

My Company



CLAIM PAYMENT FORM

Requestor Name : Tin Lin Cho	Budget Type : Include Budget
Department Name :	Payment Type : Claim Payment
Payment Date : 2025-02-06	Prepared By : COP_BudgetDataEntry
Payment Voucher No : EX-COP-2025-01-00043	Superior Approved By : F&AManagerCOP
Payment Method : Cash/Bank	Last Approved By : CFD Cashier
Payment Amount : 636700.0	
Currency : MMK	
Exchange Rate : 4,600.0	

No.	Description	Department	Paid Amount	Remark
1	Claim for Beelin Trip to know market situation & to meet customers/PIC-Shwe Phyo Kyaw	Marketing & Sale Support Department(COP)	636,700.00	Claim for Beelin Trip to know market situation & to meet customers/PIC-Shwe Phyo Kyaw

Expense Total 636,700.00 K
Additional/Refund

Note: -----

Paid By *Hlaing*
 Name : Su Su Hlaing
 NRC No : 911awgwa (M) 258819
 Date : 6.2.25

Received By
 Name : Tin Lin Cho
 NRC No : 191faTan(N)199782
 Date : 6.2.25

No. 152 Hlaingtharya Industrial Zone (4)
Min Gyi Mahar Min Street, Hlaingtharya, Yangon

CLAIM REQUEST FORM

Requestor Name : Tin Lin Cho	Budget Type : Include Budget
Department Name :	Payment Type : Claim Payment
Payment Date :	Prepared By : COP_BudgetDataEntry
Payment Voucher No : EX-COP-2025-01-00043	Superior Approved By : F&A Manager COP
Payment Method : Cash/Bank	Last Approved By :
Payment Amount : 636700.0	
Currency : MMK	
Exchange Rate : 4,630.0	

No.	Description	Department	Request Amount	Remark
1	Claim for Beelin Trip to know market situation & to meet customers/PIC-Shwe Phyoo Kyaw	Marketing & Sale Support Department(COP)	636,700.00	Claim for Beelin Trip to know market situation & to meet customers/PIC-Shwe Phyoo Kyaw

Expense Total 636,700.00 K
Additional/Refund

Note: _____

<p>Superior Check By</p> <p>Name : <u>Tin Lin Cho</u></p> <p>NRC No : _____</p> <p>Date : _____</p> <p>Remark : _____</p>	<p>F&A</p> <p>Name : <u>Timor Hlaing</u></p> <p>NRC No : _____</p> <p>Date : _____</p> <p>Remark : _____</p>	<p>GM/AGM</p> <p>Name : <u>Aung Tun Aun</u></p> <p>NRC No : _____</p> <p>Date : _____</p> <p>Remark : _____</p>	<p>ACOO</p> <p>Name : <u>Taw Min Myat</u></p> <p>NRC No : <u>121/MK(N)119911</u></p> <p>Date : <u>30.01.25</u></p> <p>Remark : _____</p>
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Handwritten notes and signatures:
 30/1/25
 2HR!
 30/1/25
 Aun Tun Aun

