



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Nyi Zaws Aung	Estimated Date of Travel		
Position Rank	Sport Marketing	Total Day		
BU/BR/DIV, Dept	CEJ	Destination		
Purpose	To improve sport sale achievement			
Travelling Permi				
Arrival Place	PHK BR			
Actual Date & Time of Travel	5.5.25 to 29.5.25			
Total Day	25 Day			
HR Name	Aye Thuzar Oo			
HR Sign	<i>Aye Thuzar Oo</i>			
BOH/Authorized Person Name	Myo Min Htike			
BOH/Authorized Person	<i>Myo Min Htike</i>			
Advance Clear				
Actual Date & Time of Travel		Total Day		
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
5.5.2024	2280 to 29.5.2024 (Taxi charges)	15000	x	
6.5.2024	2280 to 29.5.2024	35000	x	
30.5.2024	2280 to 29.5.2024	35000	x	
	PHK BR 5.5.25 to 29.5.25			
	Total days 25			
	Total days = 25 x 15000	375000		
		1095000		
Total Expense (Kyats/USD)				
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Nyi Zaws Aung	Marketing		<i>Nyi Zaws Aung</i>
Approved By Dept Head	Aye Hneng Myint	OH		<i>Aye Hneng Myint</i>
Approved By GM/AGM/COO	Min Thu Ya	OM		<i>Min Thu Ya</i>
Acknowledged by related Superior for Job Report	Myo Min Htike	A-BOH		<i>Myo Min Htike</i>
HR Check & Approved	Aye Thuzar Oo	Admin Head		<i>Aye Thuzar Oo</i>
Cash Received				
Remark				

← Total in system

July 10/21
2024

10/07/21
Admin



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Nyi Zaw Aung		Estimated Date of Travel	
Position Rank	Sport Marketing		Total Day	
BU/BR/DIV. Dept	CE 1		Destination	
Purpose	Go improve sport sale achievement			
Travelling Permit				
Arrival Place	MKN BR			
Actual Date & Time of Travel	30.5.25 to 17.6.25			
Total Day	19 Day			
HR Name	Ei Ei Phyo			
HR Sign	<i>[Signature]</i>			
BOH Authorized Person Name	Nong Mo Hom			
BOH Authorized Person	<i>[Signature]</i> P.E.E.P			
Advance Clear				
Actual Date & Time of Travel			Total Day	
Departure Date & Time			Arrival Date & Time	
Date	Description	Total Amount		
		Kyats	USD	
17.6.2024	afm fawabif to 2024 (Taxi home)	37000	✓ ← for us m system	
	MKN BR 30.5.25 to 17.6.25			
	Total days 19 Day			
	Total days = 19 x 15000	285000	✓	
6.5.25 to 30.5.25	Taxi (15000) + (10000) + WiFi (50000) ⇒ 75000	75000	+	
1.6.2025		75000		
		377000	+	
Total Expense (Kyats/USD)				
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status	MMK 377,000			
Authorization	Name	Position	Date	Sign
Prepared By	Nyi Zaw Aung	Marketing		<i>[Signature]</i>
Approved By Dept Head	Aye Theng Myint	DH		<i>[Signature]</i>
Approved By GM/AGM/COO	Min Thu Ya	OM		<i>[Signature]</i>
Acknowledged by related Superior for Job Report				<i>[Signature]</i>
HR Check & Approved				
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

