



CASH CLAIM FORM

Date : 7.2.2024

BU/BR/Division : MAC

Department : Logistics

Issue Amount : 157,800 Ks ~ Kyats/.....USD

Budget include (or) Not :

Yes Budgeted Title and Amount :

No Reasons for :

Required For:

Payment the OT charges for Logistics department.

မှတ်ချက်:

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး သေချာစွာစစ်ဆေး၊ တွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။

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

(၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်

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

(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

Mgr/DH

Finance & Account

GM/AGM/COO

CMC/CEO/Chairwoman

Phyto Wai Oo

Wai Phyto Hon

Thin Wut Yee

Seint Seint Thu

OVERTIME REQUEST FORM

BU/BR/Div Name : MAC
 Department : Logistics
 Reason for Overtime : Unloading, upstg.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	6.1.24	Yan Naung	2A	8:00AM	5:00PM	8	9000	378000/100000
2	5.1.24	"	"	5:00PM	6:30PM	1:30	1800	Lcl upstg
3	20.1.24	"	"	11:00AM	1:00PM	2	2400	BIB upstg
4	24.1.24	"	"	5:00PM	7:00PM	2	2400	PO-055-000-001
5	6.1.24	Tin Htay	1A	8:00AM	5:00PM	8	9000	378000/100000
6	5.1.24	"	"	5:00PM	6:30PM	1:30	1800	Lcl upstg
7	24.1.24	"	"	5:00PM	7:00PM	2	2400	PO-055-000-001
8	5.1.24	Khine Win	2A	5:00PM	6:00PM	1	1200	Lcl upstg
9	24.1.24	"	"	5:00PM	7:00PM	2	2400	PO-055-000-001
Total Hours						28hrs	336000	
Total Amount								

Prepared By

 Name: K.W.

Knownledged By

 Name: Wai Phyo Han

Approved By
 (GM/AGM/COO)

 Name: Sant Sant Thu

Check By HR

 Name: Min Thu

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : MAC
 Department : Logistics
 Reason for Overtime : Ferry, unloading

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	5.1.24	Thet Zaw Htar	2C	5:00PM	6:00PM	1	1200	Lcl upstg
2	20.1.24	"	"	11:00AM	1:00PM	2	2400	BIB upstg
3	19.1.24	"	"	7:00AM	8:00AM	1	1200	G.M Ferry
4	19.1.24	"	"	5:00PM	6:00PM	1	1200	"
5	22.1.24	"	"	7:00AM	8:00AM	1	1200	G.M Ferry
6	5.1.24	"	"	6:00AM	8:00AM	2	2400	Ferry
7	5.1.24	"	"	5:00PM	6:30PM	1:30	1800	"
8	28.1.24	"	"	3:00PM	8:00PM	5:30	25400	60000/20000
Total Hours						14hrs	168000	
Total Amount								

Prepared By

 Name: T.Z.H.

Knownledged By

 Name: Wai Phyo Han

Approved By
 (GM/AGM/COO)

 Name: Sant Sant Thu

Check By HR

 Name: Min Thu

05-CHL-HRM-FRM-020-04

OVERTIME REQUEST FORM

Name : MBC
 Department : Logistics
 Reason for Overtime : Ferry

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	8.1.2024	Hloing Min Ton	BA	6:00 pm	8:00 pm	2	2400	Ferry
2.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
3	3.1.2024	Hloing Min Ton	"	6:00 AM	8:00 AM	2	2400	"
4	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
5	5.1.2024	"	"	6:00 AM	8:00 AM	2	2400	"
6.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
	9-1-24	"	"	6:00 AM	8:00 AM	2	2400	"
Total Hours						19hr 30min	15,000ks	
Total Amount								

Prepared By [Signature] Knowledge By [Signature] Approved By (GM/AGM/COO) [Signature] Check By HR [Signature]
 Name: HMT Name: Wei Phyo Han Name: [Signature] Name: Min Thu
 05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

BU/BR/Div Name : MBC
 Department : Logistics
 Reason for Overtime : Ferry

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
10.	9.1.2024	Hloing Min Ton	BA	5:00 pm	6:30 pm	1:30	1800	Ferry
11	10.1.24	"	"	6:00 AM	8:00 AM	2	2400	"
12	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
13	12.1.24	"	"	6:00 AM	8:00 AM	2	2400	"
14	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
15	13.1.24	"	"	6:00 AM	8:00 AM	2	2400	"
16.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
17	15.1.24	"	"	6:00 AM	8:00 AM	2	2400	"
18.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
Total Hours						15hr 30min	12,600ks	
Total Amount								

