

No. 1947/B , Bo Gyoke Street, Yangon - Patheln High Way Road, Hlaing Thar Yar Township, Yangon. Yangon

Tel :

Fax:

### ADVANCE CLEARING

Voucher No. : MAC-AC2024020038

To : MI MI ZIN

Voucher Date : 2024-02-16

Advance No : MAC-ADV2024010047

Currency : MMK Rate : 0.00027855

Cashier :

Payment : Cash On Hand - MMK-MAC

Status : posted

No.	Description	Track - 1	Track - 2	Amount
1	ADV CLEAR NS BUDGET CHGS FOR FEB'24, FOR HPA-AN BRANCH SUPPORT ,ASM-WAI LIN AUNG, ADV CHARGES MMK-80,000/-, MAC-ADV2024010047, NS DEPT. ACTUAL AMT MMK-77,000/-, RV-3,000/-, NS DEPT.			77000.00

Advance Total : 80000.00

Expense Total : 77000.00

Refund / Collect : 3000.00

Note : ADV CLEAR NS BUDGET CHGS FOR FEB'24, FOR HPA-AN BRANCH SUPPORT ,ASM-WAI LIN AUNG, ADV CHARGES MMK-80,000/-, MAC-ADV2024010047, NS DEPT. ACTUAL AMT MMK-77,000/-, RV-3,000/-, NS DEPT.

Date : 16. 2. 2024

Name/NRC No : Mya Kay Khaing

Signature : 

Cashier :

Signature :

### CASH ADVANCE CLEAR FORM

Date : 16.2.2024

BU/BR/Division : MAC

Department : National Sale

Advance Issue : 80,000/- Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 <sup>st</sup> Time Advance				80,000/-	HPNway - ASM.
2	2 <sup>nd</sup> Time Advance					Wai Lin Aung
3	3 <sup>rd</sup> Time Advance					
<b>Total Advance</b>					80,000/-	
<b>Total Actual</b>					77,000/-	
<b>Balance Refund/Additional</b>					3,000/-	

Request By

F Kay  
Me Me Zn

Requester

Checked By

F/Wei R  
Aung Ho Left

Mgr/DH

Checked By

[Signature]  
Thin Wyan Lee

Finance & Account

Approved By

F/Wei R  
Sent Sent Thu

GM/AGM/COO

Approved By

.....

CMC

04-CFD-CAS-FRM-002-03



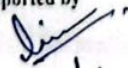
### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Wai Lin Aung	Estimated Date of Travel		
Position Rank		Total Day		
BU/BR/Div, Dept	MAC BU	Destination		
Purpose	MAC labor Supporting			
Traveling Permit				
Arrival Place	HPN. offic.			
Actual Date & Time of Travel	26.1.24 (7:00 Am)			
Total Day				
HR Name	Hein Htay			
HR Sign				
BOH/Authorized Person Name	Zaw Mi Hein			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	26.1.24 (7:00 Am)	Total Day	8 days	
Departure Date & Time	2.2.24 (2:15 Pm)	Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
	Express Chg. MIM to HPN. 5000.	5000.	✓	
	" " BLD to MIM. 10000.	10000.	✓	
	TA Chg. (8 days) (8 x 7000).	56000.	✓	
	TA Chg. (2 days) (2 x 10000)	20000.	✓	
Total Expense (Kyats/USD)		70000.	✓	
Cash Advance (Kyats/USD)		80000.	✓	
Balance Refund/Additional (Kyats/USD)		30000.		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Wai Lin Aung	ASM.	9.2.24.	
Approved By Dept Head	Sent Sent Thu	AGM		
Approved By GM/AGM/COO	Sent Sent Thu	AGM		
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACCO	16.2.24	
HR Check & Approved	Min Thu	DH		
Cash Received				
Remark				

# TRAVELLING REPORT

Date : .....

Report To	AGM.	
Employee Name	Wai Lin Aung	
Position	Mkt National Sales.	
Department	Consumable.	
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	26.1.24. 7:00 Am.	2.2.24. 2:15 Pm.
Total Days		
Trip Information	1. From .....To .....	
	2. From .....To .....	
	3. From .....To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
26.1.24.	MLM to HPD. 4. visit. Ko Nainy (MCO shop). Pyae Share (MCO shop). U Mang Cyi (MCO shop). Ko Hoke (MCO shop).	
27.1.24.	4. visit. Ma MeMe (MCO shop). Myent Thu (MCO.ws) Ko Darkhwar (MCO.ws). Khit Swan Aun (PCMO.ws).	
29.1.24.	7. visit. Htoo Pan Kabar (PCMO.ws). Aukar Phye (MCO.ws). Win Khaing (MCO.ws). U Ya Khaing (MCO.ws). Kang Htet Sann (PCMO.ws). Ko Darkhwar (MCO.ws). A Chit Paw	
30.1.24.	4. visit. Celin shop. SSS (MCO/PCMO shop). Si Paw Cyi (MCO.ws). Ko Min (MCO.ws).	