MKN BR (Tanaing) Visit Report

No	Date	Customer Name	Machine Model	Description	Status
1	2.6.2025		We check myintkyina warehouse stock		
2	2.6.2025	Yandanar That Chan	EC 290BP	Customer Relation	
3	3.6.2025	Pyay Oo	EC 210DL	Bucket 1m3	Deal
4	3.6.2025	Daw San Htay	EC 290BP	Boom Cylinder Seal Kit	Deal
5	3.6.2025	Kabar Thit	EC 290BP	Boom Cylinder Seal Kit	Deal
6	3.6.2025	Kabar Thit	EC 290BP	Coolant Temperature sensor	Deal
7	3.6.2025	Kabar Thit	EC 290BP	Level Sensor	Deal
8	3.6.2025	Kabar Thit	EC 290BP	Crank speed sensor	Deal
9	3.6.2025	Kabar Thit	EC 290BP	Selector mode switch	Deal
10	3.6.2025	Daw Kyan Yin	EC 380DL	Pilot Filter housing	inquiry
11	3.6.2025	Phyo paye aung	EC 210DL	Final Drive motor shaft	inquiry
12	3.6.2025	Phyo paye aung	EC 210DL	Final Drive motor seal Kit	inquiry
13	3.6.2025	Phyo paye aung	EC 210DL	Turbo Pipe	inquiry
14	3.6.2025	Ko Zaw Win Hlaing	EC 210DL	Idler	inquiry
15	4.6.2025	U Htin Kyaw	EC 290BP	Feed Pump	inquiry
16	4.6.2025	Shwe Tue Aung	EC 300DL	Customer Relation	
17	5.6.2025	Ma Thin	ZX 210-5G 3units	Marketing Bucket 1.24 m3	
18	5.6.2025	Daw Win Win Kyi	ZX 210-5G 1 units	Marketing Bucket 1.24 m3	
19	6.6.2025	Service Team	EC 290BLC	swing motor head Ball	inquiry
20	6.6.2025	Service Team	EC 290BLC	swing motor Assy	inquiry
21	6.6.2025	Service Team	EC 290BLC	swing gear Box	inquiry
22	6.6.2025	Service Team	EC 210BP	Engine Head	inquiry
23	6.6.2025	Service Team	EC 290BP	Engine overhaul kit	inquiry
24	6.6.2025	Service Team	EC 290BP	Main Bearing	inquiry
25	6.6.2025	Service Team	EC 290BP	Connecting Bearing	inquiry
26	6.6.2025	Service Team	EC 290BP	Thrust washer	inquiry
27	6.6.2025	Service Team	EC 290BP	thermostat	inquiry
28	6.6.2025	Service Team	EC 290BP	RPM Selector switch	inquiry
29	6.6.2025	Service Team	EC 290BP	Main Pump Coupling (element)	inquiry
30	6.6.2025	Service Team	EC 290BP	Fan pulley Ball Bearing	inquiry
31	10.6.2025	AYEYAR WADDY SEIN CO.,LTD	EC 290BP	ECU (Eng; Control)	Deal
32	10.6.2025	U LA KHAUNG	EC 290BP	Roller Bearing	Deal
33	11.6.2025	KO Eike San	ZX210-5	Marketing Bucket 1.24 m3	
34	11.6.2025	Daw San Htay	EC 290BP	Engine overhaul kit	Deal
35	11.6.2025	Daw San Htay	EC 290BP	Main Bearing	Deal
36	11.6.2025	Daw San Htay	EC 290BP	Connecting Bearing	Deal
37	11.6.2025	Daw San Htay	EC 290BP	Thrust washer	Deal
38	11.6.2025	Daw San Htay	EC 290BP	thermostat	Deal
39	11.6.2025	Daw San Htay	EC 290BP	RPM Selector switch	Deal
40	11.6.2025	Daw San Htay	EC 290BP	Main Pump Coupling (element)	Deal
41	11.6.2025	Daw San Htay	EC 290BP	Fan pulley Ball Bearing	Deal
42	12.6.2025	U Si la Tar	ZX210-5	Marketing Bucket 1.24 m3	
43	12.6.2025	U San Aung	ZX210-5	Marketing Bucket 1.24 m3	
44	12.6.2025	U Thein Naing Oo	ZX210-5	Marketing Bucket 1.24 m3	
45	13.6.2025	Ko Sai Aung	LG 956F	Customer Relation	
46	13.6.2025	U Zaw Lin	EC 290BP	Customer Relation	
47	13.6.2025	San Mya Star	EC 300DL	Customer Relation	
48	14.6.2025	Daw San Htay	EC 290BP	Injector 6PC	inquiry
49	14.6.2025	Daw San Htay	EC 290BP	Common Rail	inquiry
50					
					15223.69