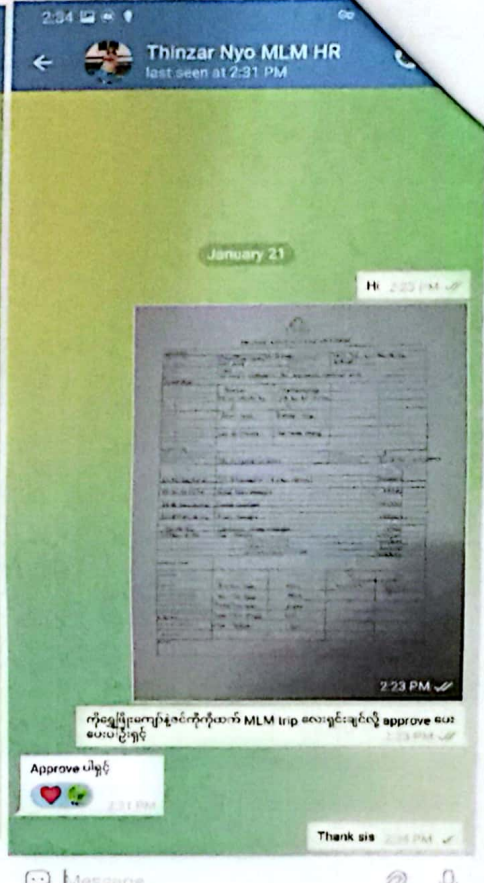
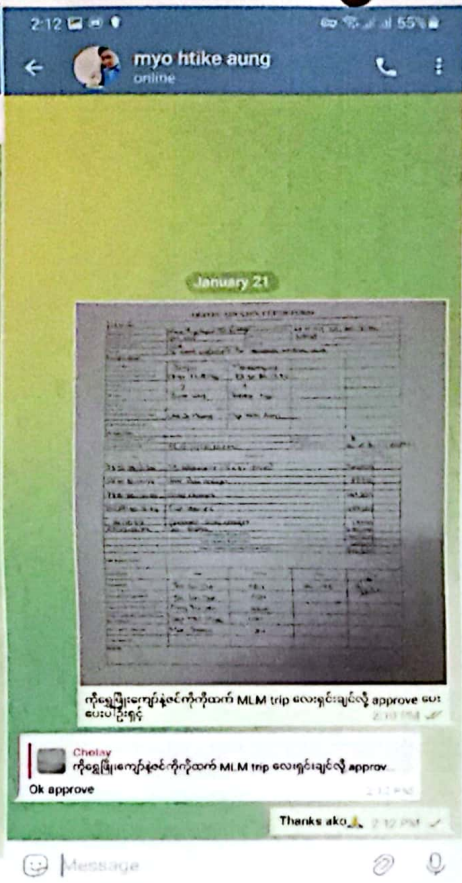
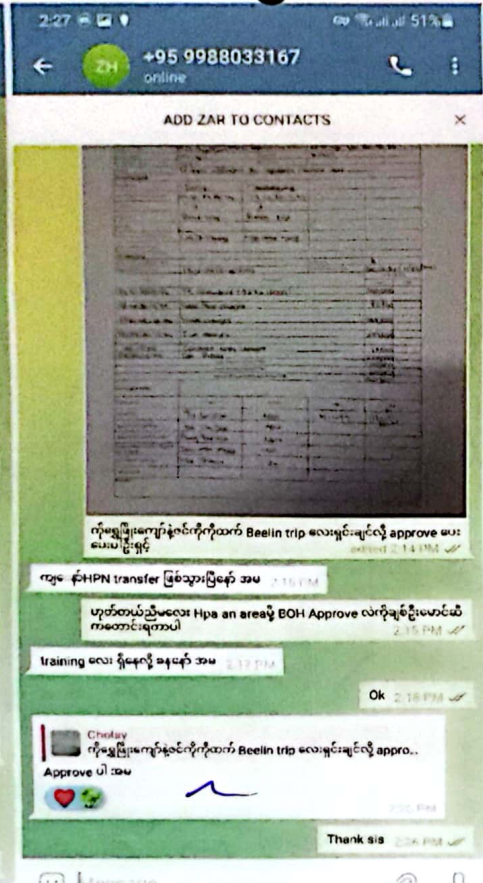
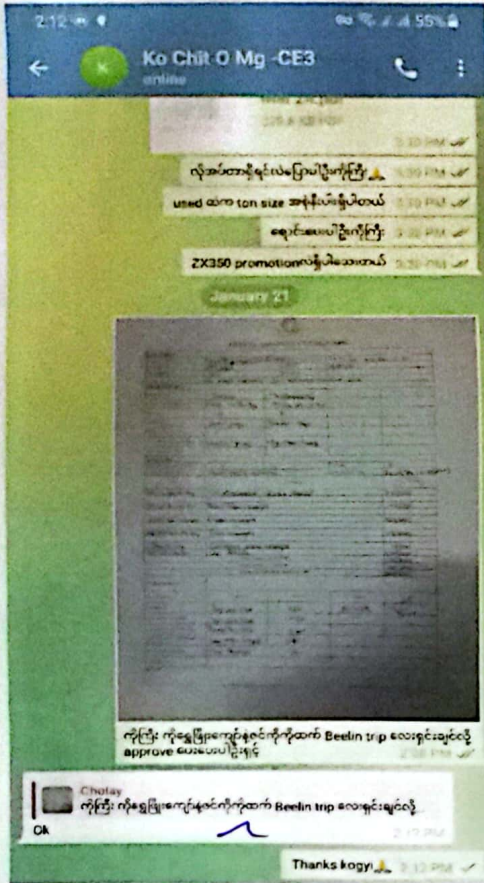


TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Shwe Phyo Kyaw, Zinko Hotel	Estimated Date of Travel	23.12.24 to 26.12.24	
Position Rank	OM, ADH	Total Day	4	
BU/HR DIV., Dept	CE2	Destination		
Purpose	To meet customers for repossess machine case			
Travelling Permit				
Arrival Place	Beelin			
Actual Date & Time of Travel	23 to 26.12.24			
Total Day	4			
HR Name	Zarni Htet	~		
HR Sign				
BOH Authorized Person Name	Chit Oo Maung	~		
BOH Authorized Person				
Advance Clear				
Actual Date & Time of Travel		Total Day	4	
Departure Date & Time	23.12.24 (8:30AM)	Arrival Date & Time	26.12.24 (5:00PM)	
Date	Description	Total Amount		
		Kyats	USD	
23 to 26.12.24	TA allowance (2x4x15000)	120000	✓	~
23 to 26.12.24	Gate Pass charges	8400	✓	~
23 to 26.12.24	Hotel charges	267800	✓	~
23.12.24	Fuel charges	227000	-	~
24.12.24	Contract copy charges	13500	~	~
Total Expense (Kyats/USD)		636700	~	~
Cash Advance (Kyats/USD)		0		
Balance Refund/Additional (Kyats/USD)		636700	~	~
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Tin Lin Cho	ADH	24.1.25	
Approved By Dept Head	Tin Lin Cho	ADH		
Approved By GM/AGM/COO	Aung Thu Win	AGM		
Acknowledged by related Superior for Job Report	Zaw Min Mngat	ACOO	20.1.25	
HR Check & Approved	Moe Thazin	DM	27.1.2025	
Cash Received				~
Remark				

04-CFD-CAS-FRM-006-02

20.1.25
 20.1.25
 27.1.2025
 20/01/25
 Admin



TRAVELLING REPORT

Date :

Report To		
Employee Name Shwe Phyo Kyaw, Zin Ko Ko Htet		
Position GM, AOH		
Department Management, MSS		
Business CE2 + CE3		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	23.12.24 8:30 AM	30.12.2024 4:00 PM
Total Days		
Trip Information	1. From YGN To BLN	
	2. From BLN To MYM	
	3. From MYM To YGN	
Purpose For Travelling To meet with AROD customers		
Travel Date	Activities	Remark
23/12/2024	Meet with AROD Customer ✓ U Sai Myint Aung (ZX280). He will give back ZX280 after 20/Jan/2025.	
24/12/2024	Meet with AROD Customer. U Sai Okn May (ZX280) He will keep 1 unit and give back 1 units us. But machine is break down we need to check & repair. In order to repossess early we will used our own engine and main pump from our stock machine, at BLN yard	

Reported by

Sign :
Name :
Position :

Checked by

Sign :
Name :
Position :

(DH/AGM/GM)

Approved by

Sign :
Name :
Position :

30/12/24
2024

(COO)

30/12/24
Amun

05-CHL-HRM-FRM-064-01

Day (3,4) 25 126 12 12024.

Check customer jobsite (U Sai Ota Khay) and take

27/12/24

Take back Engine and Main Pump and keep in BIN

Meet customer - Ko Myaw Myaw Soe, Hyundai Big Customer. He
own MER270 with credit terms. we will meet again.

28/12/24

Go to MIM ZX130 Dealers.

28/12/24

Checking customer Daw Ni Ni Latt machine & jobsite condition
& credit assessment & negotiate credit terms.

29/12/24

Meet with customer Daw Ni Ni Latt for AP Form.

Meet Customer Ko Phyo Gyi / U Thu Taw / Ko Myo Nyunt
and Ko Shine. They will take another Shantui (2) units.
& Repair the Vehicle (2R/9586) at work shop.

30/12/24

Go Back to YGN.

