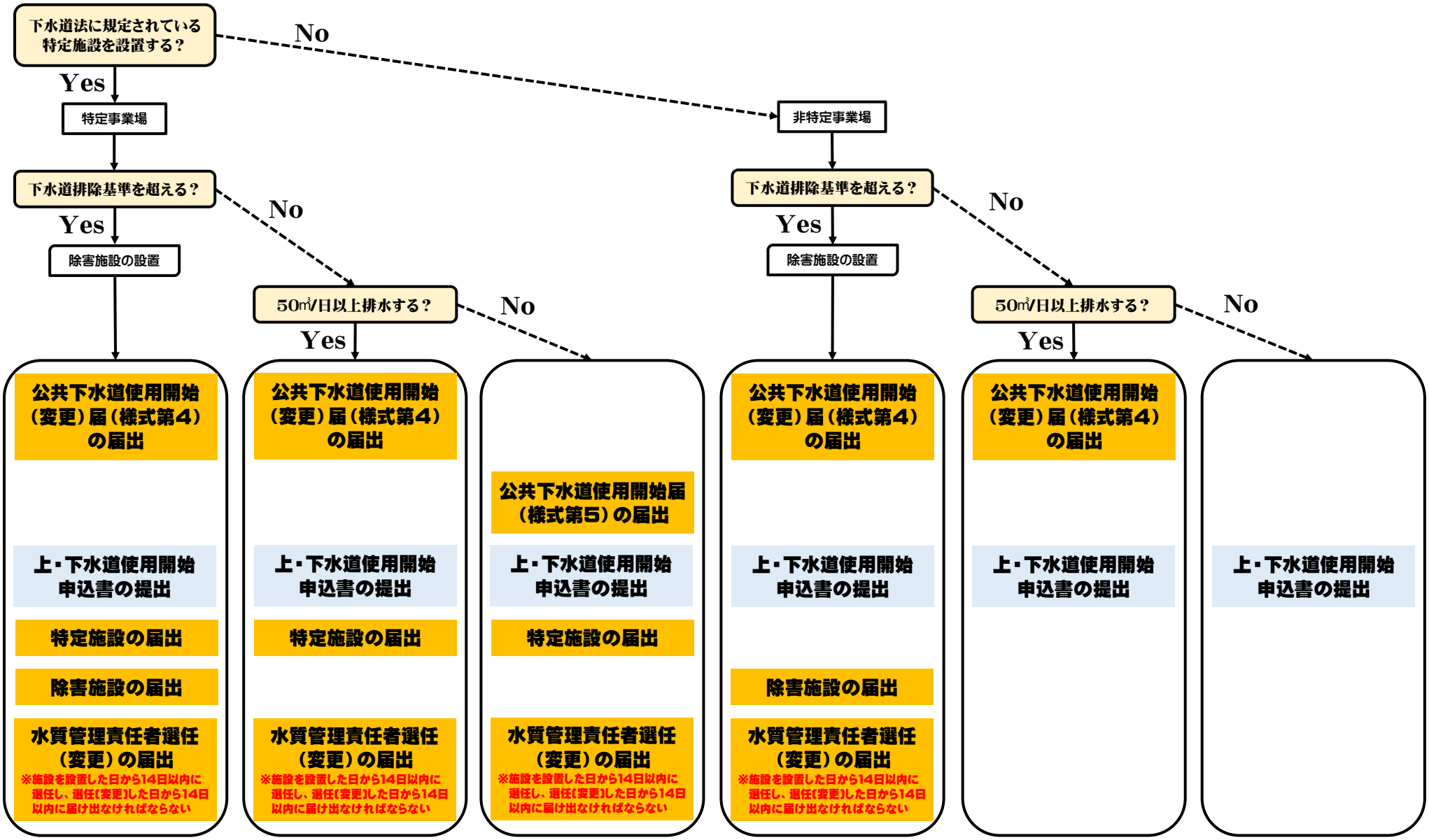必要書類フローチャート