

ADVANCE CLEAR PAYMENT FORM

Requestor Name : Thandar Soe(2)	Budget Type : Include Budget
Department Name :	Payment Type : Advance Clearing
Payment Date : 2025-07-04	Advance No : ADV-COP-2025-05-00029
Payment Voucher : AC-COP-2025-06-00020	Prepared By : COP_ServiceDataEntry
No	Superior Approved : Sai Nan Ko
Payment Method : Cash/Bank	By
Payment Amount : 326000.0	Last Approved By : CFD Cashier
Currency : MMK	
Exchange Rate : 4,520.0	


No.	Description	Department	Paid Amount	Remark
1	Advanced Clear trip charges - Go to NLP Job Site to solve the Customer Complain & to Check High Engine Oil Consumption Issue for ZX210LCH-5GX1U#90481 during warranty period as repair purpose from service department. Customer Name - MYO ZAW OO,U.(NLP BR) .Issue By - Thandar Soe, Issue Amount - 326,000 MMK.	Service Department(COP)	326,000.00	Advanced Clear trip charges - Go to NLP Job Site to solve the Customer Complain & to Check High Engine Oil Consumption Issue for ZX210LCH-5GX1U#90481 during warranty period as repair purpose from service department. Customer Name - MYO ZAW OO,U.(NLP BR) .Issue By - Thandar Soe, Issue Amount - 326,000 MMK.

Expense Total	326,000.00 K
Advance Amount	300,000.00 K
Additional	26,000.00 K

Note:

Paid Description: Advanced Clear trip charges - Go to NLP Job Site to solve the Customer Complain & to Check High Engine Oil Consumption Issue for ZX210LCH-5GX1U#90481 during warranty period as repair purpose from service department. Customer Name - MYO ZAW OO,U.(NLP BR) .Issue By - Thandar Soe, Issue Amount - 326,000 MMK.


Paid By
 Name : Sae Mar Tun
 NRC No : 31/NLP(N)165117
 Date : 4.10.25


Received By
 Name : Sin Ka Ko Htet
 NRC No : 13/NLP(N)215976
 Date : 4.10.25



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Hein Het Zau	Estimated Date of Travel	From 20.5.25 to G.G.25
Position Rank	AJH	Total Day	18 Days
HR/ENV. Dept	Common Purpose	Destination	NLP BR
Purpose	Go to NLP BR to make high engine oil consumption		
Traveling Permit	issue during warranty period for ZX2101CH-5G, 2111#90481.		
Arrival Place	NLP BR		
Actual Date & Time of Travel	From 20.5.25 <8:00AM> to G.G.25 <5:30PM>		
Total Day	18 Days		
HR Name	Hein Wei Zin		
HR Sign			
ICMI Authorized Person Name	Kyauwoko Hein		
ICMI Authorized Person			
Advance Chart			
Actual Date & Time of Travel	From 20.5.25 <8:00AM> to G.G.25 <5:30PM>	Total Day	18 Days
Departure Date & Time	From 20.5.25 <8:00AM>	Arrival Date & Time	G.G.25
		Total Amount	
Date	Description	Kyats	USD
From 20.5.25 to G.G.25	Travelling Allowance 1 Day → 15000MMK	270,000	
	Misc Bus Charges	6,000	
20.5.25 & G.G.25	Taxi Charges	50,000	
Total Expense (Kyats/USD)		326,000	
Cash Advance (Kyats/USD)		300,000	
Balance Refund/Additional (Kyats/USD)		26,000	
Job Report Status			
Authorization	Name	Position	Date
Prepared By	Thandax Soe	BH	16/06/2025
Approved By Dept Head	Sai Nare KO	DH	
Approved By GM/AGM/COO	Aung Thee Win	GM	
Acknowledged by related Superior for Job Report	Aye Min Hlooe	VCN	
HR Check & Approved	Moe Thazine	HR	
Cash Received			
Remark			

Car Name - Myo Zau
00,11.

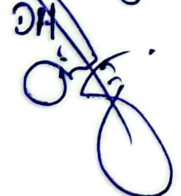
on 26/06/2025
Approved

20-Jun-2025

Taxi (Bus,Motorcycle,3-wheel etc...) Charges Form

Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
2025-05-20	Construction Equipment 2	Service	Hein Htet Zaw (8)	Go to NLP BR to make High Engine Oil Consumption Issue during warranty period for ZX210CLH-5GX1U#90481 From Service Department. Cu Name - U Myo Zaw Oo.	08:00	CE2 (Hlaing Tharyar)	Aung Mingalar Car Gate	25,000	25,000	GA Manager Approved	Go to NLP BR to make High Engine Oil Consumption Issue during warranty period for ZX210CLH-5GX1U#90481 From Service Department. Cu Name - U Myo Zaw Oo.
2025-05-20	Construction Equipment 2	Service	Hein Htet Zaw (8)	Go to NLP BR to make High Engine Oil Consumption Issue during warranty period for ZX210CLH-5GX1U#90481 From Service Department. Cu Name - U Myo Zaw Oo.	09:30	Aung Mingalar Car Gate	BGO Office	3,000	3,000	GA Manager Approved	Go to NLP BR to make High Engine Oil Consumption Issue during warranty period for ZX210CLH-5GX1U#90481 From Service Department. Cu Name - U Myo Zaw Oo.
2025-06-06	Construction Equipment 2	Service	Hein Htet Zaw (8)	Go to NLP BR to make High Engine Oil Consumption Issue during warranty period for ZX210CLH-5GX1U#90481 From Service Department. Cu Name - U Myo Zaw Oo.	03:00	BGO Office	Aung Mingalar Car Gate	3,000	3,000	GA Manager Approved	Go to NLP BR to make High Engine Oil Consumption Issue during warranty period for ZX210CLH-5GX1U#90481 From Service Department. Cu Name - U Myo Zaw Oo.
2025-06-06	Construction Equipment 2	Service	Hein Htet Zaw (8)	Go to NLP BR to make High Engine Oil Consumption Issue during warranty period for ZX210CLH-5GX1U#90481 From Service Department. Cu Name - U Myo Zaw Oo.	05:30	Aung Mingalar Car Gate	Nar Nat Taw Street /Kamarayut (Hledan)	25,000	25,000	GA Manager Approved	Go to NLP BR to make High Engine Oil Consumption Issue during warranty period for ZX210CLH-5GX1U#90481 From Service Department. Cu Name - U Myo Zaw Oo.

