Draft Regulations laid before Parliament under section 13(2) of the European Parliamentary Elections Act 2002, for approval by resolution of each House of Parliament.

D R A F T S T A T U T O R Y I N S T R U M E N T S

2015 No.

REPRESENTATION OF THE PEOPLE, NORTHERN IRELAND

The European Parliamentary Elections (Forms) (Northern Ireland) Regulations 2015

Made - - - - ***

Coming into force in accordance with regulation 1(2)

In accordance with section 13(2) of the European Parliamentary Elections Act 2002(**a**), a draft of these Regulations has been laid before and approved by a resolution of each House of Parliament.

In accordance with section 7(1) and (2)(a) of the Political Parties, Elections and Referendums Act 2000(**b**), the Secretary of State has consulted with the Electoral Commission prior to these Regulations being made.

Accordingly, the Secretary of State makes the following Regulations in exercise of the powers conferred by section 7(1), (4) and (4A)(**c**) of the European Parliamentary Elections Act 2002.

Citation, commencement, extent and interpretation

1.—(1) These Regulations may be cited as the European Parliamentary Elections (Forms) (Northern Ireland) Regulations 2015.

(2) These Regulations come into force on the day after the day on which they are made.

(3) These Regulations extend to Northern Ireland only.

(4) In these Regulations, "the 2004 Regulations" means the European Parliamentary Elections (Northern Ireland) Regulations 2004(**d**).

Amendment of forms in the European Parliamentary elections rules

2.—(1) Part 8 of Schedule 1 to the 2004 Regulations (European Parliamentary elections rules: appendix of forms)(**e**) is amended as follows.

(2) Replace Form A (form of front of ballot paper and form of back of ballot paper together with the directions for printing the ballot paper) with the form in Schedule 1 to these Regulations.

(**a**) 2002 c. 24.
(**b**) 2000 c. 41; amendments have been made to section 7 but they are not relevant to these Regulations.
(**c**) Subsection (4A) was inserted by section 22 of the European Parliament (Representation) Act 2003 (c. 7).
(**d**) S.I. 2004/1267.
(**e**) Schedule 1 was substituted by S.I. 2009/813 and relevant amendments are referenced in these Regulations.

(3) Replace Form F (official poll card issued to an elector voting at a polling station) with the form in Schedule 2 to these Regulations.

(4) Replace Form F1 (official postal poll card issued to an elector voting by post)(**a**) with the form in Schedule 3 to these Regulations.

(5) Replace Form G (official poll card issued to a proxy voting at a polling station) with the form in Schedule 4 to these Regulations.

(6) Replace Form G1 (official postal poll card issued to a proxy voting by post)(**b**) with the form in Schedule 5 to these Regulations.

(7) Replace Form H (directions for guidance for voters at a polling station) with the form in Schedule 6 to these Regulations.

(8) Replace Form I (certificate of employment) with the form in Schedule 7 to these Regulations.

(9) Replace Form J (form of declaration to be made by the companion of a voter with disabilities) with the form in Schedule 8 to these Regulations.

Amendment of Schedule 2 (Absent Voters)

3.—(1) Schedule 2 to the 2004 Regulations(**c**) is amended as follows.

(2) In paragraph 32 (procedure in relation to declarations of identity on receipt of covering envelope)—

(a) in sub-paragraph (1)(a), omit the words "and given his name and address"; and

(b) after sub-paragraph (1) insert—

"(1A) A person must not sign the declaration as a witness under sub-paragraph (1)(a) unless he is—

(a) aged 18 years or over; and

(b) satisfied to the best of his knowledge and belief as to the identity of the voter.".

(3) Part 3 (appendix of forms) is amended as follows.

(4) Replace Form K (proxy paper)(**d**) with the form in Schedule 9 to these Regulations.

(5) Replace Form L (declaration of identity)(**e**) with the form in Schedule 10 to these Regulations.

Amendment of Schedule 6 (Combined Polls)

4.—(1) Schedule 6 to the 2004 Regulations (combined polls) is amended as follows.

(2) Omit paragraph 17A(**f**).

(3) Replace the form inserted by paragraph 22 (form N: declaration of identity (combined polls))(**g**) with the form in Schedule 11 to these Regulations.

