K&L GATES

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The K&L Gates Experience.

The experience of a lifetime begins here. klgates.com/careers

HUMBLE ROOTS, HIGH ASPIRATIONS

K&L Gates is one of the largest firms in the world, but it did not start out that way. Over the course of the firm's strategic growth, we have remained mindful of what matters most-serving our clients and treating our people with respect, dignity and care. Here you will find a place where you can shine while being part of a team of highly respected professionals, where you will have access to the tools and resources to help you do your best work, where you will expand your horizons professionally and geographically, and where you will be inspired to make a positive difference for the common good.

While we steadfastly maintain the values of our humble roots, our aspirations to be a leading, global law firm are no less important. As our economic world becomes more closely connected, our size and footprint affords us the ability to provide the utmost value in counsel and representation to our clients.

EXPERIENCE K&L GATES

K&L Gates is a global community of entrepreneurs and self-starters. We are focused on innovation and collaboration, and are constantly striving for excellence in our client service and culture. We know that our firm is only as strong as the collective efforts of our people. By experiencing K&L Gates, you will thrive in a dynamic legal landscape where we invest in your career path and talent development. With a global presence and lawyers with top-tier skills in a multitude of practice areas, K&L Gates is truly a one-of-a-kind firm at which to grow your career.

Hands-on Experience

We have nine practice areas across the firm. As part of your clerkship you will complete rotations within at least one of the nine practice areas. In your graduate year, you will experience multiple practice areas across three rotations. You will be embedded into the practice areas and be involved in real legal work right from the start, giving you in-depth experience and real insight into life as a corporate lawyer at K&L Gates.

Formal Training Program

In conjunction with on-the-job experience, we provide formal training. On day one, you will receive an in-depth induction to the firm as well as training on relevant IT systems, followed by on-going training sessions over

the course of your clerkship and graduate program. These sessions have been designed to develop your legal knowledge and business skills, as well as to give you a broader insight into the various areas of law in which we practise.

Team Approach

We truly believe that working together is better. Your supervisor and buddy will help you settle in and you will work closely with the partners, special counsel, senior associates and lawyers in your team. You will be provided with opportunities to build strong relationships, both within your team and the wider firm network. We provide and encourage a collaborative environment in which you can develop and thrive.

Our Core Practice Areas



Asset Management and Investment Funds



Corporate



Energy, Infrastructure, and Resources



Intellectual Property

Finance

Labor, Employment, and Workplace Safety



Litigation and Dispute Resolution

Policy and Regulatory



Real Estate

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ASSET MANAGEMENT AND INVESTMENT FUNDS

Based in Sydney and Melbourne, K&L Gates Asset Management and Investment Funds lawyers advise Australian and global investment managers and institutions, financial advisers, superannuation fund trustees and financial services intermediaries on all aspects of investment management and financial services regulation and compliance. Sub areas cover:

- Superannuation
- FinTech and RegTech
- Wealth Management
- Investment Funds Management
- Financial Products
- Anti-Money Laundering Compliance

Working as a Clerk, You Will Undertake Tasks, Including:

- Respond to instructions from funds, investment managers, FinTechs
- Review various constitutional or transactional documents (eg Trust Deed)
- Research regulators' updated rules (ASIC, APRA, AUSTRAC)
- Apply relevant financial services licences for domestic and international clients

For Clients Including:

- Australian superannuation funds
- Global and local funds managers
- Large financial advice organisations
- FinTech companies or start-ups

Ella Richards Worked as a Graduate – Here is Their Highlight

The team is a really dynamic and interesting team to gain exposure in as a clerk. Each day is different and you get to work on matters that cover areas such as crypto, fintech, e-payments, credit, insurance, and a lots of nuanced queries relating to funds. Not to mention – the people in the team are 10/10 and create a very fun daily work environment!

Kithmin Ranamukhaarachchi Worked as a Graduate – Here is Their Highlight

During my rotation, I got exposure to a vast array of tasks, from answering client questions about funds regulation, to preparing submissions to Treasury on CDR. This included cross-border advice for both domestic and foreign funds concerned about compliance matters such as sanctions, licensing, marketing and corporations law.