Market Condition.

At Beerlin Area, customer will find machines middle of January
after they see gold condition. If their jobsite is fine, they need
machine, most of customer like used machine, good second hand

At Mawlamying Area, have rental Business & In Port
Project (Mudon) are good and HM's Bridge Project is
still working. In this situation used machine market is good



TRIP CAR USED FORM

BU/BR/DIV : CE-2, CE-5
 Driver Name : Shwe Phyo Kyaw
 Car User Name : Shwe Phyo Kyaw
 Trip Title : ① To meet with customers U. Saw Myint Aung, U Sai Chin Kyaw and Daw Nwe Nwe Aye for machines repossess
 Trip Location : BLN ② Marketing visit to BLN area.
 Car No. : 2R19586
 Car Type : Isuzu D-Max
 Estimate Date : 1 week.
 Participant : Zin ko ko Htet / Min Zin (key Account)

Date	Start Kilo	End Kilo
23-Dec-2024 to 29-Dec-2024	132042	132820

778

Request By

Requester

ei ei nain

Checked By

Related GM/AGM

Acknowledge By

GAV Head

Approved By


CAM GM/AGM/COO


05-CHL-GAV-FRM-015-01


Print Date : 21-Jan-2025


Monthly Fuel Claim

Vehicle Number	Holding Business	Request Date	For Month	Contract Name	Approved amount	Actual Issue Gallon	Actual Charges Amount	Actual Approved Status	Monthly Usage Kilo	Remark
2R/9586	Concrete Equipment 5	2025-01-21	December	Shwe Phyo Kyaw	200,000	25	377,000	Close	341	BLN/MLM Trip


 Prepared By
 Admin
 Tin Lin Cho


 Acknowledge By
 DH
 Tin Lin Cho


 Checked By
 HR
 Moe Thazin


 Approved By
 GM
 Aung Thu Win

131963 - 133175

= 1212 km
 114 Liter
 10.6 km/liter ~

Print Date : 21-Jan-2025

23/Jan/2025

132642 Monthly Kilo Record

Vehicle No	Holding Business	Out Date	Time Out	In Date	Time In	Start Kilo	End Kilo	Mile	Purpose	Way	Driver Name	Remark
2R/9586	Concrete Equipment S	2024-12-24	07:00	2024-12-24	10:12	181.963	182.246	176.875	go to beilin	Beilin	Shwe Phyo Kyaw	23-12-24, actual kilo is 132246
2R/9586	Concrete Equipment S	2024-12-24	11:00	2024-12-24	20:00	182.246	182.261	9.375	customer appointment	BLN area	Shwe Phyo Kyaw	actual kilo is 132261
2R/9586	Concrete Equipment S	2024-12-27	07:00	2024-12-27	09:10	182.261	182.415	96.250	customer appointment	Bilin	Shwe Phyo Kyaw	26-12-24, actual kilo is 132415
2R/9586	Concrete Equipment S	2024-12-27	10:00	2024-12-27	21:31	182.415	182.573	98.750	go to mlm	Mawlamyaing	Shwe Phyo Kyaw	actual kilo is 132573
2R/9586	Concrete Equipment S	2024-12-28	08:30	2024-12-28	19:19	182.573	182.799	141.250	customer site visit	MLM	Shwe Phyo Kyaw	actual kilo is 132799
2R/9586	Concrete Equipment S	2024-12-30	07:00	2024-12-30	15:00	182.799	182.820	13.125	workshop, customer appointment	MLM down town	Shwe Phyo Kyaw	actual kilo is 132820, 29-12-24
2R/9586	Concrete Equipment S	2024-12-30	10:00	2024-12-30	17:40	182.820	183.175	221.875	come back from mlm	Yangon	Shwe Phyo Kyaw	actual kilo is 133175

Note, Daily kilo မှတ်တမ်း, PIC / HR. REMARK များ

၁။
Shwe Phyo Kyaw

PIC - Mo Shwe Phyo Kyaw

၃၃. Nov. 23 car kilo ဖြစ်စဉ် မှတ်တမ်း (၁၀၀၀) 130815 နားထား: 130685 မှားမှား

မိမိတို့၏ (telegram)

for Tin Lin Cho

Moe Thazin

MSS ADH

၁၅ ကိလိုမီတာမှတ်တမ်း (telegram)

MSS

Mingalar Garden Resort

Yaing-Gyi-Ngu Lane, Sinsu Village, Belin Township, Mon State.

