



ДЕПАРТАМЕНТ ОБРАЗОВАНИЯ И МОЛОДЕЖНОЙ ПОЛИТИКИ
НОВГОРОДСКОЙ ОБЛАСТИ

ПОСТАНОВЛЕНИЕ

Р.р. Д.Ф. 2015

№ 20

Великий Новгород

Об утверждении административного регламента предоставления государственной услуги «Выдача заключения о возможности быть опекуном (попечителем), приемным родителем»

В соответствии с Федеральным законом от 27 июля 2010 года № 210-ФЗ «Об организации предоставления государственных и муниципальных услуг» департамент образования и молодежной политики Новгородской области ПОСТАНОВЛЯЕТ:

1. Утвердить прилагаемый административный регламент предоставления государственной услуги «Выдача заключения о возможности быть опекуном (попечителем), приемным родителем».
2. Опубликовать постановление в газете «Новгородские ведомости».

Заместитель
руководителя департамента



А.Г. Шепило

УТВЕРЖДЕН

постановлением департамента
образования и молодёжной
политики Новгородской
области
от 01.04.2015 № 20

АДМИНИСТРАТИВНЫЙ РЕГЛАМЕНТ

предоставления государственной услуги «Выдача заключения о
возможности быть опекуном (попечителем), приемным родителем»

1. Общие положения

1.1. Предмет регулирования регламента

Предметом регулирования административного регламента предоставления государственной услуги по выдаче заключения о возможности быть опекуном (попечителем), приемным родителем (далее административный регламент) является определение порядка, сроков и последовательности действий (административных процедур) выдачи заключения о возможности быть опекуном (попечителем), приемным родителем.

1.2. Круг заявителей

Заявителями являются совершеннолетние дееспособные граждане (далее – заявитель).

1.3. Требования к порядку информирования о предоставлении государственной услуги

1.3.1. Информация о полном наименовании, месте нахождения, графике работы, справочные телефоны и адреса электронной почты органов местного самоуправления муниципальных районов, городского округа, непосредственно предоставляющих государственную услугу (далее органы опеки и попечительства), указана в приложении № 1 к административному регламенту.

1.3.2. Информация о порядке предоставления государственной услуги предоставляется:

непосредственно должностным лицом органов опеки и попечительства;
с использованием средств почтовой, телефонной связи и электронной почты;

посредством размещения в информационно-телекоммуникационных сетях общего пользования (в том числе в информационно-телекоммуникационной сети «Интернет»), публикаций в средствах массовой информации;

посредством размещения на информационных стендах;

посредством размещения с использованием областной государственной информационной системы «Портал государственных и муниципальных услуг

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mklZgZ\eb\Zxsbf b lj_[h\Zgby d ij_^hklZ\eglgobxm]khekm
aZ h[_ki_q_gb_ iheghlu b dZq_kl\Z ij_^hklZ\e_gby]

HL_lkl_gghklv ki_pbZebklh\h\dbj]Zg ihi_qbl_evk
mqZkl\mxsbo \ ij_^hklZ\e_gbb]hkm^Zjkl_gghc mke
bo ^he`ghklguo j_]eZf_ggh\Z_bkl\bb k lj_[h\Zgb
aZdhgh^ZI_evguo b bguo ghjfZlb\guo ijZ\h\uo
N_^_jZpbb

lhev`_gby oZjZdl_jbamxs_b lj_[h\Zgby d ih
dhgljhey aZ ij_^hklZ\e_gb_f]hkm^Zjkl_gghc mkem
klhjhg]jZ`^Zg bo h[tb^hbj]ZgbaZpbx

Dhgljhev aZ ij_^hklZ\e_gb_f]hkm^Zjkl_gghc
hkms_kl\eylvky kh klhjhg]jZ`^Zg bo h[t^bg_gbc
gZijZ\e_gby \ Z^j_k ^_iZjIZf_gIZ

ij_^eh`_gbc h kh_jr_gkl\h\Zgbb ghjfZlb\guo i
j_]eZf_glbjmxsb\h\eglgib_ ^he`ghklgufb ebpZfb hj]Z
ihi_qbl_evkl\Z]hkm^Zjkl_gghc mkem]b

khh[s_gbc h gZjmr_gbb aZdhgh\ b bguo ghjfZlb\
g_^hklZljZ[h\bj]ZgZ hi_db b ihi_qbl_evkl\Z _]h ^he`g

