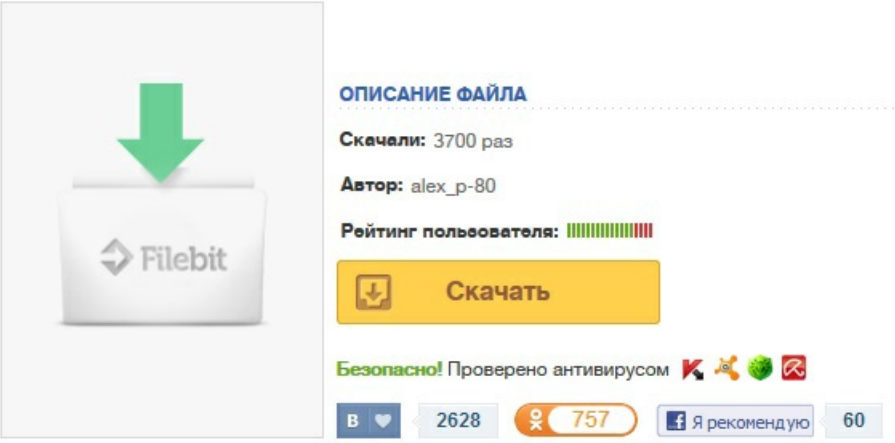акт о порче имущества образец рк