# 团体批量上传标准文件格式模板

填写范例:

| 编号 | 被更改人姓名 | 证件类型 | 证件号码 | 出生日期 | 性别 | 手机号 | 职业代码 |
|---|---|---|---|---|---|---|---|
| 1 | 李四 | 身份证 | 350101200108062632 | 2001/8/6 | 男 | 13222222222 | 000101 |
| 输入说明 | 直接输入 | 证件类型：身份证,护照。请从下拉框中选择。 | 直接输入(注意：如果从Word或其他文档拷贝粘贴到Excel，请使用右键选择性粘贴“数值”) | 直接输入（格式：1980-1-1）<br>如证件类型为身份证号码，则此项可自动获取 | 直接输入。<br>证件类型是身份证时，此项可自动获取，不需填写。 | 直接输入手机号 | 直接输入<br>请参见表2“职业代码表”，找到相关职业后输入对应代码。<br>如：某被保险人职业为公务员，在“职业代码表”找到该职业，并查询该职业对应的职业代码为000101，则直接输入代码：000101 |

| 被更改人姓名 | 证件类型 | 证件号码 | 出生日期 | 性别 | 手机号 | 职业代码 |
|---|---|---|---|---|---|---|
| 刘六 | 身份证 | 350101200206061588 | 2002/6/6 | 女 | 13222222222 | 000101 |
| 直接输入 | 证件类型：身份证,护照。请从下拉框中选择。 | 直接输入(注意：如果从Word或其他文档拷贝粘贴到Excel，请使用右键选择性粘贴“数值”) | 直接输入（格式：1980-1-1）<br>如证件类型为身份证号码，则此项可自动获取 | 直接输入。<br>证件类型是身份证时，此项可自动获取，不需填写。 | 直接输入手机号 | 直接输入<br>请参见表2“职业代码表”，找到相关职业后输入对应代码。<br>如：某被保险人职业为公务员，在“职业代码表”找到该职业，并查询该职业对应的职业代码为000101，则直接输入代码：000101 |

请参照以上范例填写投保信息：

| 序号 | 被更改人姓名 | 证件类型 | 证件号码 | 出生日期 | 性别 | 手机号 | 职业代码 |
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| 更改人姓名 | 证件类型 | 证件号码 | 出生日期 | 性别 | 手机号 | 职业代码 |
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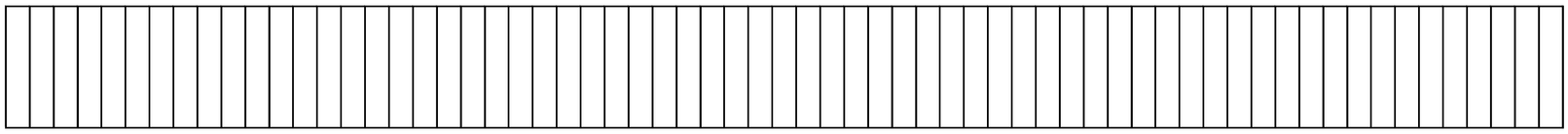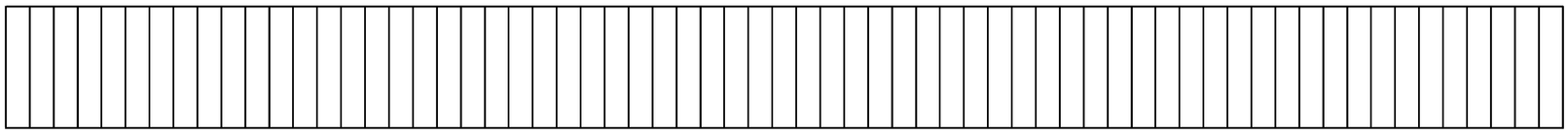