`Zeh[ih nZdlZf gZjmr_gby b^heeb`gZfkl ghujf] ZgZ hi_`
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>hkm^_[guc \g_km^_[guc ihjy^hd h[`Zeh\Z
^_ckl\bc [_a^_ckl\by hj]Zgh\ hi_db b ihi_qbl_e
hkms_kl\ey_fuo ijbgyluo \ oh^_ ij]hkm^Zjkl\gghc
mkem]b Z lZd`_ _]h ^he`ghklguo ebp
BgnhjZp^ey aZy\bl_ey h _]hZlijZ\Zeih[m g
j_r_gb_ b beb ^_ckl\b_ [_a^_ckl\b_ b hij]Zgbl_evk
b beb _]h ^he`ghklguo ebp ijb ij_^hklZ\e_gbb
mkem]b
AZy\bl_eb \ijZ\ ih^Zlv `Zeh[m gZ j_r_gb_ b
[_a^_ckl\b_h\hj]Zg b ihi_qbl_evkl\Z b beb _]h ^h
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lj_^f_l `Zeh[u
lj_^f_lhf `Zeh[u y\eyxlky j_r_gby ba^^_ckl\b_ by
hj]Zgh\ hi_db b ihi_qbl_evkl\Z b beb _]h ^he
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g_ ij_^mkfhlj_gu Z^fbgbkljZlb\guf j_]eZf_glhf
lj_[h\Zgb_ k aZy\bl_ey ijb ij]hkm^Zjkl\gghc m
ieZlu
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\u^Zgguo \ j_amevlZI_ ij_^hklZ\e_gby]hkm^Zjkl_g
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gZijZ\e_gZ `Zeh[Z
AZy\bl_eb fh]ml h[`Zeh\Zlv ^_ckl\by [_a^_ck
hkms_kl\ey_fu_ ijbgylu_ \ oh^_ ij_^hklZ\e_gby]h
jmdh\h^_p[h]Zgh hi_db b ihi_qbl_evkl\Z lZf_gl
lhjy^hd ih^Zqb b jZy kZeh]g b
@Zeh[Z ih^Z_lky \ ibkvf_gghc nhjf_ \ lhf
ijb_f_ aZy\bl_ey beb \ we_dljhgghf \b^_
< kemqZ_ _keb `Zeh[Z ih^Z_lky q_j_a ij_
lZd`_ ij_^klZ\ey_lky ^hdmf_gl ih^l_j^Zxsbc
hkms_kl\ey_g^_ckl\bc hl abZy\bl_ey < dZq_kl_ ^h

ih^i\ _j`^Zxs_]h iheghfhqby gZ hkms_kl\ey_gb_ ^
aZy\bl_ey fh`_l [ulv ij_`^hklZ\ej_gZ hklv hnhjfe_gg
khh\l_kl\bb k aZdhgh^Zl_evkNhf`_jZkbbckdhc nbabc
ebp

ljb_f `Zeh[\gghkcvfnhj_ hkms_kl\ey_lky
hi_db b ihi_qbl_evkl\Z \ f_kl_ ij_`^hklZ\ey_gby]hkm
f_kl_]^_ aZy\bl_ev ih^Z\Ze aZijhk gZ ihemq_gb_
gZjmr_gb_ ihjy^dZ dhlhjhc h[`Zem_lky^_ eZy\bl_fe
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@Zeh[Z \ ibkvf_gghc nhjf_ fh`_l [ulv lZd`_ gZijZ
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^_iZjIZf_glZ bgnhjZpbhgghd hmf_gbdZpbhgghc kbl
©Bgl_jg_]a]bhgZevghc]hkgm^ZjklbgnhjfZpbhgghc k
©IhjlZe]hkm^Zjkl_gguo b fmgpbpiZevguo mkem] r
h[eZklb^a

ljb ih^Zq_ `Zeh[u \ we_dljhgghf \b^_ ^hdmf_g
imgdl_ Z^fbgbkljZlb\gh]h j_]eZf_glZ fh]ml [
nhjf_ we_dljhgguo ^hdmf_glh\ ih^ibkZgguo we_dlj
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^hdmf_gl m^hklh_jyxsbc ebqghklv aZy\bl_ey g_ lj

