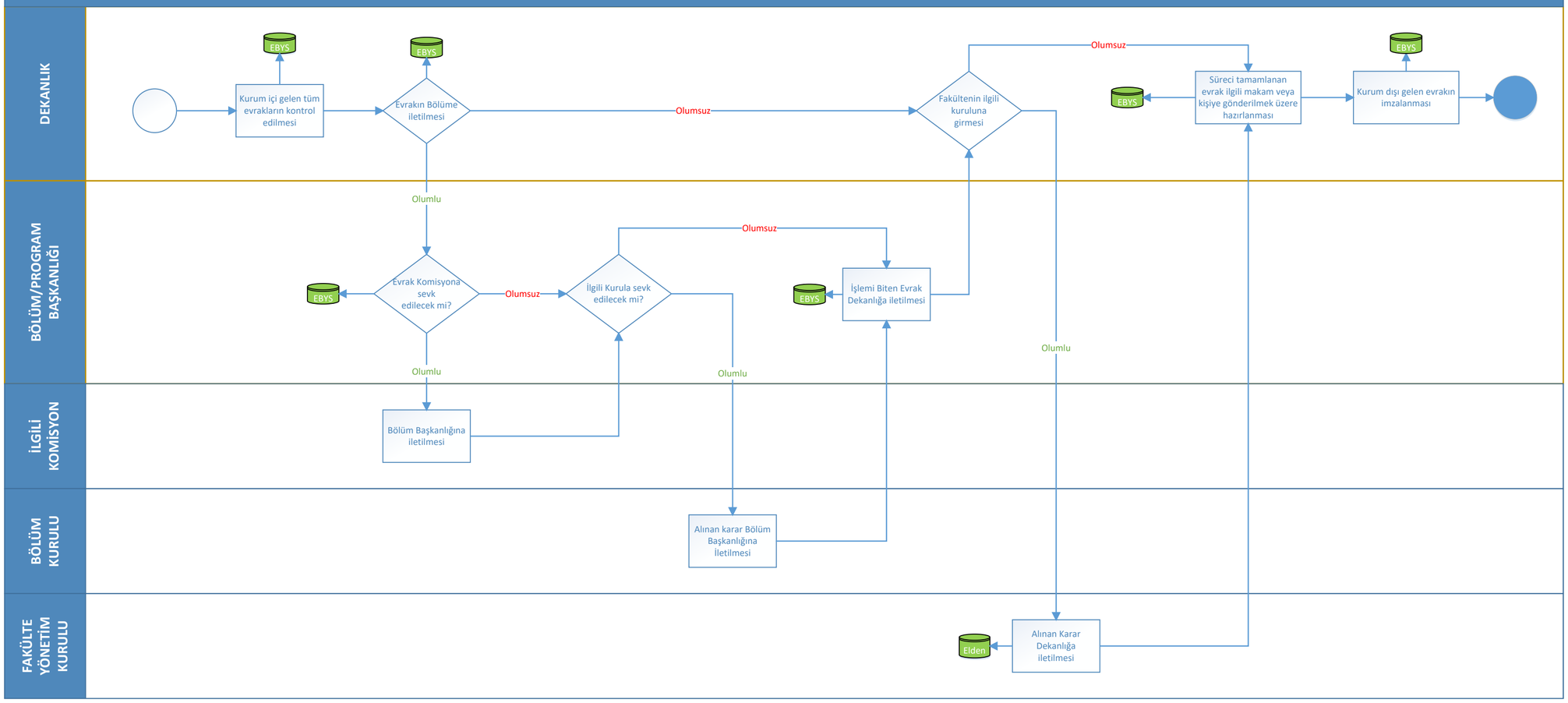KURUM İÇİ GELEN EVRAK