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| **Instruction**: Read Important Reminders (page 9). The following pertinent documents and information are to be submitted in support of the special license application of a **Joint Venture** – a cooperative arrangement between licensed construction contractors (all Filipinos, all Non-Filipinos, or a combination of Filipinos and Non-Filipinos) to jointly perform a single specific undertaking/project with each of the partners contributing to the performance. |
| **Checklist of Requirements** | **Remarks** |
| **A. LEGAL** |
| A.1.  | Duly accomplished and notarized Application for Special License Issued to Joint Venture (page 2); |  |  |  |
| A.2.  | General Information Sheet (page 3); |  |  |  |
| A.3.  | Joint Venture Agreement (page 5 and page 6) which includes, among others, the following: |  |  |  |
| A.3.1.  | Joint Resolution (page 7) of all partners appointing an Authorized Managing Officer (AMO) to act on behalf of the Joint Venture; |  |  |  |
| A.3.2.  | Stipulation as to the specific role/participation of constructor partner/s and non-constructor partner/s, capital contribution, profit & loss sharing and joint liability of partners; |  |  |  |
| A.3.3.  | Identification of the Project title, owner/tendering agency location; |  |  |  |
| A.4.  | Copy of “Invitation to Bid” or “Instruction to Bidders” or “Notice to Bidders” published in Newspapers disseminated by the owners/tendering agency showing the following: |  |  |  |
| A.4.1.  | Deadline for submission of Intent/Interest to Prequalify, deadline for qualification and the date of bidding; |  |  |  |
| A.4.2.  | Funding Source, Loan Agreement Number, Approved Budget for the Project; |  |  |  |
| A.4.3.  | Required License Category Project Kind and Size Ranges; |  |  |  |
| A.5.  | Copy of valid PCAB License and Registration for Government Project of each Filipino Constructor Partner; |  |  |  |
| A.6.  | Copy of Special License of Foreign Constructor Partner; |  |  |  |
| A.7. | Affidavit of Disclosure (if with pending case) stamped received by the Tendering Agency; |  |  |  |
| **B. OTHERS** |
| B.1.  | Firm’s Authorized Representatives **(note: must be an employee of the firm)** Affidavit with recent passport size picture(page 8); |  |  |  |
| B.1.1.  | Copy of company ID of the Authorized Representatives; |  |  |  |
| B.1.2.  | Latest CCL - formerly SSS Form R-3 (for below 60 years old) or Certificate of Income Tax Withheld - BIR Form 2316, formerly BIR W-2 (for 60 years old and above) of the representatives; |  |  |  |
| B.2.  | Original signature of AMO on each and every page of the application forms including supporting documents; |  |  |  |
| B.3.  | Certified documents. In lieu of certified copies, photocopies may be accepted provided original copies are presented for authentication; |  |  |  |
| B.4.  | Mode of Release of License (please check only one): [ ] Mail using the attached prepaid courier pouch; [ ] Claim at PCAB Makati; [ ] Claim at CIAP Window / DTI ROG Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |  |  |  |
| **FOR PCAB / DTI-ROG PRESCREENER ONLY** |
| **Item No.** | **1st Prescreening** | **2nd Prescreening**  | **3rd Prescreening** | **4th Prescreening** |
| [ ] PCAB Makati [ ] DTI-ROG \_\_\_\_\_\_ | [ ] PCAB Makati[ ] DTI-ROG \_\_\_\_\_\_ | [ ] PCAB Makati[ ] DTI-ROG \_\_\_\_\_\_ | [ ] PCAB Makati[ ] DTI-ROG \_\_\_\_\_ |
| Prescreener: | Date: |
| [ ] Accepted [ ] Comply lacking items |
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| **APPLICATION FOR NEW SPECIAL LICENSE BY A JOINT VENTURE** |
| In behalf of |  |  |
|  | (Name of Joint Venture) |  |
| I respectfully request that said company be issued a Special License to participate in the bidding for and/or undertake the construction of the project described below:

|  |
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| **Project Title** |
|  |
| **Project Location** |
|  |
| **Funded by** |
|  |
| **Loan Agreement** |
|  |
| **Date “Notice to Bidders” was published or Date “Invitation to Bidders” was received by the applicant** |
|  |
| **Date of Bidding** |
|  |

I hereby certify that the information and documents contained in this application are true and correct of my own personal knowledge. I am fully aware that I shall be personally held liable for any misrepresentation that may be found herein. |
|  |  |  |
|  | **Authorized Managing Officer** (Signature over Printed Name) |  |
| Republic of the Philippines )Province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_)City/Municipality of \_\_\_\_\_\_\_\_\_\_\_) S.S |
| SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; affiant exhibited to me his Community Tax Certificate No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_\_\_\_\_. |
| Doc. No. Page No. Book No. Series of 20 \_\_.  |
|  | **NOTARY PUBLIC**Until December 20 \_\_\_\_ |

