

Complete procedure for Dealer's e-registration

Step 1: Access the URL :(<http://comtaxup.nic.in/>) in your browser.

The screenshot shows the homepage of the Uttar Pradesh Commercial Taxes Department. The header includes the department's name in English and Hindi, along with a logo. The main content area is divided into several sections:

- Transit Declaration Form:** Contains links to Transit Declaration Form, Generation Form, and Transit Manual (PDF).
- e-Return:** Contains links to download Tools and their Guidelines in ZIP format, including E-Returns Filing, OFFLINE TOOLS (Forms24 Ver7.9, Forms24 Ver4.0, Forms24-C Ver1.0, FormC Ver 5.0, Form-CST Ver5.0).
- Form Download:** Contains links to registration & download process of forms, registration for form download, and form download.
- Bulletin Board:** Lists recent updates such as E-Return New Tools and Formats Released, SMS Services for E-Payment, E-Return and Forms Download started, Form 25 start, and E-Registration Started.
- Department Services:** Includes HES Reports & Verification of Form-3II, Upload File For TIN's Update, and e-Registration.
- Help Desk:** Provides links for Commodity Codes, Bank Codes, Search Dealer, and Search Commodity.
- Manuals and Procedure:** Provides links for e-Return Filing & other forms PDF format, Form24 Guidelines, Form24-C Guidelines, Form C Guidelines, Form-CST Guidelines, and Transit Declaration Form Procedure.
- Downloads:** Provides links for Capicom.dll file for Digital Signature, Adobe Acrobat Reader, Winzip6.1, and Winzip (RAR).
- e-Registration:** This section is highlighted with a red box and a red arrow. It provides an online application for registration with the Commercial Tax Department, including links for Detail Guidelines, Apply Online, e-Registration Offline Form (PDF Form VII), and Update PAN Number Here.

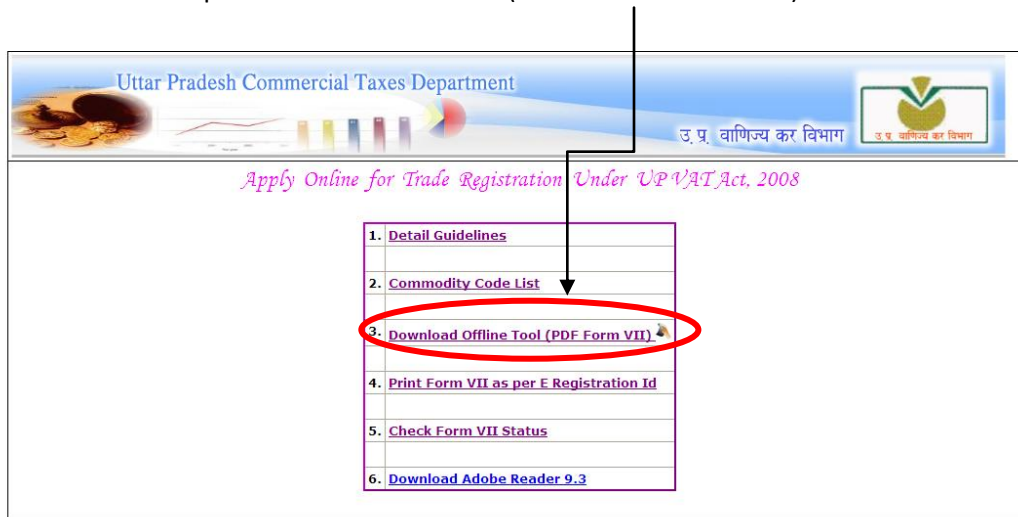
Contact information at the bottom includes: Webmaster: Shri Mahendra Vikram Singh, D.C. (I.T.), Contacts No.: 0522-2721165, 2305798, Fax: 0522-2305798, E-mail: upct_con.room@rediffmail.com.

Step 2: Move the mouse pointer to the bottom of the page and click on the **Apply online** Link to bring up the following screen

The screenshot shows the 'Apply Online for Trade Registration Under UP VAT Act, 2008' screen. The header includes the department's name and logo. The main content area features a list of six steps for the registration process:

1. Detail Guidelines
2. Commodity Code List
3. Download Offline Tool (PDF Form VII)
4. Print Form VII as per E Registration Id
5. Check Form VII Status
6. Download Adobe Reader 9.3

Step 3: Move the mouse pointer to the fourth link (**Download Offline Tool**) and click on it.



