



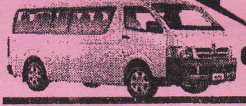
TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Yee Myo Min	Estimated Date of Travel	From 6.3.25 to 2.4.25	
Position Rank	SH	Total Day	28 Days	
BU/BR/DIV, Dept	Mandalay Resources	Destination	MYK Job Site	
Purpose	Engine Hunting and Overheat ME 220 x 1U # SH02918, cuName. U Aung Zaw Moe			
Travelling Permit				
Arrival Place	MYK Job Site			
Actual Date & Time of Travel	6.3.25 to 2.4.25			
Total Day	28 Days			
HR Name	Moe Thazin			
HR Sign				
BOH/Authorized Person Name	Aung Thu Win			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	6.3.25 to 2.4.25 (4:30 PM)		Total Day	28 Days
Departure Date & Time	6.3.25 (4:30 PM)		Arrival Date & Time	2.4.25
Date	Description	Total Amount		
		Kyats	USD	
From 6.3.25 to 2.4.25	Travelling Allowance (28 Days)	420000		
"	" Express Charges (MYK ⇌ BPN)	140000		
"	" Taxi Charges (San Pya Zay ⇌ Mingalardon Airport)	50000		
"	" Gate pass charges	15000		
Total Expense (Kyats/USD)		625000		
Cash Advance (Kyats/USD)		350000		
Balance Refund/Additional (Kyats/USD)		275000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Thandar Soe	SH	25.4.25	
Approved By Dept Head	Soe Nan Ko	DH	25.4.25	
Approved By GM/AGM/COO	Aung Thu Win	GM	25.4.25	
Acknowledged by related Superior for Job Report	Aye Min Hbon	VCM	25.4.25	
HR Check & Approved	Moe Thazin	HR	25.4.25	
Cash Received				
Remark				

အောင်ရမည် (အရဟံ)

မိဘကျေးဇူး ပိုးသောက်ကြယ်

အဆင့်မြင့်ခရီးသည်
ပို့ဆောင်ရေး



ထားဝယ် န မြိတ် န ဘုတ်ပြင်း န ကျေးသောင်း

ထားနံပါတ် _____ ရောင်းပြီးလက်မှတ်ထွေပြန်အင်းပါ။ ရက်စွဲ 31.3.25

အမည် - Yee Myo Min

ခရီးစဉ် - မြိတ်

ခုံနံပါတ် - _____

ယာဉ်ထွက်ခွါချိန် - _____

သင့်ငွေ - 35000

ယာဉ်ထွက်ခွါချိန်မတိုင်မီ (၃၀) မိနစ်ကြို တင်ရောက်ရမည်။

ယာဉ်ပေါ်တွင် မူးယစ်သောက်စားခြင်း၊ ဆူညံခြင်း ခွင့်မပြုပါ။ တာဝန်ခံ Wrey

ပုံနှိပ်ရေး၊ ထုတ်ဝေရေး၊ ဖြန့်ဖြူးရေး၊ ကျွမ်းကျင်မှု၊ အထူးစီမံခန့်ခွဲမှု၊ အထူးစီမံခန့်ခွဲမှု၊ အထူးစီမံခန့်ခွဲမှု



ပုလဲရတနာ



အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

ထားဝယ် - ပုသေ - ဝလ - ပြိတ် - မောတောင် - တနင်္သာရီ - ဘုတ်ပြင် - ကော့သောင်း

ကားနံပါတ် _____ ရက်စွဲ ၂၇.၅.၂၀

အမည် - ကိုမိုးမင်း ခရီးစဉ် - ဘုတ်ပြင်

နံပါတ် - _____ ယာဉ်ထွက်ခွာချိန် - _____ သင့်ငွေ - 35000

- > ယာဉ်ထွက်ခွာချိန်မတိုင်မီ (၃၀)မိနစ်ကြိုတင်ရောက်ရမည်။
- > ခရောင်းပြီးလက်မှတ်ထုပြန်မအမ်းပါ။
- > ယာဉ်ပေါ်တွင် မူးယစ်သောက်စားခြင်း၊ ဆူညံခြင်းခွင့်မပြုပါ။