Name
Parliamentary Under Secretary of State
Northern Ireland Office

Date

(**a**) Form F1 was inserted by S.I. 2014/1803.
(**b**) Form G1 was inserted by S.I. 2014/1803.
(**c**) Schedule 2 was substituted by S.I. 2009/813 and subsequent amendments are referenced in these Regulations.
(**d**) Form K was amended by S.I. 2014/1803.
(**e**) Form L was amended by S.I. 2014/1803.
(**f**) Paragraph 17A was inserted by S.I. 2013/3114.
(**g**) Paragraph 22 was amended by S.I. 2014/1803.

SCHEDULE 1

Regulation 2(2)

Form A

Form of front of ballot paper

European Parliamentary Election
Northern Ireland Region

You can make as many or as few choices as you wish.
Put the number **1** in the voting box next to your first choice.
Put the number **2** in the voting box next to your second choice.
Put the number **3** in the voting box next to your third choice. **And so on.**

BITTERN, Richard 5 Down Street, Bangor, Co. Down **Democratic Unionist Party**	DUP	
DIPPER, Joanna 9 Mourne View, Donaghadee, Co. Down **Independent**		
DIPPER, Martin 8 Magilligan Drive, Portaferry, Co. Down **SDLP (Social Democratic and Labour Party)**	SDLP	
FINCH, John 29 Gilford Place, Millisle, Co. Down **Sinn Fein**		
KITE, Julie Glen Cottage, Banbridge, Co. Down **Independent**		
LINNET, Harry 7 Gortin Mansions, Dromara, Co. Down **Ulster Unionist Party**		
ROBIN, David 3 Strangford Road, Killinchy, Co. Down **Independent**		
SPARROW, Anne 41 Devenish Dive, Ballynahinch, Co. Down **Independent**		
SWALLOW, Peter 3 Mourne View, Bangor, Co. Down **Independent**		
SWIFT, Lee 11 Moira Terrace, Newry, Co. Down **Independent**		

Form of back of ballot paper

[Number]
[Other Unique Identifying Mark]

European Parliamentary Election in the Electoral Region of Northern Ireland

[insert date of election here]

Directions as to printing the ballot paper

1. So far as is practicable, the arrangements set out in paragraphs 2 to 11 must be observed in the printing of the ballot paper.

2. The following words must be printed on the face:
   (a) the heading "European Parliamentary Election Northern Ireland Region";
   (b) the direction "You can make as many or as few choices as you wish. Put the number 1 in the voting box next to your first choice. Put the number 2 in the voting box next to your second choice. Put the number 3 in the voting box next to your third choice. And so on.";
   (c) the names, addresses and descriptions, if any, of the persons shown in the statement of candidates nominated, in the same order as in that statement; and
   (d) the words forming part of the emblems mentioned at paragraph 9 below.

3. A box must be printed around:
   (a) the heading referred to in paragraph 2(a); and
   (b) the direction referred to in paragraph 2(b);
and the direction referred to in paragraph 2(b) must be separated from the heading referred to in paragraph 2(a) by a horizontal rule extending across the box.

4. The following rules must be printed on the face:
   (a) as part of the box referred to in paragraph 3;
   (b) the horizontal rule referred to in that paragraph;
   (c) a horizontal rule above the entry for the first candidate;
   (d) horizontal rules separating the entries for the candidates from one another;
   (e) a horizontal rule below the entry for the last candidate; and
   (f) as part of the boxes on the right-hand side of the ballot paper where the vote is to be marked.

5. The horizontal rules referred to in paragraph 4(c), (d) and (e) must be equally spaced.

6. The boxes referred to in paragraph 4(f) must not touch any horizontal rule and each one must be equidistant between the horizontal rule above it and the horizontal rule below it.

7. Each of the horizontal rules referred to in paragraph 4(c) and (d) must extend from a point level with the text on the left-hand side of the page to a point directly above the right-hand edge of the box below that rule.

8. The horizontal rule referred to in paragraph 4(e) must:
   (a) extend from a point level with the text on the left-hand side of the page to a point directly below the right-hand edge of the box above that rule; and
   (b) be thicker than the other horizontal rules.

9. Where a registered emblem is to be printed against a candidate's name –
   (a) it must be printed adjacent and to the right of the candidate's particulars; and
   (b) its size as printed must not exceed 2 centimetres square.

