

End Of Service Experience Certificate Sample Document

End of service experience certificate sample is an essential document for employees departing from an organization, serving as official proof of their employment history, skills, and conduct. Whether you are an HR professional preparing this certificate or an employee seeking a template, understanding the structure and key components of an effective end of service experience certificate is crucial. This article provides comprehensive guidance, including sample formats, best practices, and tips to craft an accurate and professional certificate.

What is an End of Service Experience Certificate?

An end of service experience certificate is an official document issued by an employer to an employee upon termination of employment, resignation, or retirement. It validates the employee's tenure, highlights their roles and responsibilities, and sometimes comments on their conduct and performance. This certificate is often used by employees to showcase their work experience to future employers, making it a vital part of their professional portfolio.

Importance of an End of Service Experience Certificate

Understanding the significance of this document helps both employers and employees appreciate its role:

- **For Employees:** Serves as proof of employment, assists in job applications, and enhances credibility.
- **For Employers:** Demonstrates transparency, helps in maintaining good relations, and upholds company reputation.
- **Legal Compliance:** In many jurisdictions, issuing this certificate is a legal requirement upon employment termination.

Key Components of an End of Service Experience Certificate

A well-structured certificate should include the following essential elements:

1. Employer's Details

- Company name
- Address
- Contact information
- Registration or license number (if applicable)

2. Employee's Details

- Full name
- Employee ID (if applicable)
- Designation/Position
- Department
- Date of employment commencement and end date

3. Statement of Employment

A clear statement confirming the employee's employment duration and the nature of their role.

4. Job Description and Responsibilities

A brief overview of key responsibilities and tasks performed by the employee.

5. Performance and Conduct (Optional)

Comments on the employee's performance, skills, attitude, and conduct during their tenure.

6. Certificate Issuance Details

- Date of issuance
- Signature of authorized signatory
- Designation of signatory
- Company seal or stamp (if applicable)

7. Closing Statement

A positive note wishing the employee success in future endeavors.

Sample End of Service Experience Certificate

Below is a sample template illustrating the typical structure and language used:

[Company Name]

[Company Address]

[City, State, ZIP Code]

Phone: [Phone Number] | Email: [Email Address]

Date: [DD/MM/YYYY]

TO WHOM IT MAY CONCERN

This is to certify that Mr./Ms. [Employee Name], holding the position of [Job Title], was employed with [Company Name] from [Start Date] to [End Date]. During this period, they were an integral part of our [Department Name].

Mr./Ms. [Employee Name] was responsible for [brief description of key responsibilities]. Their duties included but were not limited to [list main tasks].

Throughout their employment, Mr./Ms. [Employee Name] demonstrated professionalism, dedication, and a positive attitude. Their performance was satisfactory, and they maintained good conduct during their tenure.

We wish Mr./Ms. [Employee Name] all the best in their future career endeavors.

This certificate is issued upon their request for whatever purpose it may serve.

Sincerely,

[Signature]

[Name of Signatory]

[Designation]

[Company Seal/Stamp]

Tips for Crafting an Effective End of Service Experience Certificate

Creating a professional and comprehensive certificate involves attention to detail. Here are some best practices:

1. Use Clear and Formal Language

Maintain a professional tone, avoid slang, and ensure clarity.

2. Be Accurate and Specific

Verify all employee details, dates, and job descriptions to prevent discrepancies.

3. Keep it Concise Yet Informative

While including necessary details, avoid overly lengthy descriptions.

4. Include Performance Highlights (if appropriate)

Highlight key achievements or skills that can benefit the employee's future prospects.

5. Use Official Letterhead and Seal

This enhances authenticity and professionalism.

6. Obtain Proper Authorization

Ensure the certificate is signed by an authorized person, such as the HR manager or company director.

Legal and Ethical Considerations

Employers should ensure that the certificate:

- Is truthful and free from defamatory language.
- Reflects the employee's actual performance and conduct.
- Complies with local labor laws and regulations.

Providing false or misleading information can lead to legal repercussions and damage the organization's reputation.

Conclusion

An end of service experience certificate sample serves as a vital document that benefits both employees and employers. It encapsulates employment history, performance, and conduct, aiding

employees in their career progression. Employers should ensure the certificate is well-structured, accurate, and professionally issued. By adhering to best practices and legal standards, organizations can foster goodwill and uphold their reputation.

