



TRAVEL ADVANCE CLEAR FORM

| Cash Advance 195,000 mmk. | | | | |
|---|--|--------------|--------------------------|--------------------|
| Employee Name | See Pone Bo | | Estimated Date of Travel | 28/4/2025 |
| Position Rank | RSM | | Total Day | 6 days |
| BU/BR/DIV, Dept | MAC | | Destination | Patheingyi Branch |
| Purpose: Branch visit and Sale Support to PTN Branch for Lubricant Sales. | | | | |
| Travelling Permit | | | | |
| Arrival Place | PTN | MYAUNG MYA | KANGYITAUNK | DAKA |
| Actual Date & Time of Travel | 28/4/2025 7:00am | | | |
| Total Day | 6 days | | | |
| HR Name | Chaw Bi Zon | | | |
| HR Sign | <i>[Signature]</i> | | | |
| BOH/Authorized Person Name | See See Pone | | | |
| BOH/Authorized Person | <i>[Signature]</i> | | | |
| Advance Clear | | | | |
| Actual Date & Time of Travel | | | Total Day | |
| Departure Date & Time | | | Arrival Date & Time | |
| Date | Description | Total Amount | | |
| | | Kyats | USD | |
| 28/4/2025 | Home to Bus Station (Dagon Ayar) | 10,000 | | |
| 28/4/2025 | Bus ticket YGN to PTN | 13,000 | 1 | |
| 31/5/2025 | Bus ticket PTN to YGN | 11,000 | | |
| 31/5/2025 | Dagon Ayar Station to Home Taxi Charge | 11,000 | | |
| 28/4 to 3/5 | meal allowance. 6 days x 15000 | 90,000 | | |
| Total Expense (Kyats/USD) | | 135,000 | | |
| | | 195,000 | | |
| Balance Refund/Additional (Kyats/USD) | | 60,000 | | |
| Job Report Status | | | | |
| Authorization | Name | Position | Date | Sign |
| Prepared By | See Pone Bo | RSM | 5/5/2025 | <i>[Signature]</i> |
| Approved By Dept Head | Aung Ko Latt | NSM | 8/5/2025 | Telegram Attached |
| Approved By GM/AGM/COO | Ma Seint Thu | AGM | | |
| Acknowledged by related Superior | Soyar U Aye Min Han | VCM | | |
| HR Check & Approved | Ma Htet Zaw | ADH | | |
| Cash Received | | | | |
| Remark | | | | |

Monthly Ground Stocks Lists

| No | Brand | Items Descriptions | Part Number | Closing Balance | Remark |
|-------------|-----------|---|-------------|-----------------|--------|
| 1 | VALVOLINE | Valvoline Gear Gard Super 90, GL-5 (1 x 18L) | 692027 | 1 ✓ | |
| 2 | VALVOLINE | Valvoline Engine Oil, All Fleet Premium 15W40 | 692052 | 1 ✓ | |
| 3 | VALVOLINE | Valvoline Champ 4T 20W50, SG/CD (24 x 1L) | 692249 | 3 ✓ | |
| 4 | ZEREX | Zerex ZX HD Extended Life RTU AFC 6/1 GA | ZXEDRU1 | 8 ✓ | |
| 5 | VALVOLINE | Auto Gear Oil (CVT) 6/1QT | 804751 | 12 ✓ | |
| 6 | VALVOLINE | Valvoline Super Coolant-Green | 450013 | 24 ✓ | |
| 7 | VALVOLINE | Matador Premium 10W40 SEMI Mas Additive 4 | adv 1002 | 8 ✓ | |
| 8 | MATADOR | Matador All Fleet Premium 15W40 CI4/SL Mas | adv 1004 | 18 ✓ | |
| 9 | MATADOR | Matador 15W40 CI4/SL Mas Additive 24*1L | adv 1013 | 64 ✓ | |
| 10 | VALVOLINE | Matador Premium 5W30 Fully Mas Additive 2 | adv 1016 | 3 ✓ | |
| 11 | MATADOR | 4T Scooter Gear Oil 10W40 Semi SL JASO MB(1 | adv 1215 | 60 ✓ | |
| 12 | MATADOR | 4T Scooter Gear Oil 10W30 Semi SL JASO MB(1 | adv 1216 | 24 ✓ | |
| 13 | MATADOR | 20W50 SG/CD (4*4L) | adv 1195 | 8 ✓ | |
| 14 | MATADOR | Power Steering Fluid (24*1L) | adv 1203 | 72 ✓ | |
| 15 | MATADOR | Brake Fluid DOT 4 (30*400G) | adv 1201-M | 60 ✓ | |
| 16 | MATADOR | Valvoline Premium Conventional Motor Oil 10 | 897409 | 2 ✓ | |
| Grand Total | | | | 368 | |

