**国家外汇管理局深圳市分局**

**关于防控疫情期间外汇业务办理的温馨提示**

为做好新型冠状病毒感染肺炎疫情防控工作，避免人员聚集带来交叉感染的风险，结合深圳市疫情防控的实际情况，自即日起，国家外汇管理局深圳市分局有关对外业务办理具体安排如下：

**一、经常项目货物贸易项下业务**

**（一）名录登记新增、变更和注销业务**

**1.办理方式：**网上办理

**2.简要流程**

**（1）企业网上提交申请材料：**企业在国家外汇管理局数字外管平台（网址：http://zwfw.safe.gov.cn/asone）[进行法人注册后，通过数字外管平台向外汇局提交相关业务申请，并上传规定的业务资料。](http://www.gjzwfw.gov.cn%25EF%25BC%2589%25E8%25BF%259B%25E8%25A1%258C%25E6%25B3%2595%25E5%25AE%259A%25E4%25BB%25A3%25E8%25A1%25A8%25E4%25BA%25BA%25E5%25AE%259E%25E5%2590%258D%25E9%25AA%258C%25E8%25AF%2581%25E5%2590%258E%25EF%25BC%258C%25E9%2580%259A%25E8%25BF%2587%25E5%259B%25BD%25E5%25AE%25B6%25E5%25A4%2596%25E6%25B1%2587%25E7%25AE%25A1%25E7%2590%2586%25E6%2594%25BF%25E5%258A%25A1%25E6%259C%258D%25E5%258A%25A1%25E7%25BD%2591%25E4%25B8%258A%25E5%258A%259E%25E7%2590%2586%25E7%25B3%25BB%25E7%25BB%259F%25E5%2590%2591%25E5%25A4%2596%25E6%25B1%2587%25E5%25B1%2580%25E6%258F%2590%25E4%25BA%25A4%25E7%259B%25B8%25E5%2585%25B3%25E4%25B8%259A%25E5%258A%25A1%25E7%2594%25B3%25E8%25AF%25B7%25EF%25BC%258C%25E5%25B9%25B6%25E4%25B8%258A%25E4%25BC%25A0%25E7%259B%25B8%25E5%2585%25B3%25E4%25B8%259A%25E5%258A%25A1%25E8%25B5%2584%25E6%2596%2599%25EF%25BC%258C%25E5%25A4%2596%25E6%25B1%2587%25E5%25B1%2580%25E5%25B0%2586%25E9%2580%259A%25E8%25BF%2587%25E7%25BA%25BF%25E4%25B8%258A%25E5%25AE%25A1%25E6%25A0%25B8%25E5%258A%259E%25E7%2590%2586%25E3%2580%2582%25E5%25A6%2582%25E5%2590%258E%25E7%25BB%25AD%25E9%259C%2580%25E8%25A1%25A5%25E5%2585%2585%25E6%258F%2590%25E4%25BA%25A4%25E7%25BA%25B8%25E8%25B4%25A8%25E8%25B5%2584%25E6%2596%2599%25EF%25BC%258C%25E4%25BC%2581%25E4%25B8%259A%25E5%258F%25AF%25E9%2580%259A%25E8%25BF%2587%25E5%25BF%25AB%25E9%2580%2592%25E9%2582%25AE%25E5%25AF%2584%25E8%2587%25B3%25E6%25B7%25B1%25E5%259C%25B3%25E5%25A4%2596%25E6%25B1%2587%25E5%25B1%2580%25E7%25BB%258F%25E5%25B8%25B8%25E9%25A1%25B9%25E7%259B%25AE%25E5%25A4%2584%25E3%2580%2582)

