

LEGAL RESEARCH CENTER

Entrepreneurship Clinic Research Training

Michele Knapp Reference Librarian <u>mknapp@sandiego.edu</u> 619.260.4532

Legal Issues & Resources

Legal issues for businesses

Issues arising during business formation

- Create business plan
- Find and register business name
- Structure business entity
- Site selection, zoning, permits & licenses
- Employment
 - Basic labor laws
 - Civil rights
 - Immigration

Legal issues for businesses

Issues arising for established businesses

- Zoning, permits & licenses
- Taxation

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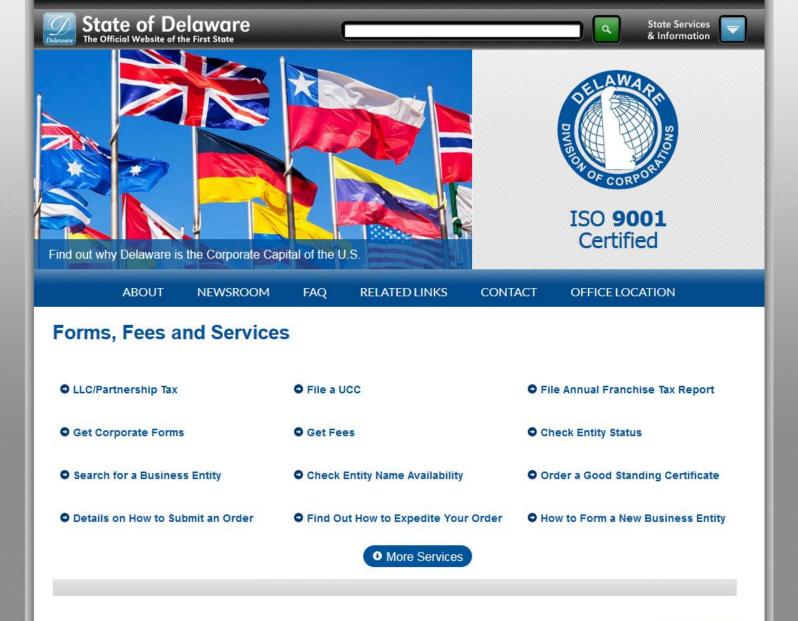
- Business income, sales & use
- Employees income, unemployment, workers' compensation, social security, disability
- Employment
- Intellectual property

Resources

Government websites – city, county & state ✤ Other local resources Treatises and practice guides Databases ••• CEB OnLaw Bloomberg Law Practical Law (Westlaw)

Government Websites





Why Incorporate in Delaware?

More than one million business entities take advantage of Delaware's complete package of incorporation services, including modern and flexible corporate laws, our highly-respected Judiciary and legal community, a business-friendly government, and the customer-service-oriented staff of the Division of Corporations. You can also stay current on Delaware Corporate Law and explore more reasons why you should incorporate in Delaware.



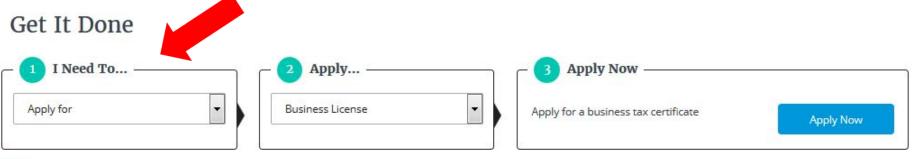
City of San Diego

- Doing Business
- Economic Development
 - Start, Expand & Finance Your Business
 - Industry Incentives
 - Business Start-up Resources
 - Industry Associations
 - Office of the City Treasurer



Incentives and programs are available to help launch, grow and expand your business, and provide support for homeowners and contractors to get work done.





