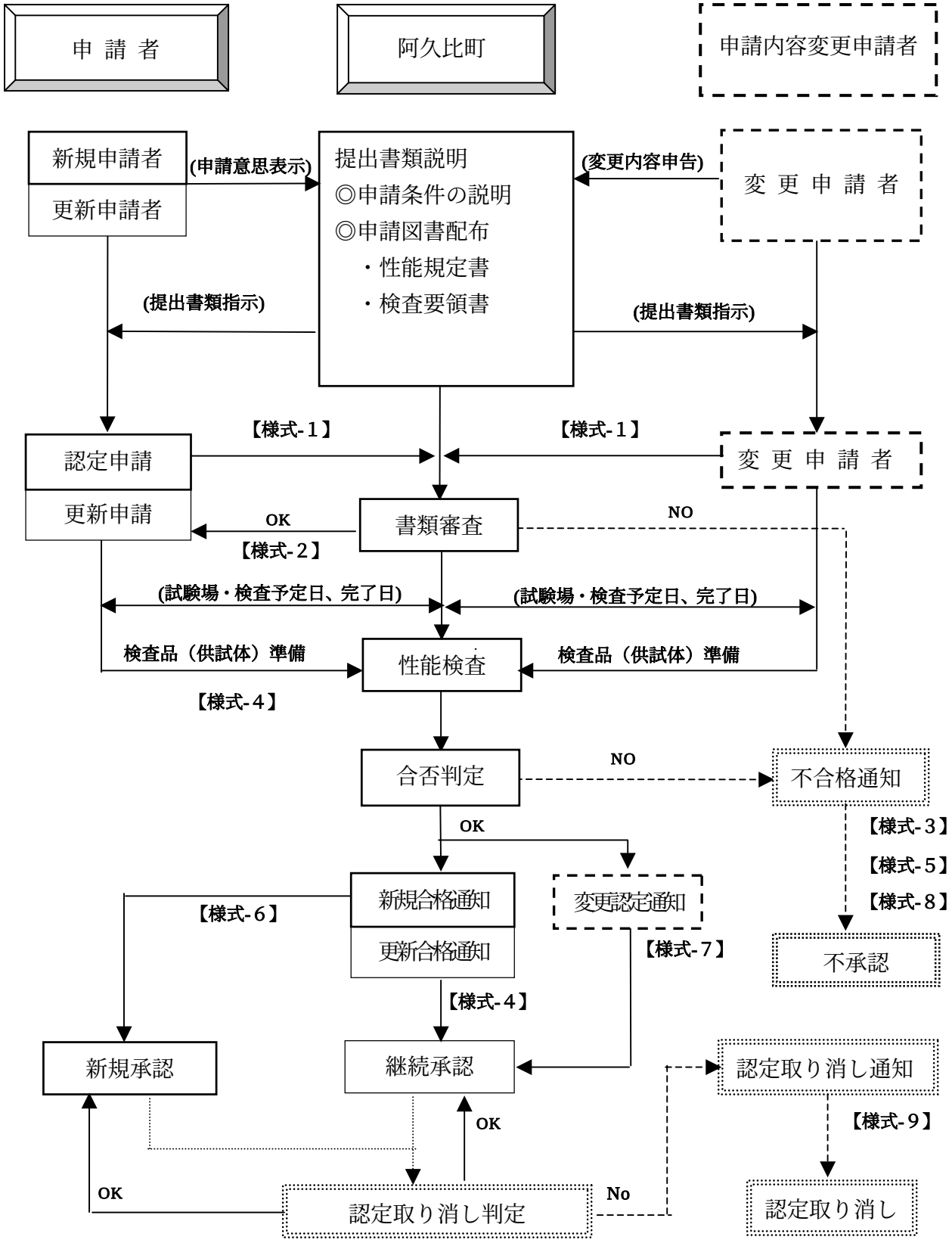認定申請事務手続きの流れ