CHANGE OF SIGNATURE NAME REQUEST FORM Workbook

Change of signature name request form is a vital document used by individuals and organizations seeking to update or modify their official signatures on legal, financial, or administrative records. Whether due to personal preference, legal name change, or professional reasons, submitting this form ensures that your signature on official documents accurately reflects your current identity. Properly completing and submitting a change of signature name request form is crucial to maintaining consistency across all official records and avoiding potential legal or financial complications. In this article, we will explore the purpose of this form, the step-by-step process of filling it out, the documents required, and best practices to ensure a smooth update process.

Understanding the Change of Signature Name Request Form

What is a Change of Signature Name Request Form?

A change of signature name request form is a legal document that authorizes the alteration or updating of an individual?s or organization?s signature on official records. This form typically requires the applicant to provide personal details, current signature, new signature, and reasons for the change. It serves as an official record that authorities, banks, or institutions can reference when verifying signatures on legal documents.

Why Might You Need to Submit This Form?

There are several reasons why someone might need to submit a change of signature name request form, including:

- Legal name change due to marriage, divorce, or personal choice
- Significant change in signature style or handwriting
- Correction of an incorrect or misspelled signature
- Organizational or corporate rebranding
- Updating signatures for official financial or legal purposes

It is important to note that each institution or authority may have specific procedures and requirements for processing such requests.

Steps to Fill Out a Change of Signature Name Request Form

1. Obtain the Correct Form

Before proceeding, ensure you acquire the official change of signature name request form. This form is often available:

- At the relevant government or administrative office
- On the official website of the institution or authority
- Through authorized legal or notary services

Make sure you download or request the latest version to avoid any discrepancies.

2. Fill in Personal Details Accurately

Provide comprehensive and accurate personal information, which typically includes:

- Full legal name
- Date of birth
- Address
- Contact details (phone number, email)
- Identification or ID number (e.g., passport, driver?s license)

Double-check all entries for accuracy to prevent delays.

3. Provide Current and New Signatures

The core part of the form involves:

- Attaching or drawing your current signature
- Providing a sample of your new signature

Some forms require you to sign in designated spaces, so follow the instructions carefully.

4. State the Reason for the Signature Change

Clearly specify why you are requesting the change. Common reasons include:

- Personal preference

- Legal name change
- Correction of previous signature
- Rebranding or organizational change

Providing a brief explanation can facilitate processing.

5. Attach Supporting Documents

Supporting documents validate your request and may include:

- Legal name change certificate
- Identity proof (passport, driver?s license)
- Affidavits or notarized statements (if required)
- Previous signature samples

Ensure all copies are clear and legible.

6. Sign and Date the Form

Complete the form by signing and dating it in the designated areas. This affirms the authenticity of the request.

7. Submit the Form

Depending on the institution?s procedures, submission options may include:

- In-person at the relevant office
- By mail with certified copies
- Online submission through official portals

Keep copies of all documents for your records.

Documents Typically Required for a Change of Signature Name Request

Legal and Identification Documents

- Valid government-issued ID (passport, driver?s license, national ID)

- Legal name change certificate or court order (if applicable)
- Birth certificate (sometimes required)

Supporting Affidavits and Notarizations

- Affidavits confirming the signature change
- Notarized statements verifying the authenticity of the new signature

Additional Documentation

- Proof of address (utility bills, bank statements)
- Previous signature samples from official documents

Important Considerations and Best Practices

Verify Requirements of the Receiving Institution

Different organizations or government bodies may have specific protocols. Always check:

- Specific forms to use
- Required supporting documents
- Submission procedures and deadlines

Ensure Accuracy and Completeness

Incomplete or incorrect forms can lead to delays. Review:

- All personal details
- Signatures and dates
- Attached documents

Maintain Copies and Track Your Submission

Always keep copies of submitted forms and documents. Use registered mail or tracking options when submitting via post to confirm delivery.

Follow Up on Your Application

After submission, follow up with the respective office to verify processing status. This helps address any issues promptly.

Conclusion

A **change of signature name request form** is a crucial document that facilitates the legal and official update of your signature across various records. Properly understanding the process, gathering necessary documents, and accurately filling out the form are essential steps to ensure a smooth transition. Whether you're changing your signature due to personal preference, legal reasons, or organizational updates, adhering to the procedures outlined above will help you navigate the process effectively. Always remember to verify specific requirements with the relevant authority and keep thorough records of your submissions to avoid delays or complications in updating your signature on official documents.