User can proceed with the downloading of tool. The Downloaded file will be available in .Zip format. User has to extract the .zip file to pull out its contents. Finally, the E-registration.pdf file will be available to the user. This E-registration.pdf file is a form which has to be filled up by the dealers, it comprises of 5 pages.

- The Fields marked by (*) are mandatory.
- For Fields like (Father's Name, Locations Status Code of Applicant, Bank name) user has to click on the down arrow to pull up the list and select the appropriate one.

In the Section 12(A,B,C),16,20,30 of the form dealers are required to enter information in the tables provided. User has to add a blank row by clicking the "Add Item" button provided on top of each table .

Next page shows the complete blank form.

Application Form T Location: _____ Age: _____ PAN No: _____

1. Name Of Applicant: _____ Send Application

2. Father's Name: _____

3. Residential Address: _____

4. Permanent Address: _____

5. Name Of Dealer: _____

6. Banked Capital Investment In: _____

7. State Code Of Applicant: _____

8. Principal Place Of Business In Other Pradesh With Complete Address Complete Address*

Complete Address* _____

Tel No: _____ City: _____ Post Office: _____ Pin Code: _____

9. Phone Number: _____

10. Mobile No (If any): _____

11. Email (If any): _____

12. Fax (If any): _____

Branch Address / Branches

13. Name And Address Of Branch/Head Office/Offices/Other Branches Within State For Registration No.

Complete Address: _____

Phone Number: _____ Fax (If any): _____ City: _____ Dist: _____

Branch: _____ Pin Code (Dist): _____ Pin Code: _____

Branch Details

13(A). Principal Place of Business, Depot / Branches / Outlets / Warehouses or Manufacturing plants in or outside T.S.

Sl. No.	Address of Branch/Plant	Telephone No.	Name and Complete address of Owner of the Premises	Period	Amount of Investment per Month	Date from which sales are made (DD/MM/YYYY)
1						

13(B). Name And Address Of All Other Places of Business Including Depots And Branches outside State/Pradesh.

Sl. No.	Address of Branch/Plant	Telephone No.	Name and Complete address of Owner of the Premises	Period	Amount of Investment per Month	Date from which sales are made (DD/MM/YYYY)
1						

District Branches

13(C). Location of Factories/Workshops/Codehouses, Ware Houses etc.:

Sl. No.	Address	Address Of ...	Name and Complete address of ...	Period of ...	Date from which ...
1					

14. Select Classification of Business

Classification of Business: _____

15. Name: _____ Department Name: _____

16. Type of Registration: Permanent Voluntary Casual Any Other Kind

17. Date of Commencement of Business: _____

18. Maintained in (Tick marks to be applicable): Completed Manual

19. Name of books of account maintained: ALL BOOKS PURCHASE SALES LEDGERS

20. Address of place where books of accounts are maintained (If any): _____

21. For Cash/Year: Same as Principal Place Address

22. For Last Year: Same as Principal Place Address

23. For other Year: Same as Principal Place Address

Accounting Year from: _____ to: _____

24. Language of Accounting Books: _____

25. Total Amount of Sale and Purchase of Goods: _____

(a) During Current Year (Estimated): _____

(b) During Last Year (of Old Business): _____

26. Estimated Annual Turn Over: _____

27. Date of First Purchase: _____ 28. Date of First Sale: _____

29. Check of deposit of registration fees (including late fee if any): _____

Taxway Chakra No/Stamp: _____

Registration Fee: _____ Late Fee (If Any): _____

Bank Name: _____ Bank Branch: _____

30. Registration Number (if any): _____

(A) Shop or Commercial establishment Act (B) Handicraft Act

(C) Central Sales Tax Act (D) Service Tax Act

(E) Register of Companies Act (F) Register of Firms and Society Act

(G) Disputed Contract Act (H) Industry Department

(I) Registered with M/C or S/M (J) Others

31. Job work to be done (If any): Yes No

32. Job work to be outsourced (If any): Yes No

Documents Submitted

Residential Address Documents One Provable Three Provable

Business Place Address Documents One Provable Three Provable

Branch and Depot Address Documents One Provable Three Provable

Bank Documents

Registered Partnership Deed Documents (Only for Partnership)

