



OVERTIME REQUEST FORM

BU/BR/DIV Name : ASS BU
 Department Name : Service & Production
 Reason for Overtime : 24.2.25 ~ 3.3.25

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	24.2.25	Mangy Mang		5:00pm	6:00pm	1hr	1800	Welding
	"	Ang Kew Meng		"	"	"	1200	Sanding
	"	Ang Ko Ko		"	"	"	1200	Painting
	"	Ye Wee Yee		"	"	"	1200	COG04-4555
	"	Wan Min Ang		"	"	"	1200	"
	"	Zin Man Ang		"	"	"	1200	"
	"	Wan Meng		"	"	"	1200	Hour service
	"	Pee Phyo Ang		"	"	"	1200	"
	27.2.25	Wan Meng		"	"	"	1200	Worked the car.
							Total Hours	
							Total Amount	10800

Requested by: [Signature]
 Sign: [Signature]
 Name: Ngan Ngan (Requestor)

Approved by: [Signature]
 Name: Ko Meng Moe Ang (DH)

Approved by: [Signature]
 Name: Ko Mengy Mengy (GM/AGM/COO)

Checked by: [Signature]
 Name: [Signature] (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : ASS BU
 Department Name : Service & production
 Reason for Overtime : 24.2.25 ~ 3.3.25

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	25.2.25	Ang Kew Meng		5:00pm	6:00pm	1hr	1200	COG04-4555
	"	Ang Hien Wan		"	"	"	1200	Delivery &
	"	Arker Man		"	"	"	1200	inspection
	"	Ang Ko Ko		"	"	"	1200	"
	"	Ye Wee Yee		"	"	"	1200	"
	"	Pee Phyo Ang		"	"	"	1200	"
	27.2.25	Pee Sone Meng		"	"	"	1200	Demonstration show
	24.2.25	Hoi Pee Phyo Kew		5:00pm	6:00pm	1hr	1200	We clean powder
	"	Chit Saw Oo		"	"	"	1200	worked fill hydraulic oil.
							Total Hours	
							Total Amount	10800

Requested by: [Signature]
 Sign: [Signature]
 Name: Ngan Ngan (Requestor)

Approved by: [Signature]
 Name: Ko Meng Moe Ang (DH)

Approved by: [Signature]
 Name: Ko Mengy Mengy (GM/AGM/COO)

Checked by: [Signature]
 Name: Thant Thant Nye (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : AGS BU
 Department Name : Service & Production
 Reason for Overtime : 24.2.25 ~ 5.3.25

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	24.2.25	Ang Lyaw Myint		5:00pm	6:00pm	1hr	1200	MHEB-9511, welder
	"	Chit Zaw Oo		"	"	"	1200	Wine line
	"	Maung Aung		"	"	"	1200	inspection
	"	Uon Min Aung		"	"	"	1200	Implement spec
	"	Zen Min Aung		"	"	"	1200	Painting
	24.2.25	Pyre Sone Aung		"	"	"	1200	Machine deliver to
	"	Arker Mm		"	"	"	1200	demonstration
	24.2.25	Uon Min Aung		5:00pm	6:00pm	1hr	1200	engines 24555
	"	Zen Min Aung		"	"	"	1200	painting
						Total Hours	8400	
						Total Amount		

Requested by: Sign: Myen Myen (Requestor)
 Approved by: Ko Myint Moe Aung (DH)
 Approved by: Ko Maung Maung (GM/AGM/COO)
 Checked by: (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : AGS BU
 Department Name : Service & Production
 Reason for Overtime : 24.2.25 ~ 5.3.25

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	2.3.25	Ang Lyaw Myint		8:00am	5:00pm	8hr	9600	Demonstration
	"	Uon Aung		"	"	"	9600	"
	"	Pyre Phyo Aung		"	"	"	9600	"
	1.3.25	Arker Mm		8:00am	5:00pm	8hr	9600	Demonstration
	"	Chit Zaw Oo		"	"	"	9600	"
	5.3.25	Ang Lyaw Myint		5:00pm	6:00pm	1hr	1200	Mounted the engine
	"	Arker Mm		"	"	"	1200	liner.
						Total Hours	50400	
						Total Amount		

Requested by: Sign: Myen Myen (Requestor)
 Approved by: Ko Myint Moe Aung (DH)
 Approved by: Ko Maung Maung (GM/AGM/COO)
 Checked by: (HR)

05-CHL-HRM-FRM-020-05