**[（2）外汇局审核：](http://www.gjzwfw.gov.cn%25EF%25BC%2589%25E8%25BF%259B%25E8%25A1%258C%25E6%25B3%2595%25E5%25AE%259A%25E4%25BB%25A3%25E8%25A1%25A8%25E4%25BA%25BA%25E5%25AE%259E%25E5%2590%258D%25E9%25AA%258C%25E8%25AF%2581%25E5%2590%258E%25EF%25BC%258C%25E9%2580%259A%25E8%25BF%2587%25E5%259B%25BD%25E5%25AE%25B6%25E5%25A4%2596%25E6%25B1%2587%25E7%25AE%25A1%25E7%2590%2586%25E6%2594%25BF%25E5%258A%25A1%25E6%259C%258D%25E5%258A%25A1%25E7%25BD%2591%25E4%25B8%258A%25E5%258A%259E%25E7%2590%2586%25E7%25B3%25BB%25E7%25BB%259F%25E5%2590%2591%25E5%25A4%2596%25E6%25B1%2587%25E5%25B1%2580%25E6%258F%2590%25E4%25BA%25A4%25E7%259B%25B8%25E5%2585%25B3%25E4%25B8%259A%25E5%258A%25A1%25E7%2594%25B3%25E8%25AF%25B7%25EF%25BC%258C%25E5%25B9%25B6%25E4%25B8%258A%25E4%25BC%25A0%25E7%259B%25B8%25E5%2585%25B3%25E4%25B8%259A%25E5%258A%25A1%25E8%25B5%2584%25E6%2596%2599%25EF%25BC%258C%25E5%25A4%2596%25E6%25B1%2587%25E5%25B1%2580%25E5%25B0%2586%25E9%2580%259A%25E8%25BF%2587%25E7%25BA%25BF%25E4%25B8%258A%25E5%25AE%25A1%25E6%25A0%25B8%25E5%258A%259E%25E7%2590%2586%25E3%2580%2582%25E5%25A6%2582%25E5%2590%258E%25E7%25BB%25AD%25E9%259C%2580%25E8%25A1%25A5%25E5%2585%2585%25E6%258F%2590%25E4%25BA%25A4%25E7%25BA%25B8%25E8%25B4%25A8%25E8%25B5%2584%25E6%2596%2599%25EF%25BC%258C%25E4%25BC%2581%25E4%25B8%259A%25E5%258F%25AF%25E9%2580%259A%25E8%25BF%2587%25E5%25BF%25AB%25E9%2580%2592%25E9%2582%25AE%25E5%25AF%2584%25E8%2587%25B3%25E6%25B7%25B1%25E5%259C%25B3%25E5%25A4%2596%25E6%25B1%2587%25E5%25B1%2580%25E7%25BB%258F%25E5%25B8%25B8%25E9%25A1%25B9%25E7%259B%25AE%25E5%25A4%2584%25E3%2580%2582)**[外汇局业务人员在线审核无误后，对符合条件的予以审核通过。](http://www.gjzwfw.gov.cn%25EF%25BC%2589%25E8%25BF%259B%25E8%25A1%258C%25E6%25B3%2595%25E5%25AE%259A%25E4%25BB%25A3%25E8%25A1%25A8%25E4%25BA%25BA%25E5%25AE%259E%25E5%2590%258D%25E9%25AA%258C%25E8%25AF%2581%25E5%2590%258E%25EF%25BC%258C%25E9%2580%259A%25E8%25BF%2587%25E5%259B%25BD%25E5%25AE%25B6%25E5%25A4%2596%25E6%25B1%2587%25E7%25AE%25A1%25E7%2590%2586%25E6%2594%25BF%25E5%258A%25A1%25E6%259C%258D%25E5%258A%25A1%25E7%25BD%2591%25E4%25B8%258A%25E5%258A%259E%25E7%2590%2586%25E7%25B3%25BB%25E7%25BB%259F%25E5%2590%2591%25E5%25A4%2596%25E6%25B1%2587%25E5%25B1%2580%25E6%258F%2590%25E4%25BA%25A4%25E7%259B%25B8%25E5%2585%25B3%25E4%25B8%259A%25E5%258A%25A1%25E7%2594%25B3%25E8%25AF%25B7%25EF%25BC%258C%25E5%25B9%25B6%25E4%25B8%258A%25E4%25BC%25A0%25E7%259B%25B8%25E5%2585%25B3%25E4%25B8%259A%25E5%258A%25A1%25E8%25B5%2584%25E6%2596%2599%25EF%25BC%258C%25E5%25A4%2596%25E6%25B1%2587%25E5%25B1%2580%25E5%25B0%2586%25E9%2580%259A%25E8%25BF%2587%25E7%25BA%25BF%25E4%25B8%258A%25E5%25AE%25A1%25E6%25A0%25B8%25E5%258A%259E%25E7%2590%2586%25E3%2580%2582%25E5%25A6%2582%25E5%2590%258E%25E7%25BB%25AD%25E9%259C%2580%25E8%25A1%25A5%25E5%2585%2585%25E6%258F%2590%25E4%25BA%25A4%25E7%25BA%25B8%25E8%25B4%25A8%25E8%25B5%2584%25E6%2596%2599%25EF%25BC%258C%25E4%25BC%2581%25E4%25B8%259A%25E5%258F%25AF%25E9%2580%259A%25E8%25BF%2587%25E5%25BF%25AB%25E9%2580%2592%25E9%2582%25AE%25E5%25AF%2584%25E8%2587%25B3%25E6%25B7%25B1%25E5%259C%25B3%25E5%25A4%2596%25E6%25B1%2587%25E5%25B1%2580%25E7%25BB%258F%25E5%25B8%25B8%25E9%25A1%25B9%25E7%259B%25AE%25E5%25A4%2584%25E3%2580%2582)