တစ်စီးလုံးငှားအော်ခါးလက်ခံသည်။ ၂၀၂၀

(မြို့တွင်းအိမ်အရောက်ကြို/ပို့) တာဝန်ခံ Pine

အောင်ရမည်(အရဟံ)



မိဘကျေးဇူး ခိုးသောက်ကြယ်

စာဆင့်မြင့်ခရီးသည်
ပို့ဆောင်ရေး

ထားဝယ်မှ မြိတ် မတူတ်ပြင်း မကျေးသောင်း

မိဘကျေးဇူး ခိုးသောက်ကြယ် စာဆင့်မြင့်ခရီးသည် ပို့ဆောင်ရေး

ထားနံပါတ် _____ ရောင်းပြီးလက်မှတ်ထွက်ပြန်အခါ။ ဇူလိုင် ၂၀၁၅

အမည် - Yee Myo Min ခရီးစဉ် - မြိတ်

ခန့်ပေါက် - _____ ယာဉ်ထွက်ခွါချိန် - _____ သင့်ငွေ - 35000

ယာဉ်ထွက်ခွါချိန်မတိုင်မီ(၃၀)မိနစ်ကြိုတင်ရောက်ရမည်။
ယာဉ်ပေါ်တွင်မူးယစ်သောက်စားခြင်း၊ ဆူညံခြင်းခွင့်မပြုပါ။ တာဝန်ခံ Wae


တနင်္သာရီရုံးမ .ဟီးရီး

မာ်လခြိုင် ↔ ထားဝယ် ↔ ခြိတ် ↔ ကော့သောင်း

ခြိတ်ဂိတ် ☎ 09 - 428 762 746 , 09 - 793 699 991
09 - 5641 262, 09 - 793 699 992

ကုန်ထုတ်သူအမည်..... ယာဉ်အမှတ်.....

ပို့လိုသည်မြို့..... နေ့စွဲ.....

စဉ်	ပစ္စည်းအမည်	အရေအတွက်	တန်ဖိုးငွေ	ကျသင့်ငွေ
၂	ရီ များ-၁၈၉			၃၅၀၀၀
				
	တန်ခိုးလက်မှတ်		ငွေပေါင်း	၃၅၀၀၀

မှတ်ချက် - ရန်သူမျိုးငါးပါးပျက်သိခြင်းကိုလုံးဝတာဝန်မယူပါ။ အရည်ပါသောပစ္စည်းနှင့် ကွဲပြားသောပစ္စည်းများပေါက်ကွဲပျက်စီးပါက လုံးဝတာဝန်မယူပါ။ ကုန်ရောက်ပြီး (၅)ရက် ကျော်ပါကတာဝန်မယူပါ။ အစိုးရနှင့်လွတ်ကင်းသော ကုန်ပစ္စည်းများဖြစ်လျှင် ကုန်ပိုင်ရှင်၏ တာဝန်သာဖြစ်သည်။ ပစ္စည်းပျောက်ဆုံးလျှင် တန်ဆာအင် (၅)အသားပေးလျက်ပါမည်။

Print Date : 11-Apr-2025

Taxi (Bus, Motorcycle, 3-wheel etc...) Charges Form

No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
1	2025-03-06	Construction Equipment 2	Service	Yee Myo Min	Go to MYK BR to check Hydraulic Oil dusty, hydraulic functions slow & Need to replace hydraulic oil and filter for ME220X1U#SH02918(New Machine),Cu Name - U Aung Zaw Moe-as repair purpose From Service Department.	04:30	San Pya Zay	Mingalardon Airport	25,000	25,000	GA Manager Approved	MYK Trip-Taxi Charges (PIC-Yee Myo Min)
2	2025-04-02	Construction Equipment 2	Service	Yee Myo Min	Go to MYK BR to check Hydraulic Oil dusty, hydraulic functions slow & Need to replace hydraulic oil and filter for ME220X1U#SH02918(New Machine),Cu Name - U Aung Zaw Moe-as repair purpose From Service Department.	06:30	Mingalardon Airport	San Pya Zay	25,000	25,000	GA Manager Approved	MYK Trip-Taxi Charges (PIC-Yee Myo Min)