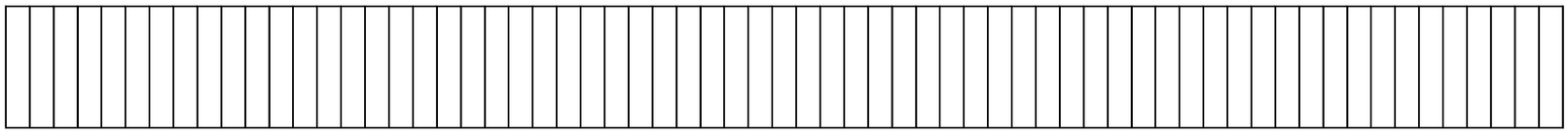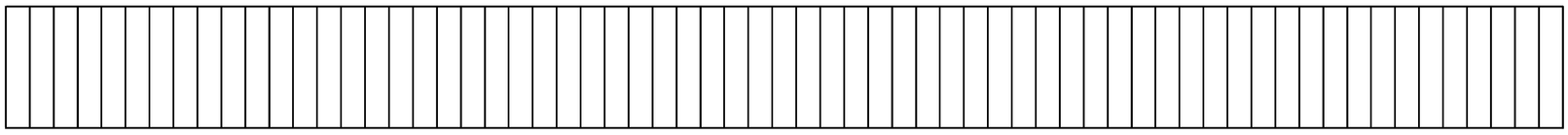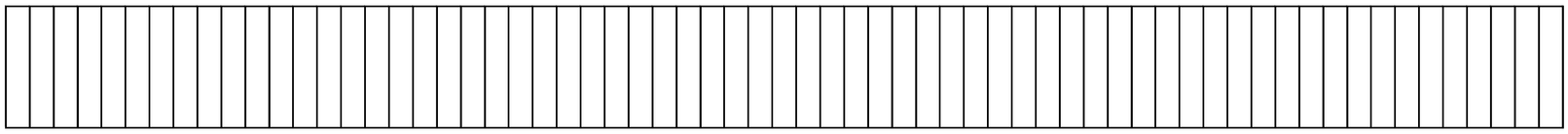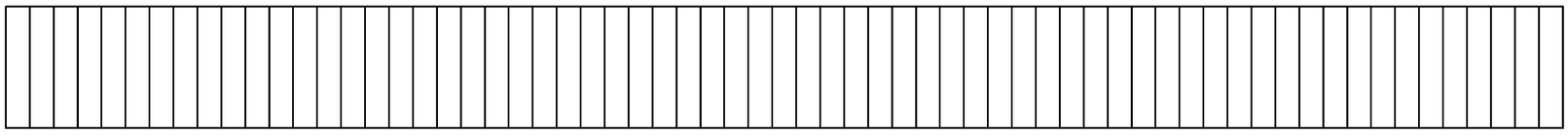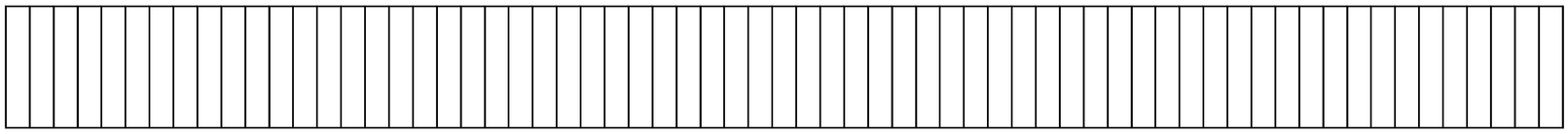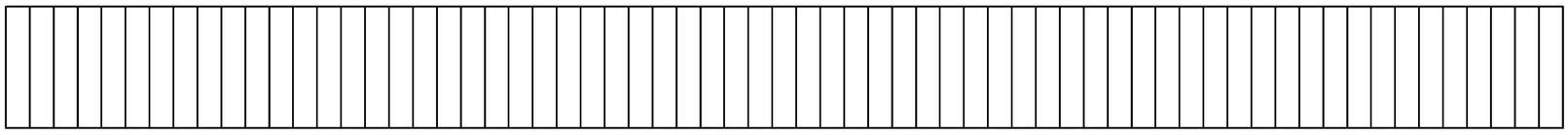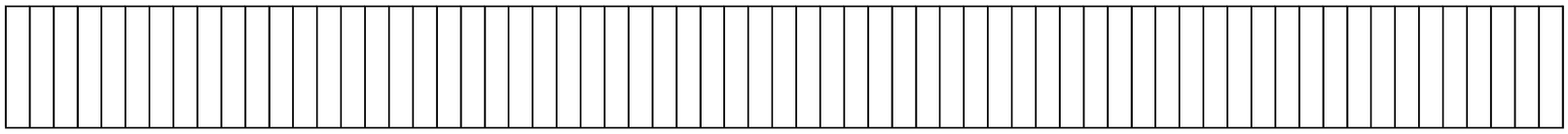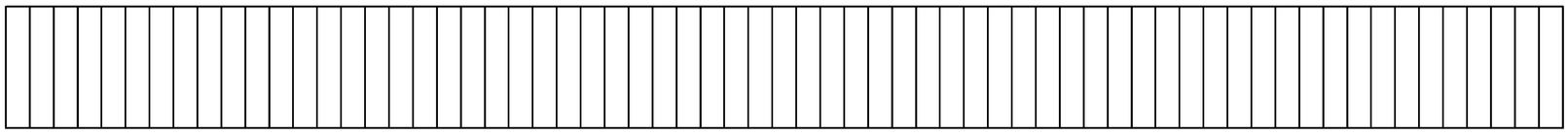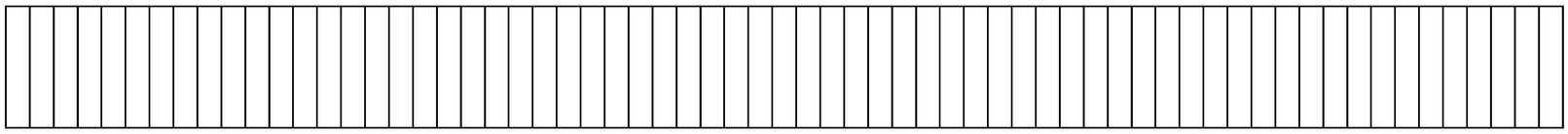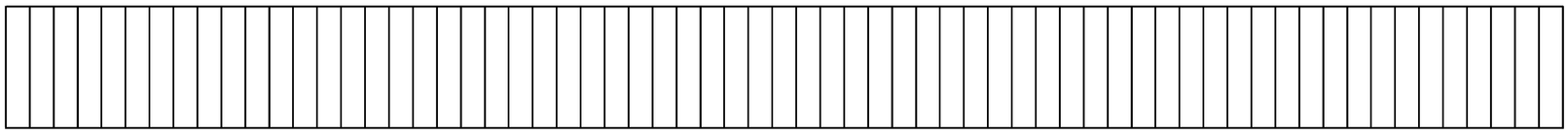