



**The 10th
Asian Swimming
Championships 2016
Tokyo, JAPAN
14-20 November 2016**



**INFORMATION BULLETIN
FOR THE 10th ASIAN SWIMMING CHAMPIONSHIPS
14 - 20 November 2016 Tokyo, JPN**

The Organizing Committee of the 10th Asian Swimming Championships 2016 hereby notifies and invites all Asian affiliated Federations to participate in the *10th ASIAN Swimming Championships 2016 IN Tokyo* on the following basis:

1. HOST, PLACE AND DATE OF COMPETITIONS

Japan Swimming Federation have established an Organizing Committee, which shall be in charge of the preparation and organization of the competitions under the control and supervision of AASF.

The events will be held in Tokyo (JPN) with the following schedule:

Opening ceremony: 17 November 2016
Dates of competition: 14 - 20 November 2016
Swimming: 17-20 November 2016
Diving: 17-20 November 2016
Water Polo: 14-20 November 2016
Synchronised Swimming: 17-20 November 2016

2. ORGANIZING COMMITTEE ADDRESS

Federations should communicate with the Organizing Committee through:

Telephone/Fax:

T. +81 3 6257 1760

F. +81 3 6257 1972

Emails: oc@asc2016tokyo.org

Postal Address: 100-0014

Nagatacho Bldg 5F. 2-4-3, Nagata-cho, Chiyoda-ku, Tokyo 100-0014, Japan

3. REGISTRATION, NOTIFICATION AND ENTRY FORMS

There will be three successive entry forms to provide information to the Organizing Committee and to enter the Championships. The entry forms are as follows:

- **Preliminary Entry Form to be received by the Organizing Committee;**

no later than 19 August 2016

The **Preliminary Entry Form** is for the purpose of registering National Federations, and indicating to the Organizing Committee the disciplines in which the Federation intends to enter teams. This Preliminary Entry Form will be e-mailed to all AASF Member Federations by the middle of May 2016, and must be returned, and received by the Organizing Committee not later than 19 August 2016.

- **Team Summary Form to be received by the Organizing Committee;**

no later than 23 September 2016

The **Team Summary Form** is for the purpose of indicating to the Organizing Committee the maximum number of competitors, representatives, coaches, official delegates, chaperons, etc., which each Federation intends to register in each discipline. This form will be sent along with the Preliminary Entry Form by the middle of May 2016 and must be returned and received by the OC by 23 September 2016.

- **Final Entry Form to be received by the Organizing Committee;**

no later than 14 October 2016

The **Final Entry Form** will register each competitor by name, indicating the event or events in which that competitor will be participating, and providing any other information to the Organizing Committee. This form will be sent along with the Preliminary Entry Form by the middle of May 2016 and must be returned and received by the OC by 14 October 2016. **No late entries will be accepted.**

All entry forms must be signed by the President or General Secretary of the Federation holding AASF membership.

The Organizing Committee will implement an online registration procedure. When this system will be available, OC will immediately inform its National Member Federations.

4. ELIGIBILITY

1. National Teams of AASF Member Federations / Associations.
2. Only the athlete with citizenship of the countries
3. The 3 Members taskforce Committee will be appointed by AASF President.

***Changing the Nationality of Competitors**

Should competitor represents his/her country or sport country, s/he shall be a citizen whether by birth or naturalization of the nation s/he represents provided that a naturalized citizen shall have lived in that country for at least one year period. Any competitor wish to change his/her affiliation from one Federation to another Federation must have a release letter from his/her previous National Federation and acceptance letter from his/her new National Federations and also agreement between two related NOC's. both this letter should submit to AASF, for approval, a period of at least 2 years before s/he start competing for his new National Federation in AASF activities.

5. NUMBER OF COMPETITORS ALLOWED FOR EACH FEDERATION

The maximum number of competitors allowed from each Federation for each discipline is:

Swimming	50 (incl 6 officials)
Diving	15 (incl 3 officials)
Synchronised Swimming	22 (incl 8 officials)
Water Polo	17 (incl 4 officials)

ENTRIES

- A. Swimming:**
 1. Individual - Not more than 2 entries per country per event
 2. Team - Not more than 1 entry per country per event
- B. Diving:**

Not more than 2 entries per country per Individual event & not more than one team for each Synchronised events.
- C. Water Polo:**

Each Federation can nominate one Men and one Women team.
- D. Synchronised Swimming:**

Each Federation may participate in 2 Solos, 2 Duets, 1 Team, 1 Free Combination and 1 Highlight Routine. A competitor may participate in 1 Solo, 1 Duet, 1 Team, 1 Free Combination and 1 Highlight Routine.