Download the Get It Done App

Plan



Start a Business

Find regulations and documents needed to build your company in the City of San Diego



Bid on a Contract

Become a vendor for the City and bid on current or future projects



Explore Incentives

Find resources and funding to grow your business

Fix



Set Up Utilities

Establish water and sewer services and understand your bill



Renovations and Remodels

Learn about the construction process for homeowners, including zoning, permits and inspections



Get Permits

Submit permits online for gas, electrical, mechanical and plumbing projects

Build



Go Green

Incorporate energy-efficient and water-saving practices into your business operations



Learn about Zoning

Find zoning designations according to the City's Land Development Code



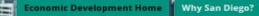
Track Your Project (OpenDSD)

View permit activity and search project status by name or address









Starting, Growing & Financing **Your Business**

About Us 🚪 Other Resources

Economic Development

Economic Development Department 1200 Third Ave., 14th Floor San Diego, CA 92101

Customer Service 619-236-6700



Features



New Employment Credit Estimator



To Do Rusino

Business Resource Guide



Industry Incentives

FY 2017 SMALL BUSINESS ENHANCEMENT PROGRAM CITY MADE CRAME

FY 2017 Small Business Enhancement Program Grant

News

01/21/2016 January 21, 2016 Agenda

> Ten Key Steps to Starting a Business

> > **Business Loans**

Video Gallery

Business Expansion, Attraction and Retention

New Business Incentives

Publications

Business Resource Center



Foreign-Trade Zones Program



Small Business Advisory **Board Meeting Notice**



Small Local Business **Enterprise Program**



Storefront Improvement Program



How to Do Business With the City



Interested in Starting a Business?

Quick Links:

- Business Improvement Districts
- <u>Community Parking Districts</u>
- Maintenance Assessment Districts
- Tourism Marketing District

Forms:

- A Special Assessment Refund Claim Form (PDF)
- Business Finance Loan Application (PDF)
- Storefront Improvement Program Application
- FY17 Econ. Dev. and Tourism Support
 Funding Application
- FY 2017 SBEP Citywide Grant Application and Guide (PDF)
- <u>Citywide Economic Development Support</u>



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Council Districts

Council President Sherri Lightner (District 1) Councilmember Lorie Zapf (District 2) Councilmember Todd Gloria (District 3)

City Officials & Independent Offices

Office of Mayor Kevin L. Faulconer City Attorney Jan Goldsmith Ethics Commission

Governme

County of Sar State of Califo Federal Gove

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Office	of the City Treasurer Ho	ome 📕 Taxes And Fees 🚽 Paymen	ts Delinquent Accounts	Investments Parking	Services Minimum Wage P	rogram
		Office of the Treasurer	City		RESURCE	635613 x 1000000000000000000000000000000000000
		Gail R. Granewich City Treasurer			4.03	1 the
		1200 Third Ave., Suite 100 San Diego, CA 92101 619-236-6112 Fax: 619-236-7134				ALL AND

Features

THE REAL



Short-Term Vacation Rentals



Electronic Billing Statements Now Available



A. Carl

Efficiently Managing Public Funds



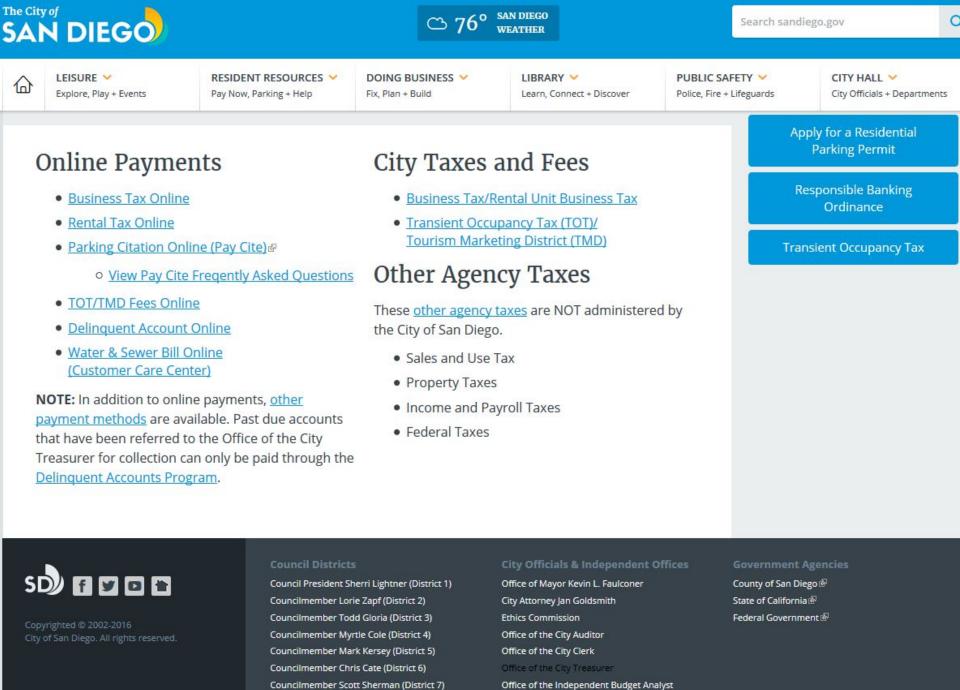
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List of Registered Businesses

