



Mandalay-Shwebo Road, No.6 Quarter, Shwe Bo (North of Moke-Oo), Sagaing Division Shwe Bo
Tel :
Fax:

ADVANCE CLEARING

Voucher No. : SBO-AC-2025-02-0001

To : Kyaw Soe Hla

Voucher Date : 2025-02-04

Advance No : SBO-ADV-2025-01-0002

Currency : MMK Rate : 0.00021882

Payment Method	Status
Cash On Hand - MMK - SBO	posted

No.	Description	Track - 1	Track - 2	Amount
1	ADV CLEAR KYAW SOE HLA FOR CAR TICKET -70,000/-, CYCLE REPAIR -36,500/-, TAMA (7DAYS) -105,000/-, TOTAL ACTUAL EXPENSE -211,500/-, ADV -300,000/-, REFUND -88,500/-, GO TO KAWLIN TOWNSHIP FOR AR CUSTOMER FOLLOWUP MEET.			211500.00

Advance Total : 300000.00

Expense Total : 211500.00

Refund / Collect : 88500.00

Note : ADV CLEAR KYAW SOE HLA FOR CAR TICKET -70,000/-, CYCLE REPAIR -36,500/-, TAMA (7DAYS) -105,000/-, TOTAL ACTUAL EXPENSE -211,500/-, ADV -300,000/-, REFUND -88,500/-, GO TO KAWLIN TOWNSHIP FOR AR CUSTOMER FOLLOWUP MEET.

Date : 4.2.2025

Name/NRC No : Kyaw Soe Hla

Signature : 

CASH ADVANCE CLEAR FORM

Date: 28.1.25
 BR/Division: SBO BR
 Department: Admin
 Advance Issue: 300,000 Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	18.1.25	ADV-0002	-	300,000	car ticket - 70,000/-
2	2 nd Time Advance			-	-	cycle repair - 36,500/-
3	3 rd Time Advance			-	-	TA (21.1.25) ~ (27.1.25)
Total Advance				-	300,000/-	7 days x 1 person -
Total Actual				-	211,500/-	105,000 kzs
Balance Refund/Additional				-	88,500/-	

Request By: Kyaw Soe Hla (Requester)
 Checked By: Pin (Mgr/DH)
 Checked By: Uwe (Finance & Account)
 Approved By: Kyaw Soe Hla (GM/AGM/COO)
 Approved By: _____ (CMC)

04-CFD-CAS-FRM-002-03

(27.1.25)	KLN to SBO BR (car ticket charges)		35,000/-
			-
			-
			-
Total Expense (Kyats/USD)			211,500/-
Cash Advance (Kyats/USD)			300,000/-
Balance Refund/Additional (Kyats/USD)			88,500/-
Job Report Status			
Authorization	Name	Position	Date
Prepared By	Kyaw Soe Hla	ABOH	28.1.25
Approved By Dept Head	Kyaw Soe Hla	ABOH	28.1.25
Approved By GM/AGM/COO	Kyaw Soe Hla	ABOH	28.1.25
Acknowledged by related Superior for Job Report	Kyaw Soe Hla	ABOH	28.1.25
HR Check & Approved			
Cash Received			
Remark			



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Kyuaw Soe Hla	Estimated Date of Travel	(21.1.25) ~ (27.1.25)	
Position Rank	ABOH	Total Day	7-days	
BU/BR/DIV, Dept	SBO BR	Destination		
Purpose	Unit AROD follow up and s'part sales at KLN Area.			
Travelling Permit				
Arrival Place	KLN			
Actual Date & Time of Travel	21.1.2025 ~ 27.1.2025			
Total Day	7 Days			
HR Name	Pwin Thet Htar Khaing			
HR Sign				
BOH Authorized Person Name	Kyuaw Soe Hla			
BOH Authorized Person				
Advance Clear				
Actual Date & Time of Travel	(21.1.25) ~ (27.1.25)	Total Day	7-days	
Departure Date & Time	(21.1.25) 10:00 A.M	Arrival Date & Time	(27.1.25) 2:30 PM	
Date	Description	Total Amount		
		Kyats	USD	
21.1.25	SBO BR to KLN (car ticket charges)	35,000/-	-	
(22.1.25) ~ (26.1.25)	S'part sales and AROD follow up way to Joe Daming and Pin Loe Bue Area TA charges. TA (21.1.25) ~ (27.1.25) 7 days	105,000/-	-	
(22.1.25)	cycle repair charges	36,500/-	-	
(27.1.25)	KLN to SBO BR (car ticket charges)	35,000/-	-	
		-		
		-		
		-		
	Total Expense (Kyats/USD)	211,500/-		
	Cash Advance (Kyats/USD)	200,000/-		
	Balance Refund/Additional (Kyats/USD)	88,500/-		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Kyuaw Soe Hla	ABOH	28.1.25	
Approved By Dept Head	Kyuaw Soe Hla	ABOH	28.1.25	
Approved By GM/AGM/COO	Kyuaw Soe Hla	ABOH	28.1.25	
Acknowledged by related Superior for Job Report	Kyuaw Soe Hla	ABOH	28.1.25	
HR Check & Approved				
Cash Received				
Remark				

