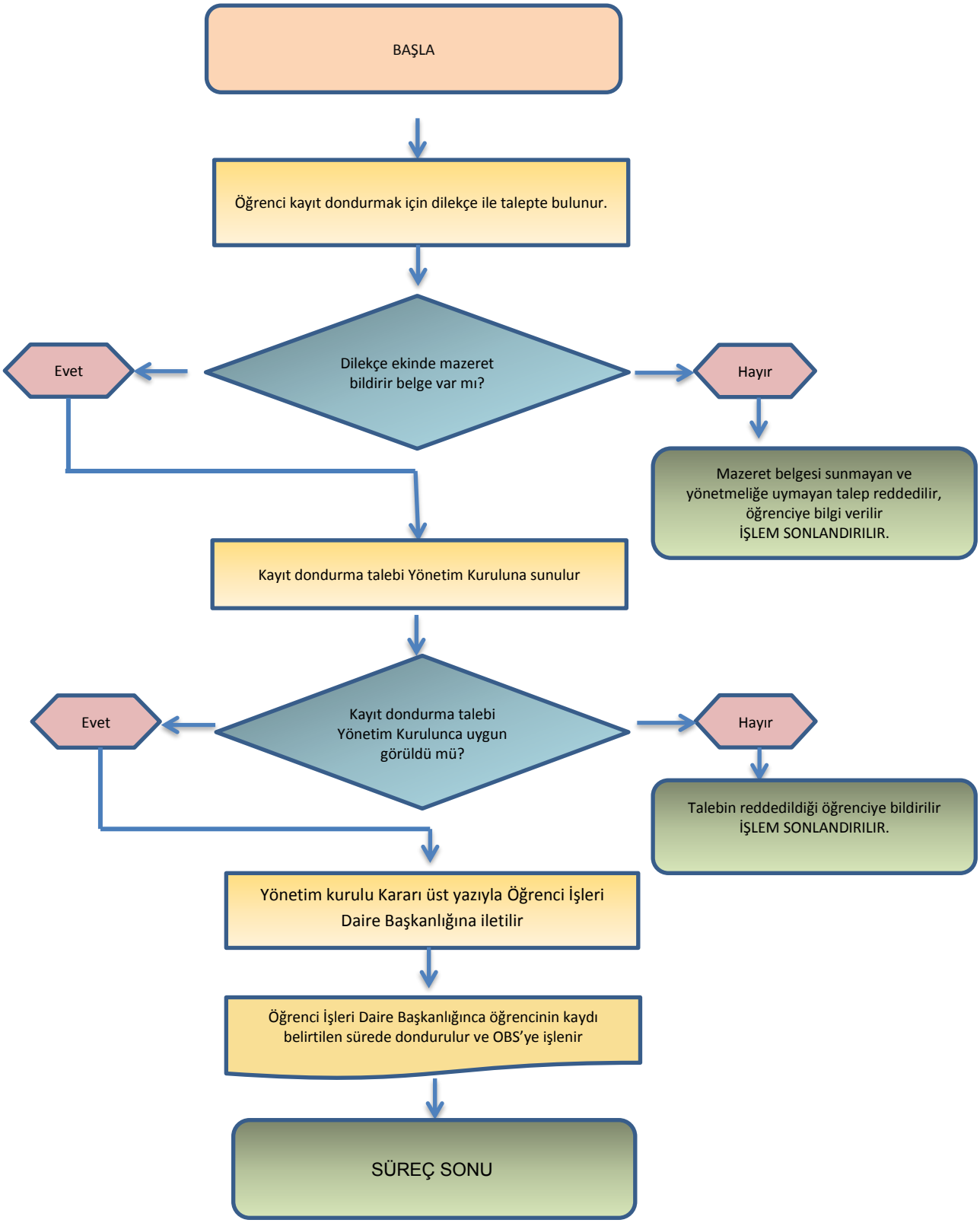KAYIT DONDURMA İŞLEMLERİ