Reported by  
 Sign :   
 Name : Wai Lin Aung.  
 Position : ASM.

Checked by  
 Sign :  
 Name :  
 Position :

(DH/AGM/GM)

Approved by  
 Sign :  
 Name :  
 Position :

(COO)

05-CHL-HRM-FRM-064-01

# TRAVELLING REPORT

Date : .....

Report To		
Employee Name		
Position		
Department		
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From .....To .....	
	2. From .....To .....	
	3. From .....To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
31. 1. 24.	6. visit. Ko Mye Do (MCO shop). Nyain Chan Aung (MCO shop). Aung Chan Thar (MCO shop). Ko Soe Moe (MCO shop). Aye Sun Mon (MCO shop). Kan Thar Lin (PCMO/MCO shop).	
1-2-24-	6. visit. Pyae Shane (MCO shop). Lin Lett (MCO shop). Aeingyal (MCO shop). Tone Cui (MCO shops). U Mang Cui (MCO shop). Chan Ko ko (CE. service).	
2. 2. 24.	BLN to MUM.	

Reported by  
 Sign :   
 Name : Wai Lin Aung  
 Position : ASM

Checked by  
  
 Sign :  
 Name : Sent Sent Thu  
 Position : AGM

Approved by  
  
 Sign :  
 Name : Zaw Min Myat  
 Position : ACOO

(DI/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

6:28 AM

4G 4G 4G



Ma Hnin Myat Thet

yesterday at 11:22 PM



January 14

Dear Ma Hnin,

I would like to request for ASM travelling approve.

BU -MAC BU for National Sales Team

ASM name -Wai Lin Aung

Travel branch name -Dawei & Hpa- An Branch

Reason-Branch MAC sales support

Trip date-15-1-2024 ( Estimate 2 weeks)

Travel plan -Express ( MLM-DWI & MLM-HPN)

Stay location DWI & HPN office

Advance charges>>DWI trip=120,000 ks,  
HPN trip=80,000 ks

Thanks

Mi Mi Zin

Please approve for Dawl & HPN trip Ma Hnin

7:22 PM ✓✓

Mi Mi Zin

Dear Ma Hnin , I would like to request for A...

Ok

7:28 PM



Message



Monthly Ground Stock Checking MAC BU							
Branch- Hpa An Branch							
Date- 27.1.2024							
No.	Business Unit	Brand	Description	Part Number	Closing Balance	Ground Stock Checking Qty	Remark
1	MAC	VALVOLINE	Valvoline Gear Gard Super 90, GL-5 (1 x 18L)	692027	5	5	/
2	MAC	VALVOLINE	Valvoline Gear Gard Super 140, GL-5 (1 x 18L)	692079	5	5	/
3	MAC	VOLVO	Volvo Gear Oil HD GL-5 SAE 85W-140	VOE15067522	1	1	/
4	MAC	VALVOLINE	Valvoline Engine Oil, All Fleet Premium 15W40, C	692053	7	7	/
5	MAC	VALVOLINE	Valvoline Engine Oil, All Fleet Premium 15W40, C	692052	1	1	/
6	MAC	VALVOLINE	Valvoline Hydraulic Oil, Ultramax AW 68 (1 x 18L)	692335	1	1	/
7	MAC	VALVOLINE	Valvoline Champ 4T 20W50, SG/CD (24 x 11)	692249	72	72	/
8	MAC	VALVOLINE	Valvoline Hydraulic Oil, Ultramax AW 46 (1 x 18L)	692333	2	2	/
9	MAC	ZEREX	Zerex ZX HD Extended Life RTU AFC 6/1 GA	ZXEDRU1	5	5	/
10	MAC	VALVOLINE	Maxilife DEX/MERC ATF 6/1QT	VV3246	12	12	/
11	MAC	VALVOLINE	Champ Gear Oil (60x120ml)	3140115-120	19	19	/
12	MAC	VALVOLINE	All Fleet Premium 15W40 API CI-4/SJL 25L	881118	1	1	/
13	MAC	VALVOLINE	Valvoline Super Coolant-Green	450013	105	105	/
14	MAC	VALVOLINE	Power Common-rail 10W304/(6+11)	150035	4	4	/
15	MAC	MATADOR	Matador Premium 10W40 SEMI Mas Additive 4*	adv 1002	17	17	/
16	MAC	MATADOR	Lithium Grease EP3 NLGI3 (12*1.54G)	adv 1202	27	27	/
17	MAC	VALVOLINE	Valvoline Maxilife ATF 4/4L	891553	4	4	/
18	MAC	MATADOR	15W-40 C4 MAS (4*7L)	adv 1192	20	20	/
19	MAC	VALVOLINE	Valvoline Engine Oil, All Fleet Premium 20W50, C	724026	1	1	/
20	MAC	VOLVO	Volvo Gear Oil HD GL-5 SAE 90	VOE15067515	3	3	/
21	MAC	VOLVO	Hydraulic Oil, Ultramax AW 46	VOE15067446	1	1	/
22	MAC	MATADOR	Matador SAE 20W50 API SG 4T (24*11)	MTD 101	150	150	/
23	MAC	MATADOR	Matador SAE 20W50 API SG 4T (12*1.5L)	MTD 102	10	10	/
24	MAC	VOLVO	Volvo Ultra Diesel Engine Oil VDS-3 SAE 15W-40	VOE15067404	1	1	/
25	MAC	MATADOR	Matador HODED Engine oil 15W40, C4	MTD 110	1	1	/
					475	475	0

