

I'm not robot!



LIST OF EXPERIMENTS

1. Implementation of Message Transfer .....
2. Implementation of File Transfer.....
3. Implementation of Stop and Wait Protocol .....
4. Implementation of GoBack-N Protocol .....
5. Implementation of Selective Repeat Protocol.....
6. Implementation of Token Ring Protocol.....
7. Implementation of Token Bus Protocol.....
8. Implementation of CSMA/CD.....
9. Implementation of CSMA/CA.....
10. Implementation of Encryption and Decryption.....
11. Implementation of Distance Vector Routing.....
12. Implementation of Link State Routing.....
13. Pc to Pc (serial) communication.....

A. SCOPE OF WORK

**Objectives:** The overall objective of the **audit** is to assist project management with timely identification of financial management aspects of the project, including **internal** controls and compliance with financing agreements, to enable financing and other corrective action.

The **internal audit** shall be carried out in accordance with the Auditing Standards and Accounting Standards prescribed by the Institute of Chartered Accountants of India and will include such tests and controls, as the auditor considers necessary under the circumstances.

Coverage of the **audit**: The **audit** shall cover the entire project i.e., covering all sources and disbursements of funds by the Promoters and other agencies as considered necessary for the **audit**. The **audit** will also cover all consultations and contacts that may be entered into.

The Project Financial Statements are expected to include the following:

- (i) Summary of Sources and Uses of Funds: Appropriate schedules summarizing uses of funds by main project components, expenditure accounts, disbursement categories and implementing agencies will be included.
- (ii) Balance Sheet of the Project, showing project assets and liabilities. This statement may also be combined with (i) above, if necessary.
- (iii) Statement of Claims (owed and Credit Withdrawals).

The **audit** for the first year will also cover transactions, which occurred before the commencement of the project.

Specific areas of coverage of the **audit** will include the following:

- (i) An assessment of the adequacy of the project financial management systems, including **internal** controls. The first two years of project financial management systems shall be done in the first quarter of the FY. Thereafter this shall be done continuously, and a special report on this report shall be prepared along with the **audit** report. This will include review for an adequacy and effectiveness of accounting, financial and operational controls, and any need for revision, level of compliance with operational control, internal procedures, validity of accounting systems, etc. It will include some review of the main controls of existing projects if any where they are having, verification of assets and liabilities, controls, security and effectiveness of the operation of the operational systems, and

- (ii) Efficiency and timeliness of the funds flow mechanism and whether there are delays which may impact the timely implementation of project.
- (iii) An assessment of compliance with provisions of financing agreements (MCA, JBC and Financial Institutions), especially those relating to accounting and financial matters.

## Biology Practical Notes

### Module 1: Our Local Ecosystem

- 1.1) Process and analyse information obtained from a variety of sampling studies to justify the use of different sampling techniques to make population estimates when total counts cannot be performed.

