

# Loan/Line of credit application

## Application checklists and addendums

Please select and complete one of the following checklists to assist us with processing your application. Mark the checkbox for the checklist you use for your application. All of the following information must be included with your application submission: 1) the completed and executed application (include all pages of the document, including this page), 2) the completed checklist you selected, and 3) all information/supporting documents required in the checklist. Additional documents may be requested.

- [Click here to download the Business Loan/Line of Credit/Credit Card Application Checklist \(Use for non-Agricultural requests\)](#)
- [Click here to download the Agricultural Lending/Business Credit Card Application Checklist](#)

Please select and complete the following Business Credit Card Addendum only if you wish to apply for a business credit card product along with a business loan/line of credit product. If you only wish to apply for a business credit card product, you must complete a Business Credit Card Application.

- [Click here to download the Business Credit Card Addendum](#) - **Please mark the checkbox, click the link to download the addendum, and submit the completed addendum with your application submission.**

### FOR INTERNAL USE ONLY - SECTION MUST BE COMPLETED PRIOR TO SUBMISSION.

**All applications must be submitted for processing on the date the application is received from the applicant.**

**All Applicant and Guarantor signatures must be completed prior to submitting.**

Promotion/Campaign Code

Submitting Banker name

Date application received from applicant

Submitting Banker phone number

Segment (Retail, Business Banking, Premier, Private Bank)

BUC number

**Please submit for underwriting by e-mailing application and all required documentation to [BPLC.DealSubmission@bmo.com](mailto:BPLC.DealSubmission@bmo.com).**



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# Application

Please complete section A **or** section B below.

## A. Standard Credit Request

**Line of Credit\***    **Standalone Letter of Credit (cash secured)**    **Small Business Administration (SBA)\*\***    **Settlement Line** (required for ACH or Currency)

Amount requested

\$

Primary purpose of line of credit

**Term Loan**    **Commercial Mortgage - Owner-Occupied Real Estate**    **Small Business Administration (SBA)**    **Construction Loan (Minimum Amount of \$500,000)\***

Amount requested (Minimum amount of \$100,001)

\$

Term of loan

Primary purpose of loan

\* Business applicants approved for a line of credit must have a BMO Harris business checking account or a BMO Harris personal checking account (if a sole proprietor) opened before loan closing. For a Committed Line of Credit (\$100,000 - \$1,000,000) or Construction Loan (\$500,000 - \$1,000,000), borrower must maintain a 12-month average deposit balance of  $\geq$  \$250,000.

\*\* Small Business Administration (SBA) Line of Credit (Minimum amount of \$100,001).

## B. Specialty Programs Credit Request

Applicant must also complete, sign and submit the Special Purpose Credit Program consent form with this application. [Click here to access the form.](#)

**Line of Credit\* (Total bank exposure cannot exceed \$50,000)**

Amount requested

\$

Primary purpose of line of credit

**Eligibility Criteria:** By checking the box(es) below, the business applicant certifies that

1. At least fifty-one percent (51%) of the business is owned and controlled by individuals that self-identify as Black or Latinx and/or Women and/or Native American (American Indian, Alaska Native or Native Hawaiian).
2. The business must (i) provide a Certificate of Good Standing from one of the 50 U.S. states, Washington D.C., or a tribal nation with legal code for establishing business entities or corporations\*\* and (ii) have a physical business presence (or in the instance where a business has no physical location, a mailing address for their headquarters) located in at least one of the following states: Arizona, Florida, Illinois, Indiana, Kansas, Minnesota, Missouri or Wisconsin.

Select all Specialty Programs that apply to the business applicant

**BMO for Black and Latinx Businesses** - I certify that the business applicant meets the eligibility criteria listed above.

**Women in Business** - I certify that the business applicant meets the eligibility criteria listed above.

**BMO for Native-Owned Businesses** - I certify that the business applicant meets the eligibility criteria listed above.

\*Business applicants approved for a line of credit must have a BMO Harris business checking account or a BMO Harris personal checking account (if a sole proprietor) opened before loan closing.