Rental Tax Exemptions

Appeal a Parking Citation

Obtain Business Start Up Information



Personnel Department

San Diago City Employeer' Batirement System

Councilmember David Alvarez (District 8)

Council President Pro Tem Marti Emerald (District 0)

San Diego County

<u>San Diego County</u> business resources

- Business Licenses & Permits
- Fictitious Business Names
- Tax Information



SanDiegoCounty.gov

PROCUREMENT	BUILDING	FOOD	ADDITIONAL PERMITS
BuyNet, Online Procurement Purchasing and Contracting Dept.	Building Permits Discretionary Permits (Administrative Permits, Major Use, Site Plans, Variances. etc.) Online Building Permit Process Business Licenses Zoning Ordinance General Plan Air Quality Permits Planning & Development Services	Foodhandler Program Food Permits, Rules Food Plan Check Special Event Food Permits	Weighing and Measuring Devices Body Art Nurseries Pest Control Point-of-Sale Systems
	Planning & Development Services Contact/Office		

COUNTYNEWSCENTER



County to Hold Public Climate Action Plan Workshops Monday, Tuesday



Two-Card Ballot for Nov. 8 Election



County to Spray Skyline Neighborhood for Mosquitoes in Travel-related Zika Case

More Stories



Popular Services

Jobs

Child Support

County Library

Parks

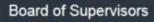
Medi-Cal

Property Taxes

More Services

SDCountyInFocus

A quick and easy guide to County information





Board Home Page Find My District Agendas eComment Board Meeting Video

Emergency Preparation

Emergency Site

ReadySanDiego.org

SanDiegoCounty.go

DEPARTMENTS	I WANT TO GOVERNMENT	RESIDENTS	BUSINESS JOBS
APPLY	PAY	REPORT	GET A COPY
Jobs	Child Support	Child Abuse	Birth Certificate (Last 24 Months)
Mail Ballot	Property Tax	Elder Abuse	Birth Certificate (Earlier)
CalFresh (Food Stamps)	Revenue and Recovery Bill	Animal Abuse	Marriage Certificate
Medi-Cal		Graffiti	Death Certificate
Rental Assistance (Section 8)		Pothole or Road Problem	Property Tax Bill
Public Housing		Airport Noise	Parcel Map
Marriage License		Tobacco Complaints	
Dog License		Noise	
Fictitious Business Name		Food Sanitation Complaints	
Passport		Rental Assistance Fraud	
		Discrimination by the County	