All entries must be accompanied by photocopies of International Passport. All documents must be certified by President / Secretary General of National Swimming Federation. Entries not supported by the documents will be automatically rejected.

6. EVENTS

Swimming

	Men	Women
Freestyle	50m, 100m, 200m 400m, 1500m	50m, 100m, 200m 400m, 800m
Backstroke	50m, 100m, 200m	50m, 100m, 200m
Breaststroke	50m, 100m, 200m	50m, 100m, 200m
Butterfly	50m, 100m, 200m	50m, 100m, 200m
Ind. Medley	200m, 400m	200m, 400m
Relays:		
Freestyle	4x100m, 4x200m	4x100m, 4x200m
Medley	4x100m	4x100m

- Heats, semifinals and finals will be held for all 50m events.
- Heats and finals will be held for all races except 800m and 1500m which will be timed final. The slower heats will be held in the mornings, and the faster heats will be held in the evenings.
- Time Schedule:
- All heats shall start at 0900hrs
- All finals shall start at 1900hrs

Diving

	Men	Women
Springboard	3m	3m
Platform	10m	10m
Synchronised	3m, 10m	3m, 10m

- Rules: According to FINA Rules (2015 - 2017)
- Individual Events compromise preliminaries and finals, with the top twelve divers from preliminaries going to the finals. Should entries for a preliminary event be not more than twelve divers, a direct final for that event will be conducted.
- Synchronised diving events will be conducted in a direct final format.
- Ranking for the team events will be decided upon the total scores of all the results of the respective individual and Synchro events of a member Federation
- Judges: each country participating in these events shall bring one Diving Judge who is in FINA judges list.

Water Polo

Men / Women

- FINA & AASF Rules will be implemented.
- If any team withdraws one week after the closing date for the entries shall pay the penalty fee, US\$200.00 to AASF.
- Any team withdraws after drawing ceremony shall pay US \$ 2000.00 to AASF and face a suspension of 3-6 months.
- In the case of 6 teams participating, the competition will be played on a round robin basis in the group.
- If 7 up to 12 teams participating, the competition will be divided into 2 groups and they will compete on a round robin basis in each group.
- Accompany Referee : Each Participating country can nominate one referee who must be in FINA or AASF list.

Synchronised Swimming

Women

Solo, Technical Routine
Solo, Free Routine
Duet, Technical Routine
Duet, Free Routine
Team, Technical Routine
Team, Free Routine
Free Combination
Highlight Routine

- Rules: According to FINA Rules (2015 - 2017)
- Events: Eight medal events are held. Solo Technical, Solo Free, Duet Technical, Duet Free, Team Technical, Team Free, Free Combination and Highlight Routine.
- Programs: Technical Routine Preliminaries, Technical Routine Finals, Free Routine Preliminaries, Free Routine Finals, Free Combination Preliminaries, Free Combination Finals, Highlight Routine Preliminaries and Highlight Routine Finals. If there are less than thirteen (13) entries in a Team, a Free Combination and a Highlight Routine, preliminaries may not be held.
- Entries: Each Federation may participate in 2 Solos, 2 Duets, 1 Team, 1 Free Combination and 1 Highlight Routine. A competitor may participate in 1 Solo, 1 Duet, 1 Team, 1 Free Combination and 1 Highlight Routine. Each federation is permitted to qualify 1 solo and 1 duet in finals.
- Number of competitors in team events:
A Team shall consist of at least four (4) but not more than eight (8) competitors. A Free Combination shall consist of at least eight (8) but not more than ten (10) competitors. A Highlight Routine shall consist of at least eight (8) but not more than ten (10) competitors.
In a Team, a Free Combination and a Highlight Routine, the number of competitors may not change between Preliminary and Finals.
- Age: Competitors in Synchronised Swimming younger than fifteen (15) years of age (on December 31st on the year of the competition) shall not be permitted to compete. (SS 3)

- Judges: Each Federation must send at least one judge in the FINA 2016 judge list, up to two judges. ALL judges must have passed the FINA Judges Exam at either the FINA Worldwide Seminar 2013 or in one of the FINA Judges schools held in 2014 - 2016.
Please note that two (2) judges per Federation may practice and be evaluated during the 9th Asian Swimming Championships.

Please note that all information with regard to training sessions and timeline for each discipline will be sent shortly.

7. DRAWS

The Draws for Diving, Water Polo and Synchronised Swimming shall be held at the respective Managers Meeting.