Change of Signature Name Request Form: A Comprehensive Guide

In the realm of administrative documentation, the Change of Signature Name Request Form stands out as a crucial tool for individuals seeking to update their legal signatures on official records. Whether due to personal reasons, religious beliefs, or professional identity changes, this form facilitates a formal process to amend signatures associated with various documents such as bank accounts, government IDs, or legal records. Understanding the purpose, process, and nuances of this form is essential for applicants to ensure a smooth transition and to avoid potential legal or procedural pitfalls.

Understanding the Change of Signature Name Request Form

The Change of Signature Name Request Form is a standardized or customized document used to formally request an update or correction of an individual's signature across multiple records. Unlike a simple signature change, which may be informal or unverified, this form is often required by banks, government agencies, or legal entities to authenticate and document the new signature.

What is the Purpose of the Form?

- Legal Validation: Ensures that the new signature is officially recognized and authorized.
- Record Consistency: Maintains uniformity across all official documents and records.
- Identity Verification: Confirms the individual's intent and authority to change their signature.
- Fraud Prevention: Provides a documented trail that can be used for future reference or legal proceedings.

Who Needs to Fill Out the Form?

- Individuals planning to change their signature for personal or professional reasons.
- Account holders updating signatures on bank or financial records.
- Employees or officials updating signatures on official government documents.
- Legal entities or representatives acting on behalf of minors or incapacitated persons (with appropriate authorization).

Key Components of a Change of Signature Name Request Form

A typical form comprises several essential sections designed to gather comprehensive information necessary to process the request effectively.

Personal Details

- Full Name (as per existing records)
- Date of Birth
- Address
- Contact Information (phone number, email)
- Identification Number (e.g., passport, national ID)

Current Signature Details

- Original signature (for reference)
- Signature specimen (if required)

New Signature Details

- New signature specimen
- Reason for change (personal preference, legal requirement, etc.)

Authorization and Declaration

- A declaration stating that the information provided is accurate.
- Signature of the applicant.
- Date of submission.

Supporting Documents

- Identity proof (copy of ID, passport, or driver?s license).
- Existing signature proof (if applicable).
- Affidavits or notarized declarations (if required).

Process for Submitting the Change of Signature Name Request

The process varies depending on the issuing authority, but generally follows these steps:

Step 1: Prepare Necessary Documentation

- Complete the Change of Signature Name Request Form.
- Gather all required supporting documents.
- Ensure that the new signature specimen is clear and consistent.

Step 2: Submission of the Form

- Submit the form in person, by mail, or through online portals if available.
- Pay any applicable fees (processing charges).

Step 3: Verification and Approval

- The authority reviews the request and documents.
- May conduct verification through interview or additional documentation.
- Approves or rejects the request based on compliance and validity.

Step 4: Updating Records

- Upon approval, the authority updates all relevant records.
- Official notifications or certificates may be issued confirming the change.

Turnaround Time

- Typically ranges from a few days to several weeks.
- Depends on the issuing authority and the complexity of the request.

Important Considerations and Tips

Changing one's signature on official records is a sensitive process that requires careful attention to detail.

Accuracy and Consistency

- Ensure the new signature closely matches the specimen provided.
- Maintain consistency across all documents to avoid discrepancies.

Legal Implications

- Some jurisdictions may require legal proceedings (e.g., court orders) for significant signature changes.
- Minor variations may be accepted if properly documented and declared.

Compliance with Authority Guidelines

- Follow specific instructions provided by the issuing agency.
- Use approved formats and submit all required documents.

Privacy and Security

- Handle personal data securely.
- Be cautious with physical and digital copies to prevent misuse.

Pros and Cons of Using a Change of Signature Name Request Form

Pros:

- Official Recognition: Ensures that the new signature is legally documented and recognized.
- Record Uniformity: Maintains consistency across all official records.
- Legal Protection: Provides evidence in case of disputes or fraud investigations.
- Formal Process: Adds legitimacy compared to informal or verbal changes.

Cons:

- Time-Consuming: The process can take several weeks for approval.
- Costly: May involve fees for processing and documentation.
- Complexity: Requires gathering multiple documents and following strict procedures.
- Potential Rejections: Requests can be denied if not properly justified or documented.

