**芜湖市环保超市入库所需资料**

一、入库范围

凡在芜湖市开展环境影响评价服务的环评单位在满足入库要求的前提下，按照“非禁即入”的市场准入原则实行全面进驻。

二、申报方式

将所需资料交至芜湖市鸠江区皖江财富广场C1座市民服务中心六楼生态环境窗口，并将所需资料的电子版发至电子邮箱。

1. 入库条件

（一）经依法登记设立，具有独立法人资格的环评编制单位。

（二）信用平台无不良记录。环评编制单位和编制人员在信用平台相关情况信息真实、准确、完整；符合国家法律法规、环评机构管理和信用考评相关规定。

（三）具备一定的环评编制技术能力。

（四）具有完整的环评质量控制体系和档案管理体系。

四、申报材料

1.环评单位入库申请表；

2.营业执照；

3.法定代表人身份证；

4.环境影响评价工程师职业资格证书及参保证明；

5.法定代表人授权委托书；

6.驻芜负责人和驻芜联系人身份证；

7.承诺书；

8.近两年所有编制项目（以表格形式注明业主单位、项目名称、项目所在地、批复文号、批复时间）并选取部分项目合同复印件附后；

9.近三年获得荣誉情况证明材料；

10.分支机构应同时提交分支机构相关材料，没有则不提供。

五、其他要求

（一）芜湖市生态环境局组织相关部门对申请入驻的中介机构进行审核，并及时将审核结果主动反馈各环评单位。

（二）审核通过的环评单位基本信息均在“环保超市”公示，接收社会监督；

（三）环评机构应遵循公开、平等、自愿的原则进行市场竞争，不得哄抬价格和恶意低价竞争，自觉维护我市环评市场。遵守我市相关环评单位管理要求。

六、联系方式

联系电话：0553-2963069

电子邮箱：spkwhhb@163.com

附件1：装订封面模板

**芜湖市环保超市**

**环评单位入库资料**

**机构名称：**

**驻芜单位名称：**

**驻芜联系人：**

**联系电话：**

**年 月 日**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **（提交资料情况）**   |  |  |  |  | | --- | --- | --- | --- | | 应  提  交  资  料 | 序号 | 资料名称 | 核验  情况 | | 1 | 环评单位入库申请表 |  | | 2 | 营业执照 |  | | 3 | 法定代表人身份证 |  | | 4 | 环境影响评价工程师职业资格证书及参保证明 |  | | 5 | 法定代表人授权委托书 |  | | 6 | 驻芜负责人和驻芜联系人身份证 |  | | 7 | 承诺书 |  | | 8 | 近两年所有编制项目（以表格形式注明业主单位、项目名称、项目所在地、批复文号、批复时间）并选取部分项目合同复印件附后 |  | | 9 | 近三年获得荣誉情况证明材料 |  | | 10 | 分支机构应同时提交分支机构相关材料，没有则不提供 |  | | 11 |  |  | | 12 |  |  | |

附件2:

**环评单位入库申请表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 机构名称  （盖章） | |  | | | | | | 成立  时间 | | | |  | | | | | 经济性质 | |  | | | | | | 营业执照注册号 | | | |  | | | | | 注册地地址 | |  | | | | | | | | | | | | 邮政编码 |  | | 法定代表人 | |  | 技术 职称 | |  | | | | 联系 电话 | | | | |  | | | 技术负责人 | |  | 技术 职称 | |  | | | | 联系 电话 | | | | |  | | | 驻芜地址 | | 县（区） 路 号 | | | | | | | | | | | | | | | 驻芜负责人 | |  | | | | | | | | | 联系  电话 | |  | | | | 驻芜联系人 | |  | | 联系  方式 | | | 手机： 邮箱： | | | | | | | | | | **注册环评工程师情况** | | | | | | | | | | | | | | | | | 姓名 |  | | | | | 身份证号 | | | |  | | | | | | | 证书编号 |  | | | | | 有效期 | | | |  | | | | | | | 姓名 |  | | | | | 身份证号 | | | |  | | | | | | | 证书编号 |  | | | | | 有效期 | | | |  | | | | | | | 姓名 |  | | | | | 身份证号 | | | |  | | | | | | | 证书编号 |  | | | | | 有效期 | | | |  | | | | | | | 姓名 |  | | | | | 身份证号 | | | |  | | | | | | | 证书编号 |  | | | | | 有效期 | | | |  | | | | | | | 姓名 |  | | | | | 身份证号 | | | |  | | | | | | | 证书编号 |  | | | | | 有效期 | | | |  | | | | | | |

附件3：

**法定代表人授权委托书**

芜湖市生态环境局：

本人 （姓名）系 （单位名称）的法定代表人，现授权委托我单位 （姓名），身份证号： 为我公司驻芜湖市负责人，前来办理芜湖市环保超市的登记入库相关事宜，驻芜湖市负责人以我单位的名义开展环评相关业务，我均予以承认。

代理人无转委托权，特此委托。

法定代表人（盖章或签字）：

单位联系人：

联系电话：

单位名称（盖章）：

年 月 日

附件4：

**中介服务机构承诺书**

我单位 郑重承诺：

1.向芜湖市生态环境局提供的有关证件及资料详实，未弄虚作假；

2.环评文件编制过程中，秉承诚实、信用、公平、公正的原则开展工作，出具的各类书面文件均真实、有效；

3.我单位将严格按照现行有关法律、法规和各类规范性文件的要求进行操作，遵守芜湖市中介服务管理有关规定，并接受监督和考核；

4、如我单位违反以上承诺条款，经查实后，愿意接受相关处罚，并承担因自身不良行为所产生的一切后果。

中介服务机构公章：

法定代表人签名:

年 月 日