နန်းမြင့်

အဆင့်မြင့်ခရီးသွားလုပ်ငန်း

မန္တလေး ⇄ ရွှေဘို ⇄ ကန့်ဘလူ ⇄ ကျွန်းလှ ⇄ ကျောက်တန်း ⇄ ခံသာ
 ကောလင်း ⇄ ဥက္ကံ ⇄ ပင်လည်ဘူး ⇄ အင်းတော် ⇄ ကသာ ⇄ မန်းမောက်

ယာဉ်အမှတ် ၃၂၂ ၈၄၈၇

အမည် ကိုကျော်စိုးလှ ခုံအမှတ် ၄ ဦးရေ/သင့်ငွေ ၁၁/ 35000

ရက်စွဲ ၂၇.၁.၂၀၂၅ ထွက်ချိန် ၆:၃၀ AM ကျောက်တန်း ရွှေဘို သို့

မန္တလေးဂိတ် ➡ ၂၃ လမ်း၊ စေလမ်းတောင့်၊ အောင်မြေသာစံမြို့နယ်၊ မန္တလေးမြို့။

မှတ်ချက်

📞 09-444 021 994, 09-444 284 166, 09-764 021 994, 09-422 4000 50, 09-422 4000 60

ယာဉ်ထွက်ချိန်ထက်(၁၅)မိနစ်စော၍ လာရောက်ပေးပါရန်။

ရောင်းပြီးလက်မှတ် ငွေပြန်မအမ်းပါ။

Sign : *[Signatures]*

Name : *Kyaw Soe Hla* (Requester) *Pin Win* (Department Head) *Nwe Nwe Win* (Related FNA/Corp FNA) *Kyaw Soe Hla* (OM/AGM/GM/BOH/ABOH) *Paing Soe Lynn* (ACOO/COO/MD/VCM)

04-CFD-TSU-FRM-001-00

<p>22.1.25 (24.1.25)</p>	<p>U Sai Wai Lu, U Nyein Chan Aung, U Khin Maung Soe, U Win Myint at Joe Daung Village. Note* - Negotiate with customer U Hla Myint at MDY with MDY On target team to collect (ARR 3-dues)</p>	<p>C's part total sales amount - USD1861</p>
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နန်းခြံ

အဆင့်မြင့်ခရီးသွားလုပ်ငန်း

ယာဉ်အမှတ်

မန္တလေး ⇄ ရွှေဘို ⇄ ကန့်ဘလူ ⇄ ကျွန်းလှ ⇄ ကျောက်တန်း ⇄ ခံသာ

ကောလင်း ⇄ ဥက္ကံ ⇄ ပင်လည်ဘူး ⇄ အင်းတော် ⇄ ကသာ ⇄ မန်းမောက်

အမည် *ကျော်စွာဦးလှ*

ခုံအမှတ် *၁၀*

ဦးရေ/သင့်ငွေ *၁၂၅/၃၅၀၀၀*

ရက်စွဲ *၂၀.၁၂.၂၀၂၄*

ထွက်ချိန် *၁၀:၃၀ Am*

ရွှေဘို

မှ *ကျောက်တော်* သို့

မန္တလေးဂိတ် - ၂၃ လမ်း၊ ရေလမ်းထောင့်၊ အောင်မြေသာစံမြို့နယ်၊ မန္တလေးမြို့။

မှတ်ချက်

09-444 021 994 , 09-444 284 166 , 09-764 021 994 , 09-422 4000 50 , 09-422 4000 60

ယာဉ်ထွက်ချိန်ထက်(၁၅)မိနစ်စော၍ လာရောက်ပေးပါရန်။

ရောင်းပြီးလက်မှတ် ငွေပြန်မအမ်းပါ။

Sign : *[Signature]*
Name : *Kyaw Soe Hla* (Requester)
Pwin Thet Htar (Department Head)
Khainy

