

AC-02-26



No. 592, Bo Aung Kyaw street, Yangon~Patheingyi Highway Road, Hlaing Thar Yar Tsp, Yangon.  
Tel: (95-1) 645 178~182, 685 199 Fax : (95-1) 645 211

44610

### RECEIPT VOUCHER

Date: 19-Feb-2024

No. ....

Account Specification: .....

NO.	DESCRIPTIONS	TOTAL
	Adv clear for Service Dept; TA charges for Solar watt Power 3.42 kw, Inverter capacity 5kw, battery 10.24kwh off grid hybrid solar energy storage system installation at Daw Rose (Myephyak), TL adv-300,000/-, TL exp-239,000/-, Ref amt-61,000/-, No-94904.	61,000/-
<b>TOTAL</b>		

Amount :

Submitter

Cashier

Check by



CASH ADVANCE CLEAR FORM

9.2.24

BR/Division : RE

Department : Service

Advance Issue : 300000 Kyats / USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 <sup>st</sup> Time Advance	22.1.24	94904		300000	Adv clear For TCharges
2	2 <sup>nd</sup> Time Advance					For solar watt power 3.412
3	3 <sup>rd</sup> Time Advance					KWP, Inverter capacity
Total Advance					300000	5kW, battery capacity 10kWh
Total Actual					239000	energy storage system
Balance Refund/Additional					61000	installation at Daw Rose

Request By : *[Signature]*  
Requester : Mary Phyo Th

Checked By : *[Signature]*  
Mgt/DH : Agho Khoo

Checked By : *[Signature]*  
Finance & Account : Nway Nway

Approved By : *[Signature]*  
GM/AGM/COO : Phyo Th

Approved By : *[Signature]*  
CMC : 10/12/24

04-CFD-CAS-FRM-002-03

Kyats	USD

Mynephyak



TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>		Phyo Thu	
Employee Name	Kyaw Nang Boe / Aung	Estimated Date of Travel	24.1.24 ~ 3.2.24
Position Rank	STDP	Total Day	11 Days
BU/BR/DIV. Dept	REI Service	Destination	Go to Mynephyak
Purpose	For solar system installation (ICL [၅၅၀၀၀၀])		

<b>Travelling Permit</b>			
Arrival Place	Mynephyak		
Actual Date & Time of Travel	24.1.24 to 3.2.24		
Total Day	11 Days		
HR Name	Khin Phye Linn		
HR Sign	<i>[Signature]</i>		
BOH/Authorized Person Name	May Win Aung		
BOH/Authorized Person	<i>[Signature]</i>		

<b>Advance Clear</b>			
Actual Date & Time of Travel	24.1.24 to 3.2.24	Total Day	11 Days
Departure Date & Time	24.1.24   9:00Am	Arrival Date & Time	3.2.24   7:00Pm

Date	Description	Total Amount	
		Kyats	USD
24.1.24-3.2.24	TA charges For (8500 x 8 Days) x 2 + (12000 x 3 Days) x 2	208000	- ✓
24.1.24/3.2.24	Taxi charges	31000	- ✓
<b>Total Expense (Kyats/USD)</b>		<b>239000</b>	<b>- ✓</b>
<b>Cash Advance (Kyats/USD)</b>		<b>300000</b>	<b>-</b>
<b>Balance Refund/Additional (Kyats/USD)</b>		<b>61000</b>	<b>- ✓</b>

<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	May Phyo Thu	Admin	9.2.24	<i>[Signature]</i>
Approved By Dept Head	Ag Ko Ko Oo	ADH	9.2.24	<i>[Signature]</i>
Approved By GM/AGM/COO	Phyo Thu	AGM	9.2.24	<i>[Signature]</i>
Acknowledged by related Superior for Job Report	Sai Lao Kham			
HR Check & Approved	Nyein Eiei Khin	Staff	9.2.24	<i>[Signature]</i> 9/2/24
Cash Received				
Remark				

