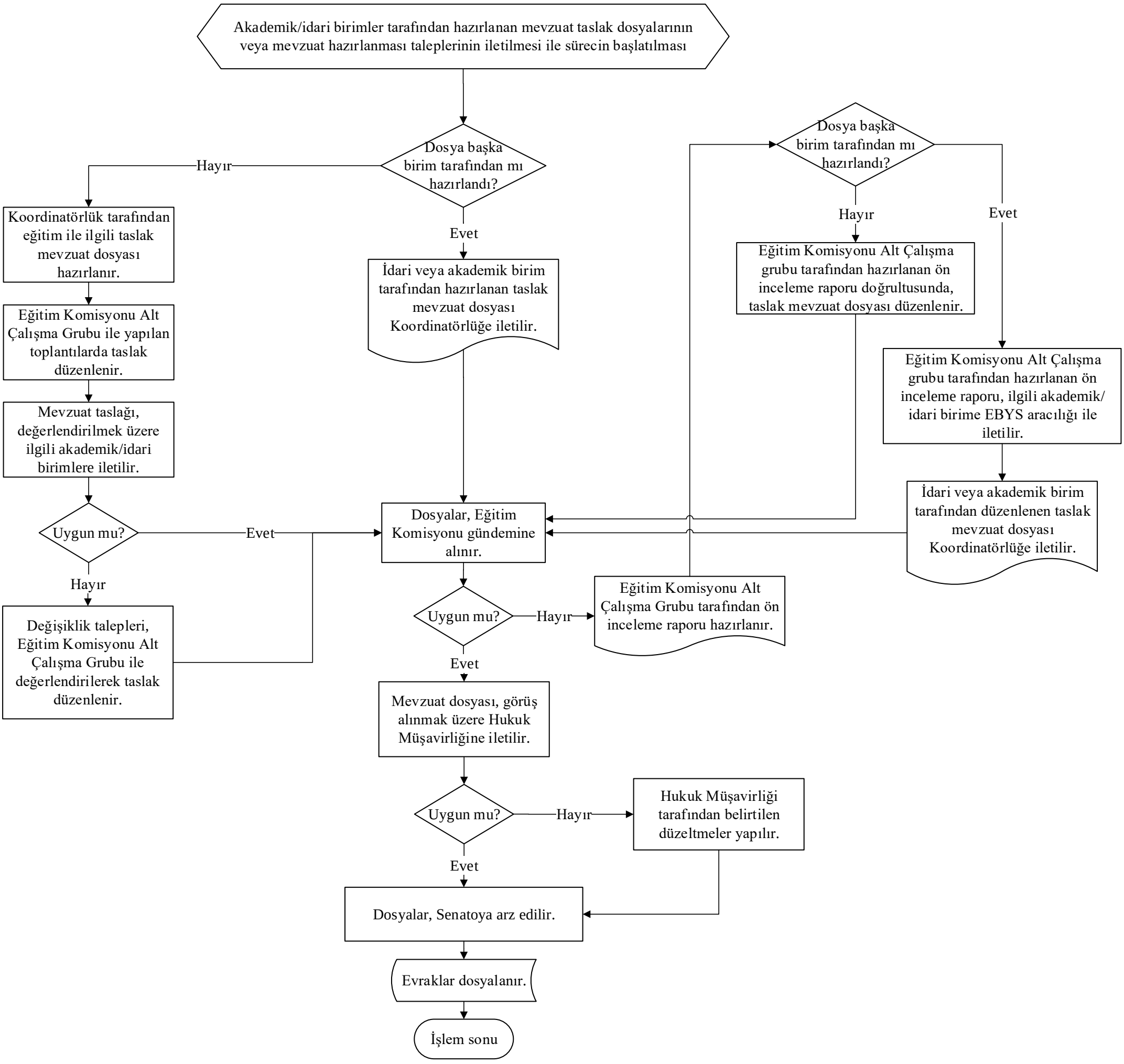MEVZUAT HAZIRLANMA İŞ AKIŞ SÜRECİ