Below the table, there is a dropdown menu for 'Select Branch' (选择网点). At the bottom, there are fields for 'Bank Account Opening Officer' (银行开户经办人), 'Name' (姓名), and 'Mobile Number' (手机号码). A red box highlights a checkbox labeled 'I have read and agreed to the Authorization Book' (我已详细阅读并同意《授权书》).

市监局设立登记审核通过后将企业基本信息、法人信息、银行开户信息推送给商业银行，核准通过的，商业银行同步激活基本存款账户并通知企业。申请人通过一网平台办理银行开户，将信息推送银行进行受理并完成预开户，可以极大缩短银行开户业务办理时间。

6. 税务信息

企业在设立登记时，一并采集税务登记信息，按照系统规定填写完必填项后点击下一步，如图：

5. 章程 6. 实名认证 7. 企业信息 8. 银行开户 9. 税务信息 10. 社保信息 11. 公示信息 12. 上传材料

☒ 预约税务开票 ☐ 暂不预约税务开票

办税人信息

* 姓名:

* 证件类型: 中华人民共和国居民身份证

* 证件号码:

* 移动电话:

联系电话:

电子邮箱:

* 会计制度: 小企业会计准则

* 是否登记为增值税一般纳税人: ☒ 是 ☐ 否

发票领用信息

* 发票种类:

* 单份发票最高开票限额:

* 申领数量:

* 领联类型:

* 领联方式: ☐ 大厅领联 ☐ 邮寄

* 收件人:

* 收件人联系电话:

* 邮寄地址:

上一步 下一步 返回

增值税一般纳税人资格登记

* 核算地址:

* 会计核算健全:

* 纳税人类别:

* 主营业务类别:

* 一般纳税人资格生效之日: ☐ 当月1日 ☐ 次月1日

待企业设立审核通过后将信息推送给税务部门，由税务部门办理登记业务；办理完成后申请人在进度查询中查到办理结果，去税务部门领取发票和 UKEY，完成税务登记流程。

7. 社保登记

申请人在设立登记时，一并采集企业参保登记、员工参保登记信息，按照系统规定填写完必填项后点击下一步，如图：

The screenshot shows a web-based form for Social Security Registration. At the top, a progress bar indicates the current step is '10. 社保信息' (Social Security Information), with previous steps like '6. 实名认证', '7. 刻章信息', '8. 银行开户', '9. 心税信息', and '11. 公积金信息' also visible. Below the progress bar, there are two radio buttons: '合并办理' (Combined Processing) which is selected, and '自行办理' (Self-processing). The form contains several fields with red asterisks indicating they are mandatory: '经济类型' (Economic Type), '隶属关系' (Affiliation Relationship), '行业风险类别' (Industry Risk Category), '单位类型' (Unit Type), '登记类型' (Registration Type), '社保专管员姓名' (Social Security Specialist Name), '社保专管员身份证号码' (Social Security Specialist ID Number), '社保专管员联系电话' (Social Security Specialist Contact Number), and '行政区划' (Administrative Division). Each field has a corresponding dropdown menu or text input area. At the bottom of the form, there are three buttons: '上一步' (Previous Step), '下一步' (Next Step), and '返回' (Return).

待企业设立审核通过后将参保登记信息推送给人社部门，由人社部门办理参保登记，办理完成后申请人在进度查询中可以查到办理结果。

8. 公积金登记

企业在设立登记时，一并采集公积金办理信息，按照系统规定填写完必填项后点击下一步，如图：

The screenshot shows a web-based form for Housing Provident Fund Registration. At the top, a progress bar indicates the current step is '11. 公积金信息' (Housing Provident Fund Information), with previous steps like '7. 刻章信息', '8. 银行开户', '9. 心税信息', '10. 社保信息', and '12. 上传材料' also visible. Below the progress bar, there are two radio buttons: '预约公积金业务' (Reserve Housing Provident Fund Business) which is selected, and '暂不预约公积金业务' (Do not reserve Housing Provident Fund Business). The form contains several fields with red asterisks indicating they are mandatory: '单位性质' (Unit Nature), '单位经济类型' (Unit Economic Type), '单位注册日' (Unit Registration Date), '单位缴存比例 (%)' (Unit Contribution Rate (%)), '个人缴存比例 (%)' (Individual Contribution Rate (%)), '初始年月' (Initial Year and Month), '经办人姓名' (Operator Name), '经办人证件类型' (Operator ID Card Type), '经办人证件号码' (Operator ID Card Number), '经办人手机号码' (Operator Mobile Phone Number), '经办人固定电话' (Operator Fixed Phone Number), and '银行类型' (Bank Type). Each field has a corresponding dropdown menu or text input area. At the bottom of the form, there are three buttons: '上一步' (Previous Step), '下一步' (Next Step), and '返回' (Return).

9. 进度跟踪

The screenshot displays the 'Business Management' (业务办理) section of the 'Business Management System' (业务管理系统). The interface features a grid of icons representing different business services. The 'Enterprise Opening' (企业开办) icon is highlighted with a red box. Below the grid, a 'Business Management Process' (业务办理流程) diagram is visible, showing the steps from application to completion.