Prepared by Admin  Acknowledge by DH  Checked by HR Approved by GM



GENERAL EXPENSE CLAIM FORM



Company Name : **Mandalay Resources**

Department Name : **Service**

No.	Date	Name	Description	Amount	Remark
1.	7-3-25	Yee Myo Min	Go to MYK BR to check Hyd; oil density, Hyd; functions & low st need to replace Hyd; oil and filter for ME220X14#SH0298 (New Machine), (Customer - Cl Aung Zaw Moe as repair purpose from service department.	15,000	Gate pass charges ; C MYK office to BPN Job Site)
Total Amount				15,000	

Requested by

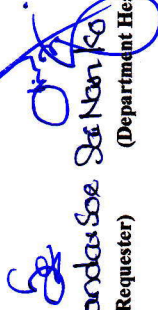
Approved by

Checked by

Approved by

Approved by

Sign :



Name: **Thanda Soe Sa Nyan Ko**
(Requester) (Department Head)

Tin Zee Hlaing
(Related FNA/Corp FNA)

Aung Thu Win
(OM/A GM/GM)

Aye Min Hoon
(ACOO/COO/MD/VCN)



TRAVELLING REPORT

Date :

Report To		
Employee Name	Yee Myo Min	
Position	SH	
Department	Service	
Business	CES	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	6.8.2025 (4:30 - 6:30)	2.9.2025 (4:30 - 6:30)
Total Days		
Trip Information	1. From YGN To MYK	
	2. From To	
	3. From To	
Purpose For Travelling	MF220 2918 engine hunting and overhaul	
Travel Date	Activities	Remark
6.3.2025 7.3.2025	Go to myeik office Go to job site check machine. Drain hyd oil from all cylinders, final drive and oil cooler. (MF220 Sr 2918)	
8.3.2025	Drain hyd oil from swing motor, main pump regulator, power shift valve and block, check main relief valve (Sr 2918)	
9.3.2025	Checking machine found overhaul problem. for belt damage found, change new one and working machine test run.	
10.3.2025	checking Sr no 2935 and no 121 found engine overhaul, drain water and change coolant. Working machine test run.	

Reported by

Checked by

Approved by

Sign : Yee
 Name : Yee Myo Min
 Position : SH

Sign :
 Name :
 Position :

Sign :
 Name : Aye Min Hloor
 Position : VCM

(DH/AGM/GM)

(COO)

- 11.3.2025 check SR no 2335 Found engine Overheat , clean radiator, oil cooler and CAC. Sving function abnormal Dismount sving drive , disassembly sving drive Found second stage sun gear damage. we damage part photo send to s' part team and waiting parts.
- 12.3.2025 ME 220 SR no 2918 engine hunting problem Found, we clean fuel line and change fuel Filters, Test run machine ok.
- 13.3.2025 ME 220 Sr 2335 we change second stage sun gear, assembly sving drive. Fill gear oil mounting hyd pipes. Fill hyd oil and machine test run awaiting. we clean Sr no 121 cleaning radiator, oil cooler and CAC because engine overheat.
- 14.3.2025 SR no 2335 hyd oil level low, fill hyd oil and awaiting test run. Sr no 121 radiator clean finish change fan belt, fill coolant and awaiting test machine testing SR no 2335 and 121.
- 15.3.2025 SR no 2918 engine rpm can not down. we check and measure wireline voltage and continuity of EG motor socket.
- 16.3.2025 EG motor dismount and testing on other good machine Found EG motor abnormal. we take photos for warranty claim.
- 17.3.2025 EG Motor warranty claim photos and videos can not send to our service team because internet line not get, we go to the good internet line area send this photos and videos.
- 18.3.2025 Sr 2918 machine adjust engine rpm for using heavy load because new warranty EG motor not arrive.
- 19.3.2025 warranty EG motor mount and awaiting machine test run.
- 20.3.2025 Go back to Myeik office for delivering ME 220 Sr no. 2914. ~~at~~ Myeik office arrive Drain hyd oil from all cylinders, final drives, oil cooler. Clean hyd tank and fuel tank.
- 21.3.2025 ~~at~~ Drain hyd oil from sving motor, main control valve. Change fan belt. Fill diesel and bleed fuel line. Clean oil bath and fill engine oil. Mounting machine covers, battery cover and battery relay cover.
- 22.3.2025 Go back to Job site.
- 23.3.2025 ME 220 Sr no 2422 3250 hr service and Sr no 2918 250 hr service.
- 24.3.2025 SR no 121 Radiator inside clogging with impurities. we dismount fan cover, fan, condenser and covers. Dismount radiator. we not clean radiator because job site not have repair shop. we change new radiator and mount.