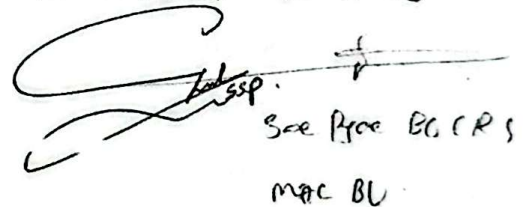
Pyge Sene / Su Su Pone

Phyo (PIC)




Su Su Pone (ABOH)

Check By



See Proc BC CR S
MAC BL


TRAVELLING REPORT

①

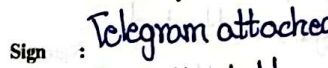
Date :5/5/2025.....

| | | |
|------------------------|---|---|
| Report To | NSM/AGM/ACOO/VCM | |
| Employee Name | Soe Pyae Bo | |
| Position | RSM | |
| Department | National Sales | |
| Business | M&C | |
| Departure & Arrival | Departure Date And Time | Arrival Date And Time |
| | 28/4/2025 (7:00 AM) | 3/5/2025 (5:00 PM) |
| Total Days | (6 days) | |
| Trip Information | 1. FromYGN.....ToPTN..... | |
| | 2. FromPTN.....ToMyaung Mya..... | |
| | 3. FromPTN.....ToKyang Kone..... | |
| Purpose For Travelling | Branch Sales Support to PTN Branch | |
| Travel Date | Activities | Remark |
| 28/4/2025 | Go YGN to PTN Br. visit in PTN Down Town. ① Lin Pyae Hlyn Shop ② Family Shop. ③ Si Thu Shop. ④ Shwe Thra Saw shop. ⑤ Hlike Shop (phone call) | Orders. ADV 1002 (4) cases ADV 1003 (1) cases ADV 1004 (2) cases. ADV 1013 (2) Cases 450013 (2) Cases 692054 (2) cases 692249 (3) cases 869084 (1) cases. |
| 29/4/2025 | Go To Myaung Mya Tsp. ① Son Da Thu Kha Shop (Deal with New Contract). ② Ncing (shop) ③ Puist Kaung Shop ④ Da Na Ten Shop ⑤ Ka Su Shop ⑥ SKY shop (phone call) | 692247 (15) Cases. ADV 1215 (3) Cases ADV 1200 (3) cases ADV 1202 (1) cases 692247 (25) cases |

Reported by

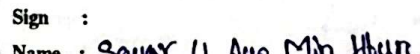
 Sign : 
 Name : Soe Pyae Bo
 Position : RSM

Checked by

 Sign : 
 Name : Aung Ko Latt
 Position : NSM

(DH/AGM/GM)

Approved by

 Sign : 
 Name : Sayar U Aye Min Htun
 Position : VCM


(COO)

2


Date:

| Report To | | |
|------------------------|--|--|
| Employee Name | | |
| Position | | |
| Department | | |
| Business | | |
| Departure & Arrival | Departure Date And Time | Arrival Date And Time |
| | | |
| Total Days | | |
| Trip Information | 1. From To | |
| | 2. From To | |
| | 3. From To | |
| Purpose For Travelling | | |
| Travel Date | Activities | Remark |
| 30.4.2025 | Visit in PTN Down Town. ① Dual Power (WS) ② Shwe Ta Kon (WS) ③ Smile Shop. ④ Famous (WS) Ground Stock Check in PTN BR ⑤ Sky (Shop) (phone call) ⑥ Lin Pyae Hye (mco Shop) PH call | Orders- 692247 (6) cases ADV 1001 (10) cases |
| 2.5.2025 | Visit in Kyaung Lone Tsp. ① Mya Ta Ra Phue (Shop) ② Shwe La min (Shop) ③ Lin Htet (Shop) ④ One Aye Aye (WS) | ADV 1002 (2) cases ADV 1006 (1) cases ADV 1004 (1) cases |

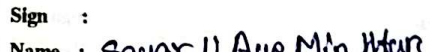
Reported by

 Sign : 
 Name : Soe Pyae Bo
 Position : RSM

Checked by

 Sign : 
 Name : Aung Ko Latt
 Position : NSM
 (DH/AGM/GM)

Approved by

 Sign : 
 Name : Soyar U Aye Min Htun
 Position : VCM
 (COO)



TRAVELLING REPORT

Date : 5/5/2025.....

