

## ADVANCE CLEAR PAYMENT FORM

Requestor Name : Thandar Soe(2)	Budget Type : Exclude Budget
Department Name :	Payment Type : Advance Clearing
Payment Date : 2025-05-09	Advance No : UBG-COP-2025-03-00002
Payment Voucher No : AC-COP-2025-04-00057	Prepared By : COP_BudgetDataEntry
Payment Method : Cash/Bank	Superior Approved By : F&AManagerCOP
Payment Amount : 625000.0	Last Approved By : CFD Cashier
Currency : MMK	
Exchange Rate : 4,420.0	

No.	Description	Department	Paid Amount	Remark
1	Advance Clear Charges for MYK BR to check Hydraulic Oil dusty , hydraulic functions slow & Need to replace hydraulic oil and filter for ME220X1U#SH02918(New Machine) .Cu Name - U Aung Zaw Moe as repair purpose from Service Department. PIC - Yee Myo Min .Issue By- Thandar Soe .Issue Amount - 625.000 MMK. Odo Adv No-UBG-COP-2025-03-00002.	Service Department(COP)	625,000.00	Advance Clear Charges for MYK BR to check Hydraulic Oil dusty , hydraulic functions slow & Need to replace hydraulic oil and filter for ME220X1U#SH02918(New Machine) .Cu Name - U Aung Zaw Moe as repair purpose from Service Department. PIC - Yee Myo Min .Issue By- Thandar Soe .Issue Amount - 625.000 MMK. Odo Adv No-UBG-COP-2025-03-00002

Expense Total	625,000.00 K
Advance Amount	350,000.00 K
Additional	275,000.00 K

Note: -----

**Paid Description:** Advance Clear Charges for MYK BR to check Hydraulic Oil dusty , hydraulic functions slow & Need to replace hydraulic and filter for ME220X1U#SH02918(New Machine) ,Cu Name - U Aung Zaw Moe as repair purpose from Service Department. PIC - Yee Myo Min ,Issue By- Thandar Soe .Issue Amount - 625,000 MMK. Odo Adv No-UBG-COP-2025-03-00002.

**Paid By**  
 Name : Su Su Hlaing  
 NRC No : 911awawaw (w) 258819  
 Date : 09/05/25

**Received By**  
 Name : ES ES MANG  
 NRC No : 41111111 257711  
 Date : 9.5.25

*(Signature)*

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

## ADVANCE CLEAR VOUCHER

Requestor Name : Thandar Soe(2)  
Department Name:  
Request Date : 2025-04-22  
Payment Voucher : AC-COP-2025-04-00057  
No  
Payment Method : Cash/Bank  
Payment Amount : 625000.0  
Currency : MMK  
Exchange Rate : 4,430.0

Budget Type : Exclude Budget  
Payment Type : Advance Clearing  
Advance No : UBG-COP-2025-03-00002 6103125  
Prepared By : COP\_BudgetDataEntry  
Superior Approved : F&AManagerCOP  
By  
Last Approved By : COP\_BudgetDataEntry

No.	Description	Department	Request Amount	Remark
1	Advance Clear Charges for MYK BR to check Hydraulic Oil dusty, hydraulic functions slow & Need to replace hydraulic oil and filter for ME220X1U#SH02918(New Machine), Cu Name - U Aung Zaw Moe as repair purpose from Service Department. PIC - Yee Myo Min, Issue By- Thandar Soe, Issue Amount - 625,000 MMK. Odoo Adv No-UBG-COP-2025-03-00002.	Service Department(COP)	625,000.00	Advance Clear Charges for MYK BR to check Hydraulic Oil dusty, hydraulic functions slow & Need to replace hydraulic oil and filter for ME220X1U#SH02918(New Machine), Cu Name - U Aung Zaw Moe as repair purpose from Service Department. PIC - Yee Myo Min, Issue By- Thandar Soe, Issue Amount - 625,000 MMK. Odoo Adv No-UBG-COP-2025-03-00002.

Expense Total 625,000.00 K  
Advance Total 350,000.00 K  
Additional 275,000.00 K

Note: .....