@Zeh[Z fh`_l [ulv ih^ZgZ aZy\bl_e_f q
ihklmie_gbb `Zeh[u FNP h[_ki_qb\Z_l u_hi_db^Zq
ihi_qbl_evkl\Z \ ihjy^d_ b kjhdb dhlhju_gmkfZgh\
\aZbfh^_ckl\bb f_`^m FNP bi_hjZgZfbi_qbl_evkl\Z
iha^g__ke_`^mxs_]h jZ[hq_]h ^gy kh ^gy ihklmie_gb

@Zeh[Z gZ gZjmr_gb_ ihjy^dZ ij_`^hklZ\ey_gby]h
FNP jZkkfZljb\Z_lZyfhij]Zg b ihi_qbl_evkl\Z

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`Zeh[u \ hj]ZigZb b ihi_qbl_evkl\Z

@Zeh[Z ^he`gZ kh^_j`Zlv
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ij_`^hklZ\ey_gghkm^Zjkl_ggmx mkem]m ^he`ghklgh]
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nZfbeby bfy hlq_kl\h ihke_`g__ ijb gZebqbb
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^he`_g [ulv gZijZ\ey_g hl_l aZy\bl_ex

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@Zeh[Z ih^e`bl jZkkfhlj_gbx \ l_q_gb_ i
^g_c kh ^gy __ j_]bkljZpbb
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^he`ghklgh]h eb]Zihj]Zgb ihi_qbl_evkl\Z \ ijb_f_ ^h
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J_amevlZI jZkkfhlj_gby `Zeh[u
lh j_amev]ZklZfhlj_gby `Zeh[u hhj]Zhg b
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m^h\le_l\hj]Zeh[m \ lhf qbke_ \ nhjf_ hlf_gu
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ljb m^h\le_l\hj_gbb `Zehi[ud]Zgh]Zghi_qbl_ev
^_iZjZlZfijggbfxZ bkq_jiu\Zxs_b_f_ju ih mkljZg_gbx \
gZjmr_gbc \ lhf qbke_ ih \u^Zq_ aZy\bl_ex j_ame
mkem]b g_ iha^g__ jZ[hqbo ^gj_α_k]by^gykiebgygh
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m^h\le_l\hj_gbb `Zeh[u \ ke_^mxsbo kemqZyo
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`_ ij_^fl_ b ih l_f `_ hkgh\Zgbyf
ih^ZqZ `Zeh[u ebphf iheghfhqby dhlhjh]h g_
ihjy^d_ mkIZgh\egghf aZdhgh^ZI_evkl\hf Jhkkbckd

gZebqby j_r_gby ih `Zeh[_ ijbgylh]h jZg__ \ aZy\bl_ey b ih lhfm ` _ ij_^f_lm `Zeh[u
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lhjy^hd bgnhjfbjh\Zgby aZy\bl_ey h
jZkkfhlj_gby `Zeh[u
FhIb\bjh\Zgguc hl_l h Zka fmejlZbZyo `Zeh
gZijZ\ey_lky aZy\bl_ex g_ iha^g__ ^gyf ijbgy\mxs_
j_r_gby \ ibkvf_gghc nhjf_ b ih ` _eZgbx aZy\bl_ey
< hl_l_ h j_amevlZIZo jZkkfhlj_gby `Zeh[u
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hlq_kl\h ijb gZebqbb ^he`ghklgh]h ebpZ ijbgy\r_]`
ghf_j ^ZIZ f_klh ijbgylby j_r_gby \dexqZ
^he`ghklghf ebp_ j_r_gbckl\bb [^a^_ckl\b_ dl
h[`Zem_lky
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bgnhjfbjh\Zgb_ aZy\bl_ed_c h[\`Zrejy\Zgby j_r_gf
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ebp ihkj_^kl\hf jZaf_s_gby bgnhjZpbb gZ kl_
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ljb_eh`_gb
d`Z^fbgbkljZlbgghfmj_]eZ
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\hafh`ghklb [uly hi_dmghf
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jh^bl_ε

