



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Aung Ko Ko Co	Estimated Date of Travel	4.12.24 to 17.12.24	
Position Rank	ADH	Total Day	14 days	
SU/BR/Div/Dept	Service	Destination		
Purpose	To test run 100kw on grid solar system installation			
Travelling Permit				
Arrival Place	Dawei			
Actual Date & Time of Travel	4.12.24 to 17.12.24			
Total Day	14 day			
HR Name	Xiao Ni xiao Ni Aye			
HR Sign				
BOH Authorized Person Name	Khin Mar Gyi			
BOH Authorized Person				
Advance Clear				
Actual Date & Time of Travel	4.12.24 to 17.12.24	Total Day	14 days	
Departure Date & Time	4.12.24	Arrival Date & Time	17.12.24	
Date	Description	Total Amount		
		Kyats	USD	
4.12.24 to 17.12.24	TA Charges (14 x 15000) For one person ARKO	210000	0	
	Tax: Charges	44000	0	
Total Expense (Kyats/USD)		254,000	0	
Cash Advance (Kyats/USD)		200,000	0	
Balance Refund/Additional (Kyats/USD)		54,000	0	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	E. Thwe Phyo	Admin	28.12.24	
Approved By Dept Head	Aung Ko ko Co	ADH	3.1.24	
Approved By GM/ACM/COO	Phyo The	AGM	3.1.24	
Acknowledged by related Superior for Job Report	Aung Hein Kwon	GM	6.1.24	
HR Check & Approved	Myin Ee Khong	HR	3.1.25	
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

— Proper service scope and lead time for Customer to Maung Maung 100kw installation and testing.

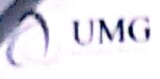


No.589-592,Bo Aung Kyaw Street,Yangon-Pathein High Way Road,Hlaing Thar Yar Township, Yangon, Myanmar

Print Date : 28-Dec-2024

Taxi (Bus,Motorcycle,3-wheel etc...) Charges Form

No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
1	2024-12-04	Renewable Energy	Service	Aung Ko Ko Oo	Test run 100kW On Grid Solar System Installation In Dawei Mibamyitta Ice Factory	10:00	Mekhwet Zay (Home)	Airport	22,000	22,000	GA Manager Approved	Tools and package
2	2024-12-17	Renewable Energy	Service	Aung Ko Ko Oo	Test run 100kW On Grid Solar System Installation In Dawei Mibamyitta Ice Factory	14:21	Airport	Mekhwet Zay (Home)	22,000	22,000	GA Manager Approved	Tools and package



# TRAVELLING REPORT

Date: 18.12.24

Report To	Phys CH	
Employee Name	Aung Ro Ro Co	
Position	ADH	
Department	Service	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	18.12.24	19.12.24
Total Days	1 day	
Trip Information	1. From	To
	Y&R	Dawei
	2. From	To
Dawei	Y&R	
3. From	To	
Purpose For Travelling	Testing & Commissioning 100 kW Solar System Installation	
Travel Date	Activities	Remark
	Daily reports attached by below	

Reported by  
 Sign:   
 Name: Aung Ro Ro Co  
 Position: ADH

Checked by  
 Sign:   
 Name: Phys CH  
 Position: AGM  
 (DH/AGM/GM)

Approved by  
 Sign:   
 Name: U Aye Mya Htoon  
 Position: (COO)

6/11/2025

05-CTH-HRM-FRM-064-01

	Date	Status	Job Types/Number
1	4.12.24	Attend	Went to Dawei from YGN.
2	5.12.24	Attend	Did Morning Exercise at Dawei Branch. Today, at the Dawei customer Ko Maung Maung site, DC breakers were installed to install the solar strings in the panel and the AC cables were removed after a system breakdown.
3	6.12.24	Attend	Today at Dawei customer Ko Maung Maung site, we have crossed the looping cables in the breakers to count the solar strings and installed the DC solar cables to the solar panel to the fuse. AC cable load cables have also been made with ready cable lugs. The inverter to DC breaker is also equipped with solar cables and new 100KW inverter's wifi was also connected.
4	7.12.24	Holiday	Today, at Dawei customer Ko Maung Maung site, AC cables were installed in the change breaker and all 10 solar strings were also installed to the Solar panel to Fuse / Inverter to DC breaker.
5	8.12.24	Holiday	Today at Dawei customer Ko Maung Maung site, all the earthing cables are looped in SPD and all the DC system side has been completed. Panel meter wiring has also been completed.
6	9.12.24	Attend	Did morning exercise at Dawei Branch. - Today, at Dawei customer Ko Maung Maung site, connected the solar strings and measured the input volts. Everything is fine. Installed the AC cables by once after the system breakdown.
7	10.12.24	Attend	Did Morning exercise at Dawei Branch. Today, did a test run with EPC / Gen at Dawei customer Ko Maung Maung site. First tried with each INV first. It was fine. Then tried connecting 2 Inverters in parallel. Everything is fine. We will do the test run again tomorrow to make sure.
8	11.12.24	Attend	Today, monitored the Solar output power and Load Consumption at the Dawei Customer Ko Maung Maung site (Cold Storage). found it convenient. Also went to the site survey at the Ko Maung Maung (Zi Zawa Win) gas station. We are discussing the roofs that will be installed with solar panels, consulted with the customer and only after the customer changed the roof tiles, the entire ESS system. I said to install. Cable way, INV battery place and oil pump golf load consumption. Measured it and also drew earth cables again at the cold storage site.
9	12.12.24	Attend	Today, at Dawei Customer Ko Maung Maung site, finished all the earth cables again installed. Also installed a new multifunction meter that was not working from the panel.
10	13.12.24	Attend	Did morning exercise at Dawei branch. Today, checked the meter at the Dawei Customer Ko Maung Maung site and test several times. We have brought the AC cable / Earth cable and some other accessories from the site back to the office.
11	14.12.24	Attend	Did morning exercise at Dawei branch. Replaced the easton meter with a new one and test the meter again and again change the wiring. BUT it's not ok yet.
12	15.12.24	Holiday	Easton meter setting configuration. Adjustable grid setting at inverter
13	16.12.24	Attend	Check easton meter. Check inverter output. Test inverter with load 1 and load 2
14	17.12.24	Attend	Come Back YGN From Dawei.