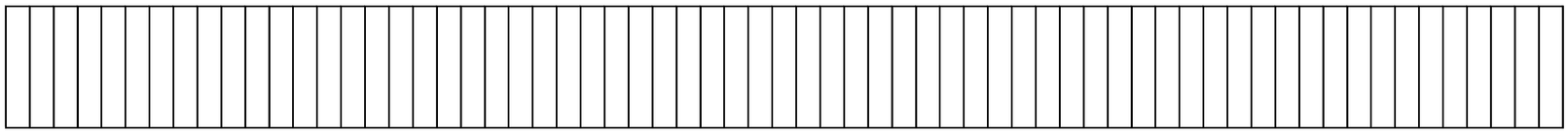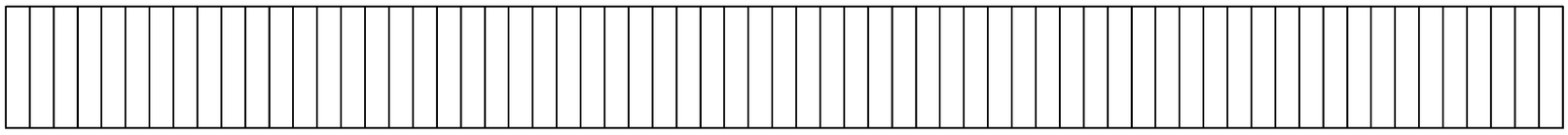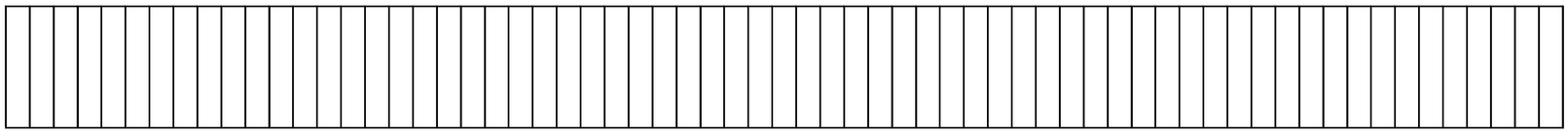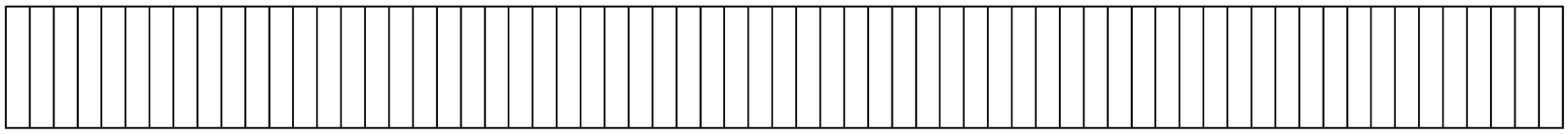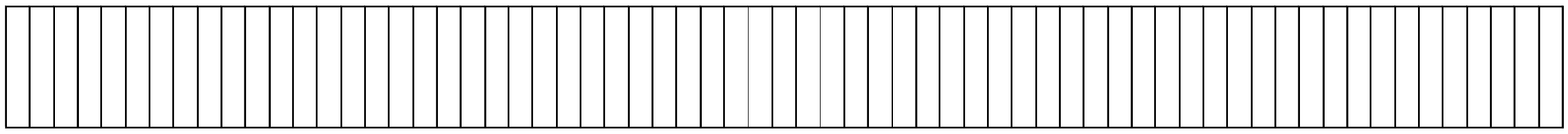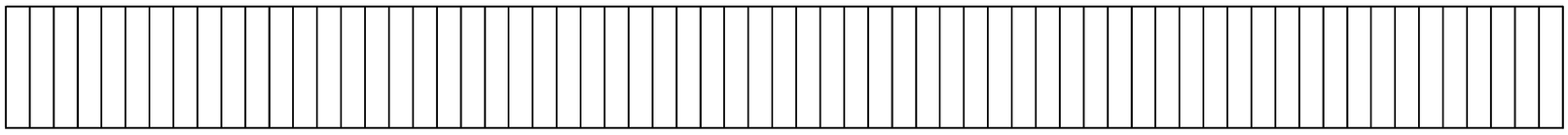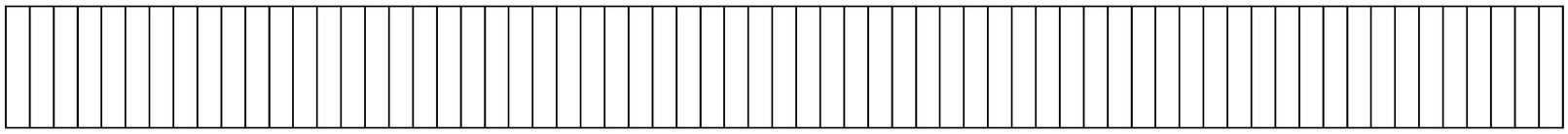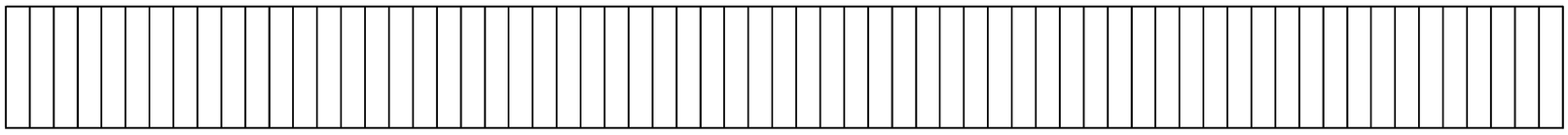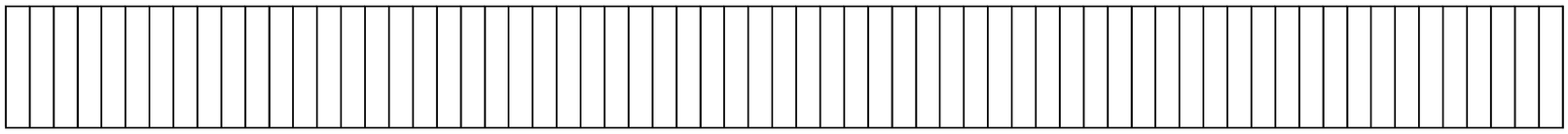