10. All the words on the front of the ballot paper must appear in the same large type except that –

(a) the heading referred to in paragraph 2(a) must appear in very large and bold type;

(b) the direction referred to in paragraph 2(b) must appear in very large type and the words “You can make as many or as few choices as you wish.”, “1”, “2”, “3” and “And so on.” must appear in bold type;

(c) the surname of each candidate must appear in large capitals and bold type;

(d) the forename and other names of each candidate must appear in bold type;

(e) the names of registered political parties and the word “Independent” must appear in bold type.

11. The number and other unique identifying mark must be printed close to each other on the back of the ballot paper.

SCHEDULE 2

Regulation 2(3)

Form F

Front of card

Poll card

European Parliamentary Election
Northern Ireland Region

Voting information	
Polling day	
Polling hours	7.00am to 10.00pm
Ballot box number	
Your polling station will be	

You do not need to take this card with you in order to vote but it will save time if you do.

Your details:

[Elector's name and qualifying address details here]

Number on register:

Remember that you will not be able to vote unless you show one of the following forms of photographic identification:

- **A UK, Irish or EEA driving licence**
- **A UK, Irish or EU passport**
- **An Electoral Identity Card**
- **A Translink Senior SmartPass**
- **A Translink 60+ SmartPass**
- **A Translink War Disabled SmartPass**
- **A Translink Blind Person's SmartPass**

Please turn over

Back of card

If you are away or cannot go to the polling station on [day] [date of poll] you can do one of the following:

- Apply to vote by post. Completed applications must be returned **by 5pm on [day] [date of deadline]**. If you are given a postal vote, you will not be able to vote in person at this election.

OR

- Apply to vote by proxy (this means someone else can vote on your behalf). Completed applications must be returned **by 5pm on [day] [date of deadline].**

An application form is available on the website or can be requested from the helpline.

If you need any help, require information in another format or language or wish to find out if your polling station is accessible, please contact us.

[Insert helpline and other contact details including website]

Electoral fraud is a crime

Issued by the Chief Electoral Officer.

If undelivered return to: *[Insert return address]*

SCHEDULE 3

Regulation 2(4)

Form F1

Front of card

Postal poll card

European Parliamentary Election
Northern Ireland Region

Voting information
We will send your postal vote approximately 10 working days before polling day.

Your details:

**[Elector's name and qualifying address details here]*

Number on register:

**Returning Officer to omit where postal poll card sent to an anonymous elector. Postal poll card to an anonymous elector must be delivered in a sealed envelope.*

Your postal vote

- You will receive a postal vote for this election because you successfully applied to vote by post.
- You will not be able to vote in a polling station.
- **If you have not received your postal vote by [day] [date] [name of month] please contact us.**

Please turn over

Back of card

How to vote

1. When you receive your postal vote, read the instructions carefully.
2. Your postal vote includes your ballot paper and a declaration of identity.
3. Complete the declaration of identity.
4. Complete the ballot paper.
5. Return your postal voting papers in the envelope provided.
6. We need to receive your postal vote by **10pm on [day/date of poll]**. Postal voting papers cannot be accepted at polling stations.

If you need help to vote, you can ask someone you know or get advice by calling our helpline.
If you need information in another format or language please call our helpline.

If you make a mistake:

- Please phone the helpline immediately.
- We can only issue a replacement postal vote if you return all your postal vote documents **by 5pm on [day/date of deadline]**.

If you would rather vote in person, or ask someone else to vote on your behalf, you must cancel your postal vote **before 5pm on [day/date of deadline]**.
*[*Note that if you have an anonymous entry on the register you will not be able to vote in person, but you can ask someone else to vote by post on your behalf.]*
**Returning Officer to only include on postal poll card sent to an anonymous elector.*

Electoral fraud is a crime

[Insert helpline and other contact details including website]

Issued by the Chief Electoral Officer.

If undelivered return to: *[Insert return address]*

SCHEDULE 4

Regulation 2(5)

Form G

Front of card

Proxy poll card

European Parliamentary Election
Northern Ireland Region

Voting information	
Polling day	
Polling hours	7.00am to 10.00pm
Ballot box number	
Polling station	

For this election you are proxy for:
[Elector's name
Elector's address
Elector's number on register]

You do not need to take this card with you in order to vote but it will save time if you do.