Whether you are drafting your own certificate or seeking a template, understanding the components and purpose of this document ensures it effectively serves its intended purpose. Remember, a professionally prepared end of service experience certificate can leave a lasting positive impression and support the employee's future endeavors.

End of Service Experience Certificate Sample: An In-Depth Guide to Crafting and Understanding

An end of service experience certificate sample is an essential document that signifies the conclusion of an employee's tenure with an organization. It serves as an official record of the employee's work history, skills, and contributions during their period of employment. Whether you are an HR professional preparing this document or an employee reviewing one, understanding the structure, content, and purpose of an experience certificate is vital. In this comprehensive guide, we will explore the significance of an end of service experience certificate, provide sample templates, and offer tips on crafting an effective and professional certificate.

What Is an End of Service Experience Certificate?

An end of service experience certificate is a formal document issued by an employer to an employee when their employment comes to an end, whether through resignation, termination, or retirement. It verifies the employee's tenure, role, and performance, and often includes a recommendation or note about their conduct.

Purpose of an Experience Certificate:

- Acts as proof of employment for future job applications.
- Highlights the skills and experience gained.
- Serves as a professional reference.
- Often required for visa processing or legal documentation.

Why Is an Experience Certificate Important?

The importance of an end of service experience certificate cannot be overstated. It benefits both the employee and employer in numerous ways:

- For Employees:

- Validates their work history.
 - Enhances credibility in future employment.
 - Serves as evidence of skills and experience.
 - Can facilitate the transfer of benefits or claims.
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- For Employers:
 - Demonstrates transparency and professionalism.
 - Maintains good relationships with former employees.
 - Protects against legal disputes by providing official documentation.

Key Components of an End of Service Experience Certificate

A well-crafted experience certificate includes several essential elements. Here's a breakdown:

- Header
-
- Company name and logo
 - Certificate title (e.g., "Experience Certificate" or "End of Service Certificate")
 - Date of issuance
-
- Employee Details
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- Full name
 - Employee ID or personnel number
 - Department/Division
 - Designation/Position
 - Date of joining
 - Date of relieving
-
- Body of the Certificate
-
- A formal statement confirming employment and duration
 - Description of roles and responsibilities
 - Performance remarks (optional)

- Reason for leaving (optional)
- A note on conduct and professionalism

- Closing Remarks

- Expressing gratitude
- Best wishes for future endeavors

- Signatures

- Signature of authorized personnel (e.g., HR Manager, Director)
- Name and designation of signatory
- Company stamp or seal

Sample End of Service Experience Certificate

Here is a detailed end of service experience certificate sample that can be customized as per individual needs:

[Company Logo]

EXPERIENCE CERTIFICATE

Date: [DD/MM/YYYY]

To Whom It May Concern,

This is to certify that Mr./Ms. [Employee Name], son/daughter of [Parent/Guardian Name], was employed with [Company Name], located at [Company Address], from [Start Date] to [End Date].

During their tenure with us, Mr./Ms. [Employee Name] held the position of [Designation] in the [Department], demonstrating dedication, professionalism, and a strong work ethic. Their key responsibilities included:

- [Responsibility 1]
- [Responsibility 2]

- [Responsibility 3]
- [Additional responsibilities, if any]

Throughout their employment, Mr./Ms. [Employee Name] exhibited excellent performance, punctuality, and a positive attitude. They maintained good relationships with colleagues and clients alike. Their conduct was impeccable, and they adhered strictly to organizational policies and procedures.

We appreciate their valuable contributions to our organization and wish them success in all future endeavors.

This certificate is issued upon their request for whatever purpose it may serve.

For [Company Name],

[Signature]

[Name of Signatory]

[Designation]

[Company Seal/Stamp]

Tips for Writing an Effective End of Service Experience Certificate

Creating a professional and comprehensive experience certificate involves attention to detail. Here are some tips to ensure your certificate is well-crafted:

- **Use Formal Language:** Maintain a professional tone throughout the document.
- **Be Clear and Concise:** Include all necessary details without excessive verbosity.
- **Accurate Information:** Double-check names, dates, and designations for accuracy.
- **Highlight Key Skills & Achievements:** Mention notable contributions or skills if relevant.
- **Positive Framing:** Even if the employment ended on a challenging note, focus on professionalism and positive aspects.
- **Include Contact Information:** Optional, but can be helpful for verification purposes.
- **Use Official Letterhead:** To add authenticity, print the certificate on your company's official letterhead.