Ph : 09 267782934, 09776769596, 09 959460086, 09 660641536

mingalargardenresort@gmail.com

Common Purpose

No. 1449

Company Name _____


Room No. 300 301

Arrival Date 23.12.24

No. of person _____

Departure Date 27.12.24

Guest Folio

Date	Ref#	Room Type / Category	USD	KYAT
23.12.24	# 301			65000
24.12.24	# 301			65000
25.12.24	# 301			65000
26.12.24	# 301			65000
		8% Tax		78000
				
Amount				267800 ✓

Guest Signature _____

Guest Name _____

Prepared by : _____

Thanks for staying with us and we hope see you again.

ငွေလက်ငင်းဖြတ်ပိုင်း

နေ့စွဲ 24/12

အမျိုးအမည်	အရေအတွက်	နှုန်း	ကျပ်
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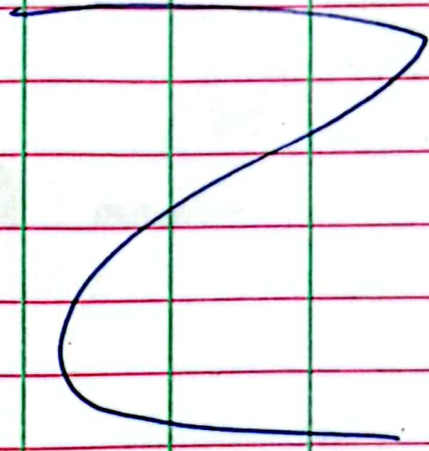
စာချုပ် ဖိတ်ခေါ်
စာစီ ၅၀၀

1500

X

9

13500



ဒေါ်ခွယ်ခွယ်အေး (CME ၃၇၀)

စုစုပေါင်း - 13500

GENERAL EXPENSE CLAIM FORM



Department : CEE

Requester Name : MSB

No.	Date	Name	Description	Amount	Remark
1	24.12.24	Shwe Phyo Kyaw	Contract copy charges	13,500	
Total Amount				13,500	✓

Requested by Sign : Name : Tin Lin Cho (Requester)	Approved by Sign : Name : Tin Lin Cho (Department Head)	Checked by Sign : (Related FNA/Corp FNA)	Approved by Sign : (OM/AGM/GM)	Approved by Sign : 30/12/25 (ACOO/COO/MD/VCM)
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02-COP-FNA-FRM-001-01

30/01/25
 Amun

Thank You

ဘီးလင်းမြို့နယ်စည်ပင်သာယာရေးအဖွဲ့

မြို့ဝင်ဘီးကောက်ခွေစာဖြတ်ပိုင်း

ယာဉ်လတ် = ၃၀၀/-

ယာဉ်အမှတ် - -----
ကောက်ခံသည့်ရက်စွဲ 25 DEC ၂၀၂၄ ကောက်ခံသူ
- - ၂၀၂၄-၂၅ လက်မှတ် -----

ဝေါမြို့နယ်၊ စည်ပင်သာယာရေးကော်မတီ ၇၀၀

၂၀၂၄-၂၀၂၅ အဏ္ဏခရီးနှစ်

မြို့နယ်ဝင်ကြေး (ဘီးကောက်) ခွေရပေစာ

၁ တန် မှ ၃ တန် ၂၀၀/-
၃ တန် အထက် မှ ၅ တန် ၃၀၀/-

ယာဉ်အမှတ် ----- ကောက်ခံသူလက်မှတ်

ကျိုက်ထိုမြို့နယ်စည်ပင်သာယာရေးအဖွဲ့

မြို့ဝင်ဘီးကောက်ခွေစာဖြတ်ပိုင်း

ယာဉ်လတ် = ၃၀၀/-

ယာဉ်အမှတ် - -----
ကောက်ခံသည့်ရက်စွဲ 3 DEC ၂၀၂၄ ကောက်ခံသူ
- - ၂၀၂၄-၂၅ လက်မှတ် -----