Your details:

[Proxy's name and address details here]

Remember that you will not be able to vote unless you show one of the following forms of photographic identification for yourself:

- **A UK, Irish or EEA driving licence**
- **A UK, Irish or EU passport**
- **An Electoral Identity Card**
- **A Translink Senior SmartPass**
- **A Translink 60+ SmartPass**
- **A Translink War Disabled SmartPass**
- **A Translink Blind Person's SmartPass**

Please turn over

Back of card

How to vote as a proxy
At the polling station, tell the staff that you are a proxy for the person named on the front of this card. Show an accepted form of photographic identification for yourself. They will give you that person's ballot paper.
If you need any help, just ask the staff.

If you are away or cannot go to the polling station on [day] [date of poll]:

- You can apply to vote by post. The deadline for completed applications is **5pm on [day] [date of deadline]**.
- If you are given a postal vote, you or the person you are proxy for will not be able to vote in person at this election.
- **To find out how to apply, please contact us.**

The person you are proxy for can vote themselves if they wish – but only if you have not already voted on their behalf.

If you need any help, require information in another format or language or wish to find out if your polling station is accessible, please contact us.

[Insert helpline and other contact details including website]

Electoral fraud is a crime

Issued by the Chief Electoral Officer.

If undelivered return to: *[Insert return address]*

SCHEDULE 5

Regulation 2(6)

Form G1

Front of card

Proxy postal poll card

European Parliamentary Election
Northern Ireland Region

Voting information
We will send your postal vote approximately 10 working days before polling day.

For this election you are proxy for:
**[(Elector's name)*
(Elector's address)
(Elector's number on register)]
[the person with this elector number: (Insert elector's number on register)].
**If anonymous elector omit the words in the first set of square brackets, if not omit the words in the second set of square brackets.*

Your details:

**[Proxy's name and address details here]*

**Returning Officer to omit where proxy postal poll card sent to the proxy of an anonymous elector. Proxy postal poll card to proxy of an anonymous elector must be delivered in a sealed envelope.*

Your postal vote

- You will receive a postal vote for this election because you successfully applied to vote by post.
- You will not be able to vote as a proxy in a polling station.
- **If you have not received your postal vote by [day] [date] [name of month] please call the helpline.**

Please turn over

Back of card

How to vote
1. When you receive your postal vote, read the instructions carefully.
2. Your postal vote includes your ballot paper and a declaration of identity.
3. Complete the declaration of identity.
4. Complete the ballot paper.
5. Return your postal voting papers in the envelope provided.
6. We need to receive your postal vote by **10pm on [day/date of poll]**. Postal voting papers cannot be accepted at polling stations.

If you need help to vote, you can ask someone you know or get advice by calling our helpline.
If you need information in another format or language please call our helpline below.

If you make a mistake:
- Please phone the helpline immediately.
- We can only issue a replacement postal vote if you return all your postal vote documents **by 5pm on [day/date of deadline]**.

If you would rather vote in person, you must cancel your postal vote **before 5pm on [day/date of deadline]**. For more information, please call the helpline.
*[*Note that if you are a proxy for a person with an anonymous entry on the register you will not be able to vote in person.]*
**Returning Officer to only include on proxy postal poll card sent to the proxy of an anonymous elector.*

Electoral fraud is a crime

[Insert helpline and other contact details including website]

Issued by the Chief Electoral Officer.

If undelivered return to: *[Insert return address]*

SCHEDULE 6 Regulation 2(7)

Form H

How to vote at this election

1 Go to the desk, tell the staff your name and address and show your accepted form of photographic identification.
They will give you your ballot paper.



2 Take your ballot paper to a voting booth.



3 Read the instructions in the booth and mark your ballot paper.



4 When you have marked your ballot paper, fold it so that nobody can see how you have voted.



5 Put your folded ballot paper into the ballot box.



(!) Voting is secret. Do not let anyone see how you have voted.
If you make a mistake or need help, just ask the staff.