Articles of Association and Memorandum of Association (Only for Ltd and Private Ltd companies)

Registered Society Documents (Only for society/Trust)

Additional Documents Submitted: _____

Multiple Businesses & IT Connectivity code of the goods

Sl. No.	Address	Code	IT Connectivity	IT Connectivity	IT Connectivity	IT Connectivity	IT Connectivity	IT Connectivity	IT Connectivity	IT Connectivity
1										

33. Check off details with whom accounts maintained through which transactions carried on:

Sl. No.	Name of Person	Address	Accounting Period	Opening B.P. Amt	Closing B.P. Amt	Balance B.P. Amt as at Closing Date	Debit Amt	Credit Amt	Total
1									

Introduction

Name: _____

Address: _____

Phone No: _____

Mobile No: _____

Pin Code: _____

Yes: _____

Details of Particulars of Transactions / Returns / Sale of the Goods / Goods / Inventory

Sl. No.	Address	Period	Particulars	Particulars	Particulars	Particulars	Particulars	Particulars	Particulars
1									

Declaration

I, the undersigned, hereby declare that the information furnished in this form is true and correct to the best of my knowledge and belief and I am not aware of any fraud or illegality connected therewith.

Signature: _____

Date: _____

The following screen displays dealer's detail as filled up in the Dealer E- Registration form.

Please fill out the following form. You can save data typed into this form. Highlight Fields

Uttar Pradesh Commercial Taxes Department
उ. प्र. वाणिज्य कर विभाग

Application: Locations: PAN No.

1. Name Of Applicant* Send Application

2. Father's Name txt1ApplicantName

3. Residential Address*

4. Permanent Address

(E) Name Of Dealer

(F) Initial Capital Investment Rs

5. Status Code Of Applicant

6. Principal Place Of Business In Uttar Pradesh With Complete Address Complete Address*

Complete Address*

Tehsil	City**	Post Office	PinCode
<input type="text" value="KHURSI"/>	<input type="text" value="LUCKNOW"/>	<input type="text" value="CANTT CIRCLE"/>	<input type="text" value="1 1 1 3 3 1"/>

7. Phone Number

8. Mobile No. (if any)

9. Email (if any)

10. Fax (if any)

Dealer's information being displayed in tables.

E Registration_NIC.pdf (SECURED) - Adobe Reader

Please fill out the following form. You can save data typed into this form.

Depots inside UP

12(A). Principal Place of Business, Depot / Branches / Godowns / Warehouses or Manufacturing places in or outside U.P.

Add Item							
S. No.	Address Of Business Place	Telephone No.	Name and Complete address of Owner of the Premises	Rented	Amount Of Rent per Month	Date from which taken on rent(DD/MM/YYYY)	
X	1	21A, City Market, Lucknow	0522-2313422	Mr Amit Misra, 23B,City Market,near Convent School, Lucknow 225588	<input checked="" type="checkbox"/>	6000.00	02/02/2010

Depots Outside UP

12(B). Name And Address Of all Other Places of Business Including Depots And Branches outside Uttar Pradesh:

Add Item							
S. No.	Address Of Business Place	Telephone No.	Name and Complete address of Owner of the Premises	Rented	Amount Of Rent per Month	Date from which taken on rent(DD/MM/YYYY)	
X	1	Mr Ravi Verma, 23,Ram Marg, Jaipur	-----	Mr Ravi Verma, 56,Ram Marg, Jaipur	<input checked="" type="checkbox"/>	5600.00	10/03/2010

E Registration_NIC.pdf (SECURED) - Adobe Reader

Please fill out the following form. You can save data typed into this form.

