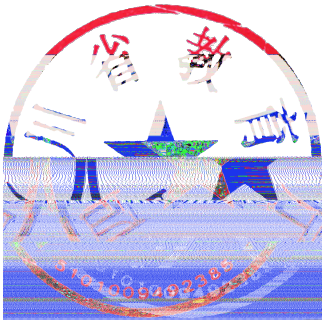一、申报要求和时间