COUNTYNEWSCENTER



County to Hold Public Climate Action Plan Workshops Monday, Tuesday



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More Stories



Popular Services

Jobs

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Board of Supervisors



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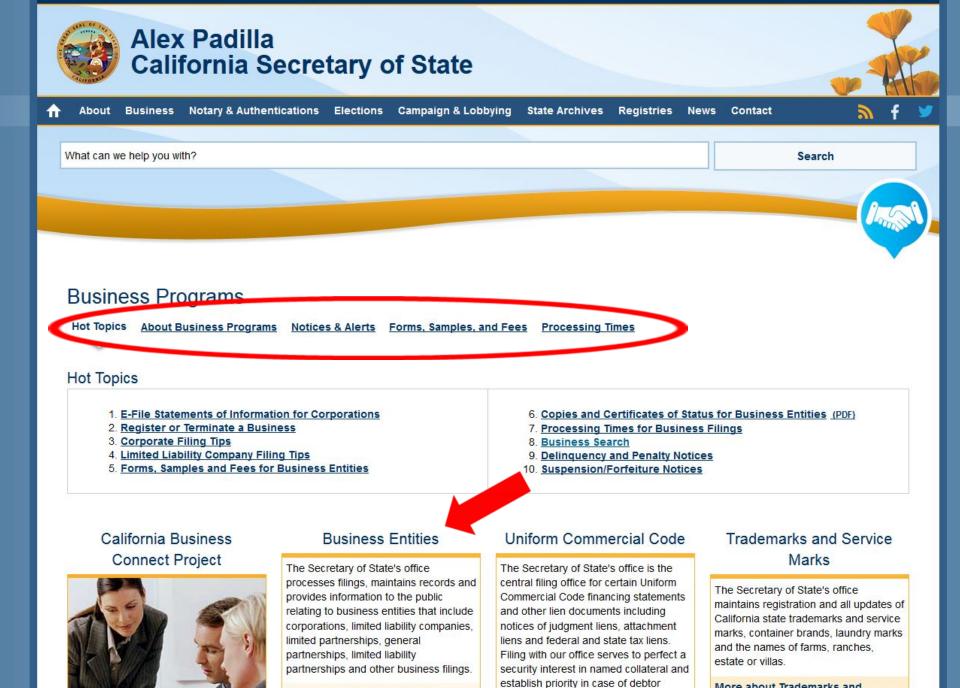


Teresa Fiske Plumbing

State of California



- Starting a Business
- ✤ Tax Information
- Governor's Office of Business and Economic Development
 - Form a Business
 - Small Business Program
 - <u>CalGold</u> identifies necessary permits



default or bankruptcy.

More about Business Entities

More about Trademarks and Service Marks

Business Entities (BE)

Home» Business Programs

Online Services

E-File Statements of Information for Corporations

Business Search

Processing Times

Disclosure Search

Service Options

Name Availability

Forms, Samples & Fees

Statements of Information (annual/biennial reports)

Filing Tips

Information Requests (certificates, copies & status reports)

Service of Process

FAQs

Contact Information

Resources

Business Resources

Tax Information

Starting A Business

Customer Alerts

Business Identity Theft

Misleading Business Solicitations

Business Entities

News & Notices, Customer Alerts and Processing Times

- News & Notices: Get the latest information about changes affecting business conducted with the Business Programs Division.
- <u>Customer Alerts</u>: Get the latest information about confirmed scams against Californians and businesses in the State of California, and what you can do if you have been a victim of a scam.
- Get the current processing times for Business Entities and determine which method of submission meets your needs.

Online Processing



The required Statement of Information for most corporations can be <u>submitted electronically</u> and is processed generally in one business day. A free PDF copy of the filed Statement of Information will be returned electronically following confirmation of payment, if an email address is provided at the time of submission. Additional plain copies and certified copies may be requested at a later time by mail or in person (drop off). Refer to <u>Information Requests</u> for information about obtaining additional copies.

Note: Statements of Information for limited liability companies and common interest developments must be submitted on paper, by mail or in person (drop off), at this time.

The Business Entities Section of the Secretary of State's office processes filings, maintains records and provides information to the public relating to business entities (corporations, limited liability companies, limited partnerships, general partnerships, limited liability partnerships and other business filings).

- <u>Service Options</u>: Options for online searches and filings, document processing and information requests (for certificates, copies and status reports)
- <u>Name Availability</u>: Corporation, limited liability company and limited partnership name availability inquiries and reservations
- . Forms, Samples & Fees: Forms, document samples and associated fees
- <u>Statements of Information</u> (annual/biennial reports): Corporation and limited liability company statements of information, common interest development association statements and publicly traded disclosure statements
- · Filing Tips: Tips for filing most corporation, limited liability company and limited partnership documents
- . Information Requests: Orders for certificates, copies and status reports
- <u>Service of Process</u>: Substituted service of process
- . FAQs: Answers to the most frequently asked business entity questions
- Victims of Corporate Fraud Compensation Fund: Restitution to victims of corporate fraud

General provisions governing most business entities are found in the California Corporations Code.

Business Entities (BE)

Home» Business Programs» Business Entities

Forms, Samples and Fees

Select the applicable entity type from the list below. Fees for all business entity filings and services can also be found on the **Business Entities Fee Schedule** (PDF).