Features and Benefits of a Well-Designed Change of Signature Form

A comprehensive and user-friendly form can streamline the process significantly.

Features:

- Clear instructions and guidelines.
- Fields for all necessary personal and signature details.
- Checklists for required supporting documents.
- Digital submission options for convenience.
- Secure data handling mechanisms.

Benefits:

- Reduces errors and omissions.
- Accelerates processing time.
- Minimizes rework or resubmission.
- Enhances applicant confidence and clarity.

Common Challenges Faced in the Signature Change Process

Despite the structured approach, applicants often encounter hurdles such as:

- Verification Difficulties: Authorities may struggle to authenticate the new signature.
- Documentation Gaps: Missing or incomplete supporting documents can delay approval.
- Legal Restrictions: Some jurisdictions have strict rules about signature changes to prevent fraud.
- Resistance from Institutions: Banks or agencies may be hesitant to accept informal or inconsistent signatures.

Conclusion

The Change of Signature Name Request Form serves as a vital instrument in ensuring that personal

identity updates are carried out systematically, securely, and legally. Its significance extends beyond mere administrative convenience, touching on issues of legal validity, record integrity, and personal security. While the process may involve certain challenges, understanding the form's components, submission procedures, and best practices can greatly facilitate a smooth transition. Whether updating a signature due to personal preference or legal necessity, approaching the process with diligence and awareness ensures that the change is recognized, respected, and properly documented across all relevant platforms.

By prioritizing accuracy, compliance, and security, individuals can navigate the complexities of signature changes confidently, safeguarding their identity and legal rights for the future.

QuestionAnswer What is a change of signature name request form? A change of signature name request form is a document used to formally request the update or correction of a individual's signature or name on official records or documents. When should I use a change of signature name request form? You should use this form when you want to update your signature or legal name on official documents due to reasons like marriage, divorce, personal preference, or correction of errors. What information is typically required in a change of signature name request form? The form usually requires personal details such as current name, new name (if applicable), signature samples, reason for change, identification details, and supporting documents. Is a change of signature name request form legally binding? Yes, once properly filled out and submitted with supporting documents, the form serves as a formal request that can be processed and recognized legally by relevant authorities. Can I change my signature and name simultaneously using this form? Yes, many forms allow for both signature and name changes; ensure you specify your requests clearly and provide necessary supporting documents for both changes. What are the common reasons for requesting a change of signature or name? Common reasons include marriage, divorce, personal preference, religious reasons, correction of errors, or legal name changes following court orders. How long does it take to process a change of signature name request? Processing times vary depending on the issuing authority but generally range from a few days to several weeks after submitting all required documents. Do I need to submit supporting documents along with the form? Yes, supporting documents such as ID proof, court orders, marriage certificates, or affidavits are typically required to validate the change request. Can I use an online version of the change of signature name request form? Many organizations now offer online forms for convenience, but ensure you download the correct version and follow the submission guidelines provided by the authority.

Related keywords: name change form, signature update request, signature correction form, signature change application, name alteration form, signature modification request, legal signature change, signature update document, signature revision form, name and signature change form

Sbi form 60 application form

SBI Form 60 Application Form: Comprehensive Guide for Applicants

SBI Form 60 Application Form is a crucial document for individuals who wish to conduct financial transactions without providing their Permanent Account Number (PAN). As one of the most prominent banking institutions in India, the State Bank of India (SBI) offers this facility to ensure compliance with tax regulations while facilitating seamless banking operations. Whether you are a business owner, an individual, or a professional, understanding the nuances of the SBI Form 60 application process can help you avoid penalties and ensure smooth transaction handling.

What is SBI Form 60?

Definition and Purpose

SBI Form 60 is a declaration form that individuals or entities can submit to SBI or other banks when they are making transactions that are typically required to involve PAN details but do not possess a PAN. The form acts as a substitute declaration, allowing the bank to process specific financial transactions without the need for PAN submission, provided the total transaction value remains within prescribed limits.

Why is SBI Form 60 Important?

- Facilitates non-PAN transactions legally.
- Helps individuals who are awaiting their PAN card or have lost it.
- Allows for smooth processing of transactions up to specified limits without PAN.
- Prevents penalties for non-compliance with tax laws.