Type	Method	Advantage	Disadvantage
<p><b>Transect</b></p> <p>Good for environmental (terrestrial/vegetation) changes</p> <p>Observes the type of vegetation and their height.</p> <p>Controlled Variables:</p> <ul style="list-style-type: none"> <li>- Length of String</li> <li>- Intervals (e.g. a knot at every 1m).</li> </ul>	<ol style="list-style-type: none"> <li>1. Randomly select an area that you want to observe.</li> <li>2. Using string, tie a knot into an even interval through the area.</li> <li>3. As you walk along the transect, record the organisms and plants (including their height) that are touching the string.</li> <li>4. Use a key to identify each organism.</li> </ol>	<ul style="list-style-type: none"> <li>• When observing changes, transect are also useful to show what abiotic factors cause these changes e.g. sunlight, temperature, moisture, vegetation and water levels).</li> <li>• Useful when the area is too large to do a direct investigation.</li> </ul>	<ul style="list-style-type: none"> <li>• You only record the organisms that are found across the transect.</li> <li>• Therefore, the results may not be accurate so many transects need to be made.</li> </ul>
<p><b>Quadrat</b></p> <p>Useful when organisms are immobile (don't move/slow)</p> <p>Observes the types and number of species that are found within the frame. The number is either counted or an estimated percentage is made.</p> <p>Controlled Variables:</p> <ul style="list-style-type: none"> <li>- Size of Quadrat</li> <li>- Shape of Quadrat</li> </ul> <p>The number of an organism found within the quadrat can be calculated using this formula:</p>	<ol style="list-style-type: none"> <li>1. Place the frame (square/rectangle etc.) is randomly chosen areas within the study site.</li> <li>2. Record the number of organisms(s) found within the quadrat.</li> <li>3. Calculate the average number of the organisms(s).</li> <li>4. Multiply this number by the total area of the site in order to get the organisms(s) abundance in the area.</li> </ol>	<ul style="list-style-type: none"> <li>• Useful for estimating the population of stationary organisms, plants and animals.</li> <li>• It is a more specific way of estimating the population of a species than using transects.</li> </ul>	<ul style="list-style-type: none"> <li>• You only record the organisms that are found within the quadrat.</li> <li>• It does not make it an accurate estimate of the entire study site.</li> </ul>

## SYLLABUS

### Section-A

1. Auditing : Meaning, Objects, Fraud, errors : Book-keeping, Accounting and Auditing; Classification of audits; Planning and procedure of audit; Audit programmes; Auditor's working papers, Test checking; Routine checking.
2. Internal control : meaning, objective and evaluation of internal control; internal check and internal audit; Internal control regarding sales, purchases, assets, liabilities and salaries and wages; vouching.
3. Verification and valuation of assets and liabilities; Rules laid down in Kingston Cotton Mills Co, Ltd. (1896); Irish Woolen Co. Ltd. (1901); Westminster Road Construction & Engineering Ltd. (1941) and Thomas Gerard and Sons Ltd. (1967).

### Section-B

1. Audit of sole proprietorship and partnership concerns. Educational institutions, Cinemas, Clubs and Hospitals.
2. Audit of joint stock companies : Appointment, removal and remuneration of company auditor; Audit of share capital, debentures and managerial remuneration, Audit for the purpose of Statutory Report and Prospectus; Audit of Government Companies with reference to Section 619 to the companies Act, 1956.

### Section-C

1. Rights, duties and liabilities of an auditor and Rules laid down in London and General Bank Case (1895); Hedley yme and Co. Ltd. v/s Heller and Partners Ltd. (1863); CIT v/s G.M. Dandekar (1952); Anupam Roy v/s P.K. Mukherjee (1956).
2. Divisible profits including audit of Reserves and Provisions.
3. Audit Reports and Audit Certificates.
4. Investigation : Meaning, objectives procedure; Investigation on behalf of prospective purchaser of business, banker and prospective investor.
5. Cost Audit : Meaning, Nature, Objective, Scope and types of cost audit.