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| **GENERAL INFORMATION SHEET** |
| Note: Please use additional sheets if necessary. |
| **A. Contractors’ Identification** |
| **Registered Name of Joint Venture** |
|  |
| **Office Address of the Firm in the Philippines** | **Tel/Fax No.** (include area code) |
|  |  |
| **If provincial based, contact address in Manila, if any** | **E-mail Address** (required) | **Mobile No.** |
|  |  |  |
| **B. JOINT VENTURE/CONSORTIUM PARTNERS** |
| **Name** | **Contractor’s License No.** | **Capital Subscription** | **Paid-up Capital** |
| **Voting Shares** | **Non-voting shares** |
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| **C. CURRENT DIRECTORS & OFFICERS OF EACH NON-CONSTRUCTOR PARTNER** |
| **Partner** | **Named of Directors & Officers** | **Nationality** | **Capital Subscription** |
| **Voting Shares** | **Non-Voting Shares** |
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| Certified correct by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Authorized Managing Officer**  Date (Signature over printed name) |

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| **LIST OF COMPLETED/ON-GOING CONSTRUCTION PROJECT(S) in the Philippines during the last three (3) yearS** |
| Note: Please use additional sheets if necessary. |
| **I** | **Title of Project / Location** | **Date Contract was Signed** | **Lending Institution** (e.g. IBRD, ADB, OECF) | **Percent (%) Completed** | **Remarks** |
| **II** | **Tendering Agency/Project Owner** (e.g. DPWH, MWSS, NIA, etc.) | **Scheduled Completion Date** | **Loan Agreement No.** | **Actual Date Completed** |
| **I** |  |  |  |  |  |
| **II** |  |  |  |  |
| **I** |  |  |  |  |  |
| **II** |  |  |  |  |  |
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| **II** |  |  |  |  |  |
| Certified correct by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Authorized Managing Officer**  Date (Signature over printed name) |

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| **JOINT VENTURE AGREEMENT** |
| KNOW ALL MEN BY THESE PRESENTS:This Agreement made and entered into by and between:**(Company Name)** a sole proprietorship/corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines with principal address at **(Address)**, herein represented by its Owner/Authorized Managing Officer, hereinafter called to as the First Party;- and -**(Company Name)** a sole proprietorship/corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines with Principal address at **(Address)**, herein represented by its Owner/Authorized Managing Officer, hereafter called to as the Second Party;WITNESSETH: That -WHEREAS, the **(Name of Procuring Entity)**, has advertised for public bidding the **(Name of Project)** and **(Location)**;WHEREAS, the parties are both desirous of prequalifying for and participating in the bidding of the above sated project;WHEREAS, the parties believe that they can best maximize their chances of prequalifying for the said public bidding and can satisfactorily prosecute the project should they win and be awarded the contact by Bids and Award committee for civil works of the **(Name of Procuring Entity)** if they pool their financial, equipment and technical resources necessary for the above-sated purpose under a Joint Venture agreement.NOW THEREFORE, for and consideration of the foregoing promises and mutual covenants hereinafter set forth, the Joint Venture have agreed to establish, as they hereby establish and constitute by and between themselves, a JOINT VENTURE for the exclusive purpose of qualifying for and participating in the foresaid public bidding of the project and actually undertaking the construction work thereof should they successfully win and eventually be awarded the contract, subject to the following terms and conditions:1. For all intents and proposes, the Joint Venture entity established hereby, shall be known as **(Name of Joint Venture).**2. For communication purposes, all communication/letters shall be addressed at the Joint Venture’s business address at **(Address)**.3. Mr./Ms. **(Name of nominated AMO)**, is hereby named, appointed and constituted as the Authorized Managing Officer (AMO) and as such, is the sole representative for and behalf of the herein Joint Venture and all bids, contacts and other documents whatsoever pertinent to said project, shall be signed by her/him.4. The Parties shall be jointly and severally liable for any and all obligation which the joint venture may incur in relation to the contract which the said Joint Venture may enter into with the **(Name of Procuring Entity)**. 5. The parties shall be jointly and severally liable for any and all obligation which the Joint Venture may incur on the basis of **\_\_\_\_%** for **(Name of First Party)** and **\_\_\_\_%** for **(Name of Second Party)** for all the necessary capital, equipment, technical personnel, management, supervision and other efforts and resources for the proper implementation of the project in the event that the Joint Venture is awarded the contract for the said project, and further bind themselves at all times during the existence of this Joint Venture, to extend to each other their respective fullest cooperation and best effort towards the efficient and profitable construction of the project in accordance with the approved plans and specification, and to complete the same within the approve schedule. |