CORPORATE

The Australian Corporate team at K&L Gates covers the full breadth of corporate and commercial law from business structuring, M&A and capital raisings through to high value projects and tax issues. The group's main focus area is on the mid-market as clients are more inclined to undertake complex and high value work. They represent start-ups through to large cap public and private companies and state-owned enterprises. Specific areas in the Corporate group handle include: corporate/M&A, corporate contracting, capital markets, technology, media and telecoms (TMT) and tax.

Working as a Clerk, You Will Undertake Tasks, Including:

- M&A / Capital Markets due diligence, client meetings, drafting corporate documents/forms and research on Corporations Act or ASX listing rules and guidelines
- M&A (health regulatory) reviewing commercial contracts and licences, drafting advice to clients and conducting research into the regulatory framework
- Technology transactions and data protection – reviewing software implementation and software licence agreements, due diligence, taking notes in negotiations, research and drafting advice to clients. Including, the drafting of privacy policies and collection statements, pitches, regulator notifications and notifications to affected individuals where there is a data breach

For Clients Including:

- M&A / Capital Markets cross industry with recent work in Fintech, Medtech, private equity/investment groups, professional services, agriculture and mining
- M&A (health regulatory) public and private health service providers, aged care and retirement living providers, private health insurers, along with pharmaceutical, medical device and biotechnology companies
- Technology transactions and data protection – cross industry with work in energy, fintech, oil and gas, health, telco, education and government sectors

Rami Maserow Worked as a Graduate – Here is Their Highlight

• Phad the opportunity to work closely on a founder-led Initial Public Offering (IPO) for a market leader in the audio-visual communications space. From attending meetings with the due diligence committee to drafting sections of the prospectus, the journey to the IPO was in equal parts exhilarating and challenging. We provided corporate, employment, intellectual property, real estate and technology / data advice to the client for their IPO, showcasing the breadth of services offered by K&L Gates.

ENERGY, INFRASTRUCTURE, AND RESOURCES

K&L Gates Australian Energy, Infrastructure & Resources (EIR) group primarily focuses on the renewable energy and infrastructure industry domestically and provides support to our global practice.

The work the lawyers undertake in the EIR team varies by each project and involves elements of corporate/commercial and transactional work, project financing, property, environment & planning and disputes.

Working as a Clerk, You Will Undertake Tasks, Including:

- Drafting and reviewing various agreements
- Attending client meetings
- Conducting legal and industry research

For Clients Including:

- Renewable energy developers and contractors
- Electricity generators, distributors and retailers
- Large construction and infrastructure companies

Emily Thompson Worked as a Graduate – Here is Their Highlight

• Thad the incredible opportunity to be involved in the completion of the Gunnedah and Suntop Solar Projects – the largest project financed solar project in Australia for 2020. Being involved in the final stages allowed me to see how all the pieces of a large and complex project come together, while being exposed to a variety of different types of legal documents and principles, and work with the client, financiers and other K&L Gates teams.

Jessie Sun Worked as a Graduate – Here is Their Highlight

I had the chance to work on various matters across the renewables industry, including wind and solar, as well as social infrastructure projects allowing me to develop a variety of legal skills. I also had the unique opportunity to represent the firm while undertaking a secondment with a major client of the team. This allowed me to work directly with the client and their in-house legal team and be responsive to their needs.



K&L Gates' Finance group acts for lenders, borrowers, creditors, debtors, liquidators, trustees and other participants from a diverse range of industries including government, financial services, professional services, retail, manufacturing, transportation, logistics, agriculture, aviation and health care.

The banking sub-group acts for clients in relation to a diverse range of secured and unsecured lending transactions, including acquisition finance, asset-based finance, commodity finance, corporate finance and equipment leasing. The restructuring and insolvency sub-group acts for clients in relation to restructuring negotiations and personal and corporate insolvency appointments. This sub-group also engages in significant commercial litigation, including debt recovery, asset preservation, security enforcement, voidable transactions, banking disputes and tax fraud.