S'part Admin/  
Nang Ei Ei Zin



F & A  
Swe Swe Hlaing




ASM  
KO Wai Linn Aung




ABOH  
Zar Ni Hein

MEM 20 HAPU.

<b>Golden Mandalay</b> Express	 <b>SCANIA</b> Only	Destination ခရီးစဉ်	Vehicle No: ယာဉ်နံပါတ်
Passenger Name ခရီးသည်အမည်	Date of Issue ထုတ်ပေးသည့်နေ့	Departure Date ခရီးသွားမည့်ရက်	
NRC No (or) Passport No မှတ်ပုံတင်အမှတ် (သို့) နိုင်ငံကူးလက်မှတ်	Departure Time ထွက်ခွာချိန်	Departure Place ထွက်ခွာမည့်နေရာ	
Contact Phone No ဆက်သွယ်ရန်ဖုန်းနံပါတ်	Ticket Fare လက်မှတ်တန်ဖိုး	Seat No ထိုင်ခုံအမှတ်	
Agents Signature အစိုးရအဖွဲ့အစည်း နာမည်			

BLU to MUM.

<b>Man Mandalay</b> Express	 <b>SCANIA</b> Only	Destination ခရီးစဉ်	<u>ရေလင်းမြို့</u>	Vehicle No: ယာဉ်နံပါတ်	<u>0040287</u>
Passenger Name ခရီးသည်အမည်	<u>စလင်းစောင့်</u>	Date of Issue ထုတ်ပေးသည့်နေ့		Departure Date ခရီးသွားမည့်ရက်	<u>2.2.24</u>
NRC No (or) Passport No မှတ်ပုံတင်အမှတ် (သို့) နိုင်ငံကူးလက်မှတ်		Departure Time ထွက်ခွာချိန်	<u>၁၁ နာရီ</u>	Departure Place ထွက်ခွာမည့်နေရာ	
Contact Phone No ဆက်သွယ်ရန်ဖုန်းနံပါတ်		Ticket Fare လက်မှတ်တန်ဖိုး	<u>10000</u>	Seat No ထိုင်ခုံအမှတ်	<u>17</u>
Agents Signature အရောင်းဌာနလက်မှတ်					



