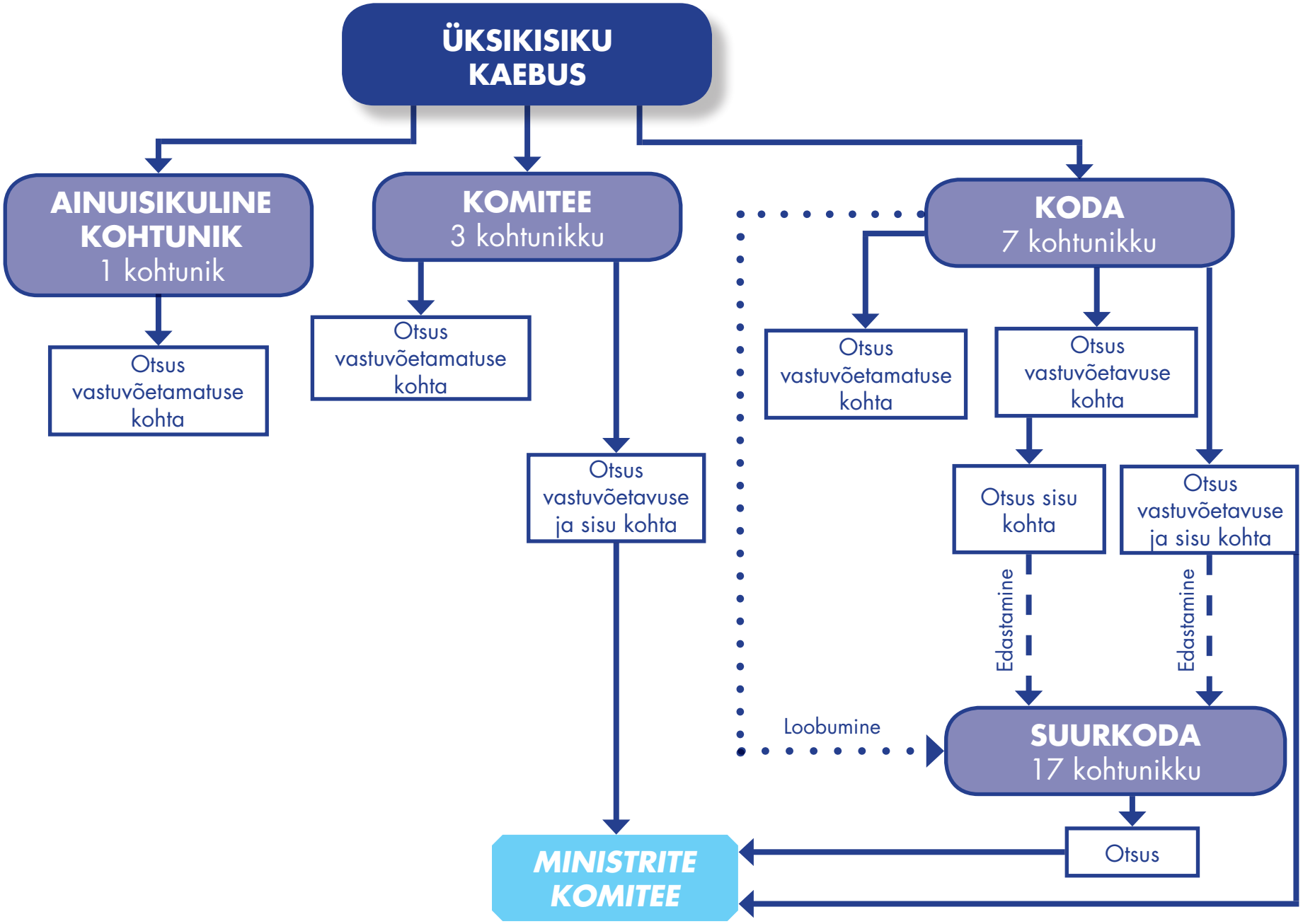Kaebuse menetlemise lihtsustatud skeem