No.	Place	Telephone No.	Name and Complete address of Owner of the Premises	Rented	Amount Of Rent per Month	Date from which taken on rent(DD/MM/YYYY)	
X	1	21A, City Market, Lucknow	0522-2313422	Mr Amit Misra, 23B,City Market,near Convent School, Lucknow 225588	<input checked="" type="checkbox"/>	6000.00	02/02/2010

Depots Outside UP

12(B). Name And Address Of all Other Places of Business Including Depots And Branches outside Uttar Pradesh:

Add Item							
S. No.	Address Of Business Place	Telephone No.	Name and Complete address of Owner of the Premises	Rented	Amount Of Rent per Month	Date from which taken on rent(DD/MM/YYYY)	
X	1	Mr Ravi Verma, 23,Ram Marg, Jaipur	-----	Mr Ravi Verma, 56,Ram Marg, Jaipur	<input checked="" type="checkbox"/>	5600.00	10/03/2010

Factories/ Workshop

12(C). Location of Factories,Workshops,Godowns,Ware Houses etc. :

Add Item								
S. No.	Purpose(Factory/ Workshop)	Address Of Business Place	Telephone No.	Name and Complete address of Owner of the Premises	Rented	Amount Of Rent per Month	Date from which taken on rent(DD/MM/YYYY)	
X	1	Workshop	4,Golaganj, Lucknow	0522-547588	Dinesh Rai, 32,River Colony, Lucknow	<input checked="" type="checkbox"/>	4000.00	10/01/2010

Please fill out the fo

The **Send Application** button on page 1 , is provided to Submit the Form.

उ.प्र. वाणिज्य कर विभाग उ.प्र. वाणिज्य कर विभाग

Application Locations PAN No.

1. Name Of Applicant*

2. Father's Name txt1ApplicantName

3. Residential Address*

4. Permanent Address

(E) Name Of Dealer

(F)Initial Capital Investment Rs

5. Status Code Of Applicant

6. Principal Place Of Business In Uttar Pradesh With Complete Address Complete Address*

Complete Address*

Tehsil	City**	Post Office	PinCode
<input type="text" value="KHURSI"/>	<input type="text" value="LUCKNOW"/>	<input type="text" value="CANTT CIRCLE"/>	<input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="3"/> <input type="text" value="3"/> <input type="text" value="1"/>

7. Phone Number

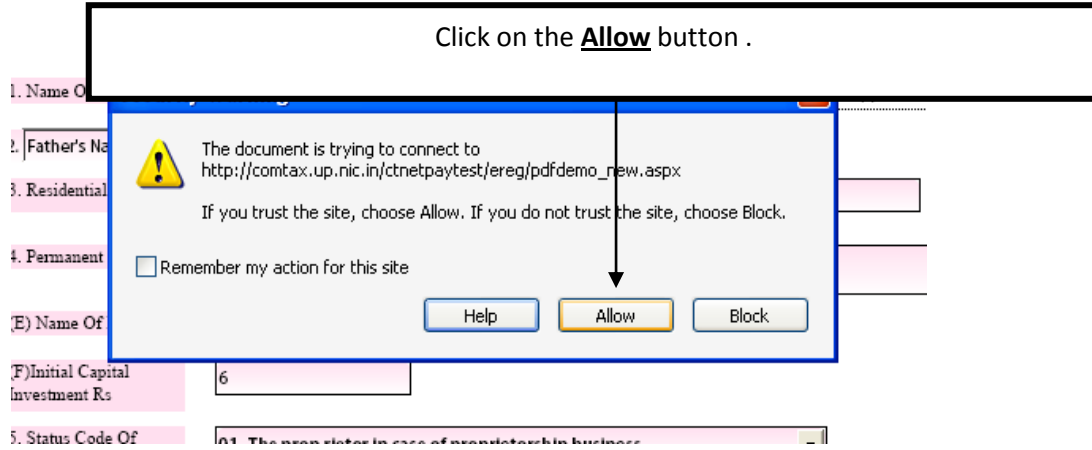
8. Mobile No (if any)

9. Email (if any)

10. Fax (if any)

Step 4:

After the Send Application button has been clicked a message dialog box shows up on the screen waiting for user response. Click on the Allow Button.



Attention: User should check for Internet connection before submitting the form. Internet connection should be active .

User has to wait till the processing of the submitted form is completed.