- Corporations
- Limited Liability Companies
- Limited Partnerships
- General Partnerships
- Limited Liability Partnerships
- Other Business Filings

(Unincorporated Associations, Foreign Lending Institutions, Foreign Partnerships [other than foreign limited partnerships], and Foreign Associations [foreign business trusts])

Business Entities Records Order Form (PDF)

(Use this form to order certificates, copies of filed documents and/or a status report.)

California (domestic) Corporations Foreign (out-of-state or out-of-country) Corporations

	fornia Corporations <u>ng Tips</u>)	Fees
1.	Articles of Incorporation - General Stock (Form ARTS-GS) (PDF - REV 03/2014)	\$100.00
2.	Articles of Incorporation - Close (Form ARTS-CL) (PDF - REV 03/2014)	\$100.00
3.	Articles of Incorporation - Professional (Form ARTS-PC) (PDF - REV 03/2014)	\$100.00
4.	Articles of Incorporation - Nonprofit Mutual Benefit (Form ARTS-MU) (PDF - REV 05/2013)	\$ 30.00
5.	Articles of Incorporation - Nonprofit Public Benefit (Form ARTS-PB-501(c)(3)) (PDF - REV 06/2013)	\$ 30.00
6.	Articles of Incorporation - Nonprofit Religious (Form ARTS-RE) (PDF - REV 05/2013)	\$ 30.00

Online Services

E-File Statements of Information for Corporations

Business Search

Processing Times

Disclosure Search

Service Options

Name Availability

Forms, Samples & Fees

Statements of Information (annual/biennial reports)

Filing Tips

Information Requests (certificates, copies & status reports)

Service of Process

FAQs

Contact Information

Resources

Business Resources

Tax Information

Starting A Business

Customer Alerts

Business Identity Theft

Misleading Business Solicitations

Business Entities (BE)

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Misleading Business Solicitations

Home» Business Programs» Business Entities

Starting a Business

When starting a new business, there are many important decisions to make and many rules and procedures that must be addressed. While there is no single source for all filing requirements, the following steps have been developed to assist you in starting your business.

Step 1

It is helpful to begin with a business plan. A business plan is a blueprint of every aspect of your business. Sales, Marketing, Advertising, Promotion and Location are just some of the categories to consider when creating a plan. Go to the <u>U.S. Small</u> <u>Business Administration</u> website to find a tutorial on how to create a business plan.

Step 2

If you would like help deciding on a location for your business, contact the <u>California Business Investment Services unit of the</u> <u>Governor's Office of Economic Development (GO-Biz</u>). The California Business Investment Services unit provides tailored site selection services for businesses, real–estate executives, and site selection consultants.

Step 3

Choose a business structure. Select a business entity type from the following list for a brief overview of the principal types of legal business structures available in California. Private legal and tax advisors should be consulted before making a determination as to the type of business entity to form.

- Corporation
- Limited Liability Company
- Limited Partnership
- General Partnership
- Limited Liability Partnership
- Sole Proprietorship

Step 4

Your next step will be to file your tax and employer identification documents.

Step 5

Most businesses require licenses or permits in order to operate. Please click on each business requires any licenses or permits.

CalGOLD (California Government: On–Line to Desktops) Department of Consumer Affairs resources below to determine if your

Disclaimer: The information and links to various websites, including various non-governmental sites, are provided for your convenience. The information on this website is constantly updated, however, there may be omissions or additional requirements



Governor's Office of Business and Economic Development GO-Biz

GO-BIZ HOME CALGOLD HOME FAQ

CONTACT US



This website assists you in finding appropriate permit information for your business. It also provides contact information for the various agencies that administer & issue these permits.

elect a City or County	San Diego - San Diego County
iness Type(s) <u>view a</u> l	Computer Systems Design and Related Services
	Computer Systems Design and Related Services x
	Interested in having a green business? <u>learn more about green businesses</u>

Not sure of your business type?

Not finding your business type listed? Simply enter the words "General Business Information" above, and select a City or County and click on Search.