Who Should Apply for SBI Form 60?

Eligible Applicants

The SBI Form 60 application is suitable for individuals or entities who:

- Do not possess a PAN but need to undertake financial transactions such as opening a bank account, making deposits, or investing.
- Are awaiting the issuance of their PAN card.
- Need to make transactions below the specified threshold limits without PAN.

- Are non-residents or foreigners conducting permissible transactions.

When is Form 60 Required?

Form 60 should be submitted when engaging in transactions such as:

- Depositing cash exceeding Rs. 50,000 in a day.
- Purchasing or selling immovable property.
- Making investments or deposits exceeding Rs. 50,000 in a single day.
- Opening a new bank account without PAN.
- Any other financial transaction mandated by the Income Tax Department where PAN is required but not available.

How to Fill the SBI Form 60 Application Form?

Step-by-Step Process

- **Obtain the Form:** Visit the nearest SBI branch or download the form online from the official SBI website.
- **Fill in Personal Details:** Provide accurate information including Name, Date of Birth, Address, and Contact details.
- **Declare Transaction Details:** Clearly specify the nature of the transaction, amount involved, and purpose.
- **Declaration Statement:** Write a declaration stating that you do not possess a PAN and that the information provided is true and correct.
- **Signature:** Sign the form as per your official signature, ensuring it matches the signature on your identification documents.

Key Information to Include

- Name of the applicant
- Father's/Husband's Name
- Complete address with PIN code
- Contact number and email ID
- Transaction details: date, amount, purpose
- Declaration statement confirming the absence of PAN
- Date and signature

Documents Required for SBI Form 60 Application

Essential Documents

While applying for SBI Form 60, applicants may need to submit the following documents:

- Proof of identity (Aadhaar card, Voter ID, Passport, Driving License)
- Proof of address (Utility bills, Passport, Aadhaar card, Rental agreement)
- Bank account details (if applicable)
- Photographs (passport-sized)

Additional Supporting Documents

In certain cases, banks may ask for additional documents to verify the applicant?s identity and address.

Submitting the SBI Form 60 Application

In-Person Submission

You can visit the SBI branch, fill out the form, and submit it directly to the bank officer. Ensure all details are accurate to avoid delays.

Online Submission

Some SBI branches or online banking platforms may facilitate the submission of Form 60 electronically. Check the SBI official website or mobile banking app for specific procedures.

Processing Time and Approval

How Long Does It Take?

The processing time for SBI Form 60 is generally immediate upon submission if all documents are in order. However, verification might take a few working days, especially if additional documents are required.

Receiving the Acknowledgment

Once approved, applicants receive an acknowledgment or a copy of the form with a unique reference number, which should be preserved for future reference.

Important Points to Remember

- Always provide accurate and complete information to avoid legal complications.
- Ensure that the declaration is signed and dated correctly.
- Keep a copy of the filled application form and acknowledgment receipt.
- Use the form only for transactions within the permissible limits specified by the Income Tax Department.
- Update your details and apply for a PAN at the earliest to avoid reliance on Form 60 for future transactions.

Advantages of Using SBI Form 60

- Legal compliance for transactions where PAN is not available.
- Simplifies the process of making financial transactions without PAN.
- Helps avoid penalties for non-compliance with tax laws.
- Provides a formal declaration accepted by SBI and other banks.

Conclusion

The **SBI Form 60 application form** is a vital document for individuals and entities conducting financial transactions in India without a PAN. It ensures compliance with statutory requirements while offering flexibility for those awaiting their PAN card or opting not to procure one immediately. By understanding the application process, required documents, and legal considerations, applicants can smoothly navigate the process and avoid penalties. Always ensure that your declarations are truthful and accurate, and update your details to transition seamlessly to PAN-based transactions in the future.

SBI Form 60 Application Form: A Comprehensive Guide to Understanding and Completing the Process

The SBI Form 60 Application Form is an essential document for individuals and entities involved in financial transactions with the State Bank of India (SBI) when they are not in possession of a complete and valid proof of their address or identity. This form plays a crucial role in ensuring that banking operations adhere to regulatory standards and help prevent illicit activities such as money laundering or fraudulent transactions. In this detailed review, we will explore every aspect of the SBI Form 60, including its purpose, eligibility criteria, step-by-step application process, required documents, tips for filling out, and common FAQs to guide applicants efficiently.