## Section -A

### Auditing







company according to the companies act in our opinion. 4. Balance sheet exhibits the true and correct view of the state of the company's affairs according to us and shown to us. 5. In our opinion expenditure was incurred for the company's business purpose. 6. Business conducted during the year was according to the objects of the company. RIGHTS OF AN AUDITOR: Following are the important rights of the auditor: 1. Access to Books:- It is a right of the auditor that at all the times he has to access to the books, accounts and vouchers of the company. 2. Right of Inspections:- It is a right of the auditor that can inspect the record of the company at any time. He can visit without any notice and verify the cash or any document. 3. Right of Information:- Auditor can demand any information which he needs for audit from the directors and officers. If they refuse to provide then he can report to the members. 4. Access to Branches:- If the company has some branches, then auditor has a right to check the accounts books and vouchers of the branch. Even the branch account is audited by some other auditor. 5. Receiving Notices:- It is the right of the auditor to receive the notices relating to the general meetings as these are sent to the shareholders. 6. Right Of Attending The Meeting:- It is the right of the auditor that he should attend the general meeting of the shareholders. He can explain or make a statement about the accounts there. He can correct if directors gives wrong information in the meeting about the audited accounts. 7. Remuneration:- It may be fixed by the management. The auditor has right to receive the remuneration of his auditor work. 8. Presentation in Meeting:- The auditor has the right to attend the meeting and give presentation about the matters relating to accounts. 9. Right of Correction:- I can is 100 times more important than IQ It is better learn late than never. 18. Principal and Practice of Auditing Vishwa's Smart Notes Unit 1: Auditing In case of any mistake the auditor can make correction and issue the revised statement. 10. Seeks Experts Opinion:- The auditor has right to consult with the experts and other persons to obtain their opinions about the matter related to the business. DUTIES OF AN AUDITOR:- Following are the important duties of an auditor: 1. To Certify the statutory Report:- It is the duty of the auditor that he should certify that statutory report is correct regarding the shares allotted cash received and receipts and payment on capital account of the company. 2. To Certify The Performance Of The Company:- When a company is already carrying the business it issues the prospectus and statements of profit and loss. Dividend paid during the previous years is included also in the prospectus. Such statements and clear position about the dividends paid verified by the auditor; 3. Submission of Report:- The auditor of the company has to examine the accounts of the company; He has to report to the shareholders on the accounts. In the general meeting he submits his report regarding the accounts examined by him and every balance sheet and profit and loss account including notes or statements. His report can be inspected by any member of the company. If auditor is not satisfied he may report to the shareholders. 4. Assistance To Advocate General:- In connection with the prosecution of the directors auditor of the company is bound to provide assistance in investigation to advocate general if his services are required. 5. Duty In Case Of Voluntary Winding:- In the voluntary winding up, the auditor has to certify the profit and loss account. Balance sheet, assets and liabilities statements to show that company is in a position to pay the liabilities or not. 6. Signature's Duty:- It is also duty of the auditor that he should sign on the report which is submitted in the annual general meeting of the shareholders. 7. Helps Inspectors:- The govt. can appoint inspectors to collect the information about matters. It is the legal duty of the auditor that he should help the inspectors and provide true information's. 8. Performance of Job:- The auditor is bound to perform all jobs according the terms and conditions of employment. The duties mentioned in agreement can not change. 9. Verify Securities:- It is the duty of the auditor that he should verify the securities of the company and also check that these are in the safe custody. 10. Verify Assets:- It is the duty of the auditor that he should verify the existence of assets which are given in balance sheet. If he does not certify then he will be held responsible. I can is 100 times more important than IQ It is better learn late than never. 