Prepared By
Admin


Acknowledge By


Checked By
HR


Approved By
GM




TRAVELLING REPORT

Date : 21/06/2025

Report To	U Aye Min Htoon.	
Employee Name	Hein Htet Zaw	
Position	Assistant Department Head	
Department	Service	
Business	Common Purpose	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	20.5.2025 (8:00 AM)	6.6.2025 (5:30 PM)
Total Days		
Trip Information	1. From YGN To BGO	
	2. From BGO To YGN	
	3. From To	
Purpose For Travelling	Machine Inspection for ZX210LH-SG (2 unit s) & ZX350LH-SG (1 unit) swing Drive Warranty Issue.	
Travel Date	Activities	Remark
20.5.25	Go to Bago Office From CE2 with mini bus at Aung Mye Thar Highway After arrived bago office prepared service tools & wait bago service.	→ BGO ①
21.5.25	Go to Kyit Tho job site and arrived job site at afternoon. And checked the engine oil consumption condition and asking customer for it.	→ KH ②

Reported by
 Sign :
 Name : Hein Htet Zaw
 Position : ADH

Checked by
 Sign :
 Name : Soe Nare Ko
 Position : DH

Approved by
 Sign :
 Name : Aye Min Htoon
 Position : VCM

(DH/AGM/GM)

(COO)

05-CHL-FIRM-FRM-064-01

Total - 18 days.
 Total units: Call problem - engine oil consumption (2x210-5).
 Other repair m/c - 2x350-5 (swing drive installation), 2x210-5 (swing abnormal).
 Travelling - 10 times, 10 days. | Swing installation - 1 day.
 Monitoring - 4 days. | Swing troubleshooting - 1 day.
 Operator training - 1 day. | BR knowledge sharing - 1 day.

Date	Activities	Remark
25. 5. 25	checked the engine oil level and marked it. And then, test the engine compression with guage according to technical manual. All engine cylinders have around 27-28 bar. And then, give instruction to operator for machine operation knowledges. And checked the m/c operation condition.	→ OPT. ① ✓
23. 5. 25	Go Back From job site at morning to Bago office because needed to take swing drive of ZX350 LH-5G1 (warranty issue) installation job. And then, we assembled the swing Drive and it was ready to install back.	→ BGO ③ ✓
24. 5. 25	Go to Shwe kyin job site From bago office and arrived at evening. Because of heavy raining.	→ SK ④ ✓
25. 5. 25	Go to machine location site and installed swing drive to it. After that we replaced new grease at swing ring gear.	⇒ SW-Installation ① ✓
26. 5. 25	Go back to bago office and arrived at evening.	→ BGO ⑤ ✓

Date	Activities	Remark
25.5.25	<p>Give s'part manual And service manual knowledge sharing to Bogo branch service men.</p> <p>And contact to engine oil consumption mlc for issue condition and regular service hour is arrived or not.</p>	<p>→ BR knowledge sharing ✓</p>
28.5.25	<p>Go to kyit Tho job site again and did 250 regular service.</p> <p>At that time, Filled engine oil fully and mark at maximum level for engine oil consumption check for 100 hrs. inspection.</p>	<p>→ KH (6) ✓</p>
29.5.25	<p>checked the engine oil level consumption level and mlc operation at morning before job site operation.</p>	<p>→ M (1) ✓</p>
30.5.25	<p>checked the machine engine oil level and give customer and operator for daily checked instruction knowledges.</p> <p>And then, checked the mlc operation condition at job site.</p>	<p>→ M (2) ✓</p>
31.5.25	<p>Go to Shwe Kyim job site for 7x210LCH-5G1 (90484) swing ring abnormal sound appeared issue.</p>	<p>→ SK (7) ✓</p>

Date	Activities	Remark
6. 25	Go to m/c location and arrived at afternoon. And checked the m/c abnormal sound appeared condition. Applied grease to swing ring gear inside and outside to m/c. After that we did 250 regular servicing and give m/c operation knowledges to operator.	→ Swing abnormal sound M ¹
2. 6. 25	Go back to engine oil consumption job site and arrived at afternoon. After that checked the engine oil level and monitoring for 100 hrs according to troubleshooting manual.	→ KH. M ²
3. 6. 25	checked and monitoring the engine oil consumption issue.	→ M ³
4. 6. 25	checked the engine oil level and marked the consumption amount. It was 1.3 liters and testing again the engine compression test. All was in specification amount. After that explained that condition and needed to keep monitoring. And Give suggestion to it was used to clearly mind for machine with under monitoring condition.	→ M ⁴
5. 6. 25	Go back to Bago office From job site at afternoon because of heavy raining.	→ BGO ⁵

Date

Activities

Remark .

5.25

Go back from Bago office to
Aung Min Galar at Afternoon with
Mini bus and arrived at evening.

⇒ YGN.
(10)