\*\*Sole proprietors and general partnerships may also apply for the programs.



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## Business Applicant information

Legal name of business \_\_\_\_\_

Address (Street address required, no P.O. Box) \_\_\_\_\_ Phone \_\_\_\_\_ Ext. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_

Email contact name \_\_\_\_\_

If applicable, please list all assumed business names under which the business does business. \_\_\_\_\_

Description of business \_\_\_\_\_ Tax Identification Number (TIN) \_\_\_\_\_

Date business established \_\_\_\_\_ Years under current ownership \_\_\_\_\_

Gross annual sales \_\_\_\_\_ Business net income before taxes \_\_\_\_\_  
 \$ \_\_\_\_\_ \$ \_\_\_\_\_

Requests with total borrower commitment up to \$50,000, please provide:  
 Interest expense \_\_\_\_\_  
 \$ \_\_\_\_\_

Depreciation expense \_\_\_\_\_  
 \$ \_\_\_\_\_

Business bank name \_\_\_\_\_ Non-BMO Harris total deposit balance \_\_\_\_\_  
 \$ \_\_\_\_\_

Amount of Non-BMO Harris total deposit balance you are moving to BMO Harris \_\_\_\_\_  
 \$ \_\_\_\_\_

### Type of business entity:

- Sole proprietorship       Corporation       Limited liability partnership  
 General partnership       Limited liability company       Non-profit  
 S corporation       Limited partnership       Other: \_\_\_\_\_

### Business applicant debt (include all term loans, credit lines, commercial mortgages, credit cards used for business, etc. Use attachments if necessary):

Bank/Creditor	Type of loan <input type="checkbox"/> Term <input type="checkbox"/> Line	Current balance \$	Amount of line or original loan balance \$	Monthly payment \$	Type of collateral	Do you plan to pay off this debt with proceeds from this application? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> Term <input type="checkbox"/> Line	\$ _____	\$ _____	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> Term <input type="checkbox"/> Line	\$ _____	\$ _____	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> Term <input type="checkbox"/> Line	\$ _____	\$ _____	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> Term <input type="checkbox"/> Line	\$ _____	\$ _____	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> Term <input type="checkbox"/> Line	\$ _____	\$ _____	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> Term <input type="checkbox"/> Line	\$ _____	\$ _____	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> Term <input type="checkbox"/> Line	\$ _____	\$ _____	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Non-profit information only

Check box if applicable:  Control Prong<sup>1</sup> (Identify only one individual)

Authorized signer name \_\_\_\_\_

Authorized signer Social Security Number \_\_\_\_\_

Address (Street address required, no P.O. Box) \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Identification number \_\_\_\_\_ Identification type (Driver's license / State I.D.) \_\_\_\_\_

State of issuance \_\_\_\_\_ Expiration date \_\_\_\_\_ Date of issuance \_\_\_\_\_

Occupation \_\_\_\_\_

Date of Birth (MM/DD/YYYY) \_\_\_\_\_

Key leader(s) \_\_\_\_\_

Time with organization \_\_\_\_\_ Are you affiliated with a national or parent entity?  
 Yes  No

Number of donors or giving units \_\_\_\_\_

Total contribution for top 3 donors or giving units  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

<sup>1</sup> Control Prong: An individual with significant responsibility for managing the legal entity customer (e.g., a Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, or Treasurer)



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## Owner/Guarantor Information (If more than one Owner intends to act as Guarantor, use additional copies of this page to complete the information section and signature)

Please provide the following information on the individual or business who owns 25% or more of the business and will act as guarantor. Please enter your legal name as it appears on your unexpired Driver's License or state issued ID.

