



OVERTIME REQUEST FORM

BU/BR/DIV Name : Chrysanthemum Wealth
 Department Name : Production
 Reason for Overtime : 200-202409033, Delco Myanmar Co., Ltd, SD JOB

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
15.	7.10.24	Thee Zaw Latt	Supervisor	5:00 PM	6:00 PM	1	1200	Engine.	
16.	7.10.24	Aung Myo Hwe	SH	5:00 PM	6:00 PM	1	1200		
17.	7.10.24	Aung Mying Myo	MCDP	5:00 PM	6:00 PM	1	1200	testing	
18.	10.10.24	Thee Zaw Latt	Supervisor	5:00 PM	7:00 PM	2	2400	and.	
19.	10.10.24	Htein Lin Aung	Mechanic	5:00 PM	7:00 PM	2	2400	troubleshooting.	
20.	10.10.24	Aung Mying Myo	MCDP	5:00 PM	7:00 PM	2	2400		
						Total Hours	9hr	10800/-	
						Total Amount			

Requested by: (Requestor)
 Approved by: (DH)
 Approved by: (GM/AGM/COO)
 Checked by: (HR) F 2 WTR

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : Chrysanthemum Wealth
 Department Name : Production
 Reason for Overtime : 200-202409033, Delco Myanmar Co., Ltd, SD JOB

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
21.	12.10.24	Thee Zaw Latt	Supervisor	5:00 PM	9:00 PM	4	4800	Engine.	
22.	12.10.24	Aung Mying Myo	MCDP	5:00 PM	9:00 PM	4	4800		
23.	12.10.24	Htein Lin Aung	Mechanic	5:00 PM	9:00 PM	4	4800	testing	
						Total Hours	12hr	14400/-	
						Total Amount			

Requested by: (Requestor)
 Approved by: (DH)
 Approved by: (GM/AGM/COO)
 Checked by: (HR) F 2 WTR

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : Chrysanthemum Wealth
 Department Name : Production
 Reason for Overtime : 200-2024090033, Delco Myanmar, SD JOB.

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1.	30.9.24	Aung Nain Myo	MCDP	5:00 PM	6:00 PM	1	1200	Engine.	
2.	30.9.24	Thez Zaw Latt	Supervisor	5:00 PM	6:00 PM	1	1200	testing	
3.	1.10.24	Thez Zaw Latt	Supervisor	5:00 PM	6:00 PM	1	1200		
4.	1.10.24	Zaw Palng	JMCDP	5:00 PM	6:00 PM	1	1200	and	
5.	2.10.24	Thez Zaw Latt	Supervisor	5:00 PM	6:30 PM	1.5	1800	Troubleshooting	
6.	2.10.24	Htein Lin Aung	Mechanic	5:00 PM	6:30 PM	1.5	1800		
						Total Hours	7hr.	8400/-	
						Total Amount			

Requested by
 Sign :
 Name :
 (Requestor)

Approved by

 (DH)

Approved by

 (GM/AGM/COO)

Checked by

 (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : Chrysanthemum Wealth
 Department Name : Production
 Reason for Overtime : Delco Myanmar, SD JOB

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
7.	3.10.24	Thez Zaw Latt	Supervisor	5:00 PM	7:00 PM	2	2400	Engine	
8.	3.10.24	Htein Lin Aung	Mechanic			2	2400		
9.	3.10.24	Aung Nain Myo	MCDP			2	2400	testing	
10.	3.10.24	Aung Myo Khwe	SH			2	2400		
11.	4.10.24	Thez Zaw Latt	Supervisor	5:00 PM	7:00 PM	2	2400	and	
12.	4.10.24	Htein Lin Aung	Mechanic			2	2400	Troubleshooting	
13.	4.10.24	Aung Nain Myo	MCDP			2	2400		
14.	4.10.24	Aung Myo Khwe	SH			2	2400		
						Total Hours	16h	19200/-	
						Total Amount			

Requested by
 Sign :
 Name :
 (Requestor)

Approved by

 (DH)

Approved by

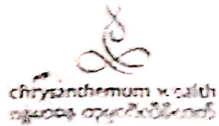
 (GM/AGM/COO)

Checked by

 (HR)

05-CHL-HRM-FRM-020-05

My Company



ADVANCE REQUEST FORM

Requestor Name : Su Su Khaing
 Department Name :
 Payment Date : 2024-10-22
 Payment Voucher : ADV-REM-2024-10-00043
 No
 Payment Method : Cash/Bank
 Payment Amount : 52800.0
 Currency : MMK
 Exchange Rate : 4.550.0

Budget Type : Include Budget
 Payment Type : Advance Payment
 Advance Due Date :
 Prepared By : REM_BudgetDataEntry
 Superior Approved : REM_SRVADH
 By
 Last Approved By : REM_SRVADH

No.	Description	Department	Request Amount	Remark
1	Advance Payment for OT charges.MP-23 person.total day-8 days.(Cus.Delco Myanmar.SD70B,Engine testing and troubleshooting).MMK.Adv-52,800/-	Production (REM)	52,800.00	

Job no. 200-2024090033

Expense Total 52,800.00 K
 Amount Remain 52,800.00 K

Note:

Superior Check By : *[Signature]* 22/10
 Name : *Sai Loo Khan*
 NRC No :
 Date :
 Remark :

F&A : *[Signature]*
 Name : *Tin Awe Hwe*
 NRC No : *12/10024 (S)*
 Date : *016525*
 Remark : *22.10.24*

GM/AGM 2 : *[Signature]*
 Name : *Ka Maung*
 NRC No :
 Date :
 Remark :

tele approved
 COO : *Sai Aye Min Htoo*
 Name :
 NRC No :
 Date : *23/10/24*
 Remark :