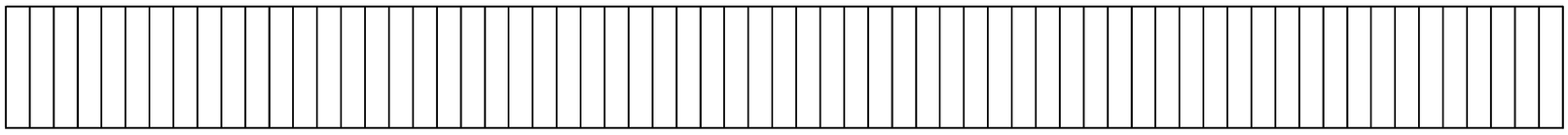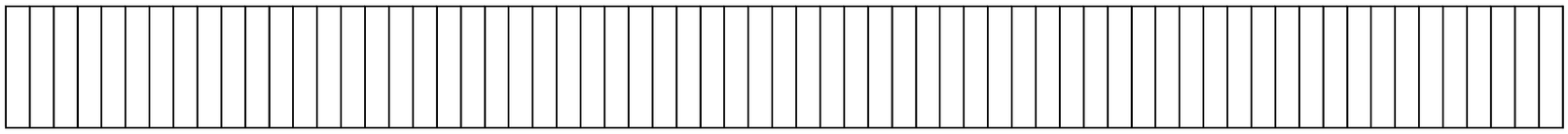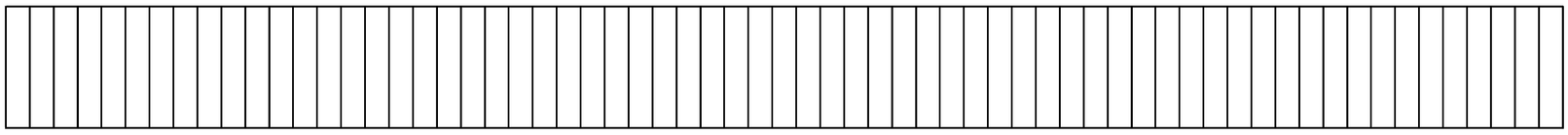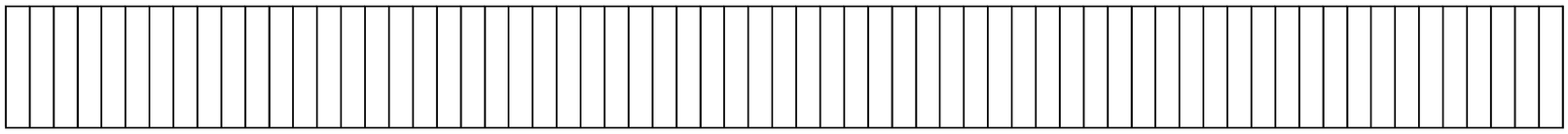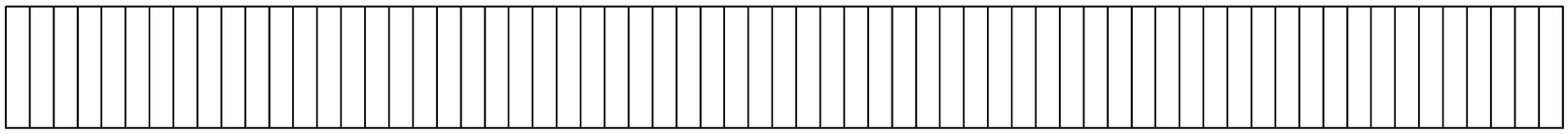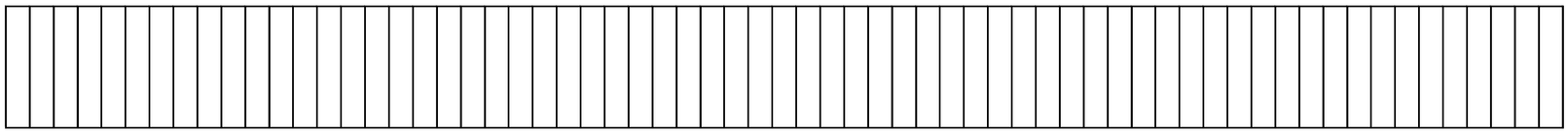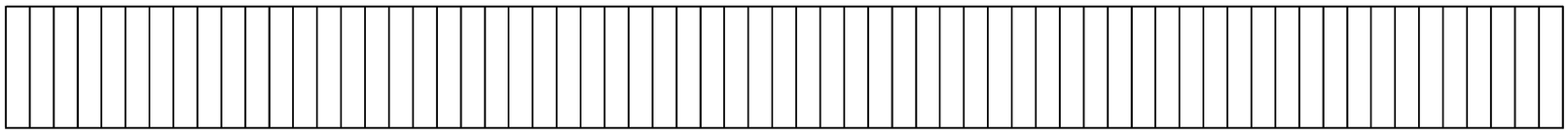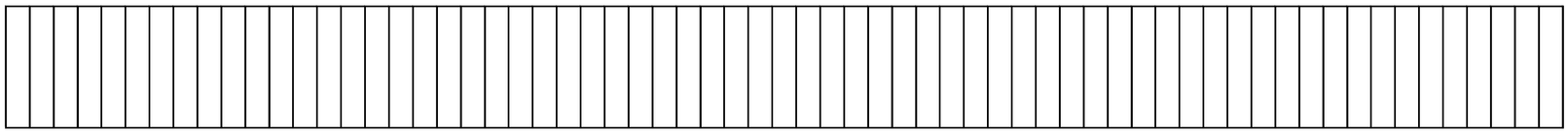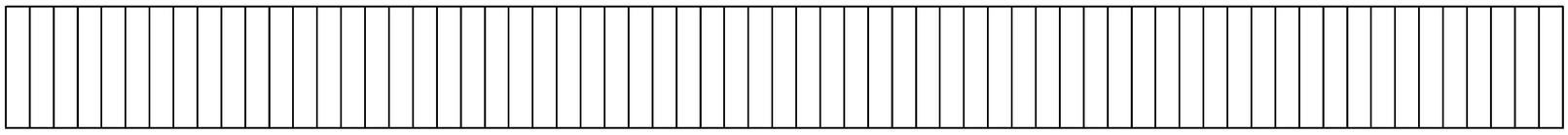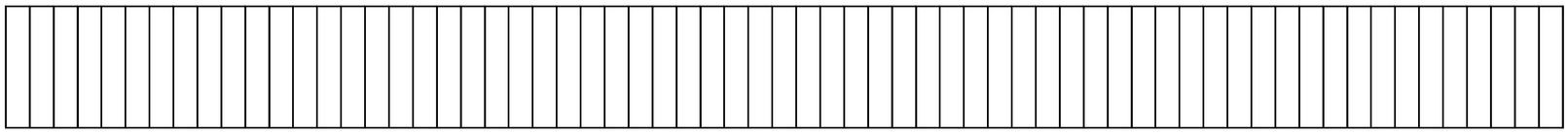