Working as a Clerk, You Will Undertake Tasks, Including:

- Drafting completion checklists, transaction documents, court documents, deeds of settlement, letters of advice and other correspondence
- Observing client meetings, mediations and court hearings
- Undertaking and presenting research on novel points of law
- Assessing various risks and conducting due diligence

For Clients Including:

- Various financiers, including three of the four major banks in Australia
- Various insolvency accountants, including three of the four major professional services firms in Australia
- Listed and unlisted companies
- Australian Taxation Office

Avy Lim Worked as a Graduate – Here is Their Highlight

I was entrusted with a good level of responsibility on various matters whilst receiving great support, guidance and feedback directly from the partner. My experience ranged from conducting due diligence to liaising directly with clients and drafting complex transactional documents (eg. loan agreement, intercreditor deed etc). No two days are the same, which makes it exciting! As it is a very busy team, you will get plenty of "hands on" experience, especially with drafting which was my favourite.



INTELLECTUAL PROPERTY

K&L Gates' Intellectual Property (IP) practice is a robust full market practice – with lawyers, trade mark attorneys and patent attorneys who work with regional, national and international brands.

In Australia, we have a comprehensive full IP service offering unlike many other law firms in this area. Our IP group is able to cover all aspects of IP law from idea generation and protection through to prosecution across international markets.

Our Australian Intellectual Property (IP) practice group focuses on commercial IP (trade mark and copyright licencing, lifecycle management), patent litigation and IP litigation, covering:

- IP and brand protection and enforcement (confidential information, patents)
- Global management of trade marks, copyright and domain names for large corporates
- Domain names

Working as a Clerk, You Will Undertake Tasks, Including:

- Research into court rules, case law and legislation
- Assisting in the preparation of evidence and discovery
- Attending hearings and conferences to observe
- Drafting correspondence and legal documents

- Drafting and filing trade mark applications, trade mark opposition documents, and design applications
- Conducting trade mark clearance searches
- Responding to examiner's reports

For Clients Including:

 The team advised clients across a range of industries such as fashion, building / construction, sport, software / technology, life sciences (which includes pharmaceuticals, medical devices, genetics, biotech, and agribusiness/plant varietals) and higher education.

Phoebe Naylor Worked as a Graduate – Here is Their Highlight

As a graduate in the IP team, I enjoyed seeing the "real" use and impact of my work. One example was seeing research I had undertaken being presented by Counsel in a Supreme Court hearing. I also enjoyed getting to dive into the broad range of industries that all have IP needs – from fashion, to finance, to life sciences and more.

LABOR, EMPLOYMENT, AND WORKPLACE SAFETY

K&L Gates' Australian Labour, Employment and Workplace Safety (LEWS) team is a full service national employment, industrial relations and work health and safety practice.

Offering services across the full spectrum of employment and industrial law extending across managing the individual employment relationship, collective bargaining and industrial disputes, handling anti-discrimination matters and assisting employers to respond to workplace safety incidents and prosecutions. We have significant litigation experience in disputes, unfair dismissal, adverse action and equal opportunity claims.

The Workplace Health & Safety (WHS) and regulatory expertise extends to preparing WHS and other regulatory policies and compliance programs, conducting in-house training, advising clients on their rights and responsibilities in the event that an incident occurs and liaising with the relevant safety regulator, police and coroner during investigations.

Working as a Clerk, You Will Undertake Tasks, Including:

- Drafting employment contracts, court documents and advice for clients
- Attending hearings, mediations and conciliations
- Conducting legal research

For Clients Including:

- Some of Australia's highest profile professional sporting clubs
- Large health sector organisations, including hospitals and research centres
- A wide variety of pro bono clients, including organisations involved in legal assistance for refugees and the social welfare of young people

Alyssia Totham Worked as a Graduate – Here is Their Highlight

As a graduate in the LEWS team, I had the opportunity to work on various matters ranging from preparing employment agreements for entertainment personalities to assisting in workplace misconduct investigations to preparing briefs to Counsel. I found the work to be quite varied and highly rewarding. It is a busy and social team, and it is an incredibly supportive environment to learn and grow.

LITIGATION AND DISPUTE RESOLUTION

K&L Gates Litigation & Dispute Resolution Group take on the full spectrum of disputes involving the most complex and difficult engagements. The team is experienced in contractual disputes, tort claims, regulatory investigations and prosecutions, construction and engineering-based disputes, joint venture disputes and defends consumer and shareholder class actions.

The group also conducts significant, complex, multi-party litigation in all Australian State and Federal courts and Tribunals as well as domestic and international arbitrations (ad hoc and institutional). Their team members are experienced in all forms of alternative dispute resolution including negotiation, mediation, expert determination and early neutral evaluation.