Note: CalGold Business Permit System does not a secondar as Research Alexy is desired as

About CalGOLD

- Frequently Asked Questions
- Commonly Requested Information Contacts
- Contact Us

Get Business Help

Find a Local Resource



Our Mapping tool is a great way to find business resources in your area.

CA.gov | GO-Biz

Check out the maps

Business permits and other requirements in the City of San Diego (San Diego County) for business types: • Computer Systems Design and Related Services

and conditional use permit.

Permits & Licenses Resources Available to Help You				Print List
Building and Construction Permits - City Required for all new and remodeling construction, including change of occupancy. applies to: Computer Systems Design and Related Services	City of San Diego Development Services 1222 First Avenue, 3rd Floor San Diego, CA, 92101 Phone: 619-446-5300 website	city 🎰	Filter Permits & L Level of Government: © City © County © Regional © State © Federal	all none
Business License - Business Tax Certificate		city 🏦	Filter Results	
Required for all entities doing business within city limits. See "County Unincorporated" for businesses located outside of city limits. agency note: Office hours are Monday thru Friday from 8:00 a.m. to 5:00 p.m. applies to: Computer Systems Design and Related Services	City of San Diego City Treasurer Business Tax Division 1200 Third Avenue, First Floor PO Box 122289 San Diego, CA, 92101 Phone: 619-236-6112 Fax: 619-236-7134 website			
Fire Safety Regulations Every business is subject to an annual inspection of the facility for conditions as required in the Uniform Fire Code. In addition, many Fire Departments offer informative Fire Safety Programs (i.e. disaster preparedness, fire prevention, public safety education/awareness). applies to: Computer Systems Design and Related Services	City of San Diego Development Services Departm Fire Safety 1222 First Ave., MS 301 San Diego, CA, 92101 Phone: 619-446-5000 website	city 🎰		
Land Use, Zoning, & Sign Permits Permitted uses, development regulations, zone change, variance,	City of San Diego	city 🏦		

Development Services

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2016 CA-China Clean Tech Trade Mission





Office of Governor Edmund G. Brown Jr.



GO-Biz Panorea Avdis Director

NEWSROOM



BUSINESS PORTAL -

NEWSROOM

DIGITAL SERVICES



Programs

The GO-Biz was created by Governor Edmund G. Brown Jr. to serve as California's single point of contact for economic development and job creation efforts. GO-Biz offers a range of services to business owners including: attraction, retention and expansion services, site selection, permit assistance, regulation guidance, small business assistance, international trade development, assistance with state government, and much more.

Visit the California Business Portal for business resources and more information.

ABOUT UST

PROGRAMS

GO-Biz Units and Programs

- Business Investment Services
- California Business Portal
- California Competes Tax Credit Program
- CA Made
- International Affairs and Business Development
- Innovation and Entrepreneurship
- Office of Small Business Advocate
- Permit Assistance
- Zero Emission Vehicles Program

Affiliated Programs

- California Film Commission
- California Infrastructure and Economic Development
- California Travel and Tourism



ABOUT US PROGRAMS

DIGITAL SERVICES

BUSINESS PORTAL

NEWSROOM

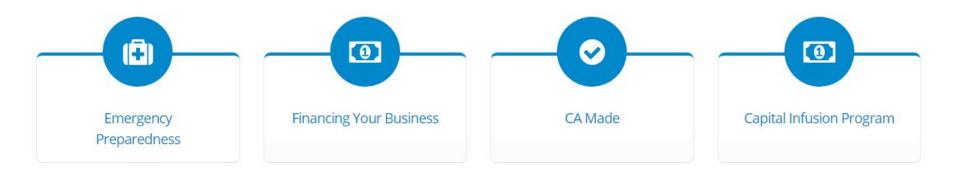
Programs / Small Business Assistance / Office of Small Business Advocate

Office of Small Business Advocate

The Office of Small Business Advocate (OSBA) provides information and assistance to small businesses to help them succeed in the California marketplace. OSBA hosts a variety of summits, forums and interagency meetings. It also maintains a comprehensive list of resources for small business technical assistance, financing and state procurement.

Services Offered

Visit the California Business Portal for resources and information to get your business up and running.





