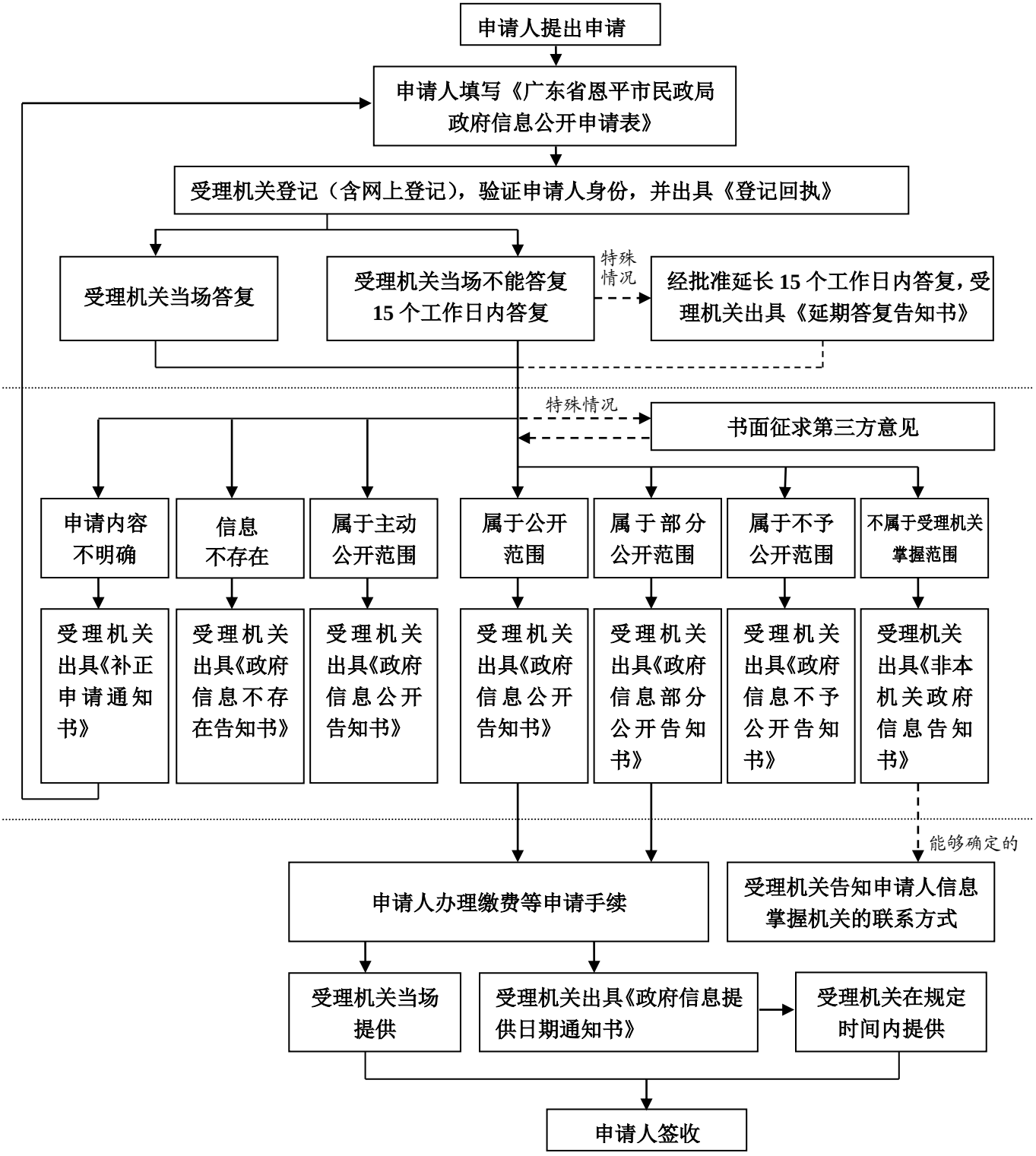恩平市民政局政府信息公开申请处理流程