Common Variations of Experience Certificates

Depending on the purpose or organizational policies, experience certificates may vary:

- General Experience Certificate: Basic employment details and duration.
- Performance-Based Certificate: Highlights achievements and performance.
- Recommendation Certificate: Includes a note of recommendation or endorsement.
- No Objection Certificate (NOC): States that the employee has no pending dues or objections.

How to Customize an End of Service Certificate Sample

When customizing an experience certificate sample, consider the following:

- Personalize the Employee's Details: Name, role, tenure, and achievements.
- Align with Organizational Policies: Include or omit specific language as per company standards.
- Add Specific Accomplishments: Mention particular contributions or milestones.
- Tailor the Tone: Formal for corporate environments, slightly casual for startups or creative agencies.
- Include Contact for Verification: For official verification requests, add HR contact details.

Final Thoughts

An end of service experience certificate sample acts as both a professional acknowledgment of an employee's contribution and a vital document for their future career pursuits. Crafting a well-structured, clear, and positive certificate reflects your organization's professionalism and supports your former employee's career growth. For HR professionals, maintaining a standard template and ensuring accuracy and consistency can streamline the process. For employees, requesting an appropriately detailed certificate can serve as a valuable asset in their professional portfolio.

Remember, the key to an effective experience certificate lies in transparency, professionalism, and positivity. Whether you are issuing or reviewing one, understanding its components and purpose ensures that it serves its intended function effectively.

Want more templates and tips? Stay tuned for downloadable sample templates and detailed guides to help you craft the perfect experience certificate every time!

Question What is an end of service experience certificate? An end of service experience certificate is an official document provided by an employer that details an employee's tenure, role, and performance upon their departure from the company. **Answer** How should a sample end of service experience certificate be structured? A typical sample should include the employee's name,

designation, duration of employment, a brief description of responsibilities, performance remarks, and the company's official stamp and signatures. What are the key elements to include in an end of service experience certificate? Key elements include employee details, employment period, job title, duties performed, conduct and performance remarks, and the issuing authority's signature and date. Can I find free templates of end of service experience certificates online? Yes, numerous websites offer free downloadable and customizable templates that can be tailored to your company's requirements. What is the importance of a well-written end of service experience certificate? A well-crafted certificate serves as a formal acknowledgment of the employee's service, can aid in future employment opportunities, and reflects professionally on the company. Are there legal considerations when issuing an end of service experience certificate? Yes, the certificate should accurately reflect the employee's tenure and performance to avoid legal disputes, and it should comply with local labor laws and company policies. How can I customize an end of service experience certificate sample for my organization? You can modify the template by adding your company's logo, adjusting the language to match your company's tone, and including specific details relevant to the employee's role and tenure.

Related keywords: service certificate template, employment verification letter, work experience letter sample, employment certificate format, job completion certificate, professional experience proof, employee service verification, sample employment letter, certificate of employment example, work tenure certificate

Abcs of experience rating ncci

abcs of experience rating ncci is an essential concept for employers and insurance professionals navigating the world of workers' compensation insurance. Understanding how the National Council on Compensation Insurance (NCCI) calculates experience ratings can significantly impact a company's insurance premiums and safety strategies. This comprehensive guide aims to demystify the fundamentals of experience rating with NCCI, providing clarity on its purpose, methodology, benefits, and key considerations. Whether you are new to workers' compensation insurance or seeking to optimize your existing policy, grasping the ABCs of NCCI experience rating is vital for effective risk management and cost control.

What Is Experience Rating in NCCI?

Experience rating is a method used by workers' compensation insurance providers, particularly NCCI, to adjust an individual employer's premium based on their prior claims history. Essentially, it aims to reward safe workplaces and incentivize employers to implement safety measures.