Working as a Clerk, You Will Undertake Tasks, Including:

- Drafting memos in respect of legal research
- Assisting team members with tasks such as discovery
- Drafting court documents including Affidavits and Subpoenas
- Reviewing records and drafting chronologies
- Shadowing team members to conferences, mediations and court
- Assist with drafting legal submissions

For Clients Including:

 The Victorian Managed Insurance Authority, Legal Practitioners Liability Committee, Crown Melbourne Limited, Cricket Australia, Porter Davis Homes and National Australia Bank

Karen Liu Worked as a Graduate – Here is Their Highlight

 Prepared for and attended mediations, instructed counsel for court appearances including for coronial inquests and civil proceedings and also conferred with witnesses to obtain evidence.

Kimberley wittner Worked as a Graduate – Here is Their Highlight

• Labsolutely loved my rotation through the commercial litigation team. I had the chance to work on various super interesting matters, to attend negotiations, mediations, and to go to court. The partners all do a variety of differing work and endeavour to get you involved in as many aspects of the practice as possible.

REAL ESTATE

K&L Gates Australian Real Estate Group adopts an integrated 'from concept to completion' approach to all aspects of real estate law, including transaction structuring, investment platforms, capital transactions, project management, major leasing, development and urban renewal.

Further, the team offers a full complement of both front and back end development and construction expertise throughout the lifecycle of a project (from initial project inception planning, through to tendering, tender evaluation, contract award, construction and operation). If disputes do arise, the team structures transactions to include robust dispute resolution mechanisms to manage and limit escalation of disputes to full blown litigation.

This team has extensive experience advising clients on planning and environment matters. This includes assisting clients to navigate complex planning regimes to optimise approval pathways and timeframes, successfully manage contamination issues and environmental risks including compliance with environmental protection and pollution control laws.

Working as a Clerk, You Will Undertake Tasks, Including:

- Drafting contracts of sale, lease agreements and other documents for a range of commercial and property developer clients
- Preparing court documents for litigious matters at VCAT and the Supreme Court

• Undertaking research for transactions and advice that has an interesting and topical planning or development focus

For Clients Including:

- Large property developers such as Hamton Property Group, Schiavello and Bensons Property Group
- Major corporations such as NAB, Telstra, Hancock Group and Orica
- Various local councils such as Manningham City and Ballarat City Councils

Milou Derks-Convery Worked as a Graduate – Here is Their Highlight

Working with the K&L Gates Real Estate teams in the other Australian states to prepare advice to a client about tenure options and requirements for researching and developing off-shore windfarms in Commonwealth and State waters. This was a fantastic opportunity to research and learn about an area of real estate law with which I was quite unfamiliar, and to engage with our colleagues around Australia.

OPPORTUNITIES



Clerkship Programs

As a law student in your penultimate year at university, a clerkship program is the ideal opportunity for you to experience firsthand what it is like to work as a lawyer in our firm. As a seasonal clerk you will be embedded into our practice areas and be involved in real legal work right from the start, giving you in-depth experience and providing real insight into life as a corporate lawyer at K&L Gates.

Not only will you get to experience what it is like to work in a global corporate law firm firsthand, you will have the chance to enjoy our down to earth culture we are known for. Clerks are encouraged to attend learning and development sessions, firm celebrations and other activities such as staff drinks and our regular pro-bono, community and charitable activities. There will also be opportunities to join in on some of the work our Diversity Committee does to create an inclusive, diverse and supportive working environment.

MELBOURNE

- 4 week clerkship program
- 2 intakes per year; 1 summer and 1 winter

SYDNEY

- 10 week clerkship program
- 1 intake per year over the summer

Clerkship dates and duration are subject to change, so visit klgates.com/careers for details relevant to your location.

OUR IDEAL CANDIDATE

Graduate Program

Our graduate program is designed to give you the technical capability and commercial context to succeed.

The program runs for 12 months, in which time you will complete three practice group rotations. You will be exposed to a variety of areas of corporate law in all your rotations.

Throughout the year you are supported by a buddy, supervisor and mentor. Partners and senior lawyers will support and guide you through each rotation and ensure you get the necessary development. Your buddy—a junior lawyer—will help you transition into your new role.

