



TRAVEL ADVANCE CLEAR FORM

Cash Advance		(8 points) (6,000/1)	
Employee Name	Zin Ka Ka Htet	Approved Date of Travel	18 Nov. 24 - 27 Nov. 24
Position Rank	ASH	Total Days	11 days
Div. / HR. Div. Dept	CES	Destination	Shwe Myin Trip
Purpose	Shwe Myin branch visit		
Traveling Detail			
Arrival Place			
Actual Date & Time of Travel			
Total Days	11		
HR Name	Aye Aye Mon		
HR Sign	Telegram approved		
DOE Authorized Person Name	Myaw Ko ² Htet		
DOE Authorized Person	Telegram approved		
Advance Clear			
Actual Date & Time of Travel		Total Days	11
Departure Date & Time	18 Nov. 24 (8:00AM)	Departure Date & Time	27 Nov. 24 (6:00PM)
Date	Description	Rate	Unit
18 to 28 Nov. 24	TA allowance (11 x 15,000)	165,000	
18 to 27 Nov. 24	Hotel charges	150,450	
28 Nov. 24	Expense charges	18,000	
28 Nov. 24	Tax charges	15,000	
	Total Expense (Kyan/USD)	313,450	
	Cash Advance (Kyan/USD)	300,000	
	Balance Refund Additional (Kyan/USD)	13,450	
Job Report Status			
Authorization	Name	Position	Date Sign
Prepared By	Tin Lin Cho	ASH	9 Dec. 24
Approved By Dept Head	Tin Lin Cho	ASH	
Approved By GM/AGMECOO	Aung Thu Win	AGM	
Acknowledged by related Superior for Job Report	Zaw Min Moat	ACOO	
HR Check & Approved	Moe Thazin	HR	
Cash Received			
Remark			



NLP SLS ADM

last seen at 8:51 AM

NAME	POST	DATE	TIME

အကို ကိုအောင်သုဝင်း၊ ၂၀၂၃ လာခဲ့တာလေးရှင်းချင်လို့ approve ပေးပေးပါဦးရှင် 4:01 PM

Approved per Ma Ma



9:02 PM

December 9

hi 12:16 PM

TRAVEL ADVANCE CLEAR FORM

NAME	POST	DATE	TIME
Approved by	Ma Ma	ADH	4.01 PM
Approved by	Ma Ma	ADH	9.02 PM
Approved by	Aung Mye Win	ADH	
Approved by	Zin Ko Ko Htet Shwe Kyin	CEO	
Approved by	Ma Ma	ADH	

Zin Ko Ko Htet Shwe Kyin trip လာခဲ့တာလေးရှင်းချင်လို့ approve ပေးပေးပါဦးနော် 12:16 PM

Approved ပါရှင်



12:39 PM

ယာဉ်ထွက်ချိန်

ရွှေကျင်မှ ထွက်ချိန်

နံနက်(၅:၃၀)နံနက်(၆:၀၀)နာရီ
နံနက်(၆:၃၀)နံနက်(၇:၀၀)နာရီ
နံနက်(၇:၃၀)နံနက်(၈:၀၀)နာရီ
နံနက်(၉:၀၀)နံနက်(၁၀:၀၀)နာရီ
နေ့လည်(၁၁:၃၀)နေ့လည်(၁၃:၃၀)နာရီ
နေ့လည်(၁:၀၀)နာရီ

ရန်ကုန်မှ ထွက်ချိန်

နံနက်(၆:၀၀)နံနက်(၇:၀၀)နာရီ
နံနက်(၈:၃၀)နံနက်(၉:၃၀)နာရီ
နေ့လည်(၁၀:၃၀)နေ့လည်(၁၂:၀၀)နာရီ
နေ့လည်(၁:၀၀)နာရီနေ့လည်(၂:၃၀)
ညနေ(၃:၀၀)နာရီ
ရန်ကုန်ဂိတ်ဖုန်း: 09-5062534
09-776520443

ဆက်သွယ်ရန်ဖုန်း 09-428171737; 09-428177787



Sann Htay Bungalow Inn

Pha Aung, Nyaunglaypin

☎ 09-676620034, 09-443342693

Date 18 - 11 - 2024

Name - Common Purpose

Address -

Check In 18 - 11 - 2024	Check Out 19 - 11 - 2024
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Room No 11	Room Accommodation
	Bungalow Style, Air Con, TV, Wifi Hot & Cold Water, Refrigerator

Room Charges per day



[Handwritten Signature]

Signature

3% Tax

Total

15000 . Ks
-
450 Ks
15450 Ks

Print Date : 12-Dec-2024

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

No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	Status	Remark
1	2024-11-28	Construction Equipment 2	Marketing & Sales Support	Zin Ko Ko Hsat	Shwepyin Trip	17:30	Aung Mye Ga Lar	Insein	15,000	15,000	GA Manager Approved	Go to Shwepyin job site visit and take meet prospect customers