**[提示](http://www.gjzwfw.gov.cn%25EF%25BC%2589%25E8%25BF%259B%25E8%25A1%258C%25E6%25B3%2595%25E5%25AE%259A%25E4%25BB%25A3%25E8%25A1%25A8%25E4%25BA%25BA%25E5%25AE%259E%25E5%2590%258D%25E9%25AA%258C%25E8%25AF%2581%25E5%2590%258E%25EF%25BC%258C%25E9%2580%259A%25E8%25BF%2587%25E5%259B%25BD%25E5%25AE%25B6%25E5%25A4%2596%25E6%25B1%2587%25E7%25AE%25A1%25E7%2590%2586%25E6%2594%25BF%25E5%258A%25A1%25E6%259C%258D%25E5%258A%25A1%25E7%25BD%2591%25E4%25B8%258A%25E5%258A%259E%25E7%2590%2586%25E7%25B3%25BB%25E7%25BB%259F%25E5%2590%2591%25E5%25A4%2596%25E6%25B1%2587%25E5%25B1%2580%25E6%258F%2590%25E4%25BA%25A4%25E7%259B%25B8%25E5%2585%25B3%25E4%25B8%259A%25E5%258A%25A1%25E7%2594%25B3%25E8%25AF%25B7%25EF%25BC%258C%25E5%25B9%25B6%25E4%25B8%258A%25E4%25BC%25A0%25E7%259B%25B8%25E5%2585%25B3%25E4%25B8%259A%25E5%258A%25A1%25E8%25B5%2584%25E6%2596%2599%25EF%25BC%258C%25E5%25A4%2596%25E6%25B1%2587%25E5%25B1%2580%25E5%25B0%2586%25E9%2580%259A%25E8%25BF%2587%25E7%25BA%25BF%25E4%25B8%258A%25E5%25AE%25A1%25E6%25A0%25B8%25E5%258A%259E%25E7%2590%2586%25E3%2580%2582%25E5%25A6%2582%25E5%2590%258E%25E7%25BB%25AD%25E9%259C%2580%25E8%25A1%25A5%25E5%2585%2585%25E6%258F%2590%25E4%25BA%25A4%25E7%25BA%25B8%25E8%25B4%25A8%25E8%25B5%2584%25E6%2596%2599%25EF%25BC%258C%25E4%25BC%2581%25E4%25B8%259A%25E5%258F%25AF%25E9%2580%259A%25E8%25BF%2587%25E5%25BF%25AB%25E9%2580%2592%25E9%2582%25AE%25E5%25AF%2584%25E8%2587%25B3%25E6%25B7%25B1%25E5%259C%25B3%25E5%25A4%2596%25E6%25B1%2587%25E5%25B1%2580%25E7%25BB%258F%25E5%25B8%25B8%25E9%25A1%25B9%25E7%259B%25AE%25E5%25A4%2584%25E3%2580%2582)**[：对于申请办理名录登记企业，可在数字外管平台“个人中心”查看货