SCHEDULE 7

Regulation 2(8)

Form I

Certificate of Employment

European Parliamentary Election

Northern Ireland Region

Date of election [day] [date] [month] [year]

Ballot box number:

The person named below is entitled to vote at any polling station in the Northern Ireland region on production and surrender of this certificate to the Presiding Officer.

I certify that _____ (name of elector)

who is numbered _____ in the register of electors for the Northern Ireland region cannot reasonably be expected to go in person to the polling station allotted to them at this election by reason of his/her employment on the above date for a purpose connected with this election:
- as a constable*
- by me (Only applies to Returning Officer's staff)*

Signature _____Returning Officer/Police Officer *(Inspector or above)**

Date _____

* Person completing the form to delete whichever does not apply.

SCHEDULE 8

Regulation 2(9)

Form J

Declaration for the companion of a voter with disabilities

European Parliamentary Election
Northern Ireland Region
Date of election [day] [date] [month] [year]
Ballot box number:
A voter with disabilities is a voter who has made a declaration that he/she is unable to vote without assistance.

Voter name	
Number on register of elector*	
* Where a person is voting as a proxy, the number on register must be that of the person for whom they are voting.	

Part 1 To be completed by the voter's companion			
Companion name			
Companion address			
I have been requested to assist the elector named above to record their vote at this election. I declare that: • I am entitled to vote as an elector at this election **Or** • I am the *spouse/*civil partner/*parent/*brother/*sister/*child of the voter with disabilities and am 18 years of age or over ** Please delete whichever does not apply* **And** • I have not previously assisted more than one voter with disabilities at the election. If I have assisted one other voter their name and address is:			
[Complete if appropriate] Name and address of other person assisted			
NOTE – It is a criminal offence to communicate at any time to any person any information as to the way in which the voter intends to vote or has voted.			
Companion signature		Date	

Part 2 To be completed by the Presiding Officer			
I, the undersigned, being the Presiding Officer for:			
Polling station			
Certify that the above declaration was signed in my presence		Presiding Officer signature	
Date		Time (exact)	

SCHEDULE 9

Regulation 3(4)

Form K

Proxy Paper

European Parliamentary Election
Northern Ireland Region

Name of Proxy	
Address of Proxy	

You have been appointed as proxy for
_____ (name of elector)

who is qualified to be registered at
(Qualifying address) _____

to vote for them at *[Local Council/Parliamentary/European Parliamentary/Assembly] elections.

Signature _____ (Electoral Registration Officer)

Date _____

** Delete whichever is inappropriate*

1. This proxy paper gives you the right to vote as a proxy for the elector who is named above.

2. You may not vote as proxy at the same election for more than two electors, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.

3. You may vote as proxy at the polling station allotted to the elector on whose behalf you are appointed. Shortly before polling day you will be sent a proxy poll card telling you where the polling station is. You do not need to take either the poll card or this paper with you to vote but it will save time if you do take the poll card with you.

4. If you cannot vote in person at the polling station, contact the helpline or visit our website.

5. If you have been appointed as a proxy on behalf of an elector who has an anonymous entry in the register, you can only vote by post. If you have not already been granted a postal vote, you should contact the electoral registration officer.

[Insert helpline and other contact details including website]

SCHEDULE 10

Regulation 3(5)

Form L

Front of declaration

Declaration of Identity

European Parliamentary Election
Northern Ireland Region
Date of election [day] [date] [month] [year]

Important – you must fill in and return this declaration of identity with your completed ballot paper for it to be counted.

Please read the instructions on the back of this form carefully.

*Name _____ Ballot paper number _____

* *Returning Officer to omit name where sent to an anonymous elector*

(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us **immediately** on (*insert helpline number*).

I am the person the ballot paper numbered above was sent to.

My Date of Birth is: | | | | | | | | |

Day Month Year

***My Signature is:**
**Returning Officer to omit where elector has been granted a waiver.*

We will check this information against our records for security.

The voter has signed this declaration in my presence.

Witness signature _____

The witness must be aged 18 or over and satisfied to the best of their knowledge and belief as to the identity of the voter.

Please turn over

Back of declaration

Instructions for voting by post

Please read through carefully. If you need help, please contact us.