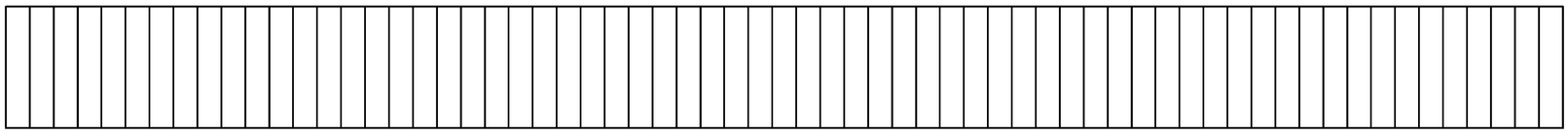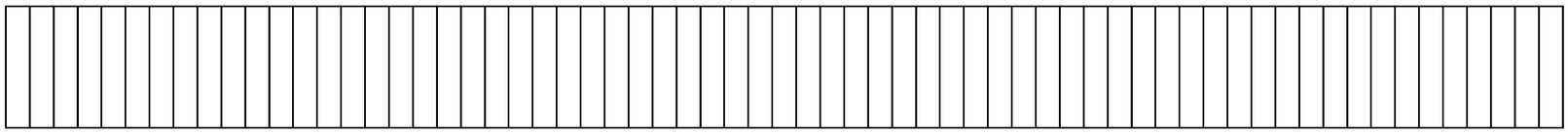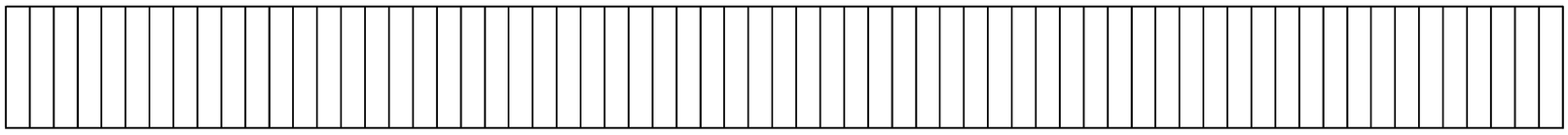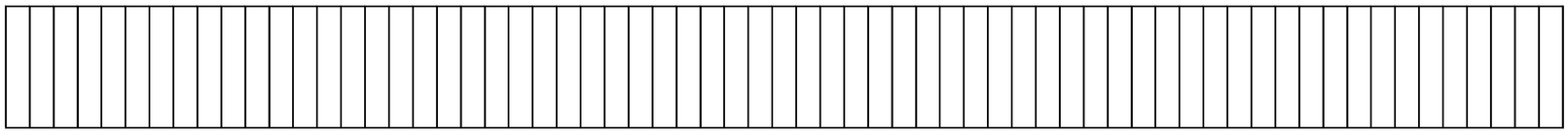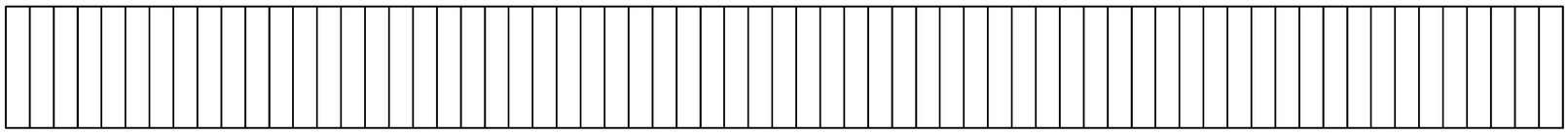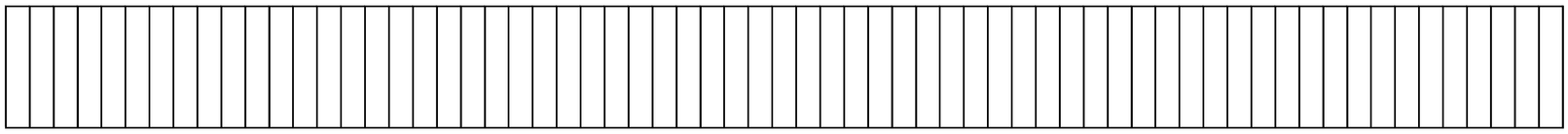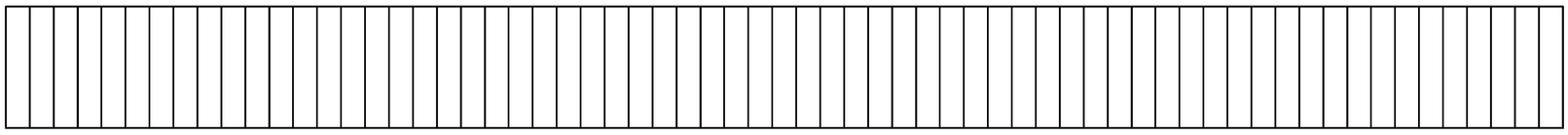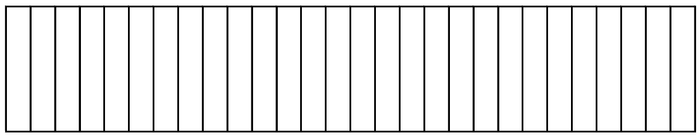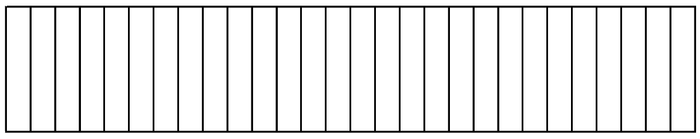
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