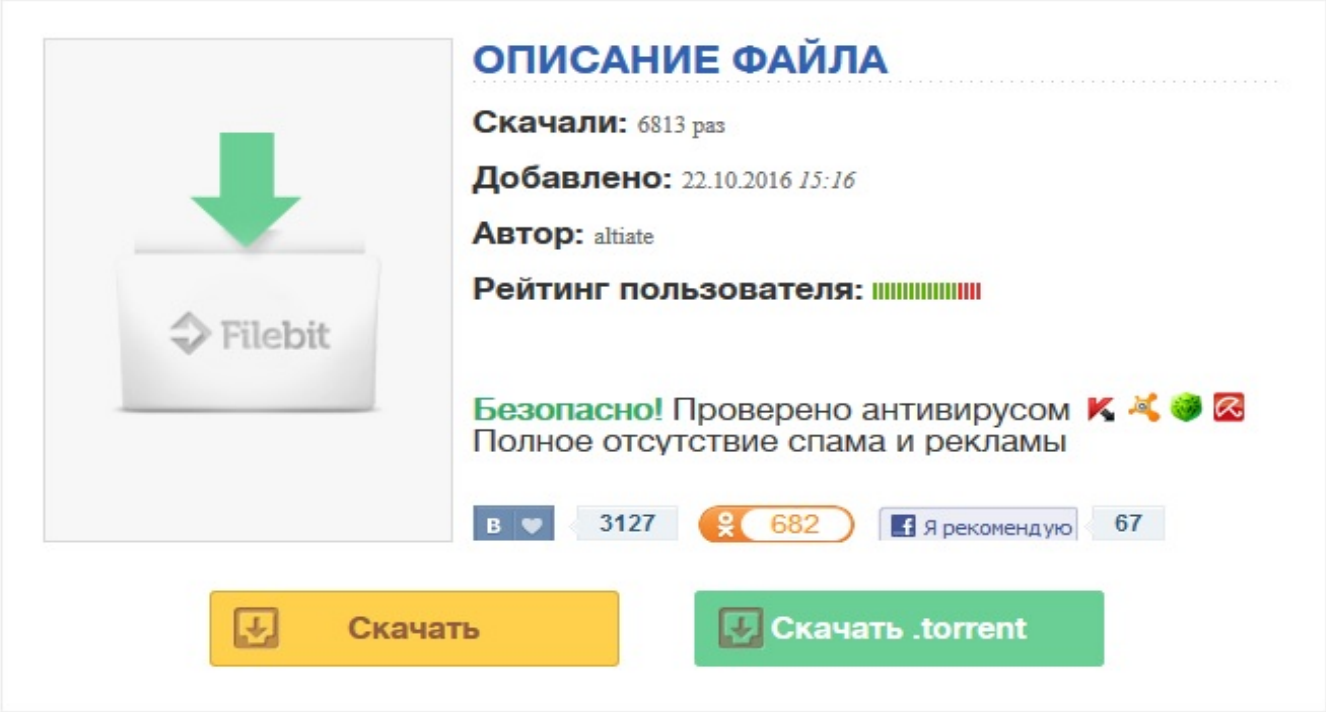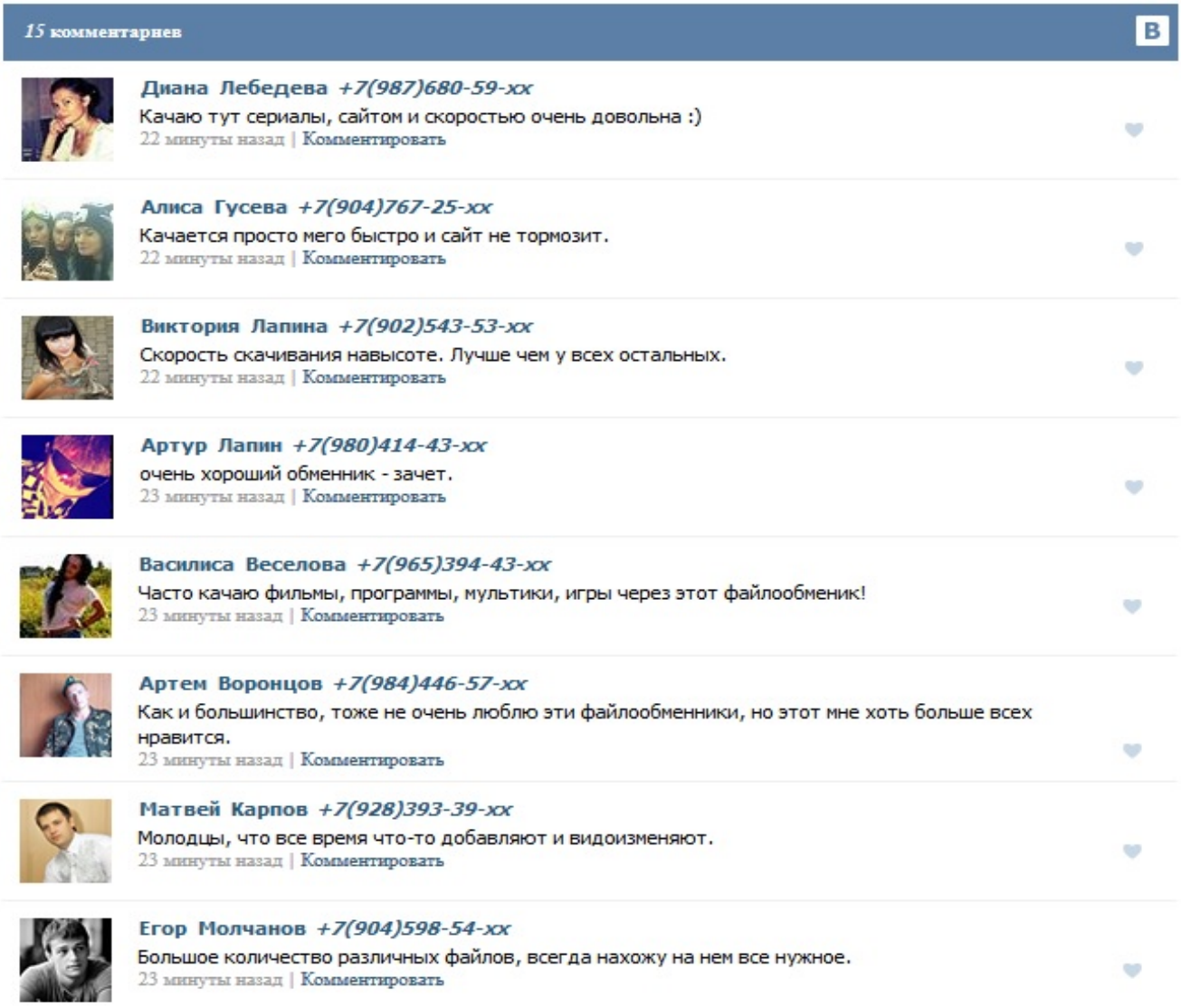образец заполнения свзм