**Owner/Guarantor** Check box if applicable:  Control Prong<sup>1</sup> (Identify only one individual)

Business name (applicable only if a business other than the borrower will serve as guarantor)

First name M.I. Last name

Social Security Number/TIN Date of birth % Ownership

Residential address (Physical street address required)

City State Zip

Home phone Cell phone

Occupation

Identification number Identification type (Driver's license / State ID)

State of issuance Expiration date Date of issuance

Monthly mortgage Monthly rent Total other monthly payments

\$ \$ \$

Annual real estate taxes and insurance Non-BMO Harris total deposit balance  
(if included in the monthly payment mark "INC")

\$ \$

Amount of Non-BMO Harris total deposit balance you are moving to BMO Harris

\$

For Owner/Guarantor(s) residing in Arizona or Wisconsin, please check box if married  yes  no  
Spouse's name

Ownership Prong<sup>2</sup>

### Personal income and financial statement

Annual salary from business for last year (from last tax return)

\$

Other household income Source(s)\*

\$

Total income

\$

\* Please describe source of other income. Alimony, child support or separate maintenance income need not be revealed if you do not wish to have it considered.

1. Cash and equivalents \$

2. Investable assets \$

3. Retirement accounts \$

4. Residential real estate \$

5. Other assets \$

6. Total assets (add lines 1, 2, 3, 4 and 5) \$

7. Credit cards \$

8. Mortgages \$

9. Other liabilities \$

10. Total liabilities (add lines 7, 8 and 9) \$

11. Net worth (subtract line 10 from 6) \$

## Guaranty

A Guaranty must be signed by one individual or business that owns 25% or more ownership in the business or any individual or business that voluntarily agrees to guaranty the obligations of the Business to BMO.

The undersigned Guarantor(s) agrees that the Bank in its discretion may obtain a credit bureau report on the Guarantor(s) in order to evaluate the Guarantor's credit worthiness and ability to meet its obligations to the Bank and subsequently for any future purposes in connection with existing or contemplated extensions of credit to the Borrower, to the Guarantor(s) or to any other entity in which the Guarantor(s) is or is expected to be a guarantor, owner, director, manager or officer. The Guarantor also agrees that the Bank may exchange information about the Guarantor and its obligations under this Application with Guarantor references, other businesses (including affiliates of the Bank), any other Guarantor, and credit reporting agencies and may confirm any information provided by the Guarantor from any source it deems necessary or appropriate. Receipt of an executed signature page to this Application by facsimile or other electronic transmission shall constitute effective delivery thereof. Electronic records of the executed Application maintained by the Bank shall be deemed originals thereof.

**Guarantor's signature required** (applicable only for the Business or individuals that will serve as Guarantor)

Print business name (applicable only if a business other than the borrower will serve as guarantor)

Print first name M.I. Last name

**Guarantor's signature** (To be signed by the individual named above in the Owner/Guarantor section.)

x

Title (if applicable)

Date



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## Additional Owner Information

Please provide the following information on all other individuals or businesses who own 25% or more of the business and will not act as Guarantor. If more than three owners, use additional copies of this page to complete the information section. Please enter your legal name as it appears on your unexpired Driver's License or state issued ID.

**Owner 1** Check box if applicable:  Control Prong<sup>1</sup> (Identify only one individual)

Business name (applicable for any business that is a 25% or more Owner)

First name	M.I.	Last name		
Social Security Number/TIN			Date of birth	% Ownership
Residential address (Physical street address required)				
City	State	Zip		

Ownership Prong<sup>2</sup>

Home phone

Cell phone

Occupation

Identification number

Identification type (Driver's license / State ID)

State of issuance

Expiration date

Date of issuance

**Owner 2** Check box if applicable:  Control Prong<sup>1</sup> (Identify only one individual)

Business name (applicable for any business that is a 25% or more Owner)

First name	M.I.	Last name		
Social Security Number/TIN			Date of birth	% Ownership
Residential address (Physical street address required)				
City	State	Zip		

Ownership Prong<sup>2</sup>

Home phone

Cell phone

Occupation

Identification number

Identification type (Driver's license / State ID)