物贸易外汇监测系统（以下简称“监测系统”）企业管理员账号（ba）和初始密码。](http://www.gjzwfw.gov.cn%25EF%25BC%2589%25E8%25BF%259B%25E8%25A1%258C%25E6%25B3%2595%25E5%25AE%259A%25E4%25BB%25A3%25E8%25A1%25A8%25E4%25BA%25BA%25E5%25AE%259E%25E5%2590%258D%25E9%25AA%258C%25E8%25AF%2581%25E5%2590%258E%25EF%25BC%258C%25E9%2580%259A%25E8%25BF%2587%25E5%259B%25BD%25E5%25AE%25B6%25E5%25A4%2596%25E6%25B1%2587%25E7%25AE%25A1%25E7%2590%2586%25E6%2594%25BF%25E5%258A%25A1%25E6%259C%258D%25E5%258A%25A1%25E7%25BD%2591%25E4%25B8%258A%25E5%258A%259E%25E7%2590%2586%25E7%25B3%25BB%25E7%25BB%259F%25E5%2590%2591%25E5%25A4%2596%25E6%25B1%2587%25E5%25B1%2580%25E6%258F%2590%25E4%25BA%25A4%25E7%259B%25B8%25E5%2585%25B3%25E4%25B8%259A%25E5%258A%25A1%25E7%2594%25B3%25E8%25AF%25B7%25EF%25BC%258C%25E5%25B9%25B6%25E4%25B8%258A%25E4%25BC%25A0%25E7%259B%25B8%25E5%2585%25B3%25E4%25B8%259A%25E5%258A%25A1%25E8%25B5%2584%25E6%2596%2599%25EF%25BC%258C%25E5%25A4%2596%25E6%25B1%2587%25E5%25B1%2580%25E5%25B0%2586%25E9%2580%259A%25E8%25BF%2587%25E7%25BA%25BF%25E4%25B8%258A%25E5%25AE%25A1%25E6%25A0%25B8%25E5%258A%259E%25E7%2590%2586%25E3%2580%2582%25E5%25A6%2582%25E5%2590%258E%25E7%25BB%25AD%25E9%259C%2580%25E8%25A1%25A5%25E5%2585%2585%25E6%258F%2590%25E4%25BA%25A4%25E7%25BA%25B8%25E8%25B4%25A8%25E8%25B5%2584%25E6%2596%2599%25EF%25BC%258C%25E4%25BC%2581%25E4%25B8%259A%25E5%258F%25AF%25E9%2580%259A%25E8%25BF%2587%25E5%25BF%25AB%25E9%2580%2592%25E9%2582%25AE%25E5%25AF%2584%25E8%2587%25B3%25E6%25B7%25B1%25E5%259C%25B3%25E5%25A4%2596%25E6%25B1%2587%25E5%25B1%2580%25E7%25BB%258F%25E5%25B8%25B8%25E9%25A1%25B9%25E7%259B%25AE%25E5%25A4%2584%25E3%2580%2582)

