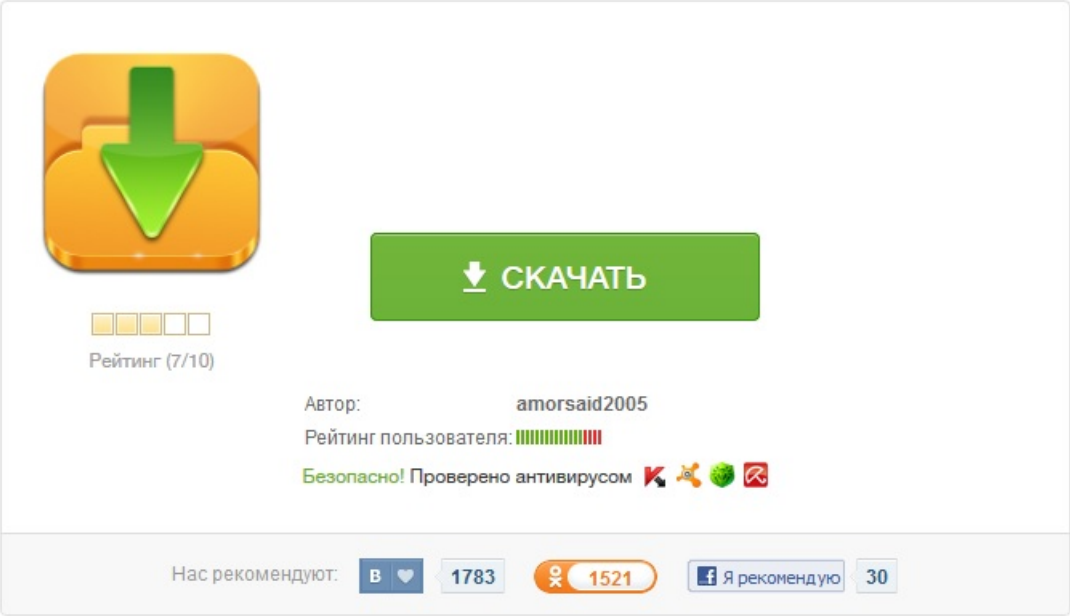образец заполнения птс фото