



OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC
 Department Name : Logistics
 Reason for Overtime : Ferry

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	2.1.25	H.M.T	Q-Mon	6:00 AM	8:00 AM	2	2400	Ferry
2.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
3.	3.1.25	A.K.L	"	6:00 AM	8:00 AM	2	2400	"
4.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
5.	6.1.25	H.M.T	"	6:00 AM	8:00 AM	2	2400	"
6.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
7.	7.1.25	H.M.T	"	6:00 AM	8:00 AM	2	2400	"
8.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
9.	8.1.25	H.M.T	"	6:00 AM	8:00 AM	2	2400	"
Total Hours						16hrs	19200ks	
Total Amount								

Requested by: [Signature]
 Name: Hloing Min Tun (Requestor)

Approved by: [Signature]
 Name: wai Phyto Han (DII)

Approved by: [Signature]
 Name: (GM/AGM/COO)

Checked by: [Signature]
 Name: (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC
 Department Name : Logistics
 Reason for Overtime : Ferry

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10.	8.1.25	H.M.T	Q-Mon	5:00 pm	6:30 pm	1:30	1800	Ferry
11.	9.1.25	H.M.T	"	6:00 AM	8:00 AM	2	2400	"
12.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
13.	10.1.25	"	"	6:00 AM	8:00 AM	2	2400	"
14.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
15.	12.1.25	"	"	6:00 AM	8:00 AM	2	2400	"
16.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
17.	12.1.25	"	"	6:00 AM	8:00 AM	2	2400	"
18.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
Total Hours						15hrs	18000ks	
Total Amount								

Requested by: [Signature]
 Name: Hloing Min Tun (Requestor)

Approved by: [Signature]
 Name: wai Phyto Han (DII)

Approved by: [Signature]
 Name: (GM/AGM/COO)

Checked by: [Signature]
 Name: (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC
 Department Name : Logistics.
 Reason for Overtime : ferry

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
19	13.1.25	H.M.T	①-Mon	6:00 Am	8:00 Am	2	2400	ferry
20	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
21	14.1.25	H.M.T	"	6:00 Am	8:00 Am	2	2400	"
22	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
23	15.1.25	H.M.T	"	6:00 Am	8:00 Am	2	2400	"
24	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
26	16.1.25	H.M.T	"	6:00 Am	8:00 Am	2	2400	"
27	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
28	17.1.25	H.M.T	"	6:00 Am	8:00 Am	2	2400	"
Total Hours						16hrs	19200k	
Total Amount								

Requested by
 Sign:
 Name: Hlaing Min Tun.
 (Requestor)

Approved by
 Sign:
 Name: Wai Phyo Han
 (DH)

Approved by
 Sign:
 (GM/AGM/COO)

Checked by
 Sign:
 (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC
 Department Name : Logistics.
 Reason for Overtime : ferry

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
29	17.1.25	H.M.T	①-Mon	5:00 pm	6:30 pm	1:30	1800	ferry
30	18.1.25	H.M.T	②-Mon	6:00 Am	8:00 Am	2	2400	"
31	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
32	20.1.25	H.M.T	"	6:00 Am	8:00 Am	2	2400	"
33	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
34	21.1.25	H.M.T	"	6:00 Am	8:00 Am	2	2400	"
35	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
36	28.1.25	H.M.T	"	6:00 Am	8:00 Am	2	2400	"
37	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
Total Hours						15hrs	18000k	
Total Amount						30min		

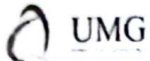
Requested by
 Sign:
 Name: Hlaing Min Tun
 (Requestor)

Approved by
 Sign:
 Name: Wai Phyo Han
 (DH)

Approved by
 Sign:
 (GM/AGM/COO)

Checked by
 Sign:
 (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC
 Department Name : Logistics
 Reason for Overtime : ferry

