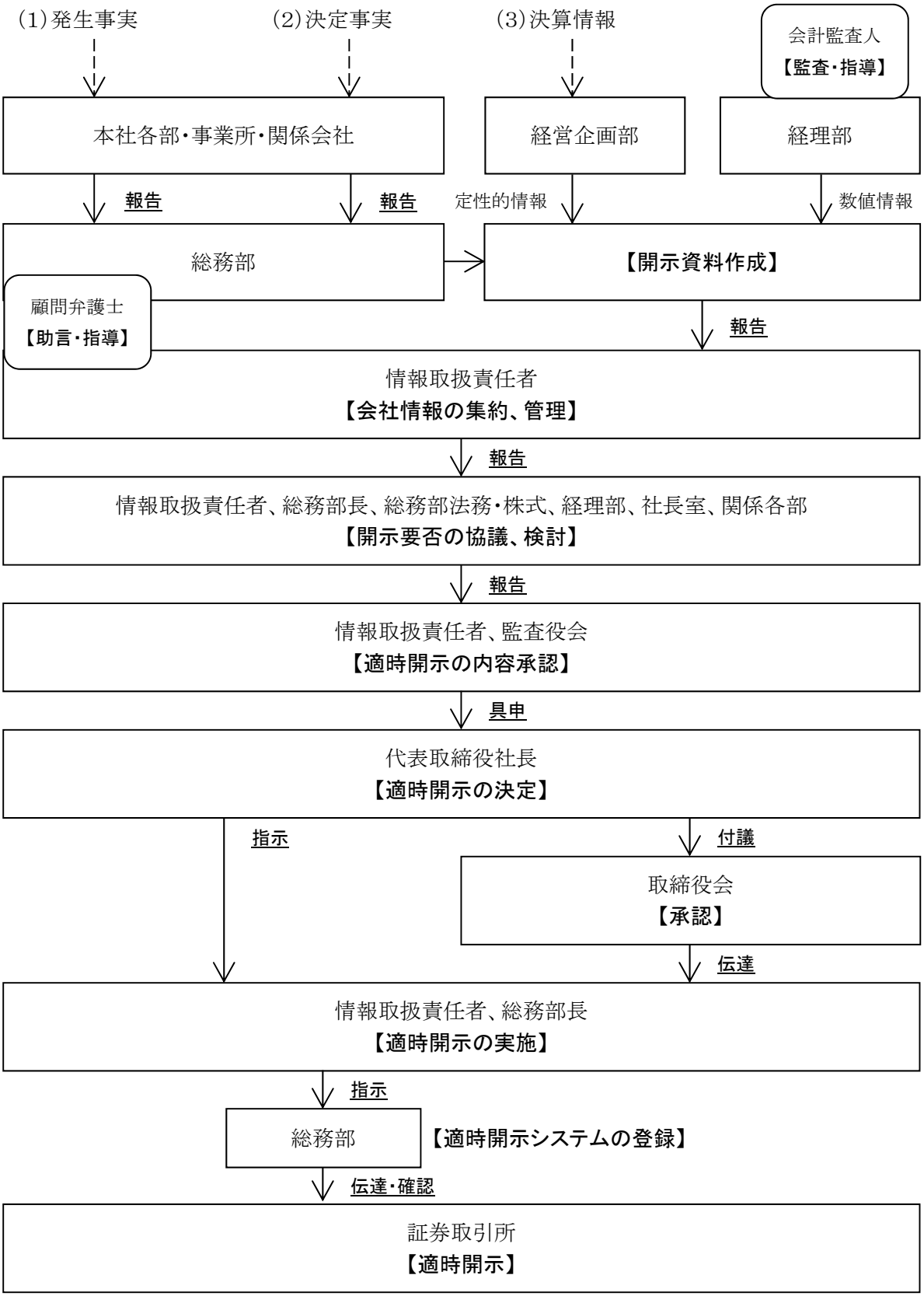重要な社内情報の開示に係る社内体制の概要