California counties

Treatises & Practice Guides

Corporations

- ✤ Marsh's California Corporation Law | WL
- ✤ California Practice Guide Corporations | WL
- ✤ California Corporation Laws | Lexis
- Advising California Nonprofit Corporations | CEB
- ✤ Selecting and Forming Business Entities | CEB
- Forming & Operating California Limited Liability Companies | CEB
- The Delaware Corporation: Legal Aspects of Organization and Operation | Bloomberg

Databases

Databases

CEB OnLaw – accessible through LRC website

 Bloomberg Law – requires individual login; register at <u>bloomberglaw.com</u>

 Practical Law – available through Westlaw

CEB OnLaw

Advising California Nonprofit
 Corporations

Advising California Partnerships

Forming and Operating California
 Limited Liability Companies

Selecting and Forming Business Entities



Q Search

Available Publications

- + Business Law
- Civil Litigation
 Criminal Law
- + Criminal Law
- Employment Law
- + Estate Planning
- Evidence
- + Family Law
- + Real Property
- + Torts
- + Workers' Compensation
- + General Interest

Welcome to OnLAW



Getting Started

Use the Table of Contents on the left to browse CEB's titles

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What's New

New Title

Employee Leave Laws: Compliance and Litigation Estate Planning 2015

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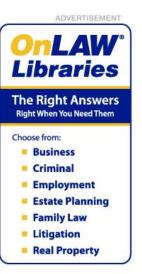
Estate Planning 2006

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Publication Dates

Last Update, by Publication

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MyCEB | User Guide

Search for these terms



mable Publications **Business Law**



- Advising California Partnerships
- Business Buy-Sell Agreements
- California Business Law Reporter
- California Business Litigation
- California Franchise Law and Practice
- California Law of Contracts
- California UCC Sales and Leases
- Counseling California Corporations
- Debt Collection Practice in California
- Drafting Business Contracts: Principles, Techniques and Forms
- Financing and Protecting California Businesses
- Forming and Operating California Limited Liability Companies
- Intellectual Property in Business Transactions
- + Internet Law and Practice in California
- Organizing Corporations in California
- Privacy Compliance and Litigation in California
- Sales and Mergers of California Businesses
- Secured Transactions in California Commercial Law Practic

Selecting and Forming Business Entities

- e in California Trade
- **Civil Litigation**
- Criminal Law
- Employment Law
- Estate Planning
- Fvidence
- Family Law
- Real Property

Welcome to OnLAW

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Getting Started

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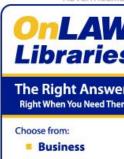
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- Criminal
- Employment
- Estate Planning
- Family Law
- Litigation
- **Real Property**







Search for these terms



Sales and Mergers of California + <\$ \$> 5 R Businesses Secured Transactions in California Prev. Section Next Section Prev. Result Next Result Highlights commercial Law Practice Selecting and Forming Business 2 Entities Contents **Evaluating Entity Choices** Preface About the Authors Carol A. Brittain About the 2015 Update Authors W. Rod Stern About the Consultants I. SCOPE OF CHAPTER 2.1 Acknowledgments Selected Developments II. CHARACTERISTICS OF MAJOR BUSINESS ENTITIES 2.2 Cutoff Dates and CEB Citation A. Sole Proprietorships 2.3 1. Formation 2.4 1 Autorney-Client Relationship 2. Personal Liability 2.5 2 Evaluating Entity Choices 3. Anonymity 2.6 4. Management and Control 2.7 Chapter Outline 5. Working Capital 2.8 §2.1 I. SCOPE OF CHAPTER 6. Securities Issues 2.9 §2.2 II. CHARACTERISTICS 7. Change of Ownership 2.10 8. Termination 2.11 OF MAJOR BUSINESS 9. Who May Operate as Sole Proprietor 2.12 ENTITIES 10. Taxation 2.13 §2.3 A. Sole 11. Estate Planning 2.14 Proprietorships B. Corporations 2.15 1. Formation 2.16 §2.4 1. Formation 2. Personal Liability 2.17 §2.5 2. Personal Liability 3. Anonymity 2.18 §2.6 3. Anonymity 4. Management and Control 2.19 5. Working Capital; Shares Issued 2.20 §2.7 4. Management and 6. Securities Issues 2.21 Control 7. Change of Ownership 2.22 §2.8 5. Working Capital 8. Termination 2.23 9. Who May Form Corporations or Professional Corporations 2.24 §2.9 6. Securities Issues 10. Taxation 2.25 §2.10 7. Change of 11. Estate Planning 2.26 Ownership C. S Corporations 2.27 1. Formation 2.28 §2.11 8. Termination 2. Taxation 2.29 §2.12 9. Who May Operate 3. Estate Planning 2.30 as Sole Proprietor D. Close Corporations 2.31 §2.13 10. Taxation 1. Formation 2.32 2. Termination 2.33 §2.14 11. Estate Planning 3. Taxation 2.34 §2.15 B. Corporations 4. Estate Planning 2.35 E. Benefit Corporations §2.16 1. Formation 1 Formation 235A §2.17 2. Personal Liability Selecting and Forming Business Entities » 2 Evaluating Entity Choices »