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1	GZbf_gh\ i i hj]ZgZ hi_db b ihi_qbl_evkl\Z	Ihqlluc Z^ b	=jZnl jZ[hlu	:^j_ we_dljhgghc ihqlu	L_e_1
	Dhfbl_l h[jZa :^fbgbkljZpbb ;Zl_pdh]h fmgbppiZevgh]h jZchgZ	;Zl_pdbc Kh_lkdZy	Ihg_^_e\ meylgbbZ Z	JNRPR PDLO UX	
	Dhfblh[jZah\ b fheh^`ghc] ;hjh\bqb iheblbdb Dhfkfhfhevk :^fbgbkljZpbb ;hjh\bqkdh]h fmgbppiZevgh]h jZchgZ	Dhfkhfhevk dZy	Ihg_^_e\ meylgbbZ ljb_f]jZ`^Zg <lhjgbd	ERUHO \DQGH[UX	
	Dhfbl_l h[jZa :^fbgbkljZpbb] <Ze^Zc <Ze^Zckdh]hDhfkhfhevk fmgbppiZevgh]h ? jZchgZ	dbc	Ihg_^_e\ ijiygbbZ ljb_f]jZ`^Zg Ihg_^_evgbbd \lhjgbd q__j] iygbbZ	VNR \DQGH[
	HI^_e h[jZa :^fbgbkljZpbb i <hehl <hehlh\kdh]hDhfkhfhevk fmgbppiZevgh]h jZchgZ	me iylgbbZ dZy	Ihg_^_e\ meylgbbZ	YRO# QRYJRUHVG	
	Dhfbl_l h[jZah\Zgbx b kihj]mfygd :^fbgbkljZpbb >_fygkdh]h fmgbppiZevgh]h jZchgZ	E_gbgZ	Ihg_^_e\ meylgbbZ ljb_f]jZ`^Zg Kj_^Z	GHPRR \DQGH[UX	

	Dhfbl_l h[jZa :^fbgbkljZpbbi Dj_klpu Dj_kl_pdh]h Fhkdh\kdZy fmgbppiZevgh]h jZchgZ		lhg_^_e\ meylgbbZ ljb_f]jZ`^Zg \lhjgbd	NRPRE PDLO UX	
	Dhfbl_l h[jZa :^fbgbkljZpbbi Ex[ulbgh Ex[ulbgkdh]h Kh_lh\ fmgbppiZevgh]h jZchgZ		lhg_^_e\ meylgbbZ ljb_f]jZ`^Zg <lhjgbd q_!_j]	NRPO; \DQGH[UX	
	Dhfbl_l h[jZa b fheh^`ghc] FZeZy <br_jjZ iheblbdb me <heh^Zjkdh]h FZeh\br_jkdh]h fmgbppiZevgh]h jZchgZ		lhg_^_e\ meylgbbZ ljb_f]jZ`^Zg Q_!_j] lylgbbZ	RR# QRYJRUHVG	
	HI^_e h[jZa :^fbgbkljZpbb k FZj_\h FZj_\kdh]h me Kh_lh\ fmgbppiZevgh]h jZchgZ		lhg_^_e\ iylgbbZ ljb_f]jZ`^Zg lhg_^_evgbd kj_^Z	ELE QRYJRURG QHW	
	Dhfbl_l h[jZa :^fbgbkljZpbbk Fhr_gkdh_ Fhr_gkdh]h Kh_lkdZy fmgbppiZevgh]h jZchgZ		lhg_^_e\ meylgbbZ ljb_f]jZ`^Zg lhg_^_evgbd kj_^Z q_!_j]	VKNF QRYJRURG QHW	
	Dhfbl_l h[jZa :^fbgbkljZpbb <_ebdbc Gh\]hjh^kdh]hGh\]hjh^ fmgbppiZevgh]h=_fZgZ jZchgZ		lhg_^_e iylgbbZ me ljb_f]jZ`^Zg <lhjgbd	NRP # QRYJRURG QHW	