3

| | | |
|------------------------|---|--|
| Report To | NSM/AGM/DCCO/VCM | |
| Employee Name | See Aye Bo | |
| Position | RSM | |
| Department | National Sales | |
| Business | MAC | |
| Departure & Arrival | Departure Date And Time | Arrival Date And Time |
| | 28/4/2025 (7:00 Am) | 3/5/2025 (5:00 Pm) |
| Total Days | (6 days) | |
| Trip Information | 1. FromTo | |
| | 2. FromTo | |
| | 3. FromTo | |
| Purpose For Travelling | | |
| Travel Date | Activities | Remark |
| 3/5/2025 | Go Back to YGN. Young Ni Shop (phone call) | Orders - 692249 (6) cases 692249 (4) cases. 844573 (1) case. |
| | Total Call/visit 17 visits / 3 calls. | Total Orders. (90) cases. Stock Availability. (75) cases Delivery in This week. |

Reported by

Sign :

Name : See Aye Bo

Position : RSM

Checked by

Sign :

Name : Aung Ko Latt

Position : RSM

(DH/AGM/GM)

Approved by

Sign :

Name : Sayor U Aye Min Hkun

Position : VCM

(COO)



TRAVEL ADVANCE CLEAR FORM

| Unit Address | PTB, C/O 75110 | | | |
|--|--|--------------------------|--------------|--------------------|
| Employee Name | See Boe Bo | Estimated Date of Travel | 28/1/2025 | |
| Passport Book | R 511 | Total Day | 6 days | |
| BU/Div/Unit/Type | PTN | Destination | Indra Branch | |
| Business Purpose: Business Visit and Sale Support to PTN Branch for Lubricant Sales. | | | | |
| Itinerary Detail | | | | |
| Actual Place | PTN | MYKING MYA | KANGYATUNK | |
| Actual Date & Time of Travel | 28/1/2025 7:00am | | | |
| Total Day | 6 days | | | |
| HR Name | Chao B' Zou | | | |
| HR Sign | Chao | | | |
| HR Authorized Person Name | See See Pomer | | | |
| HR Authorized Person | <i>[Signature]</i> | | | |
| Advance Clear | | | | |
| Actual Date & Time of Travel | | Total Day | | |
| Expected Date & Time | | Arrival Date & Time | | |
| Date | Description | Total Amount | | |
| | | Kyrs | USD | |
| 28/1/2025 | Home to Bus Station (Dogan Ayar) | | 10,000 | |
| 28/1/2025 | Bus ticket Y6A1 to PTN | | 13,000 | |
| 31/1/2025 | Bus ticket PTN to Y6A1 | | 11,000 | |
| 31/1/2025 | Dogan Ayar Station to Home Taxi Charge | | 11,000 | |
| 28/1/2025 | meal allowance. 6 days x 15000 | | 90,000 | |
| Total Expense (Kyrs/USD) | | | 135,000 | |
| Balance Refund/Additional (Kyrs/USD) | | | 195,000 | |
| | | | 60,000 | |
| Job Report Status | | | | |
| Authorization | Name | Position | Date | Sign |
| Prepared By | See Boe Bo | RSM | 5/1/2025 | <i>[Signature]</i> |
| Approved By Dept Head | Aung Ko latt | NSM | 8/1/2025 | <i>[Signature]</i> |
| Approved By COE/WH/COO | Ma Seld ² Tra | AGM | | |
| Authorized by related Superior <small>see your signature</small> | Soyar U Aye Ma Hsun | VCN | | |
| HR Check & Approved | Ma Htet ² Zau | ADH | | |
| Check Received | | | | |
| Remark | | | | |