Understanding the Purpose of SBI Form 60

What is SBI Form 60?

SBI Form 60 is a declaration form introduced by the Reserve Bank of India (RBI) that allows individuals or entities to conduct banking transactions without submitting full proof of address or income, primarily when they are unable to furnish valid documents at the time of opening an account or conducting specific financial operations. This form acts as a self-declaration by the applicant, affirming that they are not involved in any illegal or suspicious activities.

Why is SBI Form 60 Important?

- Legal Compliance: It helps SBI comply with KYC (Know Your Customer) norms and anti-money laundering regulations.
- Facilitates Transactions: Enables individuals to undertake banking transactions such as deposits, withdrawals, and investments without immediate proof of address.
- Flexibility for Applicants: Provides a simplified process for individuals who may lack formal documents but need to engage in banking operations.
- Risk Management: Assists banks in identifying and monitoring suspicious transactions, fostering transparency.

Who Needs to Submit SBI Form 60?

Eligible Applicants

Any individual or entity conducting financial transactions where they do not possess or are unable to furnish complete KYC documents can opt to submit SBI Form 60. Common scenarios include:

- Individuals who do not have valid proof of address or income proof at the time of opening an account or conducting a transaction.
- Residents of India involved in cash transactions exceeding Rs. 50,000 in a single day or Rs. 1 lakh within a financial year.
- Persons involved in transactions such as purchase of mutual funds, fixed deposits, or remittances, where proof of address is not available immediately.

Important Considerations

- If the applicant has valid documents, submitting Form 60 may not be necessary.
- For non-residents or foreign nationals, different procedures apply.
- The form is primarily applicable to residents of India conducting certain transactions.

Key Features and Benefits of SBI Form 60

- Self-Declaration: The form is a self-declaration, reducing the need for extensive documentation during initial transactions.
- Saves Time: Simplifies the process of conducting banking operations without waiting for proof documents.
- Legal Safeguard: Acts as a legal declaration that the information provided is accurate, with penalties for false declaration.
- Widely Accepted: Recognized across SBI branches and in various banking transactions such as opening accounts, investments, and remittances.

Step-by-Step Guide to Fill Out SBI Form 60

Filling out the SBI Form 60 correctly is crucial for smooth transaction processing. Below is a detailed step-by-step instruction:

1. Obtain the Form

- Visit the nearest SBI branch.
- Request a physical copy of the SBI Form 60.
- Alternatively, download the form from the official SBI website for online printing.

2. Fill in Personal Details

Provide accurate and complete information in the following sections:

- Name: Full name as per your identification documents.
- Father?s/Husband?s Name: As per official records.
- Date of Birth: DD/MM/YYYY format.
- Address: Enter your current residential address.
- Contact Details: Phone number and email ID (if applicable).

3. Declare Transaction Details

Specify details related to the transaction for which the form is being submitted:

- Type of Transaction: e.g., cash deposit, withdrawal, purchase of securities, etc.

- Amount: Exact amount involved in the transaction.
- Transaction Date: Date when the transaction is being conducted.

4. Provide Declaration Details

- Statement: Declare that the transaction is being conducted without the requirement of submitting proof of address/income.
- Statement Text Example: "I declare that I am not in possession of valid address proof at this time, and I undertake that the transaction is genuine."

5. Signature and Date

- Sign the form at the designated space.
- Write the date of submission.

6. Submit the Form

- Hand over the completed form to the bank official.
- Ensure that all sections are filled correctly to avoid rejection or delays.

Required Documents and Supporting Evidence

While SBI Form 60 is a self-declaration, certain supplementary documents or proofs may be required depending on the transaction type or bank policy:

- Identity Proof: PAN card, Aadhar card, voter ID, or passport.
- Address Proof (if available): Utility bills, rental agreements, or any document that can support the declared address.
- Photographs: Recent passport-sized photographs may be requested in some cases.
- Additional Documentation: For transactions involving large amounts, the bank may request further documentation or clarification.

Note: Since Form 60 is a declaration, it does not substitute the need for valid documents where applicable, especially for significant transactions or account openings.