（**二）登记表业务**

**1.业务内容：**超180天期限或无法原路退汇登记；B类企业超可收/付汇额度登记；C类企业收/付汇业务登记。

**2.办理方式：**网上电子邮件办理

**3.简要流程**

**（1）企业通过电子邮件提交申请材料：**企业对照申请事项，将申请报告及法规规定提交的业务资料进行扫描后，通过电子邮件向深圳外汇局经常项目管理处提交电子版申请材料，邮箱地址是：safesz\_current@sina.com。

**（2）外汇局审核并签发登记表：**外汇局业务人员在规定的20个工作日内按照行政许可及外汇管理相关规定为企业办理业务。经审核电子材料，对于符合条件的业务予以办理，同时通过电子邮件向企业发送加盖“货物贸易外汇业务监管章”的《货物贸易外汇业务登记表》扫描件，企业凭该扫描件的打印件到银行办理有关货物贸易外汇收支业务。

**（三）经常项目外汇账户基本信息登记、变更业务**

**1.办理方式：**网上电子邮件办理

**2.简要流程**

企业办理境内机构经常项目外汇账户基本信息登记、变更业务，可通过外汇指定银行直接办理。确有需要通过外汇局办理的，采取以下方式：

**（1）企业通过电子邮件提交申请材料：**企业将法规规定提交的申请材料进行扫描后，通过电子邮件向深圳外汇局经常项目管理处提交电子版申请材料，邮箱地址是：safesz\_current@sina.com。

**（2）外汇局审核：**外汇局业务人员审核材料无误后，为企业办理相关业务。

**（四）企业报告**

**1.法规规定的企业报告业务**

**（1）报告业务内容：**包括贸易信贷业务报告、贸易融资业务报告、离岸转手买卖收支业务报告、差额业务报告、其他特殊交易报告等。

**（2）办理方式：**网上报告

企业直接通过货物贸易外汇监测系统企业端，按照相关法规要求向外汇局进行报告。

**2.进料加工企业境外“以收抵支”业务报告**

原定每年2月已备案的进料加工企业需向深圳外汇局报告上年度境外“以收抵支”业务情况，现延期报送，具体报送时间将另行通知。

**（五）办事指南查询与业务表格下载**

有关上述业务的详细操作，请企业登陆深圳外汇局网站查看相关业务指南及下载业务表格。

**提示**：

1.企业登陆国家外汇管理局网站（网址http://www.safe.gov.cn），选择链接“深圳分局”；

2.在“业务指南”模块，选择查看《经常项目外汇管理办事指南》、《货物贸易外汇收支企业名录登记网上操作指引》等。需要下载有关业务表格的，可选择“业务表格下载”。

**（六）业务咨询**

疫情防控期间，企业在业务办理过程中如遇到问题，请及时与深圳外汇局经常项目管理处联系。

**经常项目管理处咨询电话：25859736,25859563**

**（七）其他事项**

1.企业通过电子邮件提交材料的，请在邮件主题标注“企业名称、申请办理业务事项”，并附联系人及联系电话。

2.现场办理对外业务恢复时间另行通知。

**二、资本项目业务**

**（一）外债登记业务**

**1.办理方式：**网上办理、邮寄或现场办理

**2.简要流程**

**企业网上提交申请材料：**企业在国家外汇管理局数字外管平台（网址：http://zwfw.safe.gov.cn/asone）[进行法人注册后，线上申请外债登记并按照提示提交材料。邮寄或现场办理方式参照后一条。](http://www.gjzwfw.gov.cn%25EF%25BC%2589%25E8%25BF%259B%25E8%25A1%258C%25E6%25B3%2595%25E5%25AE%259A%25E4%25BB%25A3%25E8%25A1%25A8%25E4%25BA%25BA%25E5%25AE%259E%25E5%2590%258D%25E9%25AA%258C%25E8%25AF%2581%25E5%2590%258E%25EF%25BC%258C%25E9%2580%259A%25E8%25BF%2587%25E5%259B%25BD%25E5%25AE%25B6%25E5%25A4%2596%25E6%25B1%2587%25E7%25AE%25A1%25E7%2590%2586%25E6%2594%25BF%25E5%258A%25