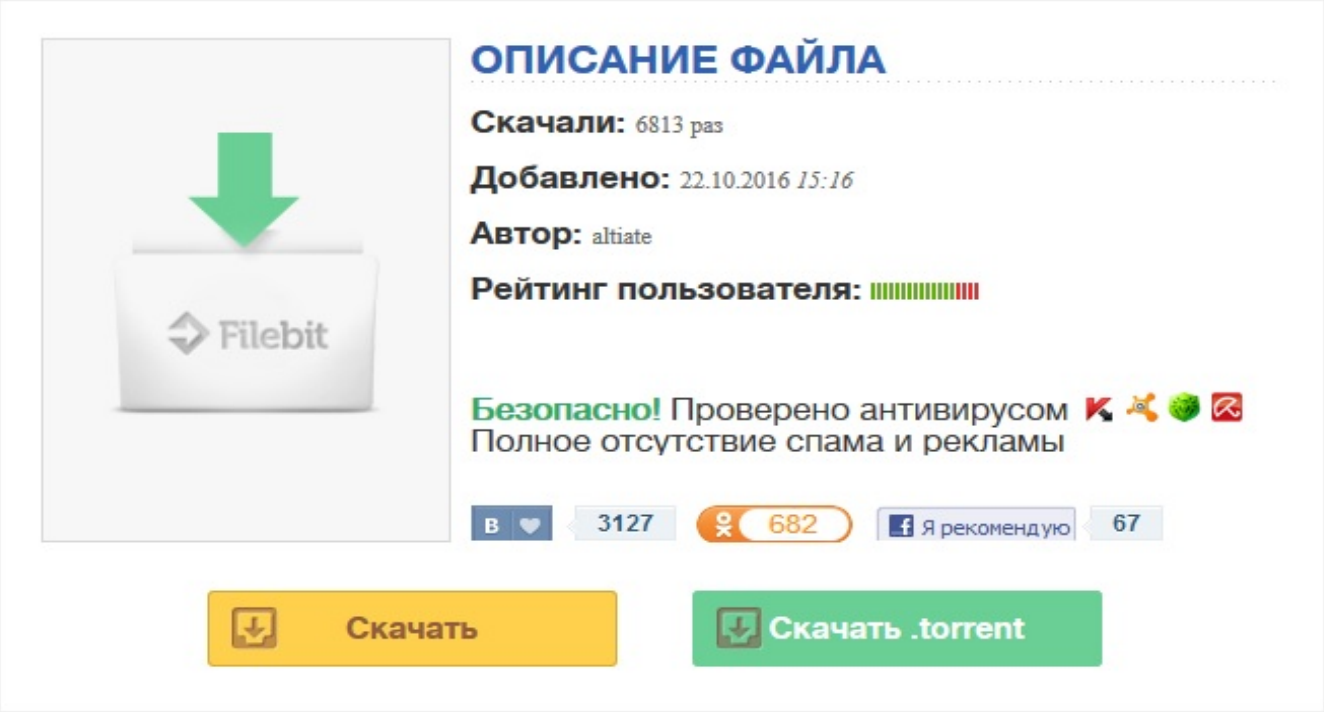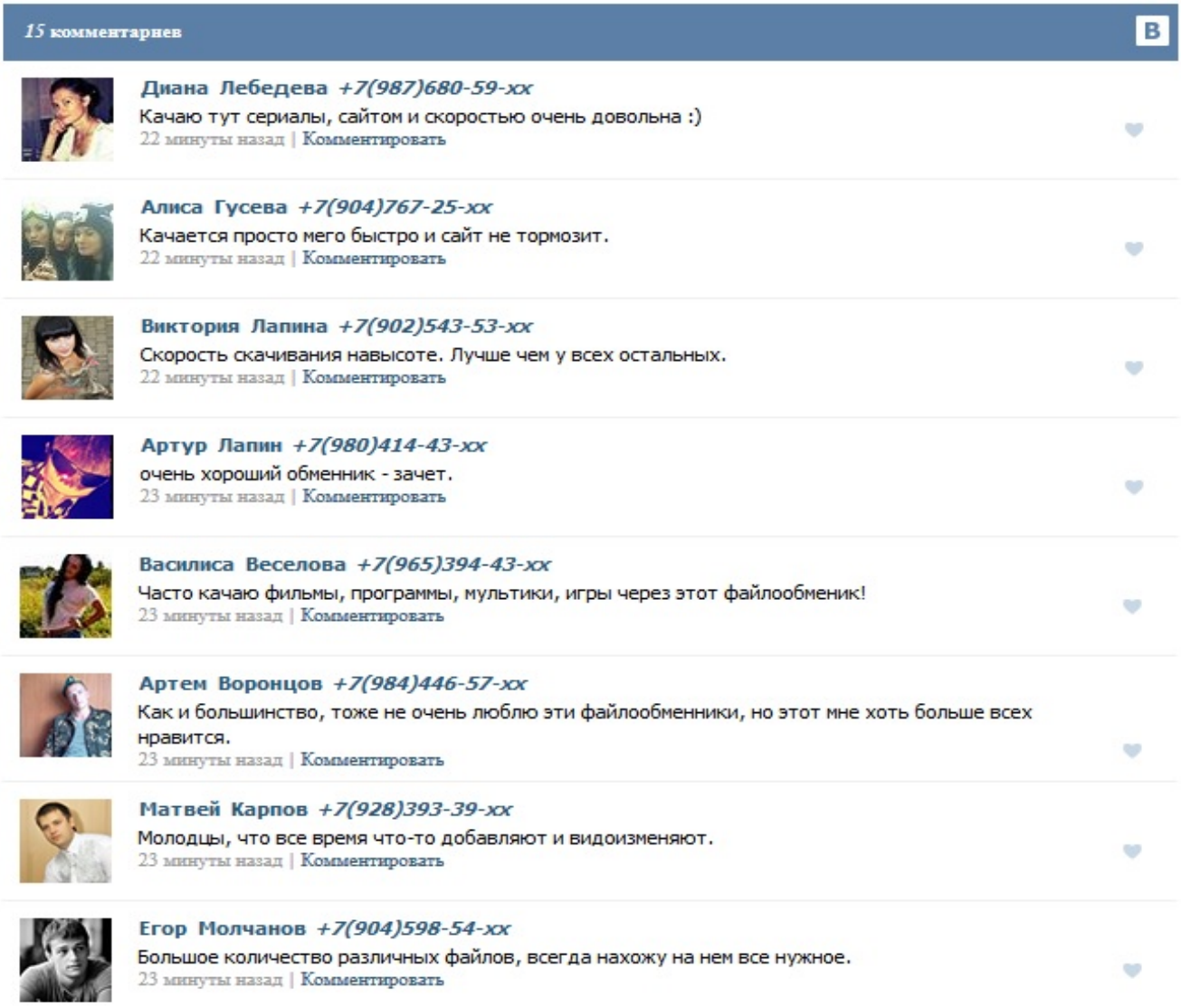образец заявления в овд