State of issuance

Expiration date

Date of issuance

**Owner 3** Check box if applicable:  Control Prong<sup>1</sup> (Identify only one individual)

Business name (applicable for any business that is a 25% or more Owner)

First name	M.I.	Last name		
Social Security Number/TIN			Date of birth	% Ownership
Residential address (Physical street address required)				
City	State	Zip		

Ownership Prong<sup>2</sup>

Home phone

Cell phone

Occupation

Identification number

Identification type (Driver's license / State ID)

State of issuance

Expiration date

Date of issuance

<sup>1</sup> Control Prong: An individual with significant responsibility for managing the legal entity customer (e.g., a Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, or Treasurer).

<sup>2</sup> Ownership Prong: Each individual, if any, who owns, directly or indirectly, 25% or more of the equity interests of the legal entity customer (e.g., natural person that owns 25% or more of the shares of a corporation).

## Collateral information

Is the credit request for a line of credit where the total borrower commitment including the credit request is \$100,000 or less? If so, no collateral is required.

Yes  No

If you selected "No" for the above question, please describe the collateral in which you will grant BMO Harris Bank a security interest.

**All business assets** (includes accounts receivable, inventory assets and equipment assets), including but not limited to:

Net accounts receivable (excluding 91+days and receivables due from a related company)	Date	Net equipment assets	Date	Net inventory assets	Date
\$		\$		\$	

**Real estate**  Commercial property  Commercial Residential property (i.e. senior living facility)  Commercial Farm property

For Commercial Farm property (agricultural real estate), does any of the real estate being pledged include borrower's primary residence?  Yes  No

Do you have a mortgage on the property?  Yes  No If yes, name of mortgage holder(s)

Purchase date	Purchase price	Outstanding balance	Monthly payment	Principal and interest	Taxes and insurance	Association fees	Est. current value
	\$	\$	\$	\$	\$	\$	\$
Address				City	State	Zip	
Real Estate PIN		In whose name is title held?			Your relationship to title holder		

**BMO Harris certificates of deposit and savings account**

Name of registered owner	Value	Date	BMO Harris account number
	\$		

**BMO Harris marketable securities** (Option only applicable for marketable securities held at BMO Harris. Retirement accounts are not eligible.):

Name of security	Value	Date	Name of registered owner	Investment account number
	\$			

## Other collateral options:

**Vehicle** (please provide copy of invoice if applicable):

Year	Make	Model	Purchase price	Title holder's name	<input type="checkbox"/> New <input type="checkbox"/> Used <input type="checkbox"/> Purchase <input type="checkbox"/> Refinance
			\$		

**Equipment** (please provide copy of invoice if applicable):

Year	Make	Model	Purchase price	Title holder's name	<input type="checkbox"/> New <input type="checkbox"/> Used <input type="checkbox"/> Purchase <input type="checkbox"/> Refinance
			\$		

Year	Make	Model	Purchase price	Title holder's name	<input type="checkbox"/> New <input type="checkbox"/> Used <input type="checkbox"/> Purchase <input type="checkbox"/> Refinance
			\$		

**All farm assets** (including but not limited to growing crops, grain, feed, accounts receivable, equipment, livestock). Please detail, attach additional sheets if necessary.

Asset	Value
	\$
	\$

## Disbursement Request and Authorization

Deposit loan proceeds to your BMO Harris checking account?

Yes  No

If yes, please provide checking account number:

If requesting a line of credit, do you want this linked to a BMO Harris checking account to provide Overdraft Protection?  Yes  No

If yes, please provide the checking account number:

## Loan/Line of credit repayment information

Automatic payments:  Yes  No\*

If yes, please provide the information below:

Depository bank name	Account number	Routing number (please provide a voided check or deposit slip)

\*Interest rates on loans/lines of credit without automatic payment from a BMO Harris business checking account or BMO Harris personal checking account (if a sole proprietor) account may be priced at a higher rate.