04-CTD CAS FRM 006-01

TRAVELLING REPORT

Date: 31/5/2025

| Report To | NSM/AGM/ACOO/VCM | |
|------------------------|---|--|
| Employee Name | See Pyae Bo | |
| Position | R 9M | |
| Department | National Sales | |
| Branch | MCC | |
| Departure & Arrival | Departure Date And Time | Arrival Date And Time |
| | 28/4/2025 (7:00 AM) | 3/5/2025 (9:00 AM) |
| Total Days | (6 days) | |
| Trip Information | 1. From YGN To PTN | |
| | 2. From PTN To Myaing Mya | |
| | 3. From PTN To Kyaukse | |
| Purpose for Travelling | Branch Sales Support to PTN Branch | |
| Travel Date | Activities | Remarks |
| 28/4/2025 | Go YGN to PTN Br. visit in PTN South Bazar. ① Lin Pyae Myin Shop ② Family Shop. ③ St Tea Shop. ④ Shwe Tira Saw Shop. ⑤ Hlike Shop (phone call) | Orders. ADV 1002 (4) cases ADV 1003 (1) cases ADV 1004 (2) cases. ADV 1013 (2) cases ADV 10013 (2) cases 692054 (2) cases 692249 (3) cases 869084 (1) cases. |
| 29/4/2025 | Go To Myaing Mya Tsp. ① In Da Tea Kra Shop (Deal with New contract). ② Naing (shop) ③ Pwint Mying Sq. ④ Da Na Tin Shop ⑤ Ko Se Shop ⑥ Sky Shop (phone call) | 692247 (15) cases. ADV 1215 (3) cases ADV 1200 (3) cases ADV 1202 (1) cases 692247 (25) cases |

Reported by
 Sign:
 Name: See Pyae Bo
 Position: R 9M

Checked by
 Sign:
 Name: Pung Ko Latt
 Position: NSM
 (DIVISIONAL)

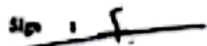
Approved by
 Sign:
 Name: Soay U Aye Min Hsun
 Position: VCM
 (COO)


05-CIB-1034-FRM-004-01

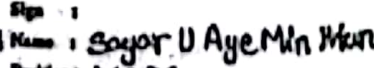
TRAVELLING REPORT

Date :

| | | |
|------------------------|---|--|
| Report To | | |
| Employee Name | | |
| Position | | |
| Department | | |
| Business | | |
| Departure & Arrival | Departure Date And Time | Arrival Date And Time |
| | | |
| Total Days | | |
| Trip Information | 1. From To | |
| | 2. From To | |
| | 3. From To | |
| Purpose For Travelling | | |
| Travel Date | Activities | Remark |
| 30.4.2025 | Visit in PTN Down Town. ① Dual Power (WG) ② Shwe Ta Kon (WS) ③ Smile Shop. ④ Famous (WG) Grand Stock Check in PTN BR ⑤ Sky (Shop) (phone call) ⑥ Lin Aye Hye (mco shop) PHAD | Orders. 092247 (6) cases. ADV 1001 (10) cases |
| 2.5.2025 | Visit in Kyaungkone Tsp. ① Mya Ta Ra Phw (Shop) ② Shwe La min (Shop) ③ Lin Htet (Shop) ④ One Aye Aye (WG) | ADV 1002 (2) cases ADV 1006 (1) cases ADV 1004 (1) cases |

Reported by
 Sign : 
 Name : Gre Aye Bo
 Position : R Sm.

Checked by
 Sign : 
 Name : Aung Ko Latt
 Position : NSM
 (DEBAGNUGO)

Approved by
 Sign : 
 Name : Soyer U Aye Min Hkun
 Position : VCM
 (COO)

05-CHE-IRUM-FRM-04-01



TRAVELLING REPORT

Date: 5/5/2025

| | | |
|------------------------|---|---|
| Report To | NSM/DAMIACOO/VCM | |
| Employee Name | Soe Aye Bo | |
| Position | RSM | |
| Department | National Sales | |
| Business | MAC | |
| Departure & Arrival | Departure Date And Time | Arrival Date And Time |
| | 28/4/2025 (7:00 Am) | 3/5/2025 (5:00 Pm) |
| Total Days | (6 days) | |
| Trip Information | 1. From To | |
| | 2. From To | |
| | 3. From To | |
| Purpose For Travelling | | |
| Travel Date | Activities | Remarks |
| 8/5/2025 | Go Back to YGN. Young Ni Shop (phone call) | Orders. 692249 (6) cases 692249 (4) cases. 844573 (1) case. |
| | Total Call/visit 27 visits / 3 calls. | Total Orders. (90) cases. Stock Availability. (75) Cases Delivery in This week. |

Reported by

Sign:
Name: Soe Aye Bo
Position: RSM

Checked by

Sign:
Name: Aung Ko Latt
Position: NSM
(DIR/AC/UCM)