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| 6. The net profit or losses of the Joint Venture shall likewise be divided between the parties on a **\_\_\_%** and **\_\_\_%,** respectively.7. It is hereby agreed and understood that if the herein Joint Venture fails to qualify for the aforementioned public bidding, or if prequalified, and fails to win the public bidding, that this Agreement shall thereupon cease, terminated and automatically become void and of no further force of effect whatsoever. In the event, the Joint Venture is awarded the aforementioned contract, then this agreement shall remain in full force and effect as of the date hereof, and until the final completion and acceptance of the contract project by the **(Name of Procuring Entity)**.IN WITNESS WHEREOF, the parties, hereto have set their hands this, \_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Philippines.(Name of First Party) (Name of Second Party)By: By:(Signature) (Signature)**(Name of AMO/Representative)** **(Name of AMO/Representative)**(Position) (Position)SIGNED IN THE PRESENCE OF**(signature of witness)** **(signature of witness)**ACKNOWLEDGMENTRepublic of the Philippines)City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) S.S.This day personally appeared before me the following:Name I.D.# Date/Place Issued\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_both known to me as the same persons who executed this foregoing instrument and they acknowledged to me that the same is their own true and voluntary act and deed and the company/firm they respectively represent.WITNESS MY HAND AND SEAL this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Philippines.Doc No.\_\_\_\_\_\_Page No, \_\_\_\_\_\_Book No. \_\_\_\_\_\_Series of 20\_\_. |

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| **JOINT RESOLUTION** |
| WHEREAS, the **(Name of Procuring Entity)** has advertised for public bidding the **(Project Name)**.WHEREAS, **(Company Name of First Party)** and **(Company Name of Second Party)** both construction firms duly organized and existing under and virtue of the laws of the Republic of the Philippines, are desirous to prequalify and participate in the public bidding for the above-stated project.NOW, THEREFORE, for and in consideration of the foregoing premises and the mutual covenants hereinafter set forth in a Joint Venture/Consortium Agreement, the parties agree to resolve as they hereby resolved that **(Name of AMO)**, is hereby named, appointed and constituted as Authorized Managing Officer, the sole representative for and behalf of the Joint Venture/Consortium, and all bids, contracts and other documents whatsoever pertinent to said project shall be signed by her.IN WITNESS WHEREOF, the parties, hereto have set their hands this, \_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Philippines.(Name of First Party) (Name of Second Party)By: By:(Signature) (Signature)**(Name of AMO/Representative)** **(Name of AMO/Representative)**(Position) (Position)SIGNED IN THE PRESENCE OF**(signature of witness)** **(signature of witness)**ACKNOWLEDGMENTRepublic of the Philippines)City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) S.S.This day personally appeared before me the following:Name I.D.# Date/Place Issued\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_both known to me as the same persons who executed this foregoing instrument and they acknowledged to me that the same is their own true and voluntary act and deed and the company/firm they respectively represent.WITNESS MY HAND AND SEAL this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Philippines.Doc No.\_\_\_\_\_\_Page No, \_\_\_\_\_\_Book No. \_\_\_\_\_\_Series of 20\_\_. |

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| **AUTHORIZED REPRESENTATIVES AFFIDAVIT** |
| Note: To be accomplished by the AMO. |
| Republic of the Philippines )Province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_)City/Municipality of \_\_\_\_\_\_\_\_) S.S

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| I, | **Last Name** | **First Name** | **Ext. Name** (Jr/Sr, if any) | **Middle Name** |
|  |  |  |  |
| born on | **mm** | **dd** | **yyyy** | Single / Married to | **Last Name** | **First Name** | **Middle Name** |
|  |  |  |  |  |  |
| and residing at: | **Room/Floor/Unit/Bldg. Name, Lot/Block/Phase No., Street, Subdivision, Barangay, City/Municipality, Province, Zip Code** |
|  |
| having duly sworn to in accordance with law depose and say: |
| 1. | That I am the Authorized Managing Officer of : | **Name of Firm** |
|  |
| with office address at: | **Room/Floor/Unit/Bldg. Name, Lot/Block/Ph. No., Street, Subdivision, Barangay, City/Municipality, Province, Zip Code** |
|  |
| 2. | That I appoint two (2) representatives, whose pictures and signatures appear below: |
| **Name of Representative and** **Position in the Firm** | **Picture** See Important Reminders (page 9,item no. 4) for specification | **Signature of Representative over Printed Name** |
| A.  |  |  |
| B.  |  |  |
| to transact business with PCAB; i.e, present for pre-screening my application for contractor’s license or any application related thereto, file/follow-up, submit documents, receive notices/license in connection with the said application and the like. |
| 3. | That I am aware that I am responsible/liable for any or all acts/representation made by my representatives in connection with the functions stated herein. |
| 4. | That I undertake to notify PCAB in the event that this appointment is modified, amended or revoked. |
| 5. | That I have read and fully understood and complied with the requirements of PCAB Board Resolution No. 515 s. 2011 (copies of required documents are attached). |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Affiant** (Authorized Managing Officer of Firm)**SUBSCRIBED and sworn** to before me this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; affiant exhibited his/her Community Tax Certificate No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_\_\_. **Notary Public** Until December 31, 20 \_\_\_Doc. No. Page No.Book No. Series of 20 \_\_\_  |

