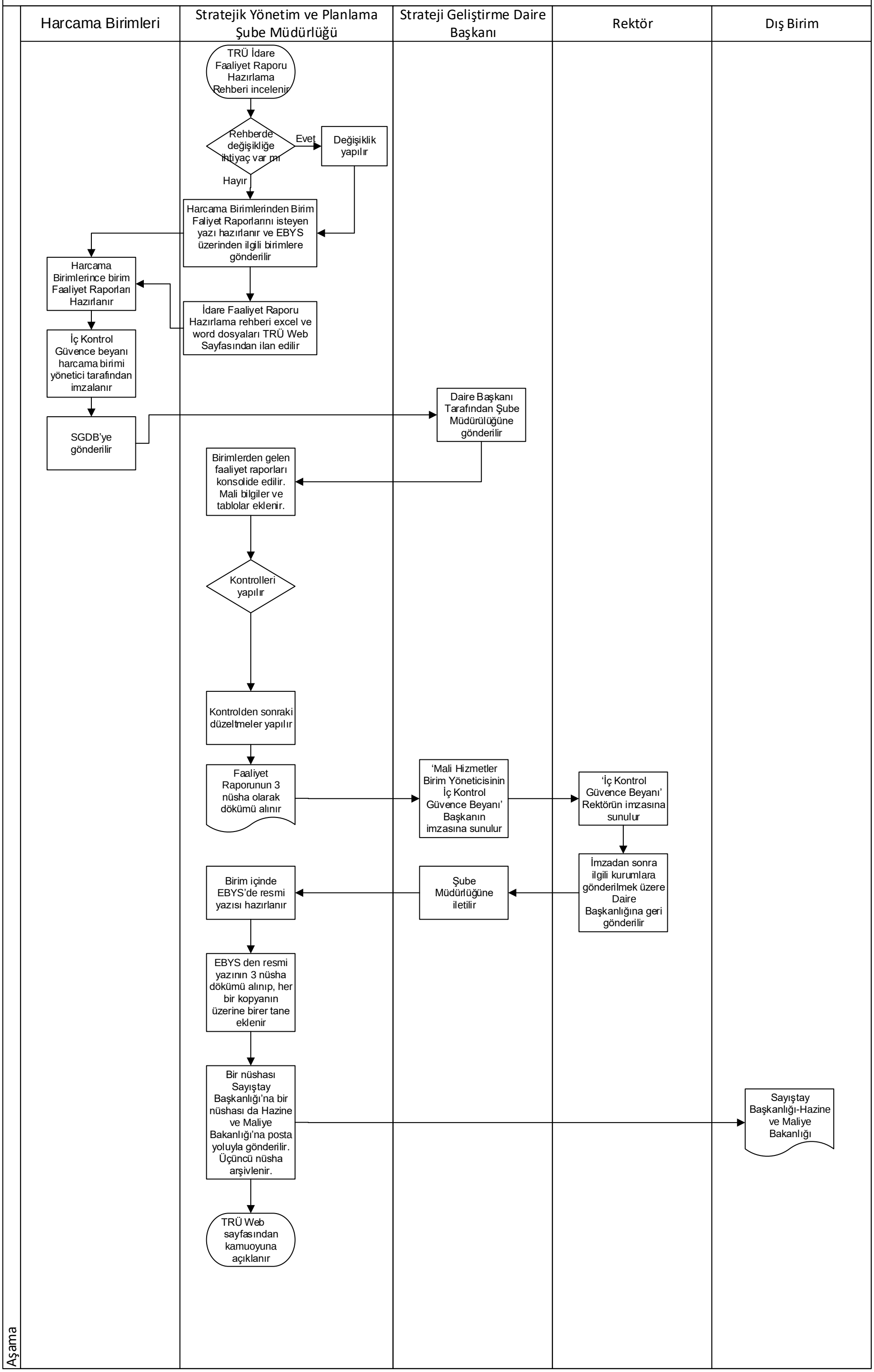FAALİYET RAPORUNUN HAZIRLANMASI