A1%25E6%259C%258D%25E5%258A%25A1%25E7%25BD%2591%25E4%25B8%258A%25E5%258A%259E%25E7%2590%2586%25E7%25B3%25BB%25E7%25BB%259F%25E5%2590%2591%25E5%25A4%2596%25E6%25B1%2587%25E5%25B1%2580%25E6%258F%2590%25E4%25BA%25A4%25E7%259B%25B8%25E5%2585%25B3%25E4%25B8%259A%25E5%258A%25A1%25E7%2594%25B3%25E8%25AF%25B7%25EF%25BC%258C%25E5%25B9%25B6%25E4%25B8%258A%25E4%25BC%25A0%25E7%259B%25B8%25E5%2585%25B3%25E4%25B8%259A%25E5%258A%25A1%25E8%25B5%2584%25E6%2596%2599%25EF%25BC%258C%25E5%25A4%2596%25E6%25B1%2587%25E5%25B1%2580%25E5%25B0%2586%25E9%2580%259A%25E8%25BF%2587%25E7%25BA%25BF%25E4%25B8%258A%25E5%25AE%25A1%25E6%25A0%25B8%25E5%258A%259E%25E7%2590%2586%25E3%2580%2582%25E5%25A6%2582%25E5%2590%258E%25E7%25BB%25AD%25E9%259C%2580%25E8%25A1%25A5%25E5%2585%2585%25E6%258F%2590%25E4%25BA%25A4%25E7%25BA%25B8%25E8%25B4%25A8%25E8%25B5%2584%25E6%2596%2599%25EF%25BC%258C%25E4%25BC%2581%25E4%25B8%259A%25E5%258F%25AF%25E9%2580%259A%25E8%25BF%2587%25E5%25BF%25AB%25E9%2580%2592%25E9%2582%25AE%25E5%25AF%2584%25E8%2587%25B3%25E6%25B7%25B1%25E5%259C%25B3%25E5%25A4%2596%25E6%25B1%2587%25E5%25B1%2580%25E7%25BB%258F%25E5%25B8%25B8%25E9%25A1%25B9%25E7%259B%25AE%25E5%25A4%2584%25E3%2580%2582) **（二）跨境担保、资本市场、个人资本项目等业务**

**1.办理方式：**邮寄或现场办理

**2.简要流程**

**（1）邮寄办理：**企业或个人按照深圳外汇局网站（<http://www.safe.gov.cn/shenzhen/index.html>）资本项目外汇业务办事指南准备业务材料，可在电话咨询深圳外汇局资本项目管理处后邮寄办理，并留下联系方式和寄回地址。

**（2）现场办理：**防控疫情期间，建议采用邮寄方式办理业务。同时，深圳外汇局对外人工窗口仍提供现场办理服务。

**邮寄和办公地址：**深圳市罗湖区深南东路5006 号人民银行大厦南楼2 楼资本项目管理处窗口

**（三）银行报表等报送安排**

1.辖内银行2020年1月资本项目业务各类报表报送时间推迟至2月12日中午下班前。

2.原则上只收取电子报表，如确有纸质报表或核查资料需收取，全部通过收件柜传递。

3.银行资本项目信息系统数据删改申请表，以电子报表方式提交。

**电子报表报送方式：**深圳金融网传至资本项目管理处或RTX通讯软件传递至相关联系人。

**收件柜地址：**深圳市罗湖区深南东路5006号人民银行大厦南楼2 楼资本项目管理处收件柜。

**资本项目管理处联系电话：22192853**

**三、国际收支业务**

防控疫情期间涉及国际收支有关的业务，如遇问题可与深圳外汇局国际收支处联系。

**国际收支处联系电话：25590240-890或612**

国家外汇管理局深圳市分局

2020年2月3日