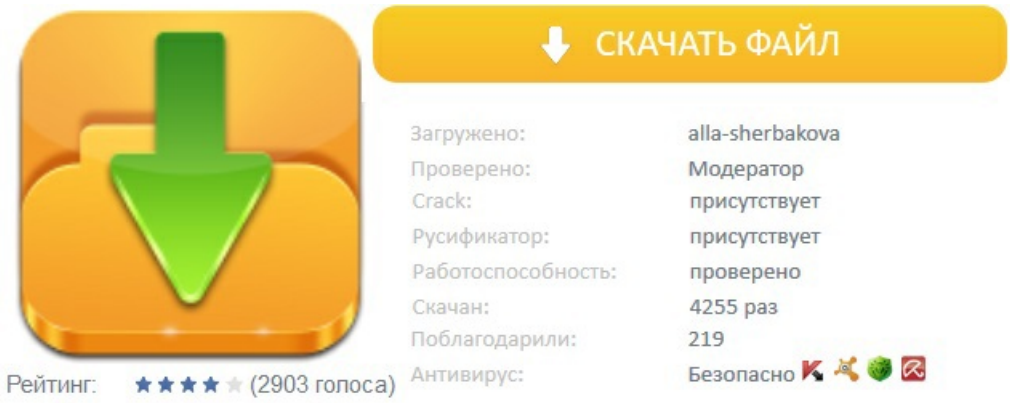бланк додаток 4 за січень 2016