PHK BR Visit Report

No	Date	Customer Name	Machine Model	Description	Status
1	7.5.2025	HZP		Marketing Promotion items & QCC Items	
2	7.5.2025	Kyauk Sein Leaf	FM 400	Gear Selector Piston	Inquiry
3	8.5.2025	U Thein Naing (BMK)	EC210DL	Element Filter /Fuel Filter	Deal
4	8.5.2025	U Aung Wal (BMK)	EC210DL	Turbo	Inquiry
5	8.5.2025	Nay Min Gabar	EC290BP	Engine Bonnet	Inquiry
6	8.5.2025	Service Team	EC 460BP	Engine Oil cooler	Inquiry
7	8.5.2025	Service Team	EC 460BP	Engine oil cooler seal	Inquiry
8	8.5.2025	Service Team	EC 460BP	Engine oil cooler	Inquiry
9	8.5.2025	Service Team	EC 290BP	Operator Cab Left Wire harness	Inquiry
10	8.5.2025	Service Team	EC 290BP	Engine Head	Inquiry
11	9.5.2025	Pwint Htoo San	EC 290BP	Marketing Promotion items & QCC Items	
12	9.5.2025	Service Team	EC 290BP	Main Pump Seal Kit	Inquiry
13	9.5.2025	Ko Eike Fu		Marketing Promotion items & QCC Items	
14	10.5.2025	Myanmar Chun Yaung	EC 290BP	Bucket	Inquiry
15	10.5.2025	Shwe Yadanar	EC 460BP	Bucket	Inquiry
16	11.5.2025	KNDPC	EC 700BLC	Boom Cylinder /Bucket Cylinder /Arm Cylinder seal Kit	Inquiry
17	12.5.2025	U Aung Wal (BMK)	EC210DL	Turbo 2PC	Deal
18	12.5.2025	Service Team	EC 290BP	Front Mirror	Inquiry
19	12.5.2025	Nay Min Gabar	EC300DL	ECU(Eng;control)	Deal
20	13.5.2025	Pwint Htoo San		belt,coolant pump	Deal
21	13.5.2025	Pwint Htoo San		Belt,compressor	Deal
22	13.5.2025	Ko Kyaw San Oo		Oil pump,Engine	Deal
23	14.5.2025	U San Myint		Marketing Promotion items & QCC Items	
24	14.5.2025	Mya Oo Yin		Marketing Promotion items & QCC Items	
25	15.5.2025	U Sein Tin		ball bearing,Fan	Deal
26	15.5.2025	U Sein Tin		Gasket,cylinder head	Deal
27	15.5.2025	Service Team	EC210BP	Engine Overhaul Kit	Inquiry
28	15.5.2025	Service Team	EC 290BP	MCV Seal Kit	Inquiry
29	15.5.2025	Service Team	EC 290BP	Final Drive Seal Kit	Inquiry
30	15.5.2025	Service Team	EC 290BP	Swing Motor Block	Inquiry
31	15.5.2025	Service Team	EC 290BP	Swing Motor	Inquiry
32	15.5.2025	Service Team	EC 290BP	Swing Motor 9 piston	Inquiry
33	16.5.2025	Adipadi		Marketing Promotion items & QCC Items	
34	17.5.2025	Myanmar Chun Yaung	EC 290BP	MCV Seal Kit	Deal
35	17.5.2025	Myanmar Chun Yaung	EC 290BP	Final Drive Seal Kit	Deal
36	17.5.2025	Myanmar Chun Yaung	EC 290BP	Swing Motor Block	Deal
37	18.5.2025	Nay Min Gabar		Marketing 460BP Promotion & QCC Items	
38	18.5.2025	Adipadi	EC 750DL	Swing Motor Friction Plate 3PC	Deal
39	18.5.2025	Adipadi	EC 750DL	Pipe Oil Sump	Inquiry
40	19.5.2025	Service Team	EC 290BP	Bucket 1.6m3	Inquiry
41	19.5.2025	Service Team	EC 290BP	Boom Cylinder Seal Kit	Inquiry
42	19.5.2025	Service Team	EC 290BP	Bucket Cylinder Seal Kit	Inquiry
43	19.5.2025	Service Team	EC 290BP	Arm Cylinder Seal Kit	Inquiry
44	20.5.2025	Service Team	EC 210BP	Turbo	Inquiry
45	20.5.2025	Htut Kaung Gyi		Marketing Promotion items & QCC Items	
46	21.5.2025	Ko Nyein Chan	EC 460BP	Main Filter 20PC	Deal
47	21.5.2025	Ko Nyein Chan	EC 290BP	Element Filter 50PC	Deal
48	21.5.2025	Ko Nyein Chan	EC 290BP	Element Filter Housing 20PC	Deal
49	21.5.2025	Pwint Htoo San		Marketing 460BP Promotion & QCC Items	
50	22.5.2025	Myanmar Chun Yaung		Customer Relation	
51	22.5.2025	U San Myint		Customer Relation	
52	23.5.2025	Kan Pwint Oo		Marketing Promotion items & QCC Items	
53	24.5.2025	Nay Min Gabar		Customer Relation	
54	25.5.2025	Ko Myo Gyi		Marketing Promotion items & QCC Items	
55	26.5.2025	Shwe Tie Htun		Marketing Promotion items & QCC Items	
56	26.5.2025	Htut Kaung Gyi		Customer Relation	
57	26.5.2025	Nay Min Gabar		EC480DL Engine Assy Deal Purpose	
58	29.5.2025			we check pharkant warehouse stock.	
				Still Dealing	
				Water Separator 200 PC	150 Deal
				Fuel Filter 100 PC	50 Deal
				Bucket 1.6 m3	
				EC 480DL Engine Assy	
				Bucket 1m3	
				EC 700 All Cylinder Seal Kit	