8. CANCELLATION OF EVENTS

In any individual and team event, where there are only 3 entries or less on the closing date for Entries, the event will be cancelled.
Organizers are obliged to inform the Federation / Association concerned and to permit those concerned to resubmit fresh entries (within the Rules). A grace period of 10 days will be permitted.

9. ENTRY FEES

No fee will be charged

10. PRIZES

- Gold, Silver and Bronze medals will be awarded to the respective winners.
- Certificates will be presented to the six finalists (Individual Events) and to the first four finalists (Team Events).
- Diplomas / Certificates will be awarded to all Record Holders.
- Certificates of Participation will be presented to all participants.

11. CHAMPIONSHIP AWARDS

The Champion Team will be declared on the following basis:

- A. Total number of Gold medals.
- B. If there is a tie, to count the total number of Silver medals.
- C. If there is a tie, to count the total number of Bronze medals
- D. If there is a tie, to count the total number of Records.

12. JURY

Jury Members will be nominated to Organizing Committee by AASF.

13. ACCOMMODATION AND TRANSPORTATION

The Organizing Committee will organize accommodation to all participating Teams. The official hotel for all the participating athletes and officials of the 10th ASIAN Swimming Championships 2016 IN Tokyo will be Shinagawa Prince Hotel.

<http://www.princehotels.com/en/shinagawa/>

Room rates are:

Single: 250USD (full board) per night/per person

Double: 175USD (full board) per night/per person

To avoid cancellation charges, the Accommodation section must be notified of any amendments or cancellation latest by **14 October 2016**.

Airport Information:

There are two airports in Tokyo area:

Narita International Airport (NRT), Tokyo International Airport (HND)

The Organizing Committee will welcome all members of the participating National Federations at the Narita International Airport (<http://www.narita-airport.jp/en/index.html>) or Tokyo International Airport (<http://www.haneda-airport.jp/inter/en/>), providing transportation services between the Airport, the Official Hotel and the Competition Venues.

The Organizing Committee will not provide local transportation from/to Airport & from/to Hotel and competition venues for Teams which accommodate in the hotels that are not appointed by the Organizing Committee.

Travel Information Form and Hotel Reservation form must be returned and received by the OC by 23 September 2016.

14. TEAM LEADERS / MANAGERS and TECHNICAL OFFICIALS MEETINGS

The meetings will be held on the day before the Competitions (each discipline).

Swimming

Team Leader & Managers Meeting	16/Nov	TBP 10:00
Technical Officials Meeting	16/Nov	TBP 11:00

Water Polo

Team Leader & Managers Meeting	13/Nov	TBP 10:00
Technical Officials Meeting	13/Nov	TBP 11:00

Synchronised Swimming

Team Leader & Managers Meeting	16/Nov	TBP 16:00
Technical Officials Meeting	16/Nov	TBP 17:00

Diving

Team Leader & Managers Meeting	16/Nov	TBP 10:00
Technical Officials Meeting	16/Nov	TBP 11:00

15. Required Days of Duty

Each official selected by each National Federation must be available at the competition for the number of days of their relevant competition, plus two days before the start of the competition, and one day following the conclusion of the competition and duty, as follows:

*Number of days (arrival-departure) **

Synchronised Swimming 7 days (15 November -21 November)

Diving 7 days (15 November - 21 November)

Water Polo 10 days (12 November -21 November)

Swimming 7 days (15 November -21 November)

To be confirmed after AASF's approval of the definitive competition program.

If any changes will apply to the dates, the NF/officials will be informed immediately.

16. TEAM OFFICIALS

- Individuals who are serving as Team Officials (coaches, managers, chaperons, etc.) cannot serve as Technical Meet Officials.
- Each Federation shall be allowed to include in its delegation Team Officials (coaches, managers, trainers, chaperons, etc.) in each discipline in a number dependent upon the number of competitors entering and participating in accordance with the following:

Discipline	SWIMMING	DIVING	WATER POLO	SYNCHRONISED SWIMMING
Maximum Num.	6	3	4	8

17. ACCREDITATION

National Federations are to note the number of Team Officials (coaches, managers, chaperons, etc.) allowed by discipline, as detailed in section 17. A fee will be charged for approved additional accreditation passes.

18. RULES

The Championships will be held under AASF Rules and Regulations.

19. APPLICATION OF VISAS

In order to comply with the VISA arrangement regulations, necessary documents must be coordinated as needed for prospective participants, both the officials and the athletes. Those who need to get the VISA, please send the following information by FAX or e-mail to us as soon as possible. In some cases, it may take longer depending on countries and regions.