[Signature]
Name : *Nbe Nbe Win*
(Related FNA/Corp FNA)

[Signature]
Name : *Kyaw Soe Hla*
(OM/AGM/GM/BOH/ABOH)

[Signature]
Name : *Paing Soe Lynn*
(ACOO/COO/MD/VCM)

04-CFD-TSU-FRM-001-00



TRAVELLING REPORT

Date : 28.1.25

Report To	Paing Soe Lynn	
Employee Name	Kyaw Soe Hla	
Position	ABOH	
Department	Admin	
Business	SBO BR	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	(21.1.25) 10:00 A.M	(27.1.25) 2:30 P.M
Total Days		
Trip Information	1. From ... SBO ... To ... KLN	
	2. From ... KLN ... To ... Joe Daung, Pin Lae Buser	
	3. From ... KLN ... To ... SBO	
Purpose For Travelling	S'part sales and inquiry collect. Unit AROD follow up and update information.	
Travel Date	Activities	Remark
(21.1.25)	SBO to KLN	
(22.1.25) ~ (24.1.25)	Meet customers U Sein Ag, U Sai Wai Lu, U Nyein Chan Aung, U Khin Maung Soe, U Win Myint at Joe Daung Village. Note* - Negotiate with customer U Hla Myint at MDY with MDY On target team to collect CAROD 3-dues).	Joe Daung Area (S'part total sales amount - USD1861)
(25.1.25) ~ (26.1.25)	Discussed about machine preprocess process with customer U min Htun.	Pin Lae Buser Area
(27.1.25)	KLN to SBO BR.	

Reported by

Sign :
Name : Kyaw Soe Hla
Position : ABOH

Checked by

Sign :
Name : Kyaw Soe Hla
Position : ABOH

Approved by

Sign :
Name : Paing Soe Lynn
Position : COO

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01



GENERAL EXPENSE CLAIM FORM

SR No: SBO BR
 Department Name: Admin

No	Date	Name	Description	Amount	Remark
1-	22.1.25	Cycle repair	Engine oil fill and tools box changes (M.OY 84W 149329)	36,500/-	
Total Amount				36,500/-	

Requested by: *Kiyaw*
 Name: Kiyaw See Hla (Requester)

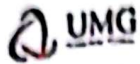
Approved by: *P. Hlaing*
 Name: Pwin Thet Hla (Department Head) Khainy

Checked by: *Nbe Nbe Win*
 Name: Nbe Nbe Win (Related FNA/Corp FNA)

Approved by: *Kiyaw*
 Name: Kiyaw See Hla (01VAG1EGLB01VAD01)

Approved by: *Poing See Lynn*
 Name: Poing See Lynn (AC00C003EDVCS0)

04-CFD-TSU-FRM-001-00



TRAVELLING REPORT

Date: 21.1.25

Report To	Aing Soe Lynn	
Employee Name	Kyaw Soe Hla	
Position	ABOH	
Department	Admin	
Business	SBO BR	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	(21.1.25) 10:00 A.M	(27.1.25) 2:30 P.M
Total Days		
Trip Information	1. From ...SBO.....To...KLN.....	
	2. From ...KLN.....To...Joe Daung, Pin Lae, Bun	
	3. From ...KLN.....To...SBO.....	
Purpose For Travelling	S'part sales and inquiry collect. Unit AROD follow up and update information.	
Travel Date	Activities	Remark
(21.1.25)	SBO to KLN	
(22.1.25)~ (24.1.25)	Meet customers U Sein Ag, U Sai Wai Lu, U Nyein Chan Aung, U Khin Maung Soe, U Win Myint at Joe Daung Village. Note* - Negotiate with customer U Hla Myint at MDY with MDY On target team to collect CAROD 3-dues).	Joe Daung Area (S'part total sales amount - USD1861)
(25.1.25)~ (26.1.25)	Discussed about machine preprocess process with customer U Min Hlun.	Pin Lae Bun Area
(27.1.25)	KLN to SBO BR.	

Reported by
 Sign:
 Name: Kyaw Soe Hla
 Position: ABOH

Checked by
 Sign:
 Name: Kyaw Soe Hla
 Position: ABOH

Approved by
 Sign:
 Name: Aing Soe Lynn
 Position: COO

(DIUAGM/GM)

(COO)

03-CYIL-JURN-FRM-064-01