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## Agreements of applicant

"You" and "your" refer to the authorized person(s) signing this Application on behalf of the business. "Business" and "Applicant" refer to the business entity applying for a BMO Harris Loan and/or Line of Credit. "BMO Harris" and "Bank" refer to BMO Harris Bank N.A. or its affiliated bank that reviews the Application and offers a loan and/or line of credit to a qualified business. "Account" refers to the loan and/or line of credit approved by BMO Harris. On behalf of your business and its owners/officers/ partners, you represent and warrant that by signing this Application (1) you are an authorized representative of the business with authority to enter into contracts on behalf of the business; (2) you are authorized to enter into a credit agreement with BMO Harris and to borrow money and (3) if approved, each loan will be for a business or commercial purpose only. You certify that the information provided on the Application is accurate and complete. You agree to notify BMO Harris of any change to the information provided in this Application including beneficial ownership information (Control or Ownership Prongs) for renewable financial products during any renewal period. You authorize BMO Harris to verify information and obtain other information from credit reporting agencies and other third parties, including information about you, personally, and the Business that BMO Harris deems appropriate in considering the request for credit and subsequently any future purposes in connection with existing or contemplated extensions of credit to the Business, to you or to any entity in which you are an owner, director, manager or officer. You agree that any such information obtained by BMO Harris will remain the property of BMO Harris whether or not credit is extended. You agree that the Application may be considered by BMO Harris for other BMO Harris business credit products at BMO Harris' discretion. You also agree that BMO Harris may exchange information about you and your obligations under this Application with your references, other businesses, any Guarantor(s), and credit reporting agencies and may confirm any information provided by you. Receipt of an executed signature page to this Application by facsimile or other electronic transmission shall constitute effective delivery thereof. Electronic records of the executed Application maintained by the Bank shall be deemed originals thereof. Any obligation on the part of BMO Harris to enter into the BMO Harris Loan and/or Line of Credit with your Business is subject to BMO Harris' satisfactory completion of all of its credit and legal due diligence.

**BY SIGNING THIS APPLICATION, THE APPLICANT AUTHORIZES BMO HARRIS BANK N.A. TO DEDUCT OR WITHDRAW FUNDS FROM THE APPLICANT'S DEPOSIT ACCOUNT WITH BMO HARRIS BANK N.A. TO SATISFY (1) ALL AMOUNTS PAID BY BMO HARRIS BANK N.A. TO THIRD PARTIES DURING THE UNDERWRITING PROCESS REGARDLESS OF WHETHER ANY LOAN DOCUMENTS ARE ENTERED INTO BY THE APPLICANT AND THE BANK AND (2) ANY AMOUNTS OWING UNDER THE DISBURSEMENT REQUEST AND AUTHORIZATION FORM.**

**If Borrower is an Individual or Sole Proprietor, check one of the boxes below.** If Box B is checked below (showing intent to apply for a joint account), each co-applicant signs below and hereby affirms that they intend to apply for joint credit.

- A.  I am applying for an individual account in my own name and am relying on my own income or assets and not the income or assets of another person as the basis for repayment of the credit requested. If a Wisconsin or Arizona sole proprietor or individual, I am relying on my own income or assets and marital community property.
- B.  I am applying for a joint account or an account that another person and I will use.
- C.  I am applying for an individual account, but am relying on income from alimony, child support, or separate maintenance or on the income or assets of another person as the basis for repayment of the credit requested.

Each of the undersigned hereby acknowledges and agrees to the above statements and authorizations.

Please provide signatures for fields marked with an X (if applicable).