Your professional development program runs weekly. It combines Practical Legal Training (delivered in-house by the College of Law), with sessions presented by partners, lawyers, external presenters and our professional development team.

You will have many opportunities to be involved in an array of firm events and activities to match your interests, whether they be social, sporting, business or community-focused. K&L Gates is about more than practising law or making a living. It's about building something amazing—creating a legacy for you, the firm, our clients and the communities we serve.

We look to recruit well-rounded, talented people, to provide the opportunities and support for them to achieve their best. It sounds simple, and to us it is.

Our aim is to develop commercially orientated and entrepreneurial lawyers. Solid academic results are important but to be a future lawyer in our firm you need to demonstrate talent and skill in a variety of areas.

We are looking for smart, imaginative and hard-working people with diverse backgrounds, experiences and ideas to join us. Perhaps our search for talented visionaries and your search for important and impactful work lead to the same place.

THE APPLICATION PROCESS

The Application

Applications for our clerkship and graduate programs should be made online, via our website.

Applications should include a cover letter, CV and academic transcript. We will also ask you a few questions as part of our application process.

The Interview Process

You will experience a two stage interview process with us.

First Round Interview

Your first interview will be with one of our senior lawyers that are part of our recruitment team, as well as a member of our Human Resources team.

We accept clerkship and graduate applications in line with law society guidelines in the relevant state. Please visit klgates.com/ careers for application dates by office location. The first interview is our opportunity to get to know you and will expand on your application, your interest in K&L Gates and will be a chance for you to get to know us.

Second Round Interview

For Melbourne and Sydney applicants, the second interview is a group activity. You will work through a series of legal scenarios with a group of candidates and two members from our recruitment team.

The group interview is aimed at assessing your ability to demonstrate your analytical skills and to think critically and commercially as well as your teamwork skills (an essential skill for our lawyers!).

As part of our second interview, we host an information session, giving you another opportunity to meet our people and get to know more about life at K&L Gates.

For Brisbane and Perth applicants, you will either have a group activity or have a second round interview with a partner and special counsel or senior associate. This will take a similar format to your first interview but is another opportunity for you to meet people in different teams and to get to know the firm so be sure to ask the questions you really want the answers to.

Offers

Offers for a clerkship or graduate role will be made in accordance with the relevant state guidelines.

TIPS FOR SUCCESS



Application Tips

Your online application is your first opportunity to stand out. Take a look at the key attributes we look for in a clerk or graduate and tailor your application to showcase these.

If you don't have legal experience, don't make this a focus of your application. Instead, tell us how the experiences you have had would relate to a clerkship or graduate position at our firm. Remember, you gain and build on key skills through all aspects of your life, so be sure to include relevant work history, academic achievements and personal interests—these all make you!

Wondering how to demonstrate your commerciality? Remember, we are a corporate law firm, so tell us about your interests in commercial aspects of the world, such as in business or finance. Explain why you want to be a corporate lawyer and why are you interested in K&L Gates specifically. We understand you will be applying to other firms but make sure you tailor your application to show us why K&L Gates is the right place for you to start your legal career. Take a look at our website to find out who we are but don't just copy and paste from there—we know who we are, we want to know who YOU are. Before you submit your application, read it again, then again. Then, ask someone else to read it! Accuracy and attention to detail are key skills for a lawyer and you need to demonstrate this in your application. So make sure you correct any typos—or references to other firms!



First impressions really do count, so make sure you consider this when preparing for your interview. Double check the date, time and location of your interview and plan ahead—know where our offices are so you are on time. Not only is it a bad look to be late, you will feel far more relaxed and comfortable if you arrive in good time and are able to sit and gather your thoughts for a few minutes before your interview.

Know your CV and application form back to front. This forms the basis of our interview and we will ask you questions in relation to the information you submitted.

Most importantly be yourself. Be honest in your responses and don't be afraid to ask questions about us or the firm that are specific to what you are looking for in an employer.

K&L GATES AT A GLANCE

Globally Poised

K&L Gates is one of the largest law firms in the world with more than 40 offices located in key capital cities and world commercial and financial centres across five continents. Our broad platform offers clients local market knowledge and access to both national and international capabilities. With the combined talent, experience, and resources of nearly 1,800 lawyers, our global reach extends beyond our office locations to areas including Africa and India.