8 14899.82



TRAVELLING REPORT

Date :

Report To	Aye Theingi Myint	
Employee Name	Nyi Zaws Aung	
Position	Marketing	
Department	space Part	
Business	CF - 1	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	5.5.25 (7:00) AM	17.6.25 (11:00) PM
Total Days		
Trip Information	1. From To	
	2. From To	
	3. From To	
Purpose For Travelling	To improve s' parts sale Achievement	
Travel Date	Activities	Remark
	<p>(1) Customer KO Nyein Chan Machines are running condition. He has own spare Part. shop. The below Filters are proposed from him. Now, already deal with customer.</p> <p>Fuel Filter 50 Pc (waiting part) water separator 50 Pc (waiting part) Extra element 50 Pc (Deal) Filter housing 20 Pc (Deal) Ec 400BP Main Filter 20 Pc (Deal)</p> <p>(2) Customer Myanmar chun Yan, Machines are running condition. currently, site is broke becor of political situation. we have projects the below parts.</p> <p>Ec 290 BP Bucket Ec 210 BP Bucket Ec 290 BP engine head</p>	

Reported by
Sign :
Name : Nyi Zaws Aung
Position : Marketing

Checked by
Sign :
Name : Aye Theingi Myint
Position : DH
(DH/AGM/GM)

Approved by
Sign :
Name : Aye Theingi Myint
Position : (COO) ZMM

05-CHL-HRM-FRM-064-01

10/07/2025
Aung Hain Ulin
10/07/2025

(3) Customer May Min Kabar. He is our royal customer. I'm trying to deal below parts.

Ec 480L Engine Assy.

customer request price \$ 45000

we offered \$ 50000 (BOB in their side is still discussing. They are waiting political situation.

(4) KMPDC. Relation is good. They are not satisfy on exchange rate. They are interest our stock seal kit with promotion price. It is on progress. Ec 700 All Cylinder seal kit

(5) Htut Kawng Ayi. They are also interest our promotion parts. Ec 700 All cylinder seal kit. water separator 100 Pc (win)

(6) KTT. Machines are running condition. He want to make CEO the below filters.

Water Separator 50 Pc (waiting part)

Main Filter 50 Pc (waiting part)

(7) Ko Myo Ayi. He is interest 480L Engine, FI state to customer.

customer's condition

BR is in good relation with customers. They are interest our promotion parts. They can't wait delivery time from Yangon to Pharkant. They want to use immediately. It will OK if we will keep stock in Phk BR. And they don't need a lot of price. They want only price of Phk. Customers are purchase from our competitor shops. They get one year credit sale from those and they are directly order from China.