19. Principal and Practice of Auditing Vishwa's Smart Notes Unit 1: Auditing 11. Verify the Payments:- It is the duty of the auditor that payments made by the company are according the articles of association or not. He should also verify that payments are made for the business purpose. Liabilities of an auditor 1. LIABILITY OF NEGLIGENCE:- A person who is appointed auditor, he should perform his duties by using the reasonable skill and diligence. If auditor is found negligent in performing his duty then he may be sued in the Civil Court for damages. Negligent liability arises when auditor has been negligent in examining the book of account. He is also liable if he fails to detect deflections or does not discover the errors which he should discover. Because he fails to exercise a reasonable care and skill in the performance of his duties. i. Liability In Case Of Loss: - Auditor will be liable to compensate the loss which is suffered by client due to his negligence. ii. Liability Case of No Loss: - The auditor will not be held liable if no loss is suffered by the client even auditor is proved to be negligent. iii. Legal Case:- Leeds Estate Building Society vs Sphpherd 1887 : In this case auditor did not care to see the provisions of carried out articles. Profits were inflated by including the fictitious turns. Due to the auditors negligence dividends were paid out of capital. Action was taken by the company and auditor was held liable for damages. 2. LIABILITY FOR MISFEASANCE:- Misfeasance means the breach of duty breach of trust involving the company in loss. The company may proceed against the auditors by way of regular suit in case of misfeasance. Company can claim damages suffered. Misfeasance proceedings can be taken against die auditor by the directors. Promoters, managing agents when company is in liquidation. Generally misfeasance liability arises in the case of winding up a company. 3. CRIMINAL LIABILITY:- During the course of audit, auditor may commit various offenses and he becomes criminally liable. Offenses Criminally Liabile:- 1. If auditor's report does not comply with the requirements of law. 2. If the default was done knowingly and willfully by the auditor. 3. If it is proved that auditor has falsified the accounts or made any report, statement, balance sheet or any document false he will be held criminally liable. 4. LIABILITY OF HONORARY AUDITOR:- Liabilities of paid and honorary auditors are same. In case of negligence or misfeasance honorary auditor can not relieve himself from the liability. If the negligence is proved then auditor will be held responsible and he has no excuse to say that he is not being paid or receiving less amount. 5. LIABILITY FOR LIABLE:- Sometimes auditor criticises the officers of the company in his audit report. His report should be such type that it may not defame or disgrace any person. On the other hand if the report of the auditor I can is 100 times more important than IQ It is better learn late than never. 20. Principal and Practice of Auditing Vishwa's Smart Notes Unit 1: Auditing injures the good will and reputation of any person then he will be held responsible on the grounds of the defamation. Auditor is not liable. If the criticism is based on facts audit report is considered a privileged document. It should contain only facts otherwise auditor will be held responsible. Auditor's report should contain the following qualities: 1. It does not miss state the facts. 2. It is not actuated malice. 3. It does not go beyond what is relevant to its subject. 4. Statement should be bonafide. 6. LIABILITY TO THE THIRD PARTY:- Auditor has no contract with the third parties. He is not employed by the third party so he has no duty to them. But the point is that as the accounts are audited by the audit, third party may also see the report, third party rely the report without the further inquiry. For example bank only study the certified balance sheet and lends the money to the company. Tax department and others also rely on the audited statements. "Now the question is that whether the auditor is liable if they rely on the accounts certified by him and suffered a loss should he compensate the loss. The following cases auditor will be responsible to the third party. 1. If the statement signed by the auditor was not true infect. 2. It was known to the auditor that statement was not true infected. 3. Third party suffered a loss by relying on the statement of auditor. 4. If the statement was made with the intention that the other party should act on it. 5. If auditor gave his consent for the inclusion of such statements in the prospectus. INVESTIGATION: Meaning: - When for a special purpose an inquiry is made into the accounts of the business it is called investigation. In other words, we may say that audit which is conducted for a particular object is called investigation. To know the actual financial position of the business it is used to examine the books of accounts. We may say that investigation is a kind of special audit. DIFFERENCE BETWEEN AUDIT AND INVESTIGATION:- Following are the important distinctive features in both the term. Basis Investigation Auditing 1. Interested Parties Investigation is carried out on behalf of the outsiders who want to know the financial position of the business audit is conducted on behalf of the share holders 2. Nature Of Work Investigation is not compulsory Audit is compulsory in case of joint stock company 3. Nature Of Report investigation report is positive Audit reports have certain short comings. 4. Submission Of Report The report of the investigation is submitted to the party appointed him for investigation The report of audit is submitted to the share holders 5. Concern With Financial Investigation has no concern with the financial policy of the company whether it is followed or not. Auditor has to state the facts about it whether it was followed or not. I can is 100 times more important than IQ It is better learn late than never. 