Definition and Purpose

Experience rating is a formula that modifies an employer's manual premium to the base rate for their industry and payroll to reflect their own loss history. The primary goals are:

- To promote workplace safety
- To differentiate premiums based on actual risk
- To encourage employers to reduce workplace injuries
- To ensure equitable premium costs across different businesses within the same industry

How It Differs from Manual Premium

While the manual premium is a standard rate determined by industry classification and payroll, the experience modification factor (or 'mod') adjusts this rate up or down. A company with a history of few or no claims will benefit from a lower mod, reducing their premium, whereas a company with frequent or severe claims may face higher costs.

The Role of NCCI in Experience Rating

The NCCI is a non-profit organization that collects, analyzes, and maintains workers' compensation insurance data across many states. It develops and administers the experience rating formulas used by most states, making it a central authority in setting fair and consistent rating standards.

NCCI's Responsibilities

- Collects and processes employer claims data
- Develops classification codes for industries
- Calculates experience modification factors
- Provides guidelines and tools for insurers and employers
- Ensures compliance with state-specific regulations

States Using NCCI

NCCI's model primarily serves states like:

- Florida
- Illinois
- Indiana

- Iowa
- Kansas
- Kentucky
- Missouri
- North Carolina
- South Carolina
- Tennessee
- and others

It's important for employers to verify their state's specific rules, as some states have their own experience rating organizations.

Understanding How Experience Rating Is Calculated

The calculation of an employer's experience modification involves several components, primarily focusing on their claims history, payroll, and industry classification.

Key Components of the Calculation

- **Claim Data:** All reported and paid claims within a specific period, typically the last three years.
- **Expected Losses:** The average loss costs for similar companies within the same industry classification.
- **Actual Losses:** The employer's actual claims costs during the period.
- **Loss Development Factors:** Adjustments to account for claims that may develop or settle over time.
- **Rating Values:** The specific modifiers applied based on the employer's claims history relative to expectations.

Steps in the Calculation Process

- **Data Collection:** Gather all relevant claims data for the past three years.
- **Determine Expected Losses:** Use industry averages to estimate what a typical company in the same classification would incur.
- **Calculate Actual Losses:** Sum the employer's reported claims, adjusting for any development.
- **Compute the Loss Ratio:** Divide actual losses by expected losses.
- **Apply the Experience Modification Formula:** Use NCCI's formulas and tables to derive the employer's mod factor.

Interpreting the Experience Modification Factor (Mod)

The resulting mod factor influences the employer's premium:

- Mod
- Mod = 1.0: Industry average safety record, no adjustment.
- Mod > 1.0: Worse-than-average safety record, leading to an increase in premium.

For example, a company with a mod of 0.75 pays 75% of the standard premium, while one with 1.25 pays 125%.

Benefits of Experience Rating

Implementing and understanding experience rating offers multiple advantages:

- Cost Savings: Safer companies pay less over time.
- Risk Management: Encourages employers to invest in safety programs.
- Fairness: Reflects individual employer's claims history rather than industry averages.
- Competitive Edge: Reduces insurance costs, allowing for better pricing or investment.

Key Considerations and Common Questions

How Is the Experience Modification Factor Used?

Insurance providers apply the mod to the manual premium, adjusting the final premium accordingly. It's typically shown on the policy declaration page.

How Often Is the Experience Modification Updated?

Most states update the mod annually, based on claims data from the previous three years.

What Are the Limitations of Experience Rating?

- It may not fully account for temporary safety improvements.
- Large claims can disproportionately affect the mod.
- New businesses don't have prior claims history for accurate rating.

How Can Employers Improve Their Experience Rating?

- Implement comprehensive safety and training programs.
- Reduce workplace injuries.
- Manage claims proactively.
- Regularly review safety procedures and compliance.

Conclusion

Understanding the ABCs of experience rating with NCCI is crucial for employers looking to manage their workers' compensation costs effectively. By actively engaging with their claims data, safety programs, and understanding how their safety record influences their premiums, businesses can not only reduce expenses but also foster safer workplaces. The NCCI's role ensures that the experience rating system remains fair, consistent, and transparent, ultimately benefiting both insurers and employers. Whether you are a seasoned safety manager or a new employer navigating insurance policies, grasping the fundamentals of experience rating is an essential step toward financial and operational excellence in workplace safety.