Market condition

There are spare shops about 20. They are also ordered from China. And they are sell by providing percentage to purchaser of customers. They are provide 6 months or one year credit.

MKN Market & Customer Condition

There have spare part shop about 6. customers are strongly in background. Volvo machines are about 38 units. If stocks are ready in MKN BR, we will get more sale. Customers are direct purchase to MKN office. price is not important for them.



GENERAL EXPENSE CLAIM FORM



Company Name :

Department Name : Spare Part

No.	Date	Name	Description	Amount	Remark
1.	6.5.2025	Nyi Zaw Aung	Tax	15000	ခေတ်ပေါက် (149A)
2.	30.5.2025		Tax	10000	ကုန်ကြေး (149B)
3.	1.6.2025	16.6.2025	MKN BR wifi change For 16 days (2 Pc phone)	50000	Wifi
4.	30.5.25		PHK to MKN Car Charges	350000	706.2280
	6.05.25		MKN to PHK Car Charges	350,000	
Total Amount				775000	

Requested by
Sign :

Name : Nyi Zaw Aung
(Requester)

Approved by

(Department Head)

Checked by

(Related FNA/Corp FNA)

Approved by

Min Thu Ya
(OM/AGM/GM)

Approved by

(ACOO/COO/MD/VCM)

02-CE1-FNA-FRM-001-01

လက်မှတ်ရေးထိုးရန်

(အထူးချောစာပို့ယာဉ်)

“ဝင်းသဏ္ဍ” သယ်ယူပို့ဆောင်ရေးအသင်း၊ ကချင်ပြည်နယ်
ရက်စွဲ - 31.5.25
ကားထွက်ချိန် -

ယာဉ်အမှတ် -
ခရီးသည်အမည် - ကိုဦးစောစော
မှတ်ပုံတင်အမှတ် -
ရံအမှတ် -
ကားခ - 350000

ခရီးစဉ် (--- ၇၈ ---) မှ (--- ၇၈ ---) ထိ
❖ ဥပဒေနှင့်မလွတ်ကင်းသောကုန်များလက်မခံပါ။
❖ ရောင်းပြီးလက်မှတ်ထွက်ပြန်မအပ်ပါ။
ကားကြီးဝင်း - 074-20716, 09-47008200, 09440002500
အိမ် - 074-21485, 09-2400600, 09-2066300

0402

လက်မှတ်ရေးထိုးသူ

(အထူးချောစာပို့ယာဉ်)

“ဝင်းသဏ္ဍ” သယ်ယူပို့ဆောင်ရေးအသင်း၊ ကချင်ပြည်နယ်
ရက်စွဲ - 6.5.25
ကားထွက်ချိန် -

ယာဉ်အမှတ် - 76 / 7593
ခရီးသည်အမည် - ကိုဦးစောစော
မှတ်ပုံတင်အမှတ် -
ရံအမှတ် -
ကားခ - 350000

ခရီးစဉ် (--- ၇၈ ---) မှ (--- ၇၈ ---) ထိ
❖ ဥပဒေနှင့်မလွတ်ကင်းသောကုန်များလက်မခံပါ။
❖ ရောင်းပြီးလက်မှတ်ထွက်ပြန်မအပ်ပါ။
ကားကြီးဝင်း - 074-20716, 09-47008200, 09440002500
အိမ် - 074-21485, 09-2400600, 09-2066300

0800

လက်မှတ်ရေးထိုးသူ

Ever Great

အိတ်စားဝတ်

Mobile, လျှပ်စစ်ပစ္စည်း နှင့် နာရီအမျိုးမျိုးရောင်းဝယ်ရေး

ဆွမ်ပရာဘွမ်လမ်းမကြီးဘေး၊ ကုဒါကောင်းလမ်းခွဲအနီး၊ အင်ဂျင်နီယာကွက်၊ မြစ်ကြီးနားမြို့။

Date : 16/6/2025

16 day with!

②

= 50000[^]

7

50000

Prud