			q_ _		
	Dhfb_l_1 h[jZa :^fbgbkljZpbb] HdmeH\kdh]h meDbjh\Z fmgbppiZevgh]h jZchgZ		lhg_^_e\` dZ iylgbbZ ljb_f]jZ`^Zg <lhjgbd kj_^Z iylgbbZ	PHU QRYJRURG QHW	
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	Dhfb_l_1 h[jZa :^fbgbkljZpbb] l_klh\h l_klh\kdh]h i_j E_kghc fmgbppiZevgh]h jZchgZ		lhg_^_e\` iylgbbZ	RWGH QRYJRURG QHW	
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	Dhfb_l_1 h[jZa fheh^`ghc] Khevpu iheblbdb b kihjiz lh[_^u :^fbgbkljZpbb Khe_pdh]h fmgbppiZevgh]h jZchgZ		lhg_^_e\` iylgbbZ ljb_f]jZ`^Zg lhg_^_evgbd q_ _j] <lhjgbd iylgbbZ	WDQLXVI PDLO UX	
	Dhfb_l_1 h[jZah\Zgbx] KIZjZy JmkkZlgbbZ :^fbgbkljZpbb me KZgd KIZjhmkkdh]H_l_j[m]kdZy fmgbppiZevgh]h jZchgZ		lhg_^_e\` iylgbbZ ljb_f]jZ`^Zg	NRP UX #PDI X NRPR #UDGP UXVVD UX	

			ihg_^_e		
	Dhfbl_l h[jZa :^fbgbkljZpbb i O\hcgZy O\hcgbgkdh]h me fmgbppiZevgh]h jZchgZ		ihg_^_e\ iylgbbpZ ljb_f]jZ`^Zg ihg_^_evgbd \lhjgbd	NR \DQGH[UX	
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i i	GZbf_gh\ F_klhgZoh`	=jZnb jZ[hlu	L_e hgu	We_d ggZy ihql
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	MijZ\`e_gb_ F ;hjh\bqkdhfm jZchghjh\bqkdbc jZc]hkm^Zjkl_ggh]h h[eZkgh]hqb me Z\lhghfgh]h mqi_^_gby_lhehpdZy ©Fgh]hnmgdppbhgZevguc p_glj ij_^hklZ\`e_gby]hkm^Zjkl_gguo b fmgbpbiZevguo mkem]a	lg =<l Kj Ql ll K[±		0)ε ERURYLF #PDUX
	MijZ\`e_gb_ F ;hjh\bqkdhfm jZchghjh\bqkdbc jZc]hkm^Zjkl_ggh]h h[eZkgh]hqb me Z\lhghfgh]h mqi_^_gby ^ ©Fgh]hnmgdppbhgZevguc p_glj ij_^hklZ\`e_gby]hkm^Zjkl_gguo b fmgbpbiZevguo mkem]a	<l = Kg ± ^ ll ±		
	MijZ\`e_gb_ F ;hjh\bqkdhfm jZchghjh\bqkdbc jZc]hkm^Zjkl_ggh]h h[eZkDgh]hmsZ me Z\lhghfgh]h mqi_^_gby]jZevgZyZ ©Fgh]hnmgdppbhgZevguc p_glj ij_^hklZ\`e_gby]hkm^Zjkl_gguo b fmgbpbiZevguo mkem]a	<l = Kg ± ^ Ql ± ll ±		
	HI^_e FNP <Ze^ jZchgZ]hkm^Zjkl_ggh]h h[eZkIgh]hbc jZ h[eZklgh]h Z\lhghfgh]h mqi_^_gby ©Fgh]hnmgdppbhgZevguc p_glj ij_^hklZ\`e_gby]hkm^Zjkl_gguo b fmgbpbiZevguo mkem]a	lg =<l Kj Ql ll K[±		PIYD \#JPDLO FRP

