



OVERTIME REQUEST FORM

BU/BR/DIV Name : **Mc BU**
 Department Name : **Service Opt**
 Reason for Overtime : **Event for BOC Park Hlaing Thar Yar (Myanmar Peasants Day)**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	27.2.25	Thura Min	Mechanic helper	4:15PM	7:00 PM	2:45hrs	3300	
2.	28.2.25	"	"	4:30 PM	7:30 PM	3:00hrs	3600	
4.	1.3.25	"	"	8:00AM	8:07PM	11hrs	13200	Total hrs 12hrs
4.	2.3.25	Pyge Phygo Kyee	Mechanic helper	8:00 AM	8:00PM	11 hrs	13200.	Total hr 2 hrs
				Total Hours		23:45	333001.	
				Total Amount				

Requested by
 Sign :
 Name : **Thet Htar San**
 (Requestor)

Approved by

 Name : **Min Paing Phygo**
 (DH)

Approved by

 Name : **Chit San Ko**
 (GM/AGM/COO)

Checked by

 Name : **Thee Nu Uai**
 (HR)

SERVICE REPORT

UMG

Job Order No MC-YGN-JR-2502118
 Customer Name UMG Motor
 Machine Location General Aung San (Park), BOX
 Machine Model Sekna HTY
 Machine Sr.No RL9916JJBKAS00160, 238
 Engine Sr.No
 Hour Meter or) Km 1km
 Job Site Distance
 Application
 Number of Trip

	Date	Time
Customer Call Date		
Confirm with Customer		
Go to Job Site Time		
Arrival Job Site Time		
Job Start Time	27.2.25	4:15 PM
Job Finish Time	27.2.25	7:00 PM
Go Back from Site		
Arrival Office Time		
Job Delay Date&Time		
Reason of Job Delay		

Customer Call Problem Inspection

Cause of Problem

Service Action

- Inspection the motorcycle.
- checked covers, key, electrical system, engine, wheel, brake.
- Engine start and test run U/D.
- motorcycle delivery to the exhibition.
- cleaning the motorcycle and exhibition area.

Failure Causal Part

No	Part Description	Part No	Qty	Remark

Service Charges

Customer Sign Service Person Sign [Signature]
 Customer Name Service Person Name TRM

Checked By Name: <u>TRM</u> Sign: <u>[Signature]</u> Service Man	Acknowledge By Name: <u>Saw Elsay Wah</u> Sign: <u>[Signature]</u> Service SH	Approved By Name: <u>[Signature]</u> Sign: Service DH
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Remark: OT, Prepare vehicle for Peasants' Day Event



SERVICE REPORT



127

Job Order No MC-YGAI-JR-2502124
 Customer Name UMG Motors
 Machine Location General Aung San (Park), BOC
 Machine Model Selena HTY
 Machine Sr.No RL9SIGJJBWAS00160,238
 Engine Sr.No
 Houe Meter or) Km 1km
 Job Site Distance
 Application
 Number of Trip

	Date	Time
Customer Call Date		
Confirm with Customer		
Go to Job Site Time		
Arrival Job Site Time		
Job Start Time	28.2.2025	4:30 PM
Job Finish Time	28.2.2025	7:30 PM
Go Back from Site		
Arrival Office Time		
Job Delay Date&Time		
Reason of Job Delay		

Customer Call Problem Inspection

Cause of Problem

Service Action

- UD from go to exhibition.
- Motorcycle cleaning and engine start.
- checked the electrical system.
- About motorcycle customer explained.
- Exhibition area cleaning.

Failure Cause/ Part

No	Part Description	Part No	Qty	Remark

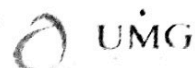
Service Charges

Customer Sign Service Person Sign [Signature]
 Customer Name Service Person Name TRM

Checked By Name: <u>TRM</u> Sign: <u>[Signature]</u> Service Man	Acknowledge By Name: <u>Saw Ebay Wah</u> Sign: <u>[Signature]</u> Service SH	Approved By Name: <u>[Signature]</u> Sign: <u>[Signature]</u> Service DH
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Remarks
 OT, Prepare for vehicle for ~~the~~ Peasants' Day Event

SERVICE REPORT



Job Order No MC-YGN-JR-25033001
 Customer Name UMG Motors
 Machine Location General Aung San (Park), BCC
 Machine Model Sekna HTY
 Machine Sr.No RL951GJJBKAS00160,238
 Engine Sr.No
 Houe Meter or) Km 1km
 Job Site Distance
 Application
 Number of Trip

	Date	Time
Customer Call Date		
Confirm with Customer		
Go to Job Site Time		
Arrival Job Site Time		
Job Start Time	1.3.2025	8:00AM
Job Finish Time	1.3.2025	8:07PM
Go Back from Site		
Arrival Office Time		
Job Delay Date&Time		
Reason of Job Delay		

Customer Call Problem
Inspection

Cause of Problem
||

Service Action

- checked vehicle condition (covers, paint, engine oil, electrical, brake tyre, wheel, rear mirrors).
- cleaned vehicle and parts.
- explained about vehicle to customers.
- job was finished.

Failure Causal Part

No	Part Description	Part No	Qty	Remark

Service Charges

Customer Sign Service Person Sign *[Signature]*
 Customer Name Service Person Name TRM

Checked By Name: <u>TRM</u> Sign: <u><i>[Signature]</i></u> Service Man	Acknowledge By Name: <u>Saw Elsay Wah</u> Sign: <u><i>[Signature]</i></u> Service SH	Approved By Name: <u><i>[Signature]</i></u> Sign: <u><i>[Signature]</i></u> Service DH
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Remark
 OT, Peasants' Day Event

WIN MOTOR COMPANY

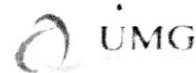
MATADOR
LECTRO

Innovations in Renewable Energy for





SERVICE REPORT



Job Order No MC-YGA-JR-2503002
 Customer Name UMG Motors
 Machine Location Grand Ayng San (Park), BOC HIY
 Machine Model Selena
 Machine Sr.No R19526 JJBKAS20160, 238
 Engine Sr.No
 Houe Meter or) Km 1 km
 Job Site Distance
 Application
 Number of Trip

	Date	Time
Customer Call Date		
Confirm with Customer		
Go to Job Site Time		
Arrival Job Site Time		
Job Start Time	<u>2-3-25</u>	<u>8:00 Am</u>
Job Finish Time	<u>2-3-2025</u>	<u>9:00 pm</u>
Go Back from Site		
Arrival Office Time		
Job Delay Date&Time		
Reason of Job Delay		

Customer Call Problem Inspection

Cause of Problem

Service Action

- Selena covers polish and check 2 unit.
- Test run engine 2 unit good.
- Customer ~~page~~ like and follow, share for UMG Motors page.
- Explaing customer about selena product.
- job was finished.

Failure Causal Part

No	Part Description	Part No	Qty	Remark

Service Charges

Customer Sign

Service Person Sign [Signature]

Customer Name

Service Person Name PPK

Checked By	Acknowledge By	Approved By
Name: <u>PPK</u>	Name: <u>Saw Elsay Wah</u>	Name: <u>[Signature]</u>
Sign: <u>[Signature]</u>	Sign: <u>[Signature]</u>	Sign: <u>[Signature]</u>
Service Man	Service SH	Service DH

Remark

OT, Peasants' Day Event