<p>Superior Check By <i>[Signature]</i> Name : <u>Sai Nee Ko</u> NRC No : <u>-</u> Date : <u>25.4.25</u> Remark : <u>-</u></p>		<p>F&amp;A <i>[Signature]</i> Name : <u>Bo Zai Hlaing</u> NRC No : <u>-</u> Date : <u>25.4.25</u> Remark : <u>-</u></p>		<p>GM/AGM <i>[Signature]</i> Name : <u>Aung The Win</u> NRC No : <u>-</u> Date : <u>25.4.25</u> Remark : <u>-</u></p>		<p>COO <i>[Signature]</i> Name : <u>Aye Min Htoon</u> NRC No : <u>-</u> Date : <u>25.4.25</u> Remark : <u>-</u></p>	
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**TRAVEL ADVANCE CLEAR FORM**

<b>Cash Advance</b>				
Employee Name	Yee Myo Min	Estimated Date of Travel	From 6.3.25 to 2.4.25	
Position Rank	SH	Total Day	28 Days	
BU/BR/DIV. Dept	Mandalay Resources	Destination	MYK Job Site	
Purpose	Engine Hunting and Overhaul ME 220 x 16 # SH02918, Candore. U Aung Zaw Moe			
<b>Travelling Permit</b>				
Arrival Place	MYK Job Site			
Actual Date & Time of Travel	6.3.25 to 2.4.25			
Total Day	28 Days			
HR Name	Moe Thazin	~		
HR Sign				
BOH/Authorized Person Name	Aung Thu Win	~		
BOH/Authorized Person				
<b>Advance Clear (4:30 PM)</b>				
Actual Date & Time of Travel	6.3.25 to 2.4.25 (6:30 PM)	Total Day	28 Days	
Departure Date & Time	6.3.25 (4:30 PM)	Arrival Date & Time	2.4.25	
Date	Description	1 Day => 15000	Total Amount	
			Kyats	USD
From 6.3.25 to 2.4.25	Travelling Allowance (28 Days)		420000	~
"	" Express Charges (MYK => BPN)		140000	~
"	" Taxi Charges (San Pya Tay => Mingalardon Airport)		50000	~
"	" Gate pass charges		15000	~
<b>Total Expense (Kyats/USD)</b>			625000	~
<b>Cash Advance (Kyats/USD)</b>			350000	
<b>Balance Refund/Additional (Kyats/USD)</b>			275000	~
<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Thandar Soe	SH	25.4.25	
Approved By Dept Head	Sai Nan Ko	DH	25.4.25	
Approved By GM/AGM/COO	Aung Thu Win	GM	25.4.25	
Acknowledged by related Superior for Job Report	Aye Min Hbon	VCM	25.4.25	
HR Check & Approved	Moe Thazin	HR	25.4.25	
Cash Received				~
<b>Remark</b>				

on 29/04/25  
Aung Thu Win

# ကျေးဇူး သောက်ကြယ်

အဆင့်မြင့်ခရီးသည်  
ပို့ဆောင်ရေး

ထားဝယ် န မြိတ် န ဘုတ်ပြင်း န ကော့သောင်း

ရောင်းပြီးလက်မှတ်ငွေပြန်မအမ်းပါ။ ရက်စွဲ 31.3.25

အမည် - Yee Myo Min

ခရီးစဉ် - မြိတ်

ခုံနံပါတ် -

ယာဉ်ထွက်ခွါချိန် -

သင့်ငွေ - 35000

ယာဉ်ထွက်ခွါချိန်မတိုင်မီ(၃၀)မိနစ်ကြိုတင်ရောက်ရမည်။

ယာဉ်ပေါ်တွင်မူးယစ်သောက်စားခြင်း၊ ဆူညံခြင်းခွင့်မပြုပါ။ တာဝန်ခံ Wrey

ပို့ဆောင်ရေး



1461750, 09-719790779

# ကျေးဇူး သောက်ကြယ်

အဆင့်မြင့်ခရီးသည်  
ပို့ဆောင်ရေး

ထားဝယ်မှ မြိတ်သို့ ဘုတ်ပြင်းစု ကျေးသောင်း

ရောင်းပြီးလက်မှတ်ငွေပြန်မအမ်းပါ။ ခုတ်စွဲ 20.3.25

အမည် - Yee Myo Min

ခရီးစဉ် - မြိတ်

ခန့်ပိတ် -

ယာဉ်ထွက်ခွါချိန် -

သင့်ငွေ - 35000

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တစ်ဆင့်သို့ တစ်ဘက်သို့ တစ်ဘက်သို့