21. Principal and Practice of Auditing Vishwa's Smart Notes Unit 1: Auditing Policy 6. Net Profit Calculation Actual earning capacity r the net profit of the business is calculated in case of investigation. While it is not so in case of audit. 7. Duplication Investigation may be conducted even the accounts are audited. Audited accounts are not audited again 8. Checking Method Investigation is a thorough checking of the books of account for a particular or number of years. In case of audit test checks are applied 9. Time Duration Investigation may cover a period extending over three to seven years The audit of accounts usually covers the period of one year. 10. Nature Of Object Investigation is conducted for a particular purpose or object The object of auditing is to find out the correctness of statements and exhibit a true and fair view about the affairs of the business . DIFFERENCE BETWEEN AUDITING AND ACCOUNTING or DIFFERENCE BETWEEN ACCOUNTANT AND AUDITOR:- Basis Accounting Auditing 1. Meaning Accounting means the maintaining of the books of accounts Auditing means examining the books of accounts and reporting means to report about their accuracy. 2. Performance Of Work Accountant job is performed by the accountant Auditing job is performed by the auditor 3. Appointment Accountant is appointed by the management Auditor is appointed by the share holders 4. Nature Of Job Accountant job is a mechanical nature Auditor job is is not so mechanical in that sense 5. Qualification For the accountant no specific qualification is required For the auditor specific qualification is required 6. Responsibility Accountant responsibility is fixed by the management Auditor responsibility is fixed by law 7. Submission Of Report Accountant is not required to submit any report Auditor is required by law to submit the report 8. Fixation Of Rights Rights and duties of accountant are fixed by the management. Rights and duties of an auditor are fixed by the law 9. Time In case of accounting, period is usually one year The period of auditing is usually less than one year 10. Purpose Accounting purpose is to show the financial position of the business. Auditing verifies the true picture of the financial statement 11. Record/Data Accounting is related with the present record Auditing verifies the true picture of the financial statement. 12. Employment Accountant is a permanent employee Auditor is not a permanent employee 13. Liability After preparing the final accounts accountant has no liability Auditor has liability after presenting the audit report 14. Rules Accounting is its own function Auditor also cannot determine the efficiency of its own function but he can determine the efficiency of all the business 16. Methods Accounts uses the method of valuation and depreciation The auditor uses manual and computerized method 17. Knowledge Accountant must have the knowledge of accountancy Auditor must have the knowledge of accounting as well as auditing. 18. Removal Accountant can be removed from his job at any time Auditor can not be removed till the completes his period of appointment Appointment of Auditors: Appointment of First Auditors: u/s 224(5) first auditors shall be appointed by the BOD within 1 month from the date of registration of the company. These auditors will work until the conclusion of the First AGM. Appointment by the Shareholders: u/s 224(1) every year in the AGM auditors are to be appointed by passing an ordinary resolution. Such auditors must accept within 30 days else another AGM must be called to appoint a auditor. Reappointment of Auditor: Appointment by Central Government: u/s 224(3) where no auditor is appointed, reappointed the central govt. will appoint a person to fill the vacancy. Appointment in case of Casual vacancy: Casual vacancy arises due to death, insanity, disqualification or insolvency of the auditor. u/s 224(6) BOD has the power to fill the vacancy. Appointment by Special resolution: u/s 224A where 25% or more share are with a) PFI or Govt. Coy or Central Govt. or State Govt. b) Nationalized Bank or Insurance Coy, the appointment of the Auditors will be by way of special resolution only. Appointment of auditors of Government Company: u/s 619 auditors are appointed by the CAG. Ceiling on Number of Audits: u/s 224(1B) not more than 20 companies at a time out of this not more than 10 having Rs. 25 lakhs as capital. Private, foreign companies are not taken for the counting. Remuneration of Auditor: u/s 224(8) if auditor is appointed by the BOD or CG they will fix his remuneration however for other services proved by the auditor he may be given extra remuneration. Removal of Auditor: Removal before the expiry of the Tenure First Auditor: By the BOD by passing an ordinary resolution. Subsequent Auditor: Before passing the ordinary resolution permission from the Central Government is required. "Be not afraid of growing slowly; be afraid only of standing still" I can is 100 times more important than IQ It is better learn late than never.

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