Truly Integrated

We may have many offices around the world, but we operate as one firm, united and without borders. Being a fully integrated firm, we seamlessly represent leading multinational corporations, growth and middle-market companies, capital market participants, and entrepreneurs in every major industry, as well as public sector entities, educational institutions, philanthropic organisations and individuals. Our robust set of multidisciplinary practice areas and services. combined with our collaborative culture, means our clients can confidently turn to us to guide them through nearly any legal issue with reliable service and a consistent experience.

Client Focused

In all we do, our objective is to provide nothing short of the utmost value to our clients by providing solutions to their legal and business needs. Our client-first approach is manifested firmwide—from matter management and pricing practices, to the technology and innovations we apply, to our deep industry and sector-specific knowledge across the key industries in which our clients operate—our clients' best interests are at the forefront of the decisions and investments we make.

Innovative

We strive to meet our clients at the critical cross-roads of their challenges and business needs to help them navigate the increasingly complex legal landscape. In today's dataheavy, fast-moving, and multijurisdictional environment, we understand the importance of being able to manage the growing volume of information at ever-increasing speeds. That's why we carefully invest in technology platforms, harness innovative techniques in processes and procedures, and create a culture of driving growth which enhances our efficiency and delivery of services, facilitates collaboration, and helps solve client problems.

Named to Australasian Lawyer's 2020 INNOVATIVE LAW FIRMS LIST

Socially Responsible

On top of our commitment to our clients and the legal profession, we are dedicated to working together for the common good. This core value is more than just rhetoric. Corporate social responsibility is more than a management imperative at K&L Gates, it's woven into the DNA of our firm.

Diversity and Inclusion

We are committed to creating a diverse and inclusive working environment. Our firm wide Diversity and Inclusion Committee focuses on increasing the representation of women in leadership roles, increasing the representation of Asian Australian lawyers and raising LGBTQ awareness and inclusion in the workplace. We are proud members of the Diversity Council of Australia, Pride in Diversity, Asian Australian Lawyers Association and Victorian Women Lawyers.

GLOBAL DAY OF SERVICE THE POWER OF GIVING BACK We share a vision for a just, equitable and reconciled Australia. To achieve that vision, we must engage in dialogue with Aboriginal and Torres Strait Islander peoples to understand how we can actively support reconciliation with Aboriginal and Torres Strait Islander peoples in our business activities and communities more broadly.

Framing our approach to the multifaceted tasks of reconciliation is our 2021-2023 Innovate Reconciliation Action Plan (RAP).

Pro Bono and Community Outreach

We actively encourage our lawyers to provide pro bono legal representation and to participate in other charitable, community, educational, and professional activities. Our annual Global Day of Service program helps to foster and strengthen connections across the firm's global platform and promote, recognise, and celebrate our commitment to community service around the world.

IN 2020 AND 2021, WE DEVOTED MORE THAN 90,000 HOURS TO PRO BONO CASES.

Thought Leaders

Our lawyers are thought leaders not only in the legal industry, but also in the industries they serve. We immerse ourselves in burgeoning areas and technologies that are reshaping the world such as data privacy, social media, blockchain, and artificial intelligence. Legal insights, client alerts, blogs, podcasts, videos, and on-demand CLE are regularly updated and readily available on our website.

Named "Law Firm of the Year" RECOGNIZING THE FIRM THAT HAS MOST SUCCESSFULLY REIMAGINED THE WAY THEY SERVE THEIR CLIENTS—in the Legal workflow software company Litera 2020 Changing Lawyer Awards.



Follow Us









WHAT DOES THE K&L GATES EXPERIENCE MEAN FOR YOU?

It means you will experience an environment where you:

- » Are empowered to **DISCOVER** your career path on your terms.
- » Have access to exceptional tools and resources to help you **DEVELOP** your talents.
- » Can **THRIVE** and in a diverse and inclusive culture.

Our goal is to make working at K&L Gates the **experience of a lifetime**, if not for a lifetime.



gradaustralia https://gradaustralia.com.au/graduate-employers/kl-gates

K&L Gates is a fully integrated global law firm with lawyers and policy professionals located across five continents. For more information about K&L Gates or its locations, practices, and registrations, visit klgates.com.

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