မ.ဟီးရိုး

↔ နှိတ် ↔ ကော့သောင်း

28 762 746 , 09 - 793 699 991

5641 262, 09 - 793 699 992

ယာဉ်အမှတ်။

ကုမ္ပဏီ

နေ့စွဲ။

၇.၁.၂၀

ညှင်းကမ်းချက်များ

741891,09-4985

8466,09-76

40,05

ပစ္စည်းအမည်  
အရေအတွက်  
တန်ဖိုးငွေ  
ကျသင့်ငွေ

ပစ္စည်းအမည်	အရေအတွက်	တန်ဖိုးငွေ	ကျသင့်ငွေ
၇ များ-မေ			၃၅၀၀၀
	တန်ဖိုးလက်မှတ်	ငွေပေါင်း	၃၅၀၀၀

မှတ်ချက် - ရန်သူပျိုးငါးပါးပျက်ဆီးခြင်းကိုလုံးဝတာဝန်ပယူပါ။ အရည်ပါသောပစ္စည်းနှင့် ကွဲပြားသောပစ္စည်းများပေါက်ကွဲပျက်စီးပါက လုံးဝတာဝန်ပယူပါ။ ကုန်ရောက်ပြီး (၅)ရက် ကျော်ပါကတာဝန်ပယူပါ။ အစိုးရနှင့်ပလွတ်ကင်းသော ကုန်ပစ္စည်းများဖြစ်လျှင် ကုန်ပိုင်ရှင်၏ တာဝန်သာဖြစ်သည်။ ပစ္စည်းပျောက်ဆုံးလျှင် တန်ဖိုးသာ၏ (၅)ဆသာပေးလျှင်ပါသည်။

11-Apr-2025

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	State	Remark
1	2025-03-06	Construction Equipment 2	Service	Yee Myo Min	Go to MYK BR to check Hydraulic Oil dusty , hydraulic functions slow & Need to replace hydraulic oil and filter for ME220X1U#SH02918(New Machine) ,Cu Name - U Aung Zaw Moe-as repair purpose From Service Department.	04:30	San Pya Zay	Mingalardon Airport	25,000	25,000	GA Manager Approved	MYK Trip-Taxi Charges (PIC-Yee Myo Min)
2	2025-04-02	Construction Equipment 2	Service	Yee Myo Min	Go to MYK BR to check Hydraulic Oil dusty , hydraulic functions slow & Need to replace hydraulic oil and filter for ME220X1U#SH02918(New Machine) ,Cu Name - U Aung Zaw Moe-as repair purpose From Service Department.	06:30	Mingalardon Airport	San Pya Zay	25,000	25,000	GA Manager Approved	MYK Trip-Taxi Charges (PIC-Yee Myo Min)

Prepared by Admin  
E

Acknowledge by DH  
DH

Checked by HR  
HR



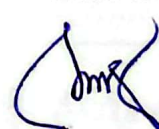

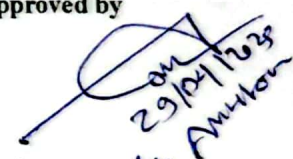
Approved by GM  
GM

# GENERAL EXPENSE CLAIM FORM



Mandalay Resources  
: Service

Date	Name	Description	Amount	Remark
3-25	Yee Myo Min	Go to MYK BR to check Hyd; oil density, Hyd; functions & cost need to replace Hyd; oil and filter for ME220X14#S1H02918 (New Machine), Cu Name- C/Aung Zaw Moe as repair purpose from service department.	15 000	Gate pass charges ; (MYK office to BDN Job Site ) - Police and Army
<b>Total Amount</b>			15,000	

<b>Requested by</b>	<b>Approved by</b>	<b>Checked by</b>	<b>Approved by</b>	<b>Approved by</b>
Sign :  Name : Thandar Soe (Requester)	 Sai Non Ko (Department Head)	 Tin Zaw Hlaing (Related FNA/Corp FNA)	 Aung The Win (OM/AGM/GM)	 Aye Min Hloon (ACOO/COO/MD/VCM)

02-COP-FNA-FRM-001-01

# TRAVELLING REPORT

Date : .....