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
38	23.1.25	H.M.T.	J Man	6:00 AM	5:00 PM	2	2400	ferry
39	"	"	"	5:00 pm	2:30 pm	1:30	1800	"
39	24.1.25	HMT	"	6:00 pm	8:00 AM	2	2400	"
40	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
41	25.1.25	HMT	"	6:00 AM	8:00 AM	2	2400	"
42	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
43	27.1.25	HMT	"	6:00 AM	8:00 AM	2	2400	"
44	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
45	28.1.25	HMT	"	6:00 AM	8:00 AM	2	2400	"
Total Hours						16hrs	19200Ks	
Total Amount								

Requested by: [Signature]
 Name: Hlaing Min Tun
 (Requestor)

Approved by: [Signature]
 Name: Wai Phyo Han
 (DH)

Approved by: [Signature]
 Name: Seint Thu
 (GM/AGM/COO)

Checked by: [Signature]
 Name: Aung Thiha Myo
 (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC
 Department Name : Logistics
 Reason for Overtime : ferry

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
46	28.1.25	H.M.T.	J Man	5:00 pm	6:30 pm	1:30	1800	ferry
47	30.1.25	HMT	"	6:00 AM	8:00 AM	2	2400	"
48	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
49	31.1.25	H.M.T.	"	6:00 AM	8:00 AM	2	2400	"
50	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
Total Hours						8hrs	10200Ks	
Total Amount						30min		

Requested by: [Signature]
 Name: Hlaing Min Tun
 (Requestor)

Approved by: [Signature]
 Name: Wai Phyo Han
 (DH)

Approved by: [Signature]
 Name: Seint Thu
 (GM/AGM/COO)

Checked by: [Signature]
 Name: Aung Thiha Myo
 (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : MPC
 Department Name : Logistics
 Reason for Overtime : Loading

HR
 SSU

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1	11.1.25	Hlaing Min Tun	D. Man.	8.00 Am.	5.00 pm.	8	9600	2017.11.25	
2	12.1.25	Khaing Wic.	W/H	u	u	u	9600	2017.12.25	
3	u	Naing Min Thu	D. Man.	u	u	u	9600	11.9	
4	u	Sai Thu Aung	u	u	u	u	9600	1.180	
5	u	V/c Min.	W/H	u	u	u	9600		
6	u	Then Sein.	W/H	u	u	u	9600		
						Total Hours	48hrs	576000	
						Total Amount			

Requested by
 Sign:
 Name: Hlaing Min Tun.
 (Requestor)

Approved by

Wai Phyoo Han
 (DH)

Approved by

 (GM/AGM/COO)
Seik Seik 2 Han

Checked by

 (HR)
Amy Nika Myo
 05-CHL-HRM-FRM-020-05



AD

Admin and Logistic

20 members



Ma Phy

Dear HR and Ko Wai Phy, Logistic...

ဟုတ်ကဲ့ပါ အမ

6:13 AM

Ko Khaing Win (Warehouse) added Their Sein

Phyu Phyu Win

Dear HR, Ko Wai Phy and Ma Seint

Logistics Dept; မှ 12-1-2025 (Sunday) တွင် Container ထပ်ဝင် ဖို့ရှိပါသဖြင့် Warehouse မှ OT ဆင်းပါမယ်ရှင့်။

11-1-2025 ယနေ့ဝင်သော Car မှာ ပစ္စည်းအကုန်ချမှပြီးပါသဖြင့် Truck နှင့် Car စပါယ်ယာတစ်ယောက် MAC တွင် Car စောင့်ပြီးညအိပ်ရန်အတွက် Approve တောင်းပါတယ်ရှင့်။

Ko Hlaing Min Htun

Ko Khaing Win

Ye Min

Sai Thu Aung

Naing Min Thu

Thein Sein



Thanks

Logistics

1 4:20 PM

Swe Swe

admin



Phyu Phyu Win

Dear HR, Ko Wai Phy and Ma Sein...



Message