Important Points to Remember When Filling SBI Form 60

- Accuracy: Ensure all details match your official documents and are filled in clearly.
- Legibility: Use legible handwriting if filling manually or ensure clarity in digital forms.
- True Declaration: Make sure that the information provided is truthful; false declarations can lead to legal consequences.
- Transaction Limits: Be aware of the limits under which Form 60 can be used; exceeding certain thresholds may necessitate additional documentation.
- Renewal: If your circumstances change or if you conduct multiple transactions, keep your declarations updated as per bank requirements.

Common Uses of SBI Form 60

Some typical situations where SBI Form 60 is applicable include:

- Opening a Savings or Current Account: When you do not have valid address proof at the time of account opening.
- Investing in Mutual Funds or Fixed Deposits: When submitting KYC documents is pending.
- Conducting Cash Transactions: Especially in cases where the amount exceeds the permissible limit for informal transactions.
- Remittance and Foreign Exchange Transactions: Where full documentation is not yet available.

Legal and Regulatory Aspects of SBI Form 60

- Legal Status: The form is a legally binding declaration. Providing false information can lead to penalties under Indian law.
- Anti-Money Laundering: SBI and RBI monitor such declarations to prevent illicit activities.
- Data Privacy: Personal data provided in the form are protected under banking privacy policies but must be accurate and truthful.

FAQs About SBI Form 60

Q1. Is SBI Form 60 mandatory for all transactions?

No, it is only required when specific transactions are conducted without valid proof of address or income, particularly under RBI regulations.

Q2. Can I use SBI Form 60 for opening a new bank account?

Typically, no. For account opening, valid KYC documents are necessary. Form 60 is primarily for post-approval or specific transactions.

Q3. How long is SBI Form 60 valid?

There is no fixed validity period. However, it should be updated if circumstances change or for repeated transactions.

Q4. Can I submit SBI Form 60 online?

While the form itself is generally submitted physically, some transactions or applications can be initiated online via SBI?s digital platforms. Always verify with your branch.

Q5. What happens if I provide false information on SBI Form 60?

Providing false declarations is considered a legal offense and may lead to penalties or criminal charges.

Conclusion: Navigating SBI Form 60 with Confidence

The SBI Form 60 application process is designed to facilitate smooth banking transactions for individuals who, due to certain circumstances, cannot furnish full proof of address or income at the moment of their dealings with SBI. Understanding the nuances of this form, including its purpose, proper filling procedures, and legal implications, empowers applicants to conduct transactions confidently and compliantly.

Always ensure that your declarations are accurate and truthful, keep copies of submitted forms, and stay informed about the latest RBI and SBI guidelines related to self-declarations. Whether you?re a first-time applicant or a seasoned banking customer, familiarity with SBI Form 60 will undoubtedly streamline your financial activities and help you navigate the regulatory environment effectively.

By following the comprehensive insights provided in this guide, applicants can approach SBI Form 60 with clarity, confidence, and a clear understanding of their rights and responsibilities under Indian banking laws.

QuestionAnswer What is the SBI Form 60 application form and who needs to fill it? The SBI Form 60 is a declaration form used by individuals who do not have a PAN card but need to conduct financial transactions exceeding specified limits, such as opening an account or making large cash deposits, to comply with income tax regulations. How can I download the SBI Form 60 application form online? You can download the SBI Form 60 from the official State Bank of India website or visit your nearest SBI branch to obtain a physical copy of the form. What documents are required to submit along with the SBI Form 60? Typically, you need to submit proof of identity such as an identity card or passport, proof of address, and details of the transaction for which the form is being submitted. Additional documents may be required based on the transaction type. Is SBI Form 60

applicable for all financial transactions without a PAN card? No, SBI Form 60 is specifically used when you do not have a PAN card but need to carry out certain financial transactions exceeding specified limits, such as cash deposits or opening accounts. If you have a PAN, you should use it instead. Can I submit the SBI Form 60 electronically or is a physical form required? SBI Form 60 is generally submitted as a physical document at the branch. However, some transactions or account openings may allow digital submission through SBI?s online banking platform or mobile app, depending on the bank's current procedures.

Related keywords: SBI Form 60, SBI Form 60 online, SBI Form 60 download, SBI Form 60 application process, SBI Form 60 eligibility, SBI Form 60 documents, SBI Form 60 fee, SBI Form 60 submission, SBI Form 60 status, SBI Form 60 correction

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