Name	Aye Min Hlooz Yee Myo Min	
Position	SH	
Department	Service	
Business	CES	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	6.8.2025 (4:30 - 8:30)	2.9.2025 (4:30 - 8:30)
Total Days		
Trip Information	1. From <u>YGN</u> To <u>MYK</u>	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling	MF220 2918 engine hunting and overhaul	
Travel Date	Activities	Remark
6.3.2025 7.3.2025 Inspection ①	Go to Myeik office Go to job site check machine. Drain hyd oil from all cylinders, final drive and oil cooler. (MF220 Sr 2918)	Pass pass
8.3.2025 9.3.2025 Unit ①	Drain hyd oil from swing motor, main pump regulator, power shift valve and block, check main relief valve (Sr 2918) Checking machine found overhaul problem. For belt damage found, change new one and waiting machine test run.	
10.3.2025	checking Sr no 2935 and no 121 found engine overhaul, drain water and change coolant. Waiting machine test run.	

**Reported by**

Sign : Yee  
Name : Yee Myo Min  
Position : SH

**Checked by**

Sign : [Signature]  
Name :  
Position :

(DH/AGM/GM)

**Approved by**

Sign : [Signature]  
Name : Aye Min Hlooz  
Position : VCM

(COO)

02-CHL-HRM-FRM-064-00

Unit 9.

- 11.3.2025 check SR no 2335 found engine overheat, clean radiator, oil cooler and CAC because engine overheat. Function abnormal Dismount sewing drive, disassembly sewing drive. We change parts because we change mounting it.
- 12.3.2025 MF220 SR no 2918 engine hunting problem found, we clean fuel line and test run machine ok.
- 13.3.2025 MF220 Sr 2335 we change second stage sun gear, assembly sewing drive. We clean So no 121 mounting hyd pipes. Fill hyd oil and machine test run coating. we clean So no 121 radiator, oil cooler and CAC because engine overheat.
- 14.3.2025 SR no 2335 hyd oil level low, fill hyd oil and coating test run. So no 121 Radiator clean. Change fan belt, fill coolant and coating two machine testing SR no 2335 and 121.
- 15.3.2025 SR no 2918 engine rpm can not down we check and measure wireline voltage and continuity at EG motor socket.
- 16.3.2025 EG motor dismount and testing on other good machine found EG motor abnormal. we take photo for warranty claim.
- 17.3.2025 EG Motor warranty claim photos and videos can not send to our service team because internet line not get, we go to the good internet line area send this photos and videos.
- 18.3.2025 Sr 2918 machine adjust engine rpm for using heavy load because new warranty EG motor not arrive.
- 19.3.2025 warranty EG motor mount and coating machine test run.
- 20.3.2025 Go back to Myeik office for delivering MF220 So no. 2914. Drain hyd oil from all cylinders, final drives, oil cooler. Clean hyd tank and fuel tank.
- 21.3.2025 Drain hyd oil from sewing motor, main control valves. Change fan belt. Fill diesel and bleed fuel line. Clean oil bath and fill engine oil. Mounting machine covers, battery cover and battery relay cover.
- 22.3.2025 Go back to job site.
- 23.3.2025 MF220 So no 2922 3250 hr service and So no 2918 2500 hr service.
- 24.3.2025 SR no 121 Radiator inside clogging with impurities. we dismount fan cover, fan, condenser and covers. Dismount radiator. we not clean radiator because job site not have repair shop. we change new radiator and mount.

SR no 2335 during motor dismount check internal components ~~change~~ Found motor and valve plate clear. We ask customer he does not change damage parts because job area busy and parts not at job site area. we change swing bracket seals and head seal, assembly swing motor and mounting it on machine. ✓

SR no 2335 during motor dismount check internal components ~~change~~ Found motor and valve plate clear. We ask customer he does not change damage parts because job area busy and parts not at job site area. we change swing bracket seals and head seal, assembly swing motor and mounting it on machine. ✓

- 27.8.2025 we go to SR no 2355 job site travel pedal seal oil leakage. change new seals and assembly it. Check fuel filling pump wiring, wiring system good. Filling pump damage need to change new. Check cab top lamp wiring, wiring system but lamp are burn. ✓
- 27.8.2025 Check SR no 2355 main pump pressure drop and travel not straight. We adjust main relief valve and regulator 1 and 2. ✓
- 28.8.2025 SR no 2335 overheat problem. We dismount Fan cover, fan, condensers and covers. Dismount radiator, we check radiator found radiator inside clogging with impurities. we not clean radiator because job site not have repair shop. we change new radiator and mount. waiting SR no 2321 and 2355 new radiator mounting and testing. ✓
- 29.8.2025 SR no 2335 and 121 install thermostat and waiting machine test run.
- 30.8.2025 SR no 2335 Dismount track chain left and right, idler left and right change new.
- 31.8.2025 Go Back From job site to Myeik office.
- 1.9.2025 Damage and tools are packing and send to BEE express.
- 2.9.2025 Go Back From Myeik office to Yangon.