ABCs of Experience Rating NCCI: A Comprehensive Guide for Employers and Industry Professionals

Experience rating NCCI has become an essential component of workers' compensation insurance, shaping how premiums are calculated and how businesses are incentivized to prioritize safety. Whether you're an employer navigating insurance options or an industry professional seeking to understand the nuances of workers' compensation, grasping the fundamentals of experience rating NCCI is crucial. This article delves into the core concepts, mechanics, and implications of experience rating within the NCCI framework, providing a clear and detailed overview for readers at all levels of familiarity.

What is Experience Rating NCCI?

Experience rating, particularly as administered by the National Council on Compensation Insurance (NCCI), is a method used to adjust workers' compensation insurance premiums based on an individual employer's claim history. Instead of paying a standard rate, a company's premium is modified to reflect its past safety record, encouraging safer workplace practices.

NCCI is a leading organization that collects and analyzes workers' compensation data across numerous states, establishing pricing and rating systems that promote fairness and incentivize safety. The experience rating component is a key part of this system, allowing insurers and regulatory bodies to differentiate between safer and riskier employers.

The Purpose and Benefits of Experience Rating

Understanding the purpose of experience rating helps clarify its importance:

- **Incentivizes Safety:** Employers with fewer or less costly claims benefit from reduced premiums, motivating investments in safety programs.
- **Fair Premiums:** It ensures that premium costs are aligned with actual risk, preventing safe employers from subsidizing higher-risk companies.
- **Market Stability:** By encouraging safety, experience rating helps reduce overall injury rates, leading to a healthier workforce and more stable insurance markets.

How Does Experience Rating Work?

At its core, experience rating adjusts an employer's basic premium—often called the manual premium—based on their experience modification factor (also known as mod or EMR). The process involves several steps:

- **Calculating the Manual Premium:** Based on the employer's classification codes and the rate tables established by NCCI.
- **Determining the Experience Modification:** Using the employer's claims history over a specified period.
- **Applying the Modification to the Premium:** Adjusting the manual premium by the experience mod to arrive at the final premium.

This process ensures that employers with better-than-average safety records pay less, while those with poorer records pay more.

The Components of Experience Rating

Experience rating involves various components that collectively determine the employer's mod:

- **Pure Premium and Loss Costs**
 - **Pure Premium:** The expected cost of claims for a given classification, based on historical data.
 - **Loss Costs:** The amount insurers expect to pay for claims, excluding expenses like administration.
- **Expected Losses and Actual Losses**

- Expected Losses: The projected claims costs for an employer based on industry averages.
- Actual Losses: The real claims incurred by the employer during the rating period.

- The Experience Modification Factor

- Calculated by comparing actual losses to expected losses.
- A mod of 1.0 indicates average risk.
- A mod less than 1.0 signifies a safer-than-average employer.
- A mod greater than 1.0 indicates higher-than-average claims.

The Experience Modification Calculation

The process of calculating the experience mod is complex and involves statistical analysis. Here's a simplified overview:

- Data Collection: Claims data for the employer over a 3-year period (excluding the most recent year).
- Loss Adjustment: Losses are adjusted for inflation, favorable or unfavorable development, and other factors.
- Expected Losses Calculation: Based on industry averages for similar employers.
- Actual Losses Comparison: Actual losses are compared to expected losses.
- Rating Formula Application: A formula derived from statistical models computes the mod, which can be refined through various adjustments.

The goal is to produce a mod that accurately reflects the employer's safety performance, with adjustments to ensure fairness and stability.

Types of Experience Modifications

NCCI uses different types of modifications depending on the employer and industry:

- Experience Modification (Experience Mod): The standard adjustment reflecting the individual employer's claims history.
- Manual Class Mod: Adjusts classification codes based on specific experience.
- Group Experience Rating: Applies to groups of related employers, often small businesses, to pool their risk.
- Large Deductible Program: For employers with significant deductibles, affecting experience

rating calculations.

Factors Influencing the Experience Mod

Various factors can impact the employer's mod, including:

- Claim Frequency and Severity: Number of claims and total costs.
- Type of Claims: Severity of injuries and whether they are catastrophic or minor.
- Claims Management: Effectiveness of claims handling and safety programs.
- Industry Risk Profile: Some industries inherently have higher risks, influencing baseline expectations.

