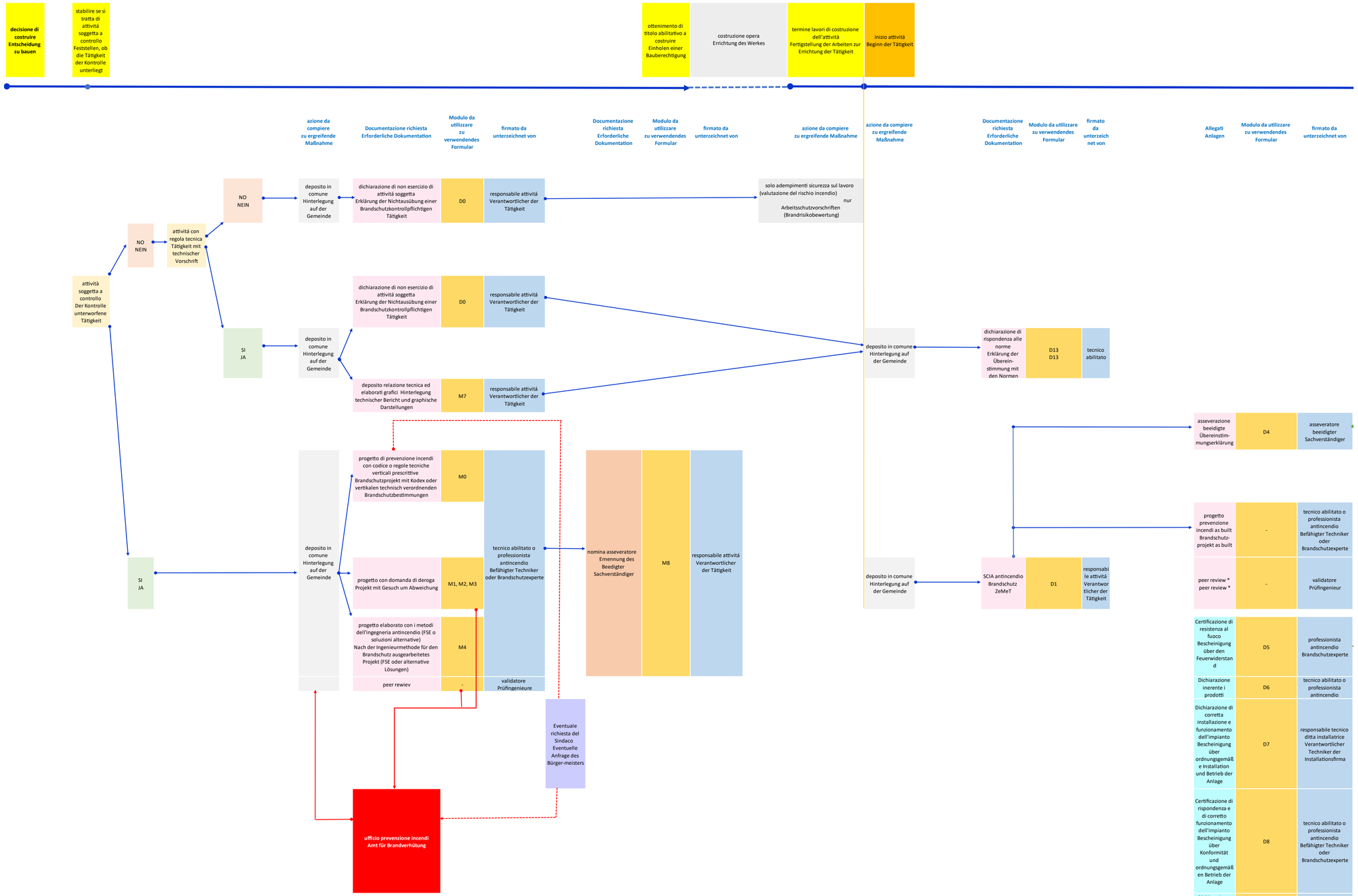PROCEDURA GENERALE - ALLGEMEINES VERFAHREN