Profile picture placeholder

Zarni Hein

last seen at 10:23 AM



[20805349] Fuel Filter -\$ 51.58 9:02 AM

February 16

Forwarded message  
From Mya Kay Khaing

No.	Item	Quantity	Unit Price	Total Price
1	Fuel Filter	1	51.58	51.58
2	Fuel Filter	1	51.58	51.58
3	Fuel Filter	1	51.58	51.58
4	Fuel Filter	1	51.58	51.58
5	Fuel Filter	1	51.58	51.58
6	Fuel Filter	1	51.58	51.58
7	Fuel Filter	1	51.58	51.58
8	Fuel Filter	1	51.58	51.58
9	Fuel Filter	1	51.58	51.58
10	Fuel Filter	1	51.58	51.58
11	Fuel Filter	1	51.58	51.58
12	Fuel Filter	1	51.58	51.58
13	Fuel Filter	1	51.58	51.58
14	Fuel Filter	1	51.58	51.58
15	Fuel Filter	1	51.58	51.58
16	Fuel Filter	1	51.58	51.58
17	Fuel Filter	1	51.58	51.58
18	Fuel Filter	1	51.58	51.58
19	Fuel Filter	1	51.58	51.58
20	Fuel Filter	1	51.58	51.58
21	Fuel Filter	1	51.58	51.58
22	Fuel Filter	1	51.58	51.58
23	Fuel Filter	1	51.58	51.58
24	Fuel Filter	1	51.58	51.58
25	Fuel Filter	1	51.58	51.58
26	Fuel Filter	1	51.58	51.58
27	Fuel Filter	1	51.58	51.58
28	Fuel Filter	1	51.58	51.58
29	Fuel Filter	1	51.58	51.58
30	Fuel Filter	1	51.58	51.58
31	Fuel Filter	1	51.58	51.58
32	Fuel Filter	1	51.58	51.58
33	Fuel Filter	1	51.58	51.58
34	Fuel Filter	1	51.58	51.58
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36	Fuel Filter	1	51.58	51.58
37	Fuel Filter	1	51.58	51.58
38	Fuel Filter	1	51.58	51.58
39	Fuel Filter	1	51.58	51.58
40	Fuel Filter	1	51.58	51.58
41	Fuel Filter	1	51.58	51.58
42	Fuel Filter	1	51.58	51.58
43	Fuel Filter	1	51.58	51.58
44	Fuel Filter	1	51.58	51.58
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48	Fuel Filter	1	51.58	51.58
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50	Fuel Filter	1	51.58	51.58
51	Fuel Filter	1	51.58	51.58
52	Fuel Filter	1	51.58	51.58
53	Fuel Filter	1	51.58	51.58
54	Fuel Filter	1	51.58	51.58
55	Fuel Filter	1	51.58	51.58
56	Fuel Filter	1	51.58	51.58
57	Fuel Filter	1	51.58	51.58
58	Fuel Filter	1	51.58	51.58
59	Fuel Filter	1	51.58	51.58
60	Fuel Filter	1	51.58	51.58
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63	Fuel Filter	1	51.58	51.58
64	Fuel Filter	1	51.58	51.58
65	Fuel Filter	1	51.58	51.58
66	Fuel Filter	1	51.58	51.58
67	Fuel Filter	1	51.58	51.58
68	Fuel Filter	1	51.58	51.58
69	Fuel Filter	1	51.58	51.58
70	Fuel Filter	1	51.58	51.58
71	Fuel Filter	1	51.58	51.58
72	Fuel Filter	1	51.58	51.58
73	Fuel Filter	1	51.58	51.58
74	Fuel Filter	1	51.58	51.58
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79	Fuel Filter	1	51.58	51.58
80	Fuel Filter	1	51.58	51.58
81	Fuel Filter	1	51.58	51.58
82	Fuel Filter	1	51.58	51.58
83	Fuel Filter	1	51.58	51.58
84	Fuel Filter	1	51.58	51.58
85	Fuel Filter	1	51.58	51.58
86	Fuel Filter	1	51.58	51.58
87	Fuel Filter	1	51.58	51.58
88	Fuel Filter	1	51.58	51.58
89	Fuel Filter	1	51.58	51.58
90	Fuel Filter	1	51.58	51.58
91	Fuel Filter	1	51.58	51.58
92	Fuel Filter	1	51.58	51.58
93	Fuel Filter	1	51.58	51.58
94	Fuel Filter	1	51.58	51.58
95	Fuel Filter	1	51.58	51.58
96	Fuel Filter	1	51.58	51.58
97	Fuel Filter	1	51.58	51.58
98	Fuel Filter	1	51.58	51.58
99	Fuel Filter	1	51.58	51.58
100	Fuel Filter	1	51.58	51.58

ABOH Ko Zar Ni Hein Approved  
လေးယူပေးပါနော်အကို 9:40 AM ✓

Approved မတွေ့ဘူး 10:16 AM ✓

Pls Proceed 🇲🇲 10:17 AM

လိုင်းမရောက်သေးတာ 10:17 AM

Message [Attachment icons]