1. For your vote to be counted, you must fill in, in the presence of a witness, and return this declaration of identity with your ballot paper.
2. Make sure you have filled in all the information on this declaration of identity and your witness has signed it.
3. On the ballot paper, number the candidates in order of preference
   Putting "1" against your first choice,
   "2" against your second choice and so on.
4. You should not put the same number against more than one candidate.
5. You may number as many or as few candidates as you wish.
6. Put the ballot paper in the smaller envelope marked "A" and seal it. Then put the envelope marked "A", together with this declaration of identity, in the larger envelope marked "B".
7. We must receive your postal vote in the envelope provided by **10pm on [day] [date of poll]**.
8. After receiving this postal vote, you cannot vote in person at a polling station in this election.

Getting Help

- If you need help to vote, you can ask someone you know or get advice by calling the helpline. The person helping you must not tell anyone how you voted.
- Please call the helpline if you need information in another format or language.
- If you make a mistake you can get a replacement if you return all your postal vote documents. Call us immediately as **we can only issue a replacement before 5pm on [day] [date] [month]**.

[Insert helpline and other contact details including website]

Electoral fraud is a crime.

Issued by the Chief Electoral Officer.

SCHEDULE 11

Regulation 4(3)

Form N

Front of declaration

(for use when a European Parliamentary poll is combined with a parliamentary poll or a local poll)

Declaration of Identity

European Parliamentary Election
Northern Ireland Region
Date of election [day] [date] [month] [year]

To be returned with the *[insert colour of ballot paper]* coloured ballot paper.

Important – you must fill in and return this declaration of identity with your completed ballot paper for it to be counted.

Please read the instructions on the back of this form carefully.

*Name _____ Ballot paper number _____

* *Returning Officer to omit name where sent to an anonymous elector*

(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us **immediately** on (*insert helpline number*).

I am the person the ballot paper numbered above was sent to.

My Date of Birth is: | | | | | | | | |

Day Month Year

***My Signature is:**
**Returning Officer to omit where elector has been granted a waiver.*

We will check this information against our records for security.

The voter has signed this declaration in my presence.

Witness signature _____

The witness must be aged 18 or over and satisfied to the best of their knowledge and belief as to the identity of the voter.

Please turn over

Back of declaration

Instructions for voting by post

Please read through carefully. If you need help, please contact us.

1. For your vote to be counted, you must fill in, in the presence of a witness, and return this declaration of identity with your ballot paper. You must do this even if you have already signed a similar declaration of identity for another election to be held on the same day.
2. Make sure you have filled in all the information on this declaration of identity and your witness has signed it.
3. On the ballot paper, number the candidates in order of preference
   Putting "1" against your first choice,
   "2" against your second choice and so on.
4. You should not put the same number against more than one candidate.
5. You may number as many or as few candidates as you wish.
6. Different colours are used for the ballot papers for each election. Each ballot paper has its own ballot paper envelope (the smaller envelope marked "A"), declaration of identity and covering envelope (the larger envelope marked "B"). The covering envelope and declaration of identity will refer to the colour of the ballot paper. It is important to use the correct envelopes and declaration of identity.
7. Place each ballot paper in the correct smaller envelope marked "A" and seal it. Then put the envelope marked "A", together with the correct declaration of identity, in the correct larger envelope marked "B" and seal it.
8. We must receive your postal vote in the envelope provided by **10pm on [day] [date of poll]**.
9. After receiving this postal vote, you cannot vote in person at a polling station in this election.

Getting Help

- If you need help to vote, you can ask someone you know or get advice by calling the helpline. The person helping you must not tell anyone how you voted.
- Please contact us if you need information in another format or language.
- If you make a mistake you can get a replacement if you return all your postal vote documents. Call us immediately as **we can only issue a replacement before 5pm on [day] [date] [month]**.

[Insert helpline and other contact details including website]

Electoral fraud is a crime.

Issued by the Chief Electoral Officer.

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations amend the forms used at European Parliamentary elections held in Northern Ireland for ballot papers, poll cards, postal poll cards, proxy poll cards, proxy postal poll cards, guidance for voters, certificates of employment, declarations made by the companions of voters with disabilities, proxy papers, declarations of identity, and declarations of identity at combined polls. These Regulations also remove the requirement for a witness to a declaration of identity to provide a name and address and define who may act as a witness.

An impact assessment has not been produced for this instrument as no impact on the private or voluntary sectors is foreseen.

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