ရွှေသံလွင်ဟိုင်းဝေးကုမ္ပဏီလီမိတက်
ကျိုက်ထို သထုံ လမ်းပိုင်း ၁၁၆/၇ မှ ၁၅၀/၅ ထိ
(၃၃၇၅ မိုင် သတ်တား တိုက်)
လမ်းတံတားအသုံးပြုခကောက်ခံခြေစာ

TTT.L2UP.26122024

Receipt No : 4.22.09511669

Date : 26/12/2024

Time : 02:27:14 PM

Toll Collector ID : 049

Car No : 2R-9566

Class : Class 4

Toll Fare : Ks 700

သပြေချောင်း တံတား : Ks 100

ဘီးလင်းချောင်း တံတား : Ks 100

Total Fare : Ks 900



Thank You

ရွှေသံလွင်ဟိုင်းဝေးကုမ္ပဏီလီမိ
ကျိုက်ထို သထုံ လမ်းပိုင်း ၁၁၆/၇ မှ
(၃၃၇၅ မိုင် သတ်တား တိုက်)
လမ်းတံတားအသုံးပြုခကောက်ခံ

TTT.L3UP.23122024

Receipt No : 4.23.094

Date : 23/12/20

Time : 01:36:36

Toll Collector ID : 031

Car No : 2R-9588

Class : Class 4

Toll Fare : Ks 700

သပြေချောင်း တံတား : Ks 100

ဘီးလင်းချောင်း တံတား : Ks 100

Total Fare : Ks 900



Thank You

ရွှေသံလွင်ဟိုင်းဝေးကုမ္ပဏီလီမိ
ကျိုက်ထို သထုံ လမ်းပိုင်း ၁၁၆/၇ မှ
(၃၃၇၅ မိုင် သတ်တား တိုက်)
လမ်းတံတားအသုံးပြုခကောက်ခံ

TTT.L4DN 26122024

Receipt No : 4.24.095

Date : 26/12/20

Time : 11:05:06

Toll Collector ID : 005

Car No : 2R-9588

Class : Class 4

Toll Fare : Ks 700

သပြေချောင်း တံတား : Ks 100

ဘီးလင်းချောင်း တံတား : Ks 100

Total Fare : Ks 900



Thank You

ရွှေသံလွင်ဟိုင်းဝေးကုမ္ပဏီလီမိတက်
သပြေကန် လမ်းပိုင်း ၁၀၄ မှ ၁၀၅ သို့
(၃၇ မိုင်၊ ခိုင်၊ သပြေကန် တိုးတက်)
လမ်းတံတားအသုံးပြုခကောက်ခံပြေစာ
TBK.L2UP.23122024

Receipt No : 3.16.11070986
Date : 23/12/2024
Time : 12:16:10 PM
Toll Collector ID : 048

Car No : 2R-9586
Class : Class 4
Toll Fare : Ks 800
စစ်ဘောင်း တံတား (ဖုပ) : Ks 300
အပျားတံတား : Ks 100
ဝေါတ်တား : Ks 100
Total Fare : Ks 1300



ရွှေသံလွင်ဟိုင်းဝေးကုမ္ပဏီလီမိတက်
ဘုရားကြီး-စစ်တောင်-လမ်းပိုင်း ၆၀/၄ မှ ၁၁၆/၇ ထိ
(၃၇ မိုင်၊ ဘုရားကြီး တိုးတက်)
လမ်းတံတားအသုံးပြုခကောက်ခံပြေစာ
PYG.L3UP.23122024

Receipt No : 2.11.11347050
Date : 23/12/2024
Time : 11:27:04 AM
Toll Collector ID : 051

Car No : 2R-9586
Class : Class 3
Toll Fare : Ks 600



လမ်းဦးစီးဌာန
ရန်ကုန် မန္တလေးအမြန်လမ်း
3 JUNCTION TOLLGATE, Lane 3
23/12/24 10:27:21 AM
2R-9586

Voucher : L3462794
From : 3Jun, To : PHYU
Weight :
Charge :

Section : 640
Class : 2
0
Ks 3,000



ပျောက်ဆုံး ပျက်စီးပါက ထပ်မံပေးဆောင်ရမည်