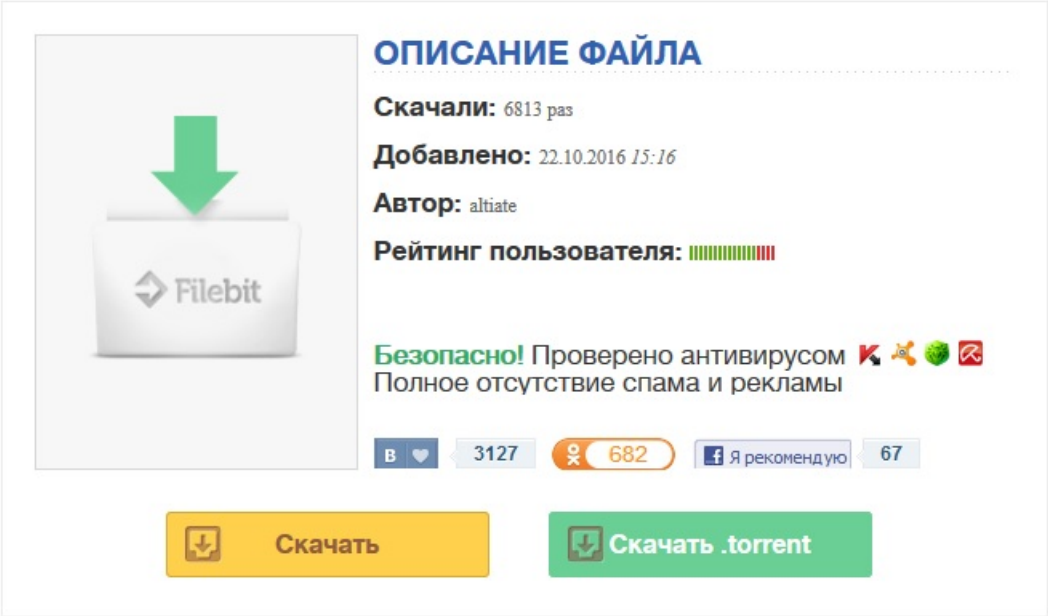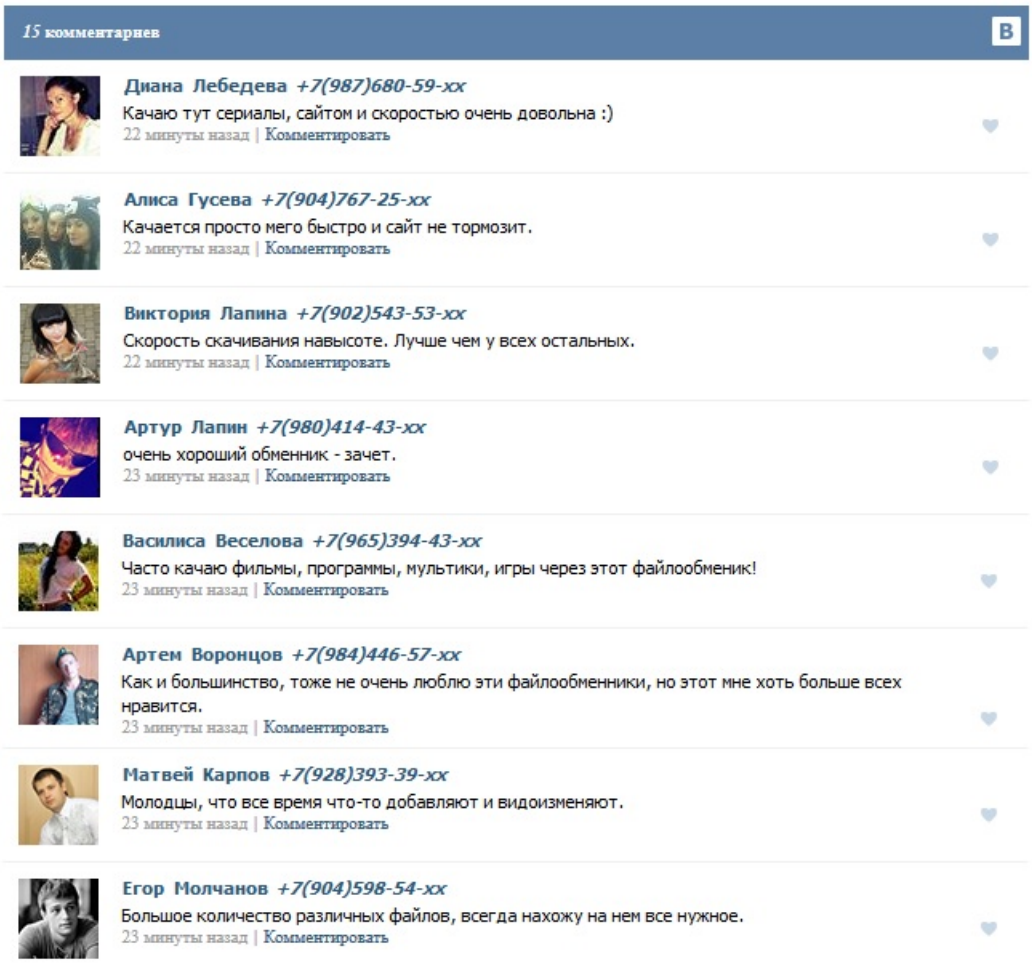бланк пояснення мвс україни 2016