Prepared By [Signature] Knowledge By [Signature] Approved By (GM/AGM/COO) [Signature] Check By HR [Signature]
 Name: HMT Name: Wei Phyo Han Name: [Signature] Name: Min Thu
 05-CHL-HRM-FRM-020-04

OVERTIME REQUEST FORM

Name : MAC
 Department : Logistics
 Reason for Overtime : Ferry

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
19	16.1.2024	Hkong Man Ten	2A	6:00 AM	8:00 AM	2	2400	Ferry
20	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
21	17.1.24	"	"	6:00 am	8:00 AM	2	2400	"
22	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
23	18.1.24	"	"	6:00 AM	8:00 AM	2	2400	"
24	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
25	19.1.24	"	"	6:00 AM	8:00 AM	2	2400	"
26	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
27	22.1.24	"	"	6:00 AM	8:00 AM	2	2400	"
Total Hours						16hrs	19200K	
Total Amount								

Prepared By: [Signature] Name: HMT
 Knowledge By: [Signature] Name: Wai Phyo Han
 Approved By: [Signature] Name: [Signature]
 Check By HR: [Signature] Name: Min Thu
 05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

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

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
28	"	Hkong Man Ten	2A	5:00 pm	6:30 pm	1.30	1800	Ferry
29	23.1.24	"	"	6:00 AM	8:00 AM	2	2400	"
30	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
31	24.1.24	"	"	6:00 AM	8:00 AM	2	2400	"
32	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
33	25.1.24	"	"	6:00 AM	8:00 AM	2	2400	"
34	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
35	26.1.24	"	"	6:00 AM	8:00 AM	2	2400	"
36	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
Total Hours						15hrs 30min	18600K	
Total Amount								

Prepared By: [Signature] Name: HMT
 Knowledge By: [Signature] Name: Wai Phyo Han
 Approved By: [Signature] Name: [Signature]
 Check By HR: [Signature] Name: Min Thu
 05-CHL-HRM-FRM-020-04

OVERTIME REQUEST FORM

MPO
: Logistics
: Ferry

Overtime

Date	Name	Rank	Time		Hours	Amount	Remark
			From	To			
27.1.21	Ukong Mm Tun	PA.	6:00 AM	8:00 AM	2	2400	Ferry
"	"	"	5:00 pm	6:30 pm	1.30	1800	"
29.1.21	"	"	6:00 AM	8:00 AM	2	2400	"
"	"	"	5:00 pm	6:30 pm	1.30	1800	"
30.1.21	"	"	6:00 AM	8:00 AM	2	2400	"
"	"	"	5:00 pm	6:30 pm	1.30	1800	"
31.1.21	"	"	6:00 AM	8:00 AM	2	2400	"
"	"	"	5:00 pm	6:30 pm	1.30	1800	"

Total Hours	14 hrs	16,800Ks
Total Amount		

Prepared By
Name: HMT

Knownledged By
Name: wai Phyo Han

Approved By
Name: [Signature]

Check By HR
Name: Min Thu

05-CHL-HRM-FRM-020-04



OVERTIME REQUEST FORM

/BR/Div Name :
Department :
Reason for Overtime :

Date	Name	Rank	Time		Hours	Amount	Remark
			From	To			

Total Hours		
Total Amount		

Prepared By
Name:

Knownledged By
Name:

Approved By
Name:

Check By HR
Name:

05-CHL-HRM-FRM-020-04

OVERTIME REQUEST FORM

Name : MAC
 Department : logistics
 Reason for Overtime :

Sl. No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	3.2.24	Phyo Phyo Win		8:30	5:30	8hrs	9600Ks	
2.	3.2.24	Aye Zeechi Ko		9:00	6:00	8hrs	9600Ks	
Total Hours						16 hrs	19200Ks	Joy
Total Amount								

Prepared By

 Name: Aye Zeechi Ko

Knownledged By

 Name: Wai Phyo Han

Approved By
 (GM/AGM/COO)

 Name: Sent Sent Thu

Check By HR

 Name: Min Thu