- (1) Family Name
- (2) Family Name in Chinese characters if applicable
- (3) Given Name
- (4) Given Name in Chinese characters if applicable
- (5) Gender
- (6) Date and year of birth
- (7) Age
- (8) Nationality
- (9) Affiliation (name of Federation, etc)
- (10) Position (athlete, coach, official, etc)
- (11) The date of arrival and departure of Japan with flight numbers
- (12) Contact of the Federation (telephone, fax, e-mail)

* For information about which countries and regions need to acquire VISA to enter Japan and what kind of documents are necessary, please visit the website of the Ministry of Foreign Affairs of Japan at;

http://www.mofa.go.jp/j_info/visit/visa/index.html

Last Date to accept Visa Applications: no later than 23 September 2016

20. DOPING CONTROL

The Doping Control will be implemented under FINA and AASF Doping Control Rules.

21. ADVERTISEMENT

FINA Rules shall apply: Swimsuits (BL 7.1.1), Caps (BL 7.1.2), Water Polo Caps (BL 7.1.3), Goggles (BL 7.1.4), Athletes Bibs (BL 7.1.5)

Note: all countries shall bring two international standard flags: one No 1 flag (size: 280 cm x 192 cm) and one No 4 flag (size: 144cm x 96 cm)



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PRELIMINARY ENTRY FORM

To be received no later than 19 August 2016

Country	
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Name of Federation	
Address	
Phone No.	
Fax No.	
Email Address	

Contact Person	
Mobile No.	

Confirmation of Participation	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Interested Disciplines	Estimated number of Participants:	
	Competitors	Officials
Swimming		
Diving		
Water Polo		
Synchronised Swimming		

Submitted by President or General Secretary of National Federation:

Name:

Position:

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Signature & Seal:

Date:

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Federation Seal

Please complete and return this form NO LATER THAN 19 August 2016
to the Organizing Committee
E-mail: oc@asc2016tokyo.org



**The 10th
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SWIMMING TEAM SUMMARY

To be received no later than 23 September 2016

Country		Country Abbreviation			
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Federation	:	_____	Team Manager	:	_____
Phone	:	_____	Assistant Manager	:	_____
Fax	:	_____	Head Coach	:	_____
Officials	:	_____	Coach	:	_____
	:	_____	Coach	:	_____

BOYS

GIRLS

BOYS			GIRLS		
Surname, First Name	Passport Number	Date of Birth	Surname, First Name	Passport Number	Date of Birth
1			1		
2			2		
3			3		
4			4		
5			5		
6			6		
7			7		
8			8		
9			9		
10			10		
11			11		
12			12		
13			13		

Submitted by President or General Secretary of National Federation:
Name: _____ Position: _____

Signature & Seal: _____	Date: _____	Federation Seal
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Please complete and return this form NO LATER THAN 23 September 2016
to the Organizing Committee
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**The 10th
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DIVING TEAM SUMMARY

To be received no later than 23 September 2016

Country		Country Abbreviation			
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Federation	:	_____	Team Manager	:	_____
Phone	:	_____	Assistant Manager	:	_____
Fax	:	_____	Head Coach	:	_____
Officials	:	_____	Coach	:	_____
	:	_____	Coach	:	_____

MEN

WOMEN

Surname, First Name		Passport Number	Date of Birth	Surname, First Name		Passport Number	Date of Birth
1				1			
2				2			
3				3			
4				4			
5				5			
6				6			
7				7			
8				8			
9				9			
10				10			
11				11			
12				12			
13				13			

Submitted by President or General Secretary of National Federation:

Name:

Position:

Signature & Seal:

Date:

Federation Seal

Please complete and return this form NO LATER THAN 23 September 2016

to the Organizing Committee
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WATER POLO TEAM SUMMARY

To be received no later than 23 September 2016

Country		Country Abbreviation			
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Federation	:	_____	Team Manager	:	_____
Phone	:	_____	Assistant Manager	:	_____
Fax	:	_____	Head Coach	:	_____
Officials	:	_____	Coach	:	_____
	:	_____	Coach	:	_____

MEN

WOMEN

MEN			WOMEN		
Surname, First Name	Passport Number	Date of Birth	Surname, First Name	Passport Number	Date of Birth
1			1		
2			2		
3			3		
4			4		
5			5		
6			6		
7			7		
8			8		
9			9		
10			10		
11			11		
12			12		
13			13		

Submitted by President or General Secretary of National Federation:

Name:

Position:

Signature & Seal:

Date:

_____|_____|_____

Federation Seal

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SYNCHRONISED SWIMMING TEAM SUMMARY