⇒ Requested timeline - 9/8/25 - 11/8/25. (Call problems for 1 unit. hydraulic line cleaning)  
 Actual - 9/8/25 - 2/9/25. (Co2; 5 unit repairing).

Unit ① (2318)  
 All oil piping and oil line cleaning - 3 days.  
 fuel line cleaning - 1 day  
 RPM checking - 1 day.  
 EG motor testing - 1 day.  
 Claim data reporting - 1 day.  
 RPM adjust - 1 day.  
 EG motor mount - 1 day.  
 150 service + other serv - 1 day

Unit ② (2335)  
 Overheat ⇒ Radia, CAC... cleaning - 2 days -  
 Swing checking - 1 day.  
 Swing repair (drive) - 1 day.  
 Swing motor repair - 1 day.

Unit (121)

By Oveshaul heat.

Coolant line cleaning - 1 day.

Radiator changing - 1 day.

Unit (2914)

- Belt, hydraulic cleaning  
cleaning - 2 days.

Unit (2422)

Unit (2355)

One side travel - adjust - 1 day

Filling pump line checking - 1 day.

Cooling line checking & repair -

Summary.

ASD review. That the proper lead time for 6 Unit repair is 29 days. with 2 man power.

Handwritten notes in the top left corner, including the word "says" and a signature.

Chit Ko Maung left the group

Ko Tint

Dear Sayar and Ko Aung Hein Win, Aftersale Team :  
I would like to take approval for Myeik trip (ME220SH02918 - new machine , hydraulic functions slow problem.)

Customer : Ko Aung Zaw Moe

Machine Model : ME220

Employee: Yee Myo Min

Problem: Hydraulic Oil dusty .  
Need to replace hydraulic oil and filter. And troubleshoot hydraulic functions slow.

# Trip vehicle : flight

Trip start date : 4 - Mar - 2025  
Estimate Date : 4 to 11/ Mar / 2025



Please 🙏 3:50 PM



Forwarded from Thinzar Khine





# CE2+CE5 BU & Aftersal

34 members, 6 online



BU

9:31 PM

Sir U Aye Min Htoon

Ko Sai  
Dear Sayar and Ko Aung Hein Win,...  
Please proceed to go to BLN.

11:54 PM

Ko Tint  
Dear Sayar and Ko Aung Hein Win,...  
Please proceed to go to MYK  
customer U Aung Zaw Moe.

11:55 PM

We need more care on our  
product and service quality.  
Please check more detail and  
do necessary maintenance  
service without fail before  
machine delivery time.

11:57 PM



March 1



Ko Tint  
Noted Sayar

7:10 AM



Ko Sai  
Sir U Aye Min Htoon  
We need more care on our product...  
Well noted, Sayar.

10:02 AM

March 3



Message



MW M Kyae Hmo Connecting...

ကျွန်တော် CE5 service head တင့် ဆန်းဦးပါ 11:37 AM

Issue problem :

Customer: Ko Aung Zaw Moe

Machine Model: ME220

Employee: Yae Myo Min

Problem: Hydraulic Oil leaky  
Need to replace hydraulic oil and filter. And troubleshoot hydraulic functions slow.

# Trip vehicle: flight

Trip start date: 4 Mar 2025  
Estimate Date: 4 to 11 Mar / 2025

Please 🙏

Weekly All BU Spant sales report (1- 28 Feb 25)

CE2 BU Weekly

Weekly Inquiry Record for CE2 BU

Dear Sayar and Ko Aung Ma. Please proceed to go to BLN.

Dear Sayar and Ko Aung Ma. Please proceed to go to MYK customer U Aung

1 11:40 AM

မြတ် ကို CE5 senior service ရီ မျိုးမင်း Job သွားဖို့ ရှိတာ လေး Approve လိုချင် လို့ပါ ခင်ဗျာ 11:41 AM

Tint San Oo Photo Please process 1:01 PM