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| **IMPORTANT REMINDERS** |
| 1. All required information in the application forms should be properly filled out. Do not leave an item blank. If an item is not applicable, indicate “N/A”.
2. The recommended paper size in printing the application forms is 8.27” x 11.69” (A4 size).
3. Application forms and its corresponding supporting documents/attachments should be:
	* 1. arranged according to page number with index tabs;
		2. fasten in a long size folder.
4. The **required** **picture specification** fortheAuthorized Representatives Affidavit as follows:
	1. taken within the last three (3) months prior to filing of application;
	2. Philippine passport size (4.5 cm x 3.5 cm or 1.78” x 1.38”);
	3. colored, with white background and printed on good quality photo paper;
	4. in standard close-up shot, taken in full-face view directly facing the camera;
	5. in bare face (with no eyeglasses or any accessories that may cover the facial features), showing left and right ears;
	6. with handwritten (not computer-generated) name tag legibly showing signature over printed full name in the format: First Name, Middle Initial, Last Name and Extension Name, if any;
5. Special license applicants must ensure that the ARC license of contractor-partner for a joint venture/consortium is valid for a period of at least fifteen (15) days at the time of filing the special license application, provided that an application for re-registration is likewise filed with PCAB (Board Resolution No. 365, s. 2014).
6. Special license applications filed less than five (5) working days but at least one (1) day before bidding or negotiation date may be accepted subject to the imposition of a non-refundable Additional Processing Fee (APF), in addition to the usual licensing fee, as follows (Board Resolution No. 047, s. 2015):

|  |  |
| --- | --- |
| **Registration Size Range** | **APF (P)** |
| Large B | 25,000 |
| Large A | 20,000 |
| Medium A & B | 15,000 |
| Small A & B | 10,000 |

1. The legal holidays before the date of bidding/negotiation are excluded from the five-working day count (Board Resolution No. 047, s. 2015).
2. In the event that the special license certificate of an approved application cannot be available due to limited time to process, the Secretariat may upon request, issue a “Notice of Board Action” indicating the approval and details of the approved application, which may be validly presented to the project owner as compliance with the requirement stated herein (Board Resolution No. 047, s. 2015).
3. All applicants are required to pay non-refundable upfront fees for all types of license applications upon acceptance (Board Resolution No. 313, s. 2011).
4. Only the Authorized Managing Officer or one of the two (2) Authorized Representatives of the Firm is allowed to transact with PCAB (Board Resolution No. 515, s. 2011).
5. Filing/submission of application/s can be done at PCAB Makati / CIAP Windows / DTI Regional or Provincial Offices / PCAB Accredited Contractors’ Associations & Professional Organizations.
6. Application Forms (i.e. ARC, Amendments, Special License, etc.), Citizen’s Charter, Board Resolutions, Advisories and other relevant information about PCAB application can be downloaded at [www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph).
7. Fee Structure:

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| **Special License – Joint Venture / Consortium (New)**  |
|  | **Category** |
| **Fee Particulars** | **AAA** | **AA** | **A** | **B** | **C** | **D** | **E/Trade** |
| Filing Fee | 1,200  | 1,200  | 1,200  | 1,200  | 1,200  | 1,200  | 1,200  |
| License Fee (per project basis) | 100  | 100  | 100  | 100  | 100  | 100  | 100  |
| Categorization Fee(per CFY basis) | 43,200  | 21,600  | 7,200  | 4,800  | 2,400  | 1,200  | nil  |
| Documentary Stamp Tax | 15  | 15  | 15  | 15  | 15  | 15  | 15  |
| Legal Research Fund | 12  | 12  | 12  | 12  | 12  | 12  | 12  |
| **Grand Total (P)** | **44,527**  | **22,927**  | **8,527**  | **6,127**  | **3,727**  | **2,527**  | **1,327**  |
| Form of Payment - Cash / Manager’s Check or Cashier’s Check payable to “CIAP” |

1. For further inquiries or clarifications, please communicate with us thru email or thru contact numbers below:

Department of Trade & Industry PhilippinesConstruction Industry Authority of the Philippines**Philippine Contractors Accreditation Board**5F Executive Building Center, 369 Sen. Gil J. Puyat Ave.,Makati City 1209Tel/TeleFax: 895-4258 / 895-4220 / 09178482427E-mail Address: ciappcab.main@gmail.com, pcab@dti.gov.ph  |
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