*[Handwritten note]*  
Phyo Thu  
10/2/24



# TAXI CHARGES FORM

BU/BR/DIV Name : RE

Department Name : Service

No.	Date	Name	Description	Departure Time	Routes		Cost	Remark
					From	To		
1.	24.1.24	Kyaw Naing Soe Aung Phyo Thu	Go to Mynephyak for installation	9:00 Am	Bogyoke Bus Stop	Airport	15,000/-	Tool Boxes: 1
2.	3.2.24	Kyaw Naing Soe Aung Phyo Thu	Go back to Yangon From Mynephyak.	7:00 Pm	Airport	Bogyoke Bus Stop	1,600/-	Handbag: 1 clothes
<b>Total Taxi Charges</b>							<b>31,000/-</b>	

Requested by

Sign :

Name : May Phyo Thu

Dept : Service

(Requestor)

Acknowledged by

Sign :

Name : Nyein Ei Ei Khaing

Dept : Administration

(HR/Admin)

Acknowledged by

Sign :

Name : Aung Ko Ko Oo

Dept : Service

(DH)

Approved by

Sign :

Name : Phyo Thu

Dept : Management

(ABOH/BOH/AGM/GM)

Acknowledged by

Sign :

Name : Kyaw Kyaw Win

Dept : CAM

(HO-GA)

05-CHL-GAV-FRM-018-01

# TRAVELLING REPORT

 Date : 5.2.24

Report To	Ag Ko Ko Oo	
Employee Name	Kyaw Naing Soe / Aung Phyo Tzi	
Position	STDP-1 / STDP-3	
Department	Service	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	24.1.24	3.2.24
Total Days	11 Days	
Trip Information	1. From <u>Yangon</u> To <u>Mong Hpyak</u>	
	2. From <u>Mong Hpyak</u> To <u>Yangon</u>	
	3. From ..... To .....	
Purpose For Travelling	For solar system installation.	
Travel Date	Activities	Remark
24.1.24	Travelling to Taehleik branch from Yangon	
25.1.24	Along with the excavator mechanic service bro. we helped and separated the machine at the customer site.	
26.1.24	Bought needed accessories for skew installation.	
27.1.24	Went to leave for Mong Hpyak and discussed with customer for installation.	
28.1.24	Installed skew inverter, 200th battery and 6 pcs of solar panels. Installation processes are finished.	
29.1.24		
30.1.24		
31.1.24	Go back to Taehleik BR from Mong Hpyak and surveyed two sites.	

Reported by

 Sign : [Signature]  
 Name : Kyaw Naing Soe  
 Position : STDP-1

Checked by

 Sign : [Signature]  
 Name : Ag Ko Ko Oo  
 Position : A/DH

(DH/AGM/GM)

Approved by

 Sign : [Signature]  
 Name : For SW.  
 Position : 10/21/24

(COO)

02-CHL-HRM-FRM-064-00



# TRAVELLING REPORT

Date: 3.2.24

Report To	Ag Ko Ko Oo	
Employee Name	Kyaw Nating Sae / Aung Dye The	
Position	STDP-1	1 STDP-3
Department	Service	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	24.1.24	3.2.24
Total Days	11 Days	
Trip Information	1. From Yangon Myrephyak To Myrephyak	
	2. From Myrephyak To Yangon	
	3. From To	
Purpose For Travelling	For solar system installation.	
Travel Date	Activities	Remark
1.2.2024	Went to help with the excavator mechanic bros for a site. shared the some knowledge about renewable energy to mechanic service bros.	
2.2.2024	aid the BS and went to site survey, for 2 sites. Helped to clean the heavy machine parts.	
3.2.2024	Came back to Yangon from Tachileik BR.	

Reported by

Sign : *Mae*  
 Name : Kyaw Nating Sae  
 Position : STDP-1

Checked by

Sign : *AKO*  
 Name : Ag Ko Ko Oo  
 Position : ADH

(DH/AGM/GM)

Approved by

Sign : *AS*  
 Name : *SUK*  
 Position : *10/2/24*

(COO)

02-CHL-HRM-FRM-064-00