To be received no later than 23 September 2016

Country		Country Abbreviation			
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Federation	:	_____	Team Manager	:	_____
Phone	:	_____	Assistant Manager	:	_____
Fax	:	_____	Head Coach	:	_____
Officials	:	_____	Coach	:	_____
	:	_____	Coach	:	_____

GIRLS

Surname, First Name		Passport Number	Date of Birth	Surname, First Name		Passport Number	Date of Birth
1				14			
2				15			
3				16			
4				17			
5				18			
6				19			
7				20			
8				21			
9				22			
10				23			
11				24			
12				25			
13				26			

Submitted by President or General Secretary of National Federation:
Name: _____ Position: _____

Signature & Seal: _____	Date: _____	Federation Seal
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SWIMMING FINAL ENTRY

To be received no later than 14 October 2016

Country		Country Abbreviation			
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No.	Surname, First Name	M/W	Freestyle						Breaststroke			Backstroke			Butterfly			Indv. Medley		Free Relay		Medley Relay	
			50	100	200	400	800	1500	50	100	200	50	100	200	50	100	200	200	400	4x100	4x200	4x100	
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							

Submitted by President or General Secretary of National Federation:

Name:	Position:	Signature:	Date:	Federation Seal
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Please complete and return this form NO LATER THAN 14 October 2016 to the Organizing Committee
E-mail: oc@asc2016tokyo.org



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DIVING FINAL ENTRY

To be received no later than 14 October 2016

Country		Country Abbreviation			
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No.	Surname, First Name	Passport Number	M/W	Syn 3M	Syn 10M	3M	10M
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Submitted by President or General Secretary of National Federation:

Name:

Position:

Signature & Seal:

Date:

_____|_____|_____

Federation Seal

Please complete and return this form NO LATER THAN 14 October 2016

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WATER POLO FINAL ENTRY

To be received no later than 14 October 2016

Country		Country Abbreviation			
---------	--	----------------------	--	--	--

Federation	:	_____	Team Manager	:	_____
Phone	:	_____	Assistant Manager	:	_____
Fax	:	_____	Head Coach	:	_____
Officials	:	_____	Coach	:	_____
	:	_____	Coach	:	_____

MEN

WOMEN

MEN			WOMEN		
Surname, First Name	Passport Number	Date of Birth	Surname, First Name	Passport Number	Date of Birth
1			1		
2			2		
3			3		
4			4		
5			5		
6			6		
7			7		
8			8		
9			9		
10			10		
11			11		
12			12		
13			13		

Submitted by President or General Secretary of National Federation:
Name: _____ Position: _____

Signature & Seal: _____	Date: _____	Federation Seal
_____	_____	

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SYNCHRONISED SWIMMING FINAL ENTRY

To be received no later than 14 October 2016

Country		Country Abbreviation			
---------	--	----------------------	--	--	--

No.	Surname, First Name	Solo Tech.	Solo Free	Duet Tech.	Duet Free	Team Tech.	Team Free	Comb.	High.
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

Submitted by President or General Secretary of National Federation:

Name:

Position:

Signature & Seal:

Date:

_____|_____|_____

Federation Seal

Please complete and return this form NO LATER THAN 14 October 2016
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The 10th Asian Swimming Championships 2016 Tokyo, JAPAN 14-20 November 2016



HOTEL RESERVATION

To be received no later than 23 September 2016

Disciplines

Swimming

Diving

Water Polo

Synchronised Swimming

Country		Country Abbreviation	
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ROOMING LIST

	Name	Gender	Nationality	Function	In	Out	Room Type
	Surname / Given Name	M or F		Coach, Athlete..	dd-mm	dd-mm	SGL/TWN*
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

*For twin rooms, please indicate the pairs with numbers. Ex: TWN1, TWN2 ...

Submitted by President or General Secretary of National Federation:

Name:

Position:

Signature & Seal:

Date:

_____|_____|_____

Federation Seal

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VISA FORM

(Please also attached a color passport copy)

Please send to OC as soon as possible, and not later than 23 September 2016

No	Surname, First Name <small>(ENG and Chinese characters if applicable)</small>	Gender	Date of Birth <small>(MM/DD/YYYY)</small>	Age	Nationality	Affiliation <small>(Name of federation, etc.)</small>	Position <small>(athlete, coach, official, etc.)</small>	Date of arrival and departure of Japan with flight No.	Federation Phone Number and e-mail
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Submitted by President or General Secretary of National Federation:

Name:

Position:

Signature:

Date:

Federation Seal

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