The Impact of Experience Rating on Premiums

Once the experience mod is calculated, it directly affects the employer's premium:

- Premium Formula: $\text{Final Premium} = \text{Manual Premium} \times \text{Experience Mod}$
- Adjustment Range: The experience mod typically ranges from below 0.8 to above 1.2, but can sometimes be outside this range due to exceptional claims history.
- Premium Discounts and Penalties: Employers with mods below 1.0 enjoy discounts, while those above pay premiums reflecting higher risk.

Practical Examples

- A manufacturing company with an EMR of 0.85 pays 15% less than the manual premium.
- A construction firm with an EMR of 1.25 pays 25% more than the manual premium.

This differential underscores the importance of safety and claims management in controlling insurance costs.

Challenges and Criticisms of Experience Rating

While experience rating promotes safety and fairness, it faces some challenges:

- Data Accuracy: Reliable claim data is essential; errors can lead to unfair mods.
- Lag Effect: The three-year look-back period may delay recognition of improvements or deteriorations in safety.

- Industry Variability: Some industries inherently have higher claim frequencies, making fair comparisons difficult.
- Potential for Risky Behavior: Employers might underreport claims or adopt risky practices to improve their mod, although regulatory oversight seeks to minimize this.

Regulatory and Administrative Aspects

States regulate experience rating practices, often through legislation or NCCI-approved rules. Key aspects include:

- Appeals Process: Employers can challenge their mod calculations if errors are suspected.
- Minimum and Maximum Mod Limits: To prevent extreme adjustments.
- Reporting Requirements: Regular claims reporting and data verification.

The Future of Experience Rating NCCI

Advancements in data analytics and technology are shaping the future of experience rating:

- Real-Time Data Collection: Potential for more dynamic and responsive rating systems.
- Use of Big Data: Incorporating broader safety metrics and workplace data.
- Enhanced Risk Management Tools: Employers can leverage insights from their claims data to proactively improve safety.

Conclusion

The ABCs of experience rating NCCI encompass a sophisticated yet vital framework that aligns insurance premiums with an employer's safety record. By understanding the components, calculation methods, and implications of experience modifications, employers and industry professionals can better manage their safety programs, control costs, and foster safer workplaces. As the landscape evolves with technological innovations and regulatory changes, staying informed about experience rating practices remains essential for navigating the workers' compensation insurance market effectively.

Question What is the ABCs of experience rating in NCCI? The ABCs of experience rating in NCCI refer to understanding the foundational concepts? Accruals, Benefits, and Credits? that determine how an employer's workers' compensation experience modification factor is calculated. How does NCCI calculate experience modification using the ABCs? NCCI uses the ABCs to assess an employer's claim history (Accruals), the benefits paid out, and applicable credits to adjust their workers' compensation insurance premiums, helping to reflect their actual risk. Why is

understanding experience rating important for employers? Understanding experience rating helps employers manage their workers' compensation costs, improve safety programs, and potentially reduce insurance premiums through favorable experience modifications. What role do accruals play in NCCI's experience rating? Accruals represent the reserve amounts set aside for outstanding claims, impacting the calculation of an employer's claimed incurred losses and overall experience modification. How do benefits influence the experience modification in NCCI's system? Benefits paid out for claims are factored into the experience rating to reflect the actual costs associated with an employer's claims history, influencing the modification factor. What are credits in the context of NCCI experience rating? Credits are adjustments applied to an employer's experience modification to account for favorable safety programs or other positive risk management practices. How can employers improve their experience rating according to the ABCs? Employers can improve their experience rating by reducing claims through safety initiatives, effectively managing claims, and implementing risk mitigation strategies that positively impact accruals, benefits, and credits. Are there specific formulas associated with the ABCs in NCCI's experience rating? Yes, NCCI uses detailed formulas that incorporate accruals, benefits paid, and credits to calculate the experience modification factor, which influences insurance premiums. How often does NCCI update the experience ratings based on the ABCs? NCCI typically updates experience ratings annually, reflecting the latest claims data, benefit payments, and credits to ensure accurate premium adjustments. Where can employers find resources to better understand the ABCs of experience rating? Employers can consult NCCI's official publications, training webinars, and their online resources or contact their insurance agents for detailed guidance on the ABCs of experience rating.

Related keywords: experience rating, NCCI, ABCs of experience rating, workers' compensation, premium calculation, risk assessment, manual classification, payroll reporting, experience modification factor, rating bureau

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