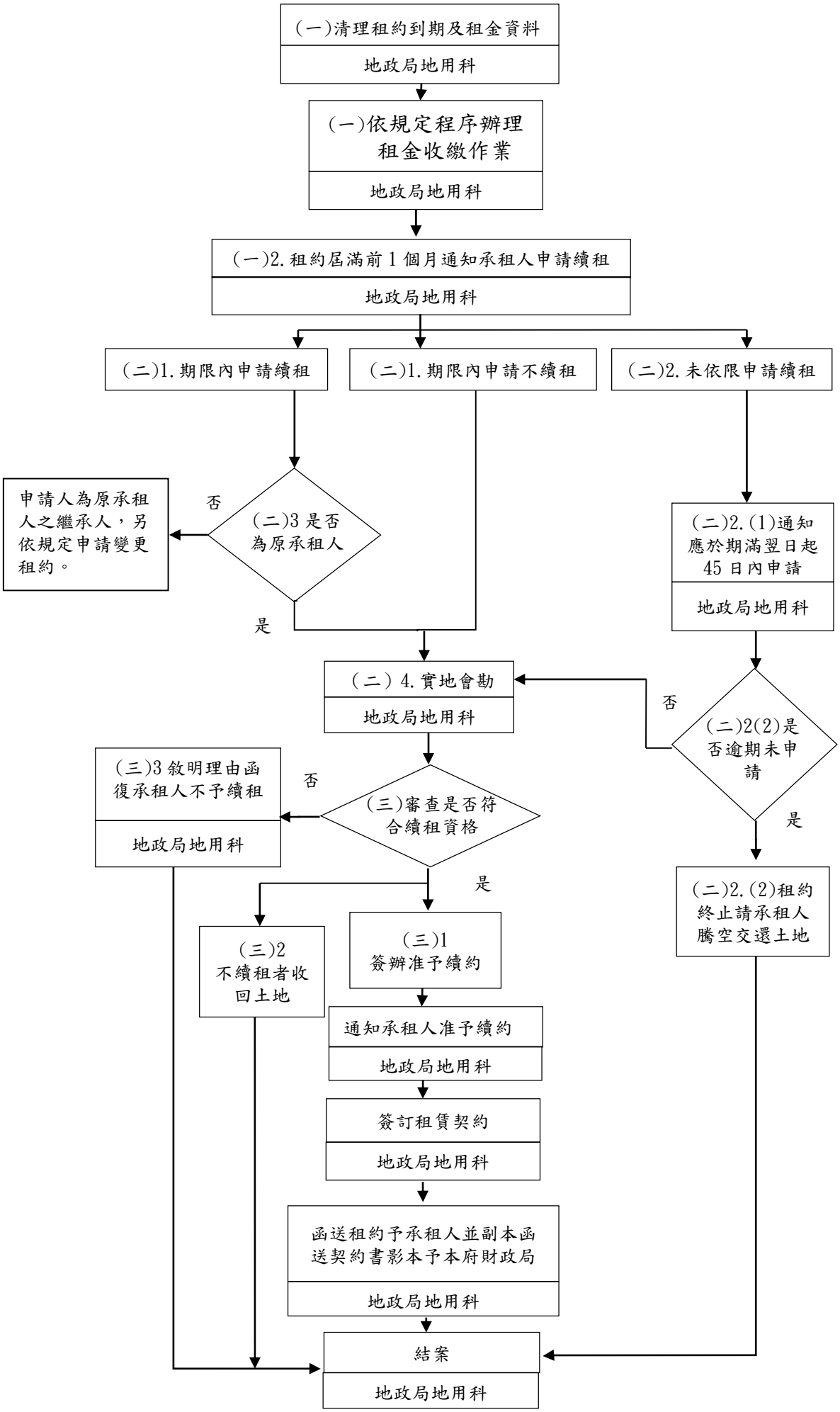市有出租耕地續租流程圖