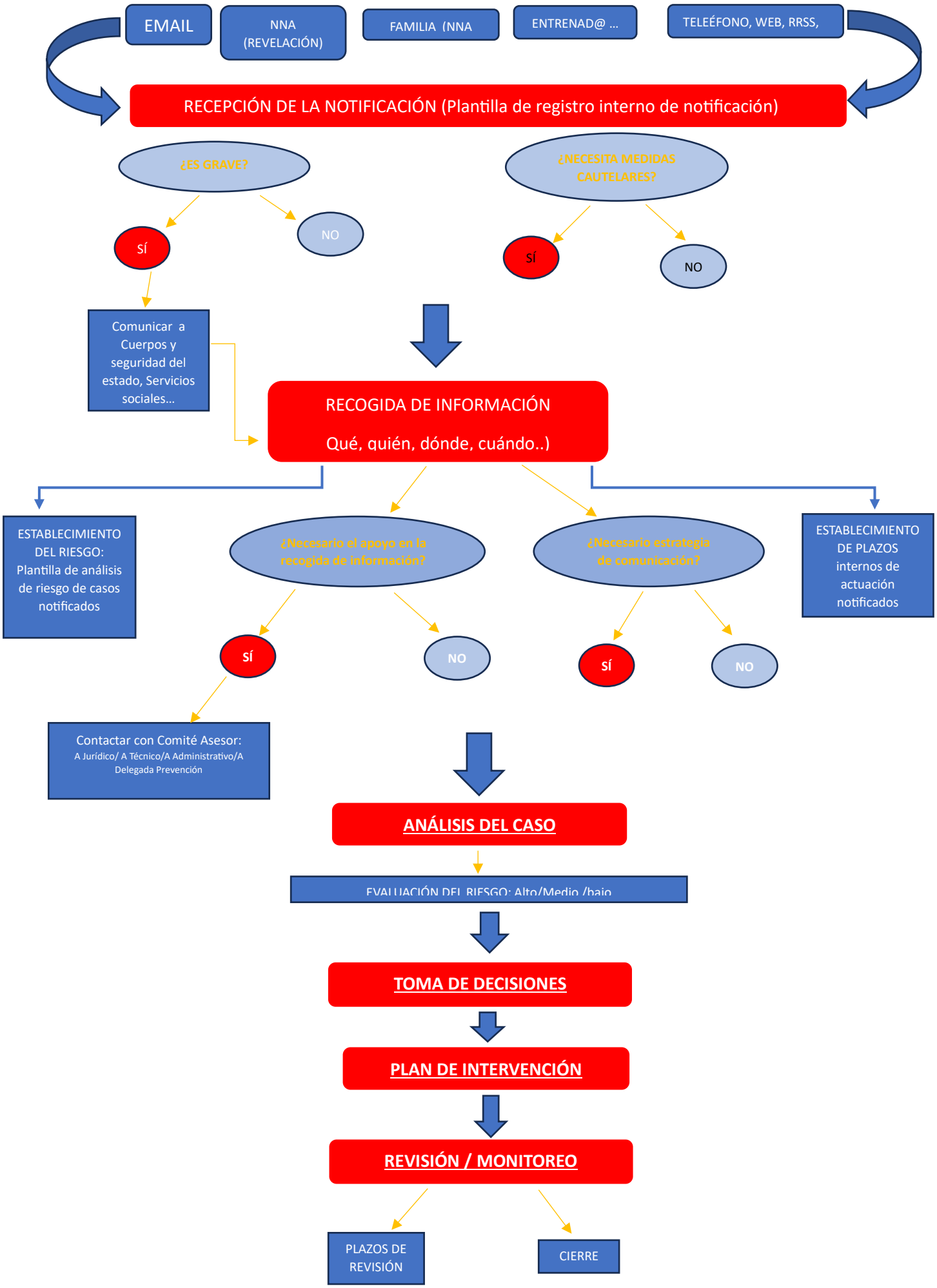ANEXO 1: PROCESO APERTURA EXPEDIENTE