



OVERTIME REQUEST FORM

BU/BR/DIV Name : Be The First
 Department Name : Administration
 Reason for Overtime : Replacement and Holiday OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1	7.4.25	Win Zaw	Security	7:00	7:00	16	16,000/-	Replacement	
2	11.4.25	"	"	7:00	7:00	16	16,000/-	"	
3	14.4.25	"	"	5:00PM	7:00AM	8	8,000/-	Thingyan OT	
4	16.4.25	"	"	5:00PM	7:00AM	8	8,000/-	"	
5	18.4.25	"	"	7:00	7:00	16	16,000/-	"	
6	19.4.25	"	"	7:00	7:00	16	16,000/-	"	
7	20.4.25	"	"	7:00	7:00	16	16,000/-	"	
8	23.4.25	"	"	7:00	7:00	16	16,000/-	Replacement	
9	26.4.25	"	"	7:00	7:00	16	16,000/-	"	
Total Hours									
Total Amount								128,000/-	

Requested by: Name: (Requestor)
 Approved by: 7/15/25 (DH) Myad Se Man
 Approved by: 8/15/25 Arker Lin (GM/AGM/COO)
 Checked by: 7/3/25 Mya Kay Khaing (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : Be The First
 Department Name : Administration
 Reason for Overtime : Replacement and Holiday OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1	13.4.25	San Win	Security Head	5:00PM	7:00AM	8	8,000/-	Thingyan OT	
2	14.4.25	"	"	7:00	7:00	16	16,000/-	"	
3	15.4.25	"	"	7:00	7:00	16	16,000/-	"	
4	17.4.25	"	"	7:00	7:00	16	16,000/-	"	
5	18.4.25	"	"	7:00	7:00	16	16,000/-	"	
6	20.4.25	"	"	7:00	7:00	16	16,000/-	"	
7	21.4.25	"	"	7:00	7:00	16	16,000/-	"	
8	24.4.25	"	"	7:00	7:00	16	16,000/-	Replacement	
9	30.4.25	"	"	7:00	7:00	16	16,000/-	"	
Total Hours									
Total Amount								136,000/-	

Requested by: Name: (Requestor)
 Approved by: 7/15/25 (DH) Myad Se Man
 Approved by: 8/15/25 Arker Lin (GM/AGM/COO)
 Checked by: 7/3/25 Mya Kay Khaing (HR)

05-CHL-HRM-FRM-020-05



DAILY ATTENDANCE/ON DUTY INFORMATION

No	Date	Employee Name	BU/BR/DIV	Department	Time			Reasons For	Superior Approved Sign	Remarks
					IN (AM)	Employee's Signature	OUT (PM)			
1.	3.4.25	Myint Aung	BIF	Administration	5:00pm		7:00AM			
2	15.4.25	"	"	"	7:00		7:00			
3	19.4.25	"	"	"	7:00		7:00			
4	21.4.25	"	"	"	7:00		7:00			
5	28.4.25	"	"	"	7:00		7:00			
6	30.4.25	San Win	"	"	7:00		7:00			
7	24.4.25	"	"	"	7:00		7:00			
8	20.4.25	"	"	"	7:00		7:00			
9	17.4.25	"	"	"	7:00		7:00			
10.	13.4.25	"	"	"	7:00		7:00			
11.	14.4.25	Win Zaw	"	"	7:00		7:00			
12	20.4.25	"	"	"	7:00		7:00			
13	19.4.25	"	"	"	7:00		7:00			
14	18.4.25	"	"	"	7:00		7:00			
15.	16.4.25	"	"	"	7:00		7:00			
16.	23.4.25	"	"	"	7:00		7:00			
17	26.4.25	"	"	"	7:00		7:00			

EmployeeNo	Designation	EmployeeName	Department	BusinessUnit	Date1	TimeIn	TimeOut	TimeIn Location	TimeOut Location
16287	Security	Myint Aung (4)	Administration	Be The First	01/04/2025	06:43:02 AM	06:42:48 AM	ICT	ICT
16287	Security	Myint Aung (4)	Administration	Be The First	05/04/2025	06:33:44 AM	06:32:52 AM	ICT	ICT
16287	Security	Myint Aung (4)	Administration	Be The First	03/04/2025		06:52:10 AM		ICT
16287	Security	Myint Aung (4)	Administration	Be The First	09/04/2025	06:50:08 AM	06:49:53 AM	ICT	ICT
16287	Security	Myint Aung (4)	Administration	Be The First	13/04/2025	06:36:42 AM	06:36:23 AM	ICT	ICT
16287	Security	Myint Aung (4)	Administration	Be The First	15/04/2025	07:40:47 AM		ICT	
16287	Security	Myint Aung (4)	Administration	Be The First	16/04/2025	07:10:42 AM	07:10:21 AM	ICT	ICT
16287	Security	Myint Aung (4)	Administration	Be The First	17/04/2025	07:01:35 AM	07:01:21 AM	ICT	ICT
16287	Security	Myint Aung (4)	Administration	Be The First	19/04/2025	07:01:46 AM		ICT	
16287	Security	Myint Aung (4)	Administration	Be The First	21/04/2025	06:53:20 AM		ICT	
16287	Security	Myint Aung (4)	Administration	Be The First	28/04/2025	06:44:05 AM		ICT	
8851	Security Head	San Win (4)	Administration	Be The First	30/04/2025	06:52:54 AM		ICT	
8851	Security Head	San Win (4)	Administration	Be The First	24/04/2025	06:58:30 AM		ICT	
8851	Security Head	San Win (4)	Administration	Be The First	21/04/2025	06:30:35 AM	06:30:22 AM	ICT	ICT
8851	Security Head	San Win (4)	Administration	Be The First	20/04/2025	06:33:22 AM		ICT	
8851	Security Head	San Win (4)	Administration	Be The First	18/04/2025	06:36:56 AM	06:36:40 AM	ICT	ICT
8851	Security Head	San Win (4)	Administration	Be The First	17/04/2025	06:45:36 AM		ICT	
8851	Security Head	San Win (4)	Administration	Be The First	15/04/2025	06:40:40 AM	06:40:26 AM	ICT	ICT
8851	Security Head	San Win (4)	Administration	Be The First	14/04/2025	07:14:20 AM	07:14:04 AM	ICT	ICT
8851	Security Head	San Win (4)	Administration	Be The First	13/04/2025	06:37:25 AM		ICT	
14984	Security	Win Zaw(6)	Administration	Be The First	07/04/2025	06:57:48 AM	06:57:29 AM	ICT	ICT
14984	Security	Win Zaw(6)	Administration	Be The First	11/04/2025	06:57:24 AM	06:56:49 AM	ICT	ICT
14984	Security	Win Zaw(6)	Administration	Be The First	14/04/2025	07:02:31 AM		ICT	
14984	Security	Win Zaw(6)	Administration	Be The First	20/04/2025	06:30:03 AM		ICT	
14984	Security	Win Zaw(6)	Administration	Be The First	19/04/2025	06:56:31 AM		ICT	
14984	Security	Win Zaw(6)	Administration	Be The First	18/04/2025	07:11:18 AM		ICT	
14984	Security	Win Zaw(6)	Administration	Be The First	16/04/2025	06:51:55 AM		ICT	
14984	Security	Win Zaw(6)	Administration	Be The First	23/04/2025	06:47:01 AM		ICT	
14984	Security	Win Zaw(6)	Administration	Be The First	26/04/2025	06:55:44 AM		ICT	