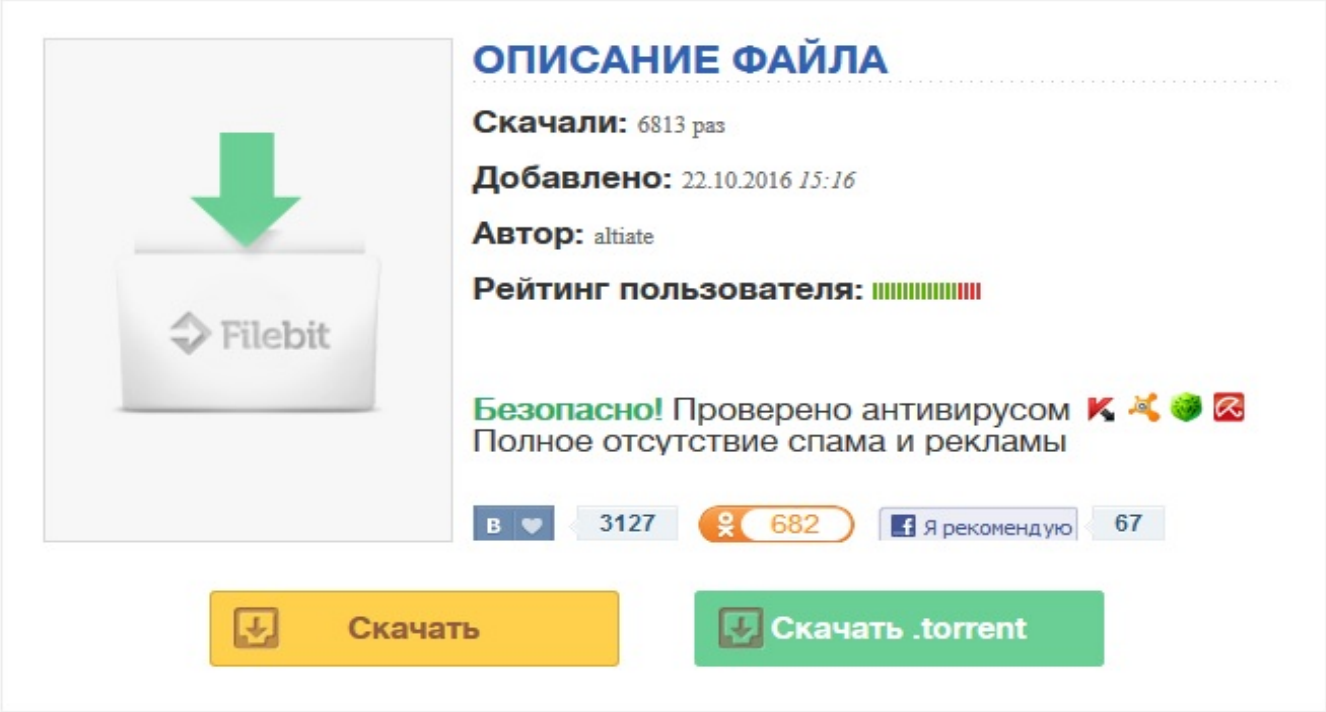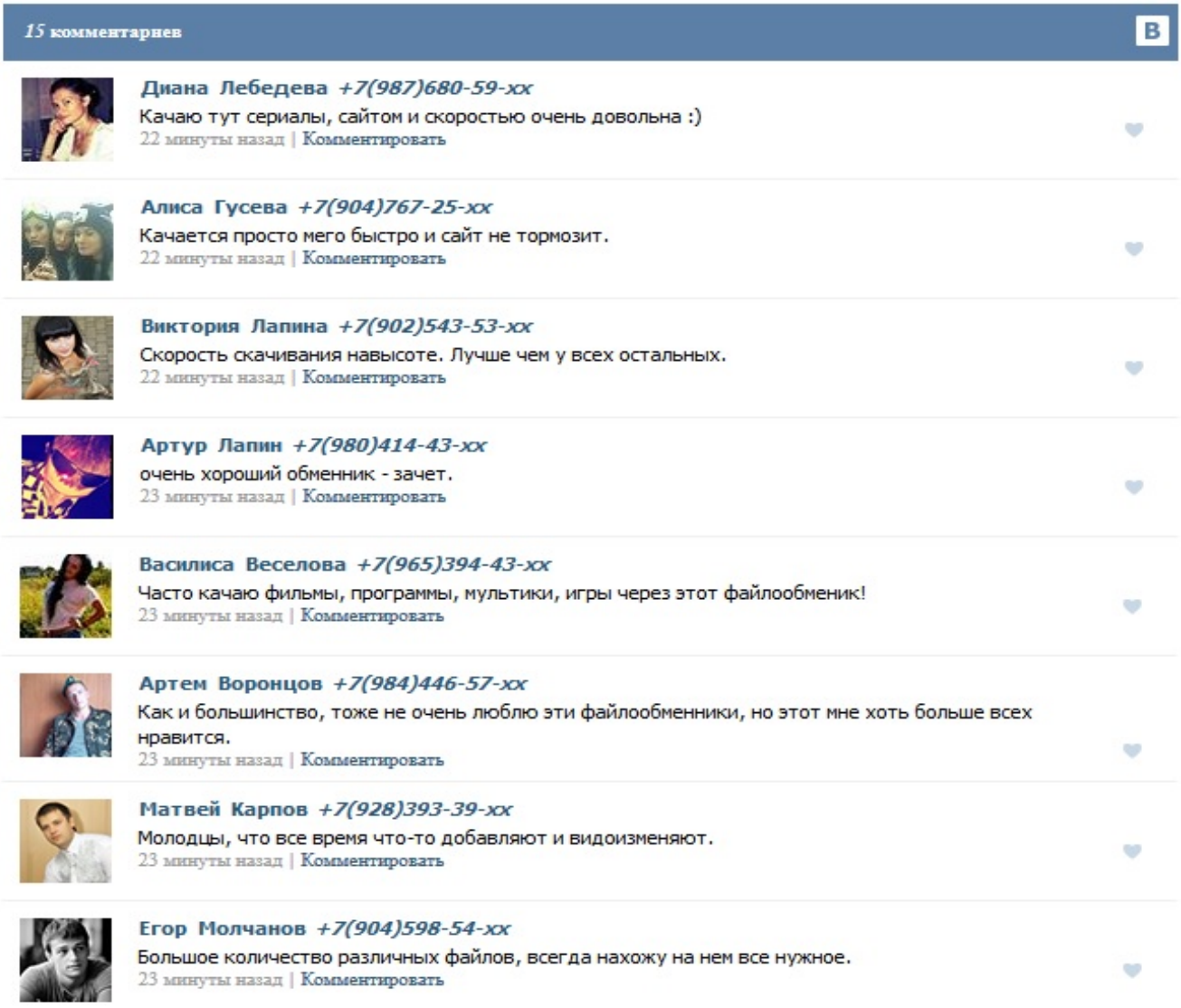бланк уведомления образец заполнения