



### OVERTIME REQUEST FORM

BU/BR/DIV Name : **Mandalay Resources**  
 Department Name : **Service**  
 Reason for Overtime : **Truck Roller Dismounting and Mounting**

| No. | Date    | Name               | Position Level | Time    |         | Hours        | Amount | Remark          |
|-----|---------|--------------------|----------------|---------|---------|--------------|--------|-----------------|
|     |         |                    |                | From    | To      |              |        |                 |
| 1.  | 11-1-25 | Yee Myo Min        | SH             | 5:30 PM | 8:30 PM | 3            | 3600   | Truck Roller    |
| 2.  | 11-1-25 | Thura Aung         | AI             | 5:30 PM | 8:30 PM | 3            | 3600   | Dismounting and |
| 3.  | 11-1-25 | Aung Khant<br>Thee | AI             | 5:30 PM | 8:30 PM | 3            | 3600   | Mounting        |
| 4.  | 11-1-25 | Pyae Sone<br>Khant | AI             | 5:30 PM | 8:30 PM | 3            | 3600   |                 |
| 5.  | 11-1-25 | Chit Min On        | AI             | 5:30 PM | 8:30 PM | 3            | 3600   |                 |
|     |         |                    |                |         |         | Total Hours  | 15 H   | 18,000          |
|     |         |                    |                |         |         | Total Amount |        |                 |

Requested by: **Thandar Soe** (Requestor)  
 Approved by: **Sai Non Ko** (DH)  
 Approved by: **Aung Thee Win** (GM/AGM/COO)  
 Checked by: **Moe Thazin** (HR)

05-CHL-HRM-FRM-020-05



### OVERTIME REQUEST FORM

BU/BR/DIV Name : **Mandalay Resources**  
 Department Name : **Service**  
 Reason for Overtime : **Bucket Cylinder Assembly**

| No. | Date    | Name               | Position Level | Time    |         | Hours        | Amount | Remark          |
|-----|---------|--------------------|----------------|---------|---------|--------------|--------|-----------------|
|     |         |                    |                | From    | To      |              |        |                 |
| 1.  | 12-1-25 | Yee Myo Min        | SH             | 9:00 AM | 6:00 PM | 8            | 9600   | Bucket Cylinder |
| 2.  | 12-1-25 | Thura Aung         | AI             | 9:00 AM | 6:00 PM | 8            | 9600   | Assembly        |
| 3.  | 12-1-25 | Aung Khant<br>Thee | AI             | 9:00 AM | 6:00 PM | 8            | 9600   |                 |
| 4.  | 12-1-25 | Pyae Sone<br>Khant | AI             | 9:00 AM | 6:00 PM | 8            | 9600   |                 |
| 5.  | 12-1-25 | Chit Min On        | AI             | 9:00 AM | 6:00 PM | 8            | 9600   |                 |
|     |         |                    |                |         |         | Total Hours  | 40 H   | 48,000          |
|     |         |                    |                |         |         | Total Amount |        |                 |

Requested by: **Thandar Soe** (Requestor)  
 Approved by: **Sai Non Ko** (DH)  
 Approved by: **Aung Thee Win** (GM/AGM/COO)  
 Checked by: **Moe Thazin** (HR)

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

BU/BR/DIV Name : Mandalay Resources  
 Department Name : Service  
 Reason for Overtime : Air Con Blower Until Mounting and Machine Test Run

| No. | Date    | Name            | Position Level | Time   |        | Hours        | Amount | Remark                 |
|-----|---------|-----------------|----------------|--------|--------|--------------|--------|------------------------|
|     |         |                 |                | From   | To     |              |        |                        |
| 1.  | 14.1.25 | Yee Myo Min     | 9It            | 5:30PM | 9:30PM | 4            | 4800   | Air Con Blower Until   |
| 2.  | 14.1.25 | Thura Aung      | AI             | 5:30PM | 9:30PM | 4            | 4800   | Mounting and Machinery |
| 3.  | 14.1.25 | Aung Khant Thi  | AI             | 5:30PM | 9:30PM | 4            | 4800   | Test Run               |
| 4.  | 14.1.25 | Pyae Sone Khant | AI             | 5:30PM | 9:30PM | 4            | 4800   |                        |
| 5.  | 14.1.25 | Chit Min Oo     | AI             | 5:30PM | 9:30PM | 4            | 4800   |                        |
|     |         |                 |                |        |        | Total Hours  | 20H    | 24000                  |
|     |         |                 |                |        |        | Total Amount |        |                        |

Requested by  
 Sign :   
 Name : Thanda Soe  
 (Requestor)

Approved by  
  
 Sai Noriko  
 (DH)

Approved by  
 Aung Zhu Win  
 (GM/AGM/COO)

Checked by  
  
 Moe Thazin  
 (HR)