### Applicant's signature(s) required

Print business name (if applicant is a business)

\_\_\_\_\_

Title

\_\_\_\_\_

Print first name                      M.I.              Last name                      Date

\_\_\_\_\_

**Applicant's signature**

X \_\_\_\_\_

Title

\_\_\_\_\_

Print first name                      M.I.              Last name                      Date

\_\_\_\_\_

**Applicant's signature**

X \_\_\_\_\_



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## NOTICES

### Important information about procedures for opening a new account:

To help the government fight the funding of terrorism and money laundering activities, federal law (USA Patriot Act (Title III of Pub. L. 107 56 signed into law October 26, 2001)) requires all financial organizations to obtain, verify and record information that identifies each person who opens an account. When you open an account, we will ask for your name, address, date of birth and other information that will allow us to identify you. We may also ask you to provide a copy of your driver's license or other identifying documents. For each business or entity that opens an account, we will ask for your name, address and other information that will allow us to identify the entity. We may also ask you to provide a copy of your certificate of incorporation (or similar document) or other identifying documents. The information you provide in this form may be used to perform a credit check and verify your identity by using internal sources and third party vendors. If the requested information is not provided within 30 calendar days, the account will be subject to closure.

### Important notice if your loan or line of credit is to be secured by a first lien on a dwelling:

If your loan or line of credit is to be secured by a first lien on a residential structure that contains one to four units, we may order an appraisal to determine the property's value and charge you for this appraisal. We will promptly give you a copy of any appraisal, even if your loan does not close. You can pay for an additional appraisal for your own use at your own cost.

### Notice about sharing and use of personal information within the BMO Financial Group of Companies

BMO Harris Bank N.A. is providing this notice. BMO Harris Bank N.A. ("Lender") may share with its affiliates in the BMO Financial Group of Companies information about your transactions and experiences with Lender. You may not limit Lender's right to share your transaction or experience information with its affiliates. Lender may share with its affiliates in the BMO Financial Group of Companies information that you supply on account applications, such as your income, and information Lender receives from third parties about you, such as your credit score. You may instruct Lender not to share this information with its affiliates. You may limit Lender's affiliates, including brokerage, securities and investment advisory affiliates, from marketing their products and services to you based on personal information about you that they receive from Lender. This information includes your income, your account history, and your credit score. Your choice to limit marketing offers from Lender's affiliates will apply until you tell Lender to change your choice. State laws may give you additional rights to limit sharing. See below for more information on your rights under state laws. To instruct Lender that you do not want Lender to share certain information about you or to limit marketing offers to you from Lender's affiliates, you must contact Lender at 1-888-654-0063 or visit any BMO Harris Bank branch. Your choices will apply to you only unless you tell us otherwise.

The terms "you" and "your" means each Borrower and/or Guarantor who is an individual. The term "affiliates" means companies related to Lender by common ownership or control. These companies can be financial or non-financial companies. Lender's affiliates include companies with a Bank of Montreal or BMO name and financial companies such as BMO Harris Financial Advisors, Inc.

#### State Law Information

**For California Residents:** We will not share information we collect about you with companies outside of the BMO family of companies except with your authorization or as permitted by California law, such as to service your account. To authorize the sharing of this information, please call us toll-free at 1-888-654-0063. In addition, we will limit the sharing of information about you within the BMO family of companies to the extent required by California law.

If you are a California resident, to learn more about the personal information we collect, how it is used and stored, and what rights you may have under the California Consumer Privacy Act, you can review our policy at at <https://www.bmo.com/ccpanotice>.

**For Vermont Residents:** We will not disclose information about your creditworthiness to our affiliates and will not disclose your personal information, financial information, credit report, or health information to nonaffiliated third parties to market to you, other than as permitted by Vermont law, unless you authorize us to make those disclosures. Additional information concerning our privacy policies can be found at [www.bmoharris.com/us/about/privacy](http://www.bmoharris.com/us/about/privacy) or call us toll-free at 1-888-654-0063.

**For Nevada Residents:** Notice provided pursuant to state law. To be placed on our internal Do Not Call List, call 1-888-654-0063. For more on this Nevada law, contact Bureau of Consumer Protection, Office of the Nevada Attorney General, 555 E. Washington St., Suite 3900, Las Vegas, NV 89101. Phone number: 1-702-486-3132; email: [BCPINFO@ag.state.nv.us](mailto:BCPINFO@ag.state.nv.us).



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