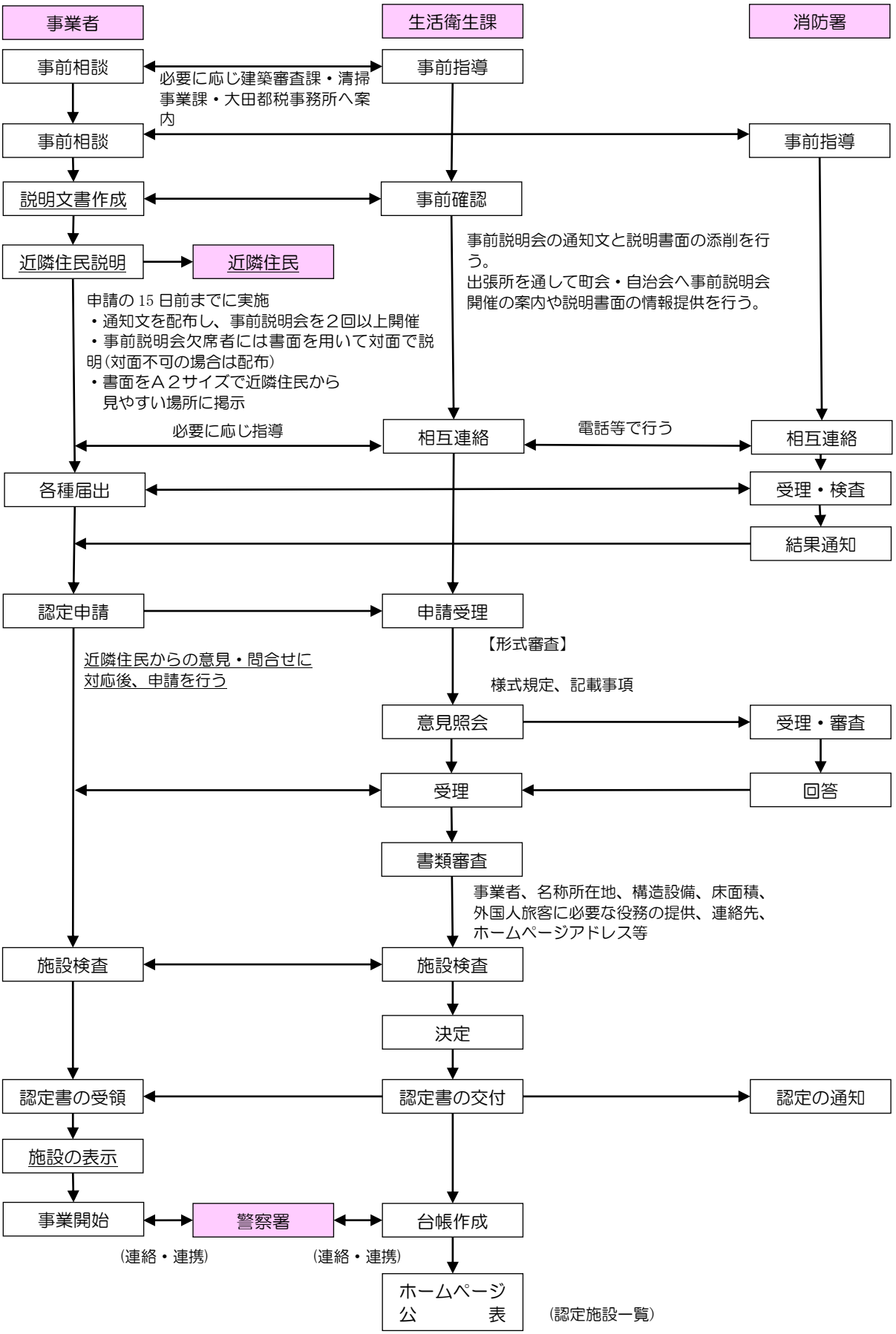外国人滞在施設経営事業手続きフローシート