

Date : 17.07.2024

BU/BR/Division : .....PG.....

Department : .....Rental.....

90500

Issue Amount : ...90,500/-.....kyats/.....USD

Yes

No  Reasons for :

**Required For:**

**OT Charges Claim ,Jobs (Machine Regular Service ,Return PDI Inspection,Site Visit and Sale Visit )**

- For  
**William Aung**  
**Toe Toe**  
**Aung Aung**  
**Pyae Phyo Kyaw**  
**Min Khnat Kyaw**  
**Yan Myo Aung**  
**Myo Myint Aung**  
**Toe Wai Phyo**

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံးသေချာစွာစစ်ဆေးတွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။

(The amount requested must be properly calculated, checked and verified by respective authorized person)

(၂) ထုတ်ယူငွေနှင့်ပတ်သတ်၍ အမှားအယွင်း လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာရှိခဲ့ပါကသက်ဆိုင်ရာတာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့်အဝ ပြန်လည်ရရှိအောင်တာဝန်ယူဆောင်ရွက်ပေးရမည်။

(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By

Checked By

Checked By

Approved By

Approved By







Requester  
 Hnin Yu Yu Khine

Mgr/DH  
 Aung Ko Oo

Finance & Account  
 Lwin Lwin Aung

GM/AGM/COO  
 Soe Htet Tin

CMC/CEO/Chairwoman

04-CFD-CAS-FRM-005-03

*Handwritten notes and signature at the bottom right.*

## OVERTIME REQUEST FORM

Div Name  
Department  
Reason for Overtime


PGBU  
Rental  
Regular Service. (Bago)

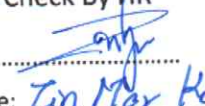
No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	28.6.24	Min Khant Hyan	1200	3:00 PM	7:00 PM	2hrs	2400/-	✓
2.	"	William Aung	1200	"	"	2hrs	2400/-	✓
3.	"	Boe Boe	1200	"	"	2hrs	2400/-	✓
		Co (Bago)					7	✓
		A1607046, DE GG DS						

Total Hours: 6hrs  
Total Amount: 7200/-

Prepared By:   
Name: Hantui Khine

Knownledged By:   
Name: Aung Ko Co

Approved By:   
Name: Soe Htet Tin

Check By HR:   
Name: Lin Mar Hyan

05-CHL-HRM-FRM-020-04



## OVERTIME REQUEST FORM

BU/BR/Div Name  
Department  
Reason for Overtime

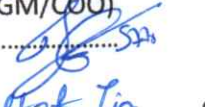
Pa BU  
Rental  
PDI, (shwe Pyi Thar) Off Day.


No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	30.6.24	Pepe Phyo Hyan	1200	12:30 PM	6:00 PM	5hrs	6000/-	✓
2.	30.6.24	Aung Aung	1200	"	"	5hrs	6000/-	✓
		Sankid Myanmar					7	✓
		VP - 3855 9306052, 350611A						

Total Hours: 10hrs  
Total Amount: 12000/-

Prepared By:   
Name: Hantui Khine

Knownledged By:   
Name: Aung Ko Co

Approved By:   
Name: Soe Htet Tin

Check By HR:   
Name: Lin Mar Hyan


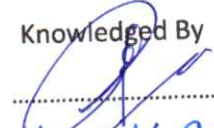

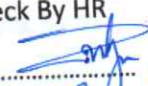
05-CHL-HRM-FRM-020-04

# OVERTIME REQUEST FORM

Div Name : PG BU  
 Department : Rental  
 Reason for Overtime : PDI (N-deka)

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1-	8.7.24	Min Khant Aung	1200	5:00 PM	8:30 PM	3 1/2 hr	4200	Andi Asia AC-550
2.	"	Boe Coai Pyo	1200	"	"	3 1/2 hr	4200	79708011 500KVA
3	"	Yan Myo Aung	1000	"	"	3 1/2 hr	3500	
							L	

Total Hours : 10 1/2  
 Total Amount : 11900-

Prepared By :   
 Name: Hain Kyi Khine  
 Knowledge By :   
 Name: Aung Ko Oo  
 Approved By :   
 (GM/AGM/COO) Name: Soe Htet Tin  
 Check By HR :   
 Name: Zin Mar Kyaw  
 05-CHL-HRM-FRM-020-04


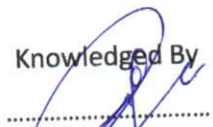

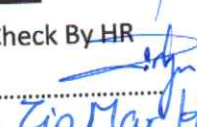


# OVERTIME REQUEST FORM

BU/BR/Div Name : PG BU  
 Department : Rental  
 Reason for Overtime : Fuel tank Repair and load wire install (Pyay Road) (E-Dragon)

No	Date	Name	Rank	Time		Hours	Amount	Remark	
				From	To				
1-	6.7.24	William Aung	1200	9:00 AM	7:30 PM	9 1/2 hrs	11400	Sein Oh Si EDI 300000TE	
2	"	Min Khant Aung	1200	"	"	9 1/2 hr	11400	QACK 100211 30KVA	
3.	"	Myo Myint Aung	1200	"	"	9 1/2 hr	11400	Fuel tank Repair	
		Myankha, 500KVA J-Inspection. VP- 5603, 2306055							

Total Hours : 28 1/2 ho  
 Total Amount : 34200-

Prepared By :   
 Name: Hain Kyi Khine  
 Knowledge By :   
 Name: Aung Ko Oo  
 Approved By :   
 (GM/AGM/COO) Name: Soe Htet Tin  
 Check By HR :   
 Name: Zin Mar Kyaw  
 05-CHL-HRM-FRM-020-04

### OVERTIME REQUEST FORM

BU/Div Name : PG BU  
 Department : Rental  
 Reason for Overtime : Visit Marketing - Machine Posters (Khayan, E-Dagon)

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	11.7.24	Pope Phyo Kyaw	1200	6:30 AM	8:00 AM	1 1/2	4800/-	Khayan Thonegona
				5:00 PM	7:30 PM	1 1/2		
2.	"	Aung Aung	1200	"	"	4hrs	4800/-	Sale Visit
3.	"	William Aung	1200	6:30 AM	8:00 AM	1 1/2	3600/-	500KWD VP-5503 2306055 Myanbha Return
				5:00 PM	6:30 PM	1 1/2		

Total Hours : 11 hrs  
 Total Amount : 13200/-

Prepared By: [Signature] Name: Hain Ko Khine  
 Knowledge By: [Signature] Name: Aung Ko Co  
 Approved By: [Signature] Name: Soe Htet Tin  
 Check By HR: [Signature] Name: Tin Mar Kyaw

05-CHL-HRM-FRM-020-04

### OVERTIME REQUEST FORM

BU/BR/Div Name : PG BU  
 Department : Rental  
 Reason for Overtime : Coolant pipe change, breaker bolt adjustment (Thaketa)

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	14.7.24	Pope Phyo Kyaw	1200	9:00 AM	2:45 PM	5hrs	6000/-	
2.	14.7.24	Aung <sup>2</sup>	1200	"	"	5hrs	6000/-	
3.	"	I Focus	100KWD					
		A 1607049	DE 11005					

Total Hours : 10 hrs  
 Total Amount : 12000/-

Prepared By: [Signature] Name: Hain Ko Khine  
 Knowledge By: [Signature] Name: Aung Ko Co  
 Approved By: [Signature] Name: Soe Htet Tin  
 Check By HR: [Signature] Name: Tin Mar Kyaw

05-CHL-HRM-FRM-020-04