Tia Lin Cho

Prepared by

Admin

Tia Lin Cho

Tia Lin Cho

Acknowledge by

TH

Tia Lin Cho

Moe Thazin

Check By

HR

Moe Thazin

Approved by


AGM

Aung Thu Win

TRAVELLING REPORT

Date :

Report To	Ko Aung Thu Win	
Employee Name	Zin Ko Ko Htet	
Position	Assistant Department Head	
Department	Marketing & Sale Support Department	
Business	Construction Equipment (S)	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	18/11/2024 (8:00 AM)	28/11/2024 (5:30 PM)
Total Days	11 Days	
Trip Information	1. From Yangon To Naung Uy Pin	
	2. From Naung Uy Pin To Shwe Kyin	
	3. From Shwe Kyin To Yangon	
Purpose For Travelling	To Meet Prospect Customer & Market Condition.	
Travel Date	Activities	Remark

Reported by
 Sign : 
 Name : Zin Ko Ko Htet
 Position : ADH

Checked by
 Sign :
 Name :
 Position :
 (DH/AGM/GM)

Approved by
 Sign :
 Name :
 Position :
 (COO)

1) Customer U Ye Kyaw

He have Zx210-5 2units

Wheel loader XCMG one unit

In this duration customer not doing gold mining jobsite but he still waiting the end of November site opening.

2) Customer U Sani Aung Job site visit

Now he doing the golf mining job sites near Shwe Kyin Tsp:

Excavator 4 units and wheel loader one units. Introduction our ME220 used machine & Hitachi new machine.

3) Customer U Aung Paing Phyoo

He have Hyundai 220 two units. And his gold mining is still good. He have a buying plan for new machine. We introduction our Hitachi brand & MATADOR brand.

4) Customer Ma Hnin Si

Now customer stop gold mining site. But he search new jobsite (MDY Area). If this jobsite is good he will buy new machine. She said that she interesting Volvo & Hitachi because of Doosan service is not good. If she buy new machine, she will reply to KMZ.

5) Customer Ko Soe Min Htet (or) Daw Kay Thi

He have Matador ME220. He like our Matador brand because this machine is lucky to him. End of December he will start doing gold mining. And then December first week he will start over all maintenance. So if he start he will reply KKKH. And then he interesting landed MYK & DWI transportation so this area have inquiry he will reply to me.

6) Customer U Phoe Nge Lay he have VOLVO 21 (3) units & 29 (2 units)

Meet customer relationship & aftersales service. His machine enough to his jobsite.

7) Customer Ko Myo Min Htun.

End of November he will start in gold mining. If site is good he need to new machine but he want 25 tons new machine. We introduce Hitachi & SDLG & Volvo.

8) Customer U D Litt.

He have Matador 220 1 unit (Machine Hours - above 10000hr) & Doosan 1 unit & Hyundai 1 Unit. He like Matador because of he think matador is lucky machine for him so if he need machine he will contact to me. Now he will start doing mining.

9) Customer Ko Than Myo Swe

He have Doosan 2 unit. December first week he will start doing Mae Li area. He said if he mining is good he need to new machine. He like Volvo 21ton.

10) Customer U Nyunt Lwin

His Jobsite location is Mae Li & Taung Gyi Area. He don't have own machine so he rent the machine. So he rent machine for in this season, (rental charges ==Shwe Kyin Area (7~8 lakhs) Taung Gyi Area (6~7 Lakhs).If their business is good he will buy new machine or used machine.

11) Ko Min Min

His doing Mae Wine mining area. Now he need machine but he can't buy new machine price so he searching used machine so our introduction of ME220 used machine. He interesting this machine, he said if he free December second week he will see this machine.

Prospect

- U Sani Aung (ZX210-5)
- U Aung Paing Phyo (21ton one unit)
- Ma Hnin Si (21 ton) Hitachi or Volvo
- Ko Soe Min Htet (21 ton) Matador
- Ko Min Min (ME220 used)
- Ko Myo Min Htun (ZX 350)

Shwe Kyin Market Condition

- Some Customer site doing In Shwe Kyin area (Shwe Kyin & Phayar Lay) but most of customer site doing in Belin / Mae li & Mae Wine area, In this duration some customer doing maintenance of their own machine & some customer searching rent & used machine. December second week Mae Wine site is opening, so some customer go to this area & starting. And then other supplier are buying the old machine of Hyundai & Doosan brand and they are doing refreshing & selling of this machine. Because of most of customer like Hyundai & Doosan brand so they buy the brand without really looking at the machine. Rental machine market is One Duty is 7~ 8 lakhs. Most of Customer like Hitachi / Hyundai / Doosan & Kobelco. They don't like Matador Brand because of they don't see in Matador machine Shwe Kyin Area so they don't trust for this machine.

Competitor Information

- KOBELCO have 2 unit stock (SK 210) but this machine are already sold out but If some customer need new machine he will sell this machine (Price - 180000 USD) (Warranty terms 2 years (or) 6000 hrs. (3000 hrs. is all part & 3000 hour is Engine & hydraulic parts).More than 2 years ago, they rent of new Hyundai machines and sold them back if the customer liked them. And then Customers have seen a lot and liked the machine after trying it.