	<p>HI^_e FNP ih fr Gh\]hjh^m <]hkm^Zjkl_ggh]h h[eZklgh]hZlbeZlh Z\lhghfgh]h mqj_^_gby ^ ©Fgh]hnmgdppbhgZevguc p_glj ij_^hklZ\^_gby]hkm^Zjkl_gguo b fmgbppiZevguo mkem]a</p>	<p>Gh\]hjh^kdZy] <_ebdbc Gh\ [eZklgh]hZlbeZlh Z\lhghfgh]h mqj_^_gby ^ ©Fgh]hnmgdppbhgZevguc p_glj ij_^hklZ\^_gby]hkm^Zjkl_gguo b fmgbppiZevguo mkem]a</p>	<p>Ig <l Kj Ql ll K[</p>		<p>PI YQR YU HUX</p>
	<p>HI^_e FNP ih < Gh\]hjh^m <]hkm^Zjkl_ggh]h h[eZklgh]hZlbeZlh Z\lhghfgh]h mqj_^_gby ^ ©Fgh]hnmgdppbhgZevguc p_glj ij_^hklZ\^_gby]hkm^Zjkl_gguo b fmgbppiZevguo mkem]a</p>	<p>Gh\]hjh^kdZy] <_ebdbc Gh\ [eZklgh]hZlbeZlh Z\lhghfgh]h mqj_^_gby ^ ©Fgh]hnmgdppbhgZevguc p_glj ij_^hklZ\^_gby]hkm^Zjkl_gguo b fmgbppiZevguo mkem]a</p>	<p>Ig <l Kj Ql ll K[</p>		
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	<p>HI^_e FNP >_fy jZchgZ]hkm^Zjkl_ggh]h h[eZklgh]hZlbeZlh h[eZklgh]h Z\lhghfgh]hfygkd me mqj_^_gby ©Fgh]hnmgdppbhgZevguc p_glj ij_^hklZ\^_gby]hkm^Zjkl_gguo b fmgbppiZevguo mkem]a</p>	<p>Gh\]hjh^kdZy] <_ebdbc Gh\ [eZklgh]hZlbeZlh Z\lhghfgh]hfygkd me mqj_^_gby ©Fgh]hnmgdppbhgZevguc p_glj ij_^hklZ\^_gby]hkm^Zjkl_gguo b fmgbppiZevguo mkem]a</p>	<p>Ig <l Kj Ql ll K[</p>		
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	<p>HI^_e FNP Ex[ulb jZchgZ]hkm^Zjkl_ggh]h h[eZklgh]hZlbeZlh h[eZklgh]h Z\lhghfgh]hG_[heqb mqj_^_gby ©Fgh]hnmgdppbhgZevguc</p>	<p>Gh\]hjh^kdZy] <_ebdbc Gh\ [eZklgh]hZlbeZlh Z\lhghfgh]hG_[heqb mqj_^_gby ©Fgh]hnmgdppbhgZevguc</p>	<p>Ig <l Kj Ql ll K[</p>	<p>= ll ± ± ih aZibkb ±</p>	

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	HI^_e FNP Ohe jZchgZ]hkm^Zjkl_g h[eZklgh]h Z\lhghfgh]hOhef me mqj_`^_gby Hdly[jvkdZy ^	Gh\]hjh^kdZy Gh\]hjh^kdZy Gh\]hjh^kdZy Hdly[jvkdZy ^	lg = <l Kj ± Ql ll K[PIFK #PDUX
	HI^_e FNP Qm^ jZchgZ]hkm^Zjkl_g h[eZklgh]h Z\lhghfgh]hOhef me mqj_`^_gby Hdly[jvkdZy ^	Gh\]hjh^kdZy Gh\]hjh^kdZy Gh\]hjh^kdZy Hdly[jvkdZy ^	lg <l Kj Ql ll K[PIF F RYR#\DQ GH[UX
	HI^_e FNP Rbf jZchgZ]hkm^Zjkl_g h[eZklgh]h Z\lhghfgh]hRbfkd me mqj_`^_gby Gh\]hjh^kdZy ©Fgh]hnmgdppbhgZevguc p_glj ij_^hklZ\e_gby]hkm^Zjkl_gguo b fmgbpbiZevguo mkem]^a	Gh\]hjh^kdZy Gh\]hjh^kdZy Gh\]hjh^kdZy Hdly[jvkdZy ^	lg <l Kj Ql ll K[PIF V N#PDLO L X

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