25.3.2025 SR no 2335 swing motor dismount check internal components ~~change~~ Found rotor and valve plate wear. We ask customer he does not change damage parts because job was busy and parts not job site area. we change swing brake seals and head seal, assembly swing motor and mounting it on machine.

26.3.2025 we go to SR no 2355 job site travel pedal seal oil leakage. change new seals and assembly it. Check Fuel Filling pump wiring, wiring system good. Filling pump damage need to change new. Check cab top lamp wiring, wiring system but lamp are burn.

27.3.2025 Check Sr no 2355 main pump pressure drop and travel not straight. We adjust main relief valve and regulator 1 and 2.

28.3.2025 SR no 2335 overheat problem. We dismount Fan cover, fan, condensers and covers. Dismount radiator, we check radiator found radiator inside clogging with impurities. we not clean radiator because job site not have repair shop. we change new radiator and mount. waiting Sr no 2321 and 2355 new radiator mounting and testing.

29.3.2025 SR no 2335 and 121 install thermostat and waiting machine test run.

30.3.2025 SR no 2335 Dismount track chain left and right, idler left and right change new.

31.3.2025 Go Back From job site to Myeik office.

1.4.2025 Damage and tools are packing and send to BEE express.

2.4.2025 Go Back From Myeik office to Yangon.



CE2+CE5 BU & Aftersale

34 members, 7 online

Chit Ko Maung left the group

Ko Tint

Dear Sayar and Ko Aung Hein Win, Aftersale Team :

I would like to take approval for Myeik trip (ME220SH02918 - new machine , hydraulic functions slow problem.)

Customer : Ko Aung Zaw Moe

Machine Model : ME220

Employee: Yee Myo Min

Problem: Hydraulic Oil dusty .
Need to replace hydraulic oil and filter. And troubleshoot hydraulic functions slow.

Trip vehicle : flight

Trip start date : 4 - Mar - 2025

Estimate Date : 4 to 11/ Mar / 2025



Please 🙏

3:50 PM



Forwarded from
Thinzar Khine



😊 Message



← **CE2+CE5 BU & Aftersale** 34 members, 6 online



BU

9:31 PM

Sir U Aye Min Htoon

Ko Sai

Dear Sayar and Ko Aung Hein Win,...

Please proceed to go to BLN.

11:54 PM

Ko Tint

Dear Sayar and Ko Aung Hein Win,...

Please proceed to go to MYK customer U Aung Zaw Moe.

11:55 PM

We need more care on our product and service quality. Please check more detail and do necessary maintenance service without fail before machine delivery time.

11:57 PM



March 1



Ko Tint

Noted Sayar

7:10 AM

Ko Sai

Sir U Aye Min Htoon

We need more care on our product...

Well noted, Sayar.

10:02 AM



March 3



Message



ကျွန်တော် CE5 service head တင့် ဆန်းဦး ပါ 11:37 AM

slow problem,
 Customer: Ko Aung Zaw Moe
 Machine Model: ME20
 Employee: Yee Myo Min
 Problem: Hydraulic Oil dirty
 Need to replace hydraulic oil and filter. And troubleshoot hydraulic functions slow.
 # Trip vehicle : light
 Trip start date : 4 - Mar - 2025
 Estimate Date : 4 to 11 / Mar / 2025
 Please

Forwarded from
 095 240 4246

Weekly All BU Spent sales report (1- 28 Feb/25)

CE2_BU_Wk
 Weekly Inquiry Record for CE2 BU

Dear Aye Myo Min
 Ko Aung Zaw Moe
 Dear Sayar and Ko Aung Moe
 Please proceed to go to BLN.

Yes Sir Sir
 Dear Sayar and Ko Aung Moe
 Please proceed to go to MYK customer U Aung Zaw Aye Min
 We truly thank you on our product and service

11:40 AM

မြတ် ကို CE5 senior service ရှိ မျိုးမင်း Job သွားဖို့ ရှိတာ လေး Approve လိုချင် လို့ပါ ခင်ဗျာ 11:41 AM

Tint San Oo Photo Please process 1:01 PM