Finally, an E- Registration Application Receipt is generated . User should note down the E-Registration Token Id no (14 Digit) and use this no. to take a print of the form .

The receipt also displays the date, at the bottom of the receipt, before which the dealer has to visit the Commercial Tax Office.

Government Of Uttar Pradesh Commercial Tax Department E-Registration Acknowledgement Receipt			
E Registration Id:	1001001E000004	Application Date:	28/05/2010
Firm Name:	Test	PAN No.	ASW436FGRG
Hearing Date:	31/05/2010	Mobile No.:	0565756768
E- Mail:	Test@test.com		
Location:	Agra		
Application Type:	Form 7		
यदि आप सुनवाई की तिथि पर हार्ड कापी तथा मूल परामद पत्रों सहित उपस्थित नहीं होते हैं तो यह पंजीयन प्रार्थना पत्र स्वतः निरस्त समझा जायेगा। If the Applicant fails to produce Hard Copy and All the Original documents on Hearing Date, his application shall be rejected.			

Step 5: Taking a Print of the E-Registration Form by using the E-Token Id.

The screenshot shows the header of the Uttar Pradesh Commercial Taxes Department website. Below the header, there is a navigation menu with the following items:

1. [Detail Guidelines](#)
2. [Commodity Code List](#)
3. [Download Offline Tool \(PDF Form VII\)](#)
4. [Print Form VII as per E Registration Id](#)
5. [Check Form VII Status](#)
6. [Download Adobe Reader 9.3](#)

The link 'Print Form VII as per E Registration Id' is circled in red. A black arrow points from the top of the page to this link.

Click on the above link (**Print Form 7 as per ETokenId**).

The following screen comes up. User has to enter the E-Token Id (14Digit) and press the submit button. Check the below screens.

The screenshot shows the E-Registration form page. The header is the same as the previous screenshot. Below the header, there is a 'Back to User Menu' link. The main content area contains the following text:

**Department Of Commercial Taxes,
Government Of Uttar Pradesh**

Please Fill the E Registration Id to Print Your Application for Form 7
Please Set the Page Setup left Margin: 0, Right Margin: 0, Top Margin: 0, Bottom Margin: 0

E Registration Id:

The screenshot shows the E-Registration form page with the E Registration Id field filled with '1001001E000004'. A callout bubble with the text 'Click here' points to the Submit button.

**Department Of Commercial Taxes,
Government Of Uttar Pradesh**

Please Fill the E Registration Id to Print Your Application for Form 7
Please Set the Page Setup left Margin: 0, Right Margin: 0, Top Margin: 0, Bottom Margin: 0

E Registration Id:

User's can now go ahead with the printing of the form.

UPVAT-VII

Department of Commercial Taxes, Government of Uttar Pradesh
[See rule-32 of the UPVAT Rules, 2008]

Application for Registration
Token Id : 10010010000094

Passport size
photograph of the
Applicant

[Before filling the form read the instructions]

To,

Registering Authority,

Agra

Receipt Number:

Date: 28/04/2010

Sir, I **Manoj Kumar** s/o, d/o, w/o: **Ramesh Kumar** status: **02**.

M/S(name of the firm): **Ashok Kumar**, hereby apply for the registration under Section-17 of UP Value Added Tax Ordinance, 2007 and allotment of Taxpayers' Identification Number. For the purpose of registration I furnish the particulars of business as follows:

1. Full Name of Applicant	-	Manoj Kumar
2. Full name of Applicant's father / husband	-	Ramesh Kumar
3. Applicant's present address	-	H. No. 34, Block A, River Bank Colony, Lucknow: 226001 PIN: 226001
4. Applicant's permanent address	-	H. No. 34, Block A, River Bank Colony, Lucknow: 226001 PIN: 226001
5. Status code of applicant	-	02
6. Principal place of business in U.P. with complete address	-	H. No. 34, Block A, River Bank Colony, Lucknow: 226001 - Khurshi, Lucknow, GPO PIN:226001
7. Phone No. with STD Code (if any)	-	0522333219
8. Mobile No. (if any)	-	9369254178
9. E-Mail ID (if any)	-	Madhur.pal@gmail.com
10. Fax No. (if any)	-	
11. Address of the Regd. office / Head Office, if any, situated in or outside U.P.	-	H. No. 34, Block A, River Bank Colony, Lucknow: 226001 0522333789, lucknow, 23 PIN:

12. Principal Place of Business, Depot / Branches / Godowns / Warehouses or Manufacturing places in or outside U.P.

Sl.No	Full address of Principal Place of Business/Depot / Branch / Warehouse/ Godown / Manufacturing place	Name and address of the owner of the premises	If on Rent then Rent per Month	Date from which on Rent
1	2	3	4	5
1	Azad Nagar	Madhur Singh, 12 Vikas Colony, Lucknow, Phone: 0522343434	5000.00	09/04/2009
2	Alam Nagar	Deep Singh, 11 Syam Colony, Phone: 0522343434	4000.00	07/04/2008
3	Alam Nagar	Pradeep Singh, 34 Ram Colony, Lucknow, Phone: 0522343434	3000.00	06/04/2009

13. Constitution of Business (Please Tick the appropriate box and cross the others)

Proprietorship	Partnership	HUF	Company	Society
State or Central Govt. Corporation	Club	Association	Any other (X)	

14. Type of Registration Permanent (X) Voluntary Casual Any other Kind

15. Date of Commencement of Business 01/04/2005

16. Nature of Business (Tick the appropriate Box/Boxes)

Whole sale (X)	Retail	Manufacturer / Processor	Importer (X)
Commission agent	Works contract	Transferor of right to use of goods	Hire purchase
Any other			

17. Commodity Code of class of goods

1	12312313	2
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18. Whether Accounts are maintained On computer Manually

19. Description of accounts to be maintained

BILL BOOK, PURCHASE VOUCHER, LEDGER

20. Details of Bank Accounts

Sl.No	Name and address of the branch	Nature of A/c	Account Number
1	2	3	4
1	Charbagh	Current	Holder Name: Pratap Singh, A/C No: 1223000

21. Estimated annual turn over - (Rs. in lakh) 5600000

22. Date of first purchase 07/04/2008

23. Date of first sale 13/04/2009

24. Details of Registration Fee and late fee

Sl.No	Description	Amount	Treasury Challan No.	Date	Name of branch of bank
1	Late Fee	0	2005	07/04/2010	. Branch: Indra Nagar
2	Registration Fee	100	2005	07/04/2010	. Branch: Indra Nagar

25. Registration obtained under other Acts

Shop or commercial establishment Act (X)	Mandi Act	Registrar of Firms and Society Act	Service Tax Act	Industry Department
Central Excise Act (X)	Drugs and Cosmetic Act	Registrar of companies Act (X)	Registration with KVIC or KVIB	

26. Particulars of immovable properties owned by or in which the proprietor / partners of the firm / karta of HUF has interest and those owned by society, trust, club & company or corporation.

Sl.No	Name of persons having interest in business	Description of properties owned or in which the person named in col.2 has any interest	Location of property house no. khata no. khasra no. Mohalla village Town, P.O. Tehsil, Dist etc.	Nature and extent of interest held in property	Estimated value of Property (Rs. in lakh)
1	2	3	4	5	6
1	Aman Verma	Self owned	Near Blue Apartment	8%	5 lakh

27. Job work to be done, if any Yes No (X)

28. Job work to be outsourced, if any Yes No (X)

29. PAN No. / Nationality of Proprietor, All the Partners, Karta, President and Secretary of Society, Club and Association, Directors of Company or Corporation.

Sl.No	Description	Amount	Treasury Challan No.	Date	Name of branch of bank
1	Late Fee	0	2005	07/04/2010	, Branch: Indra Nagar
2	Registration Fee	100	2005	07/04/2010	, Branch: Indra Nagar

25. Registration obtained under other Acts

Shop or commercial establishment Act (X)	Mandi Act	Registrar of Firms and Society Act	Service Tax Act	Industry Department
Central Excise Act (X)	Drugs and Cosmetic Act	Registrar of companies Act (X)	Registration with KVIC or KVIB	

Under any other Act [mention]

26. Particulars of immovable properties owned by or in which the proprietor / partners of the firm / karta of HUF has interest and those owned by society, trust, club & company or corporation.

