

Sales & Marketing



### CASH ADVANCE REQUEST FORM

Date : 9.08.2024 ↗

BU/BR/Division : Renewable Energy

Department : Sales & Marketing

Advance Issue : 500,000 kyats/ ..... USD

Budget include (or) Not :

- Yes  Budgeted Title and Amount : TA Charges ↗
- No  Reasons for :

**Required For:**

Advance request for TA charges go to Meikhtila for battery presentation to installer.

PIC - Phyo Thu, Aung Myat Thu, Aung Ko Ko Oo

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မှတ်ချက်၊

(၁) ကြိုတင်ငွေများကို သာမန်အားဖြင့် ထုတ်သည်နေ့မှ (၁၀) ရက်အတွင်း ပြန်လည် စာရင်းရှင်းရမည်၊  
(Advance must be cleared within 10 days from issue date)

(၂) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး သေချာစွာစစ်စမ်းတွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်၊  
(The amount requested must be properly calculated, checked and verified by respective authorized person)

(၃) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်  
(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By

Zin Zin Oo

Requester

Checked By

Aung Myat Thu

Mgr/DH

Checked By

Nway Nway

Finance & Account

Approved By

Phyo Thu

GM/AGM/COO

Approved By

CMC/CEO/Chairwoman

04-CFD-CAS-FRM-001-03

9/18/24  
Aung Myat Thu

9/29  
Phyo Thu



Phyo Thu

Dear Ako, In order to generate the battery sale and...

Dear Ako, please kindly get your suggestions to proceed 🙏

12:45 PM ✓

Phyo Thu

Meikhtilar Event Planners & Database.xlsx

Meikhtial branch မှာ အခန်းအများကြီးရှိတာ ရံမှာ တည်းလို့မရဘူးလား အစ်ကို

3:12 PM

Ko Zaw Min Myat

Meikhtial branch မှာ အခန်းအများကြီးရှိတာ ရံမှာတည်း...

တည်းလို့ရပါတယ် Ako

3:15 PM ✓

Phyo Thu

တည်းလို့ရပါတယ် Ako

အဲဒါဆိုရင်တော့ budget လျော့သွားမှာပါ အစ်ကို

3:17 PM

ဟုတ်ကဲ့ပါ အကို

3:19 PM ✓

Phyo Thu

Meikhtilar Event Planners & Database.xlsx

Pls proceed according to your plan. I think it's good intiate with installers. But., pls use meikhtial branch for accomodation to save cost. Also post in social medial about our camapign to join if more intsallers available in that area.

3:20 PM



< Back

Ko Zaw Min Myat

last seen recently



Meikhtilar Event Planners & Database.xlsx

18.2 KB

4:16 PM ✓

Dear Ako,  
 In order to generate the battery sale and reduce the inventory as well as, we would like to propose to do battery presentation to installer network at Meikhtila Br as per attached. We have plan to do this kind of event at NYU, TGO, MGW, GBK, BAGO, MLM,PTN, MDY, TGY.  
 Let me get your suggestion and approval to proceed. 🙏

4:24 PM ✓

Today

Phyo Thu

Dear Ako, In order to generate the battery sale and...

Dear Ako, please kindly get your suggestions to proceed 🙏

12:45 PM ✓

Phyo Thu

Meikhtilar Event Planners & Database.xlsx

Meikhtial branch မှာ အခန်းအများကြီးရှိတာ ရံမှာ  
 တည်းလို့မရဘူးလား အစ်ကို

3:12 PM

Ko Zaw Min Myat

Meikhtial branch မှာ အခန်းအများကြီးရှိတာ ရံမှာတည်း...

တည်းလို့ရပါတယ် Ako

3:15 PM



# Event Evaluation Checklist

Event Overview		Remark
Event Title	: Battery Presentation to Installer	
Event Location	: Meikhtilar Branch Office	
Date of Event	: 15.Aug.2024	
Time	: 10:00 AM to 12:00AM	

Event Information		Remark
Installer List	: 7 Person	
Event Expense	: 500,000	
To Purpose	: To get Installer network : To Achieve branch Target : To get brand awareness	

## Event Agenda

**Date of event** : 15.Aug.2024      **Event Title** : Battery Presentation to Installer  
**Time to be held** : 10:00 AM      **Event Venue** : Meikhtilar Branch Office

No	Date	Time	Description	Remark
1	15.Aug.2024	10:00 to 10:30	Battery presentation to Installer	
2	15.Aug.2024	10:30 to 11:30	Discussion with Installer	
3	15.Aug.2024	11:30 to 12:00	Lunch Time	
<b>Note:</b>				

## Event Preparation Checklist

Description	Qty	PIC	Remark
Customer Present List (Marketing Tools)	20Pcs	Aung Myat Thu	Hot Bottle
2 Presentation for Battery	1	Phyo Thu, Aung Myat Thu	
3 Gift Bag	20Pcs	Aung Myat Thu	
4 Borrow Table and Chair	Table -5Pcs, Chair - 20Pcs	Aung Myat Thu	
5 Attended List	1	Aung Myat Thu	
6 Vinyl & Stand	2Pcs	Aung Myat Thu	
7 Event Record Photos		Aung Myat Thu	
8 Lunchbox + Menu Charges	300,000	Aung Myat Thu	
9 Other expenses	200,000	Aung Myat Thu	
10 TA , Fuel & Motel Charges	500,000	Aung Myat Thu	3 Persons
11 The Whole Budget	1,000,000	Aung Myat Thu	

No	Name	Type Of Business	Contact No.	Address	Remark
1	Ko Ye Naing Win	Installer	09252435521	Meikhtila Tsp, Old Station Quater	
2	Ko Kyaw Win	Installer	09402545162	Meikhtila Tsp, Downtown	
3	Ko Thein Soe Aung	Installer	09402006896	Ma Hlaing	
4	Ko Aung Thu	Installer	09794906819	Pyawbwe Tsp, Pyi Tharyar	
5	Ko Aung Phyo Lin	Installer	09765069769	Pyawbwe Tsp	
6	Ko Naing Win	Installer	09444472057	Pyawbwe Tsp	
7	Ko Latt or Ko Ko Gyi	Installer	09403749721	Meikhtila Tsp	

## MDY EVENT ATTENDANT MANPOWER LIST

No	BU/DIV Name	MP	Employee Name	Department	Position	LOCATION	GO BY	Remark
1	RE- BU	1	Phyo Thu	Management	AGM	Yangon	3I-1627	
2	RE- BU	1	Aung Myat Thu	Sales & Marketing	DH	Yangon		
3	RE- BU	1	Aung Ko Ko Oo	Service	DH	Yangon		
<b>Total</b>		<b>3</b>						