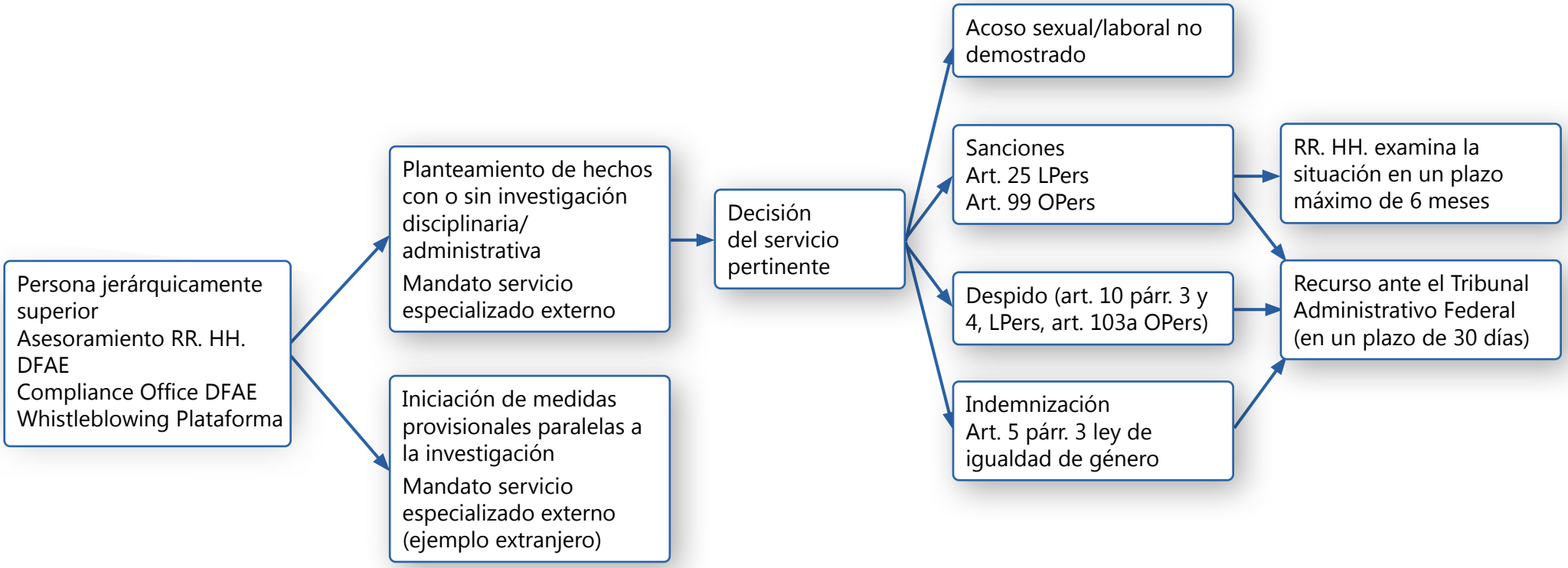Procedimiento formal