Approved by

Sign:
Name: Soe U Aye Min Hkun
Position: VCM
(COO)

05-CIL-IRUM-FRM-064-01



၎င်း ၎င်း ၎င်း

ကံထူးအောင်

KAN HTOO AUNG AIR-CON EXPRESS



အဆင့်မြင့် ခရီးသည်ဖို့ဆောင်ရေး

ရန်ကုန် (YANGON) - ပုသိမ် (PATHEIN)

ယာဉ်အမှတ် -----

သွားမည့်ရက် ၂၈ ၄ ၂၅ -----

| အမည် | ထိုင်ခုံအမှတ် | ယာဉ်ထွက်ချိန် |
|------|---------------|---------------|
| ✓ | ၆၀ | ၅. ၃၀၀ |

မှတ်ချက်။ ။ ယာဉ်မထွက်ခွာမီ မိနစ်(၃၀)ကြိုတင် အရောက်လာရမည်။ ဝယ်ပြီးလက်မှတ် ငွေပြန်မအမ်းပါ။

ခရီးသည်များလိုက်နာရန် ခင်းကမ်းချက်များ

- (၁) အစိုးရသတ်မှတ်ထားသော ဥပဒေမဲ့ပစ္စည်းများကို ကားပေါ်သို့ လုံးဝ တင်ဆောင်ခွင့်မပြုပါ။
- (၂) မိမိနှင့်အတူပါလာသောပစ္စည်းများကို ကားပေါ်မှ မဆင်းမှီ သေချာစွာစစ်ဆေးကြည့်ပါ။
- (၃) ခရီးသည်တစ်ဦးလျှင် လက်ဆွဲအိတ် တစ်လုံးသာ ခွင့်ပြုပါမည်။
- (၄) အကယ်၍ လက်ဆွဲအိတ်တစ်လုံးထက် ပိုခဲ့လျှင် ကားတင်ရန်နေရာရှိပါက တန်ဆာခ ပေးဆောင်ပြီးမှ တင်ဆောင်ရမည်။
- (၅) တန်ဆာခ ပေးဆောင်ခြင်းမရှိသော ကုန်ပစ္စည်းများအတွက် မိမိတာဝန်သာဖြစ်သည်။
- (၆) အချိန်လွန်ပြီးမှ ရောက်ရှိပါက လုံးဝ ငွေပြန်မအမ်းပါ။
- (၇) အကြောင်းအမျိုးမျိုးကြောင့် ယာဉ်မထွက်နိုင်ပါက ဝယ်ယူထားသော လက်မှတ်များကို ငွေပြန်အမ်းပါမည်။
- (၈) အသက်(၄)နှစ်မှစ၍ လက်မှတ်ဝယ်ပါ။
- (၉) တိရိစ္ဆာန်များ တင်ဆောင်ခွင့်မပြု။

တန်ဆာခကျသင့်ငွေ -
 * ၀၉ ၇၂၅၄၈၈၈၈၇၃၂ ဖု - ဆက်သွယ်ပါ

ရန်ကုန် (ဒဂုံဧရာဝိတ်)

Ph: 09 421155911, 09 421155912
 09_945488887, 09 883399525
 09 883399525

ပုသိမ် (မြို့ထဲဝိတ်)

Ph: 09 422454006, 09 422454007

ပုသိမ် (အဝေးပြေးဝိတ်)

Ph: 09 251196854

ဖုလီယံ ဝါး (ပြတင်သင်္ဘော) - ၁၃၀၀၀ ကျပ်ကျပ် ၁၃၀၀၀



9525
887,098
11,09



ကံထူးအောင်

KAN HTOO AUNG AIR-CON EXPRESS



အဆင့်မြင့် ခရီးသည်ပို့ဆောင်ရေး

ရန်ကုန် (YANGON) - ပုသိမ် (PATHEIN)

ယာဉ်အမှတ် - ၇၂၀၂၃၃

သွားမည့်ရက် - ၃.၅.၇၆

| | | |
|------------|---------------|---------------|
| အမည် | ထိုင်ခုံအမှတ် | ယာဉ်ထွက်ချိန် |
| စိုး ပြည့် | ၁၇ | ၁:၀၀ PM |

မှတ်ချက်။ ။ ယာဉ်မထွက်ခွာမီ မိနစ်(၃၀) ကြိုတင် အရောက်လာရမည်။ ဝယ်ပြီးလက်မှတ် ငွေပြန်မအမ်းပါ။