Bloomberg Law



Delaware corporate law resources

- Sample forms and employment agreements
- Treatises & practice guides on tax, corporate, employment, IP



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Items marked with a red asterisk are required	
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hone number (e.g. 212 555 1212)	
aw school email address: *	
lease re-type email address: *	
/hat law school do you work for or attend? *	Select one
/hich of the following best describes your current role? *	Select one

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Antitrust	He	ealth		Bloomberg	Law: Banking	aw: Banking		
Banking & Finance	In	tellectual Prop	perty	Bloomberg	Law: Corporate Transactions Law: Privacy & Data Security			
Bankruptcy	La	abor & Employ	ment	Bloomberg				
Corporate	S	ecurities	irities					
Employee Benefits		x						
Environmental & Safety								
State Law	Books &	Treatises	Business	Development		Research h	ps, and more:	
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Draft Analyzer	Deal Ana	lytics						
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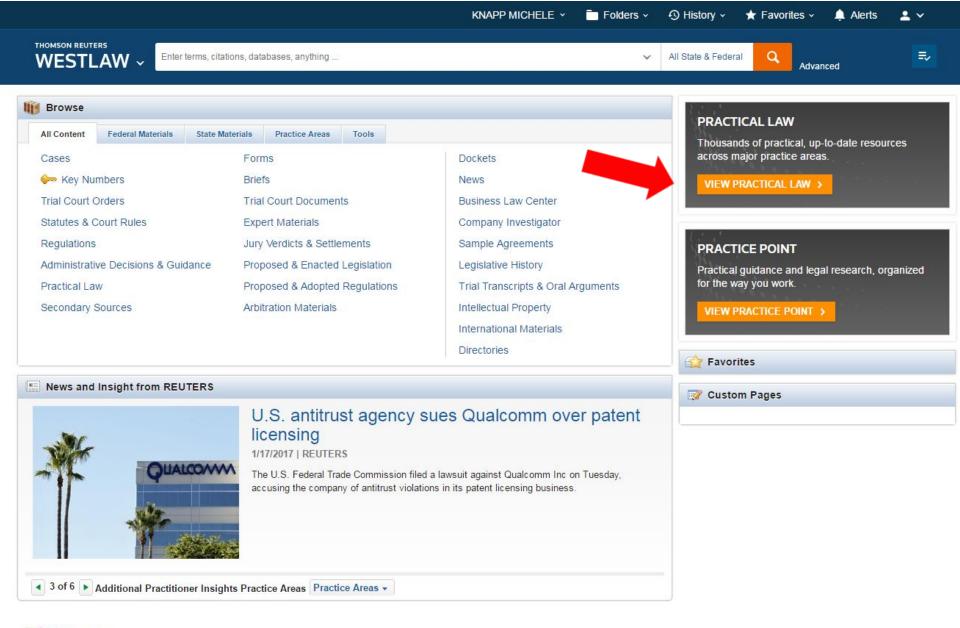
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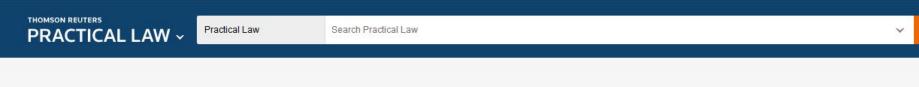


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