Sl.No	Name of persons having interest in business	Description of properties owned or in which the person named in col.2 has any interest	Location of property house no. khata no. khasra no. Mohalla village Town, P.O.Tehsil, Dist.etc.	Nature and extent of interest held in property	Estimated value of Property (Rs. in lakh)
1	2	3	4	5	6
1	Aman Verma	Self owned	Near Blue Apartment	8%	5 lakh

27.	Job work to be done, if any	Yes	No (X)
-----	-----------------------------	-----	--------

28.	Job work to be outsourced, if any	Yes	No (X)
-----	-----------------------------------	-----	--------

29. PAN No. / Nationality of Proprietor, All the Partners, Karta, President and Secretary of Society, Club and Association, Directors of Company or Corporation.

Sl.No	Name and Address	Status	Nationality	PAN Number
1	2	3	4	5
1	Aman Verma , H. No. 34, Block A, Sugar Colony, Lucknow. 226001	Present	Indian	LLB84120

30. Details of outstanding dues on the person's having interest in the business under the following Acts / Ordinance

Sl.No	Name of person's having interest	Under UPTT Act	Under CST Act	Under UP Tax on Entry of Goods Act	UPVAT Ordinance	Total
1	Ram Gupta	200.00	3000.00	10.00	55.00	3265.00

Annexures attached

A-	Yes	No
B-	Yes	No
C-	Yes	No
D-	Yes	No
E-	Yes	No

DECLARATION

I **Manoj Kumar** S/o, D/o, w/o: **Ramesh Kumar** Status: **02**, do hereby declare that the particulars given above are correct and true to the best of my knowledge and belief. I undertake to inform immediately to the registering authority / assessing authority in the Commercial Taxes Department of any change in the above particulars.

Date- Signature-

Place- Status-

Introducer (a registered dealer)

Date- Signature-

Name & Status- Rohit Kapoor, Available

Place- Firm's Name & Address -Rohit and Sons Pvt Ltd, Alam Nagar,near Station,Lucknow

TIN -12545779900

Steps to trace status of Filled uploaded ERegistration.pdf form.

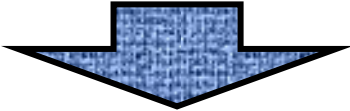
Step 1: Click on Link no.6(Check Form 7 Status)

Uttar Pradesh Commercial Taxes Department
 उ.प्र. वाणिज्य कर विभाग

Apply Online for Trade Registration Under UP VAT Act, 2008

1. [Detail Guidelines](#)
2. [Commodity Code List](#)
3. [Download Offline Tool \(PDF Form VII\)](#)
4. [Print Form VII as per E Registration Id](#)
5. **[Check Form VII Status](#)**
6. [Download Adobe Reader 9.3](#)

User has to enter E-token Id generated on the Receipt and click on the submit button. The status of the application will show up in tabular form as shown in the screen below.



Uttar Pradesh Commercial Taxes Department
 उ.प्र. वाणिज्य कर विभाग

Department Of Commercial Taxes,
 Government Of Uttar Pradesh

[Back to User Menu](#)

Please Fill the E Registration Id to Check Your Application Status

E Registration Id:

Uttar Pradesh Commercial Taxes Department
 उ.प्र. वाणिज्य कर विभाग

Department Of Commercial Taxes,
 Government Of Uttar Pradesh

Please Fill the Token Id to Check Your Application Status

Token Id:

Status Of Token Id : 10010010000091

Token Id	Application Date	Dealer Name	Father Name	PAN No	Phone Number	Email Address	Remark by Office
10010010000091	28/04/2010	Manoj Kumar	Ramesh Kumar	QWE234WE21	9369254178	Madhur.pal@gmail.com	Please Visit Your Circle Office Before 05/05/2010

Step 2:

Dealer has to visit the Commercial Tax Office and meet the **Circle Officer**, with the **Print Copy (Hard Copy) of the form**.

Step 3:

After meeting the Circle Officer, Dealer has to go to the counter where the Operator will issue him the receipt for Online E-Registration. Dealer is required to collect the receipt and keep it for future reference.
