



52, Hlaingtharya Industrial Zone (4)  
Min Gyi Mahar Min Street, Hlaingtharya, Yangon

## CLAIM REQUEST FORM

Requestor Name : Moe Thazin  
 Department Name :  
 Request Date : 2025-05-14  
 Payment Voucher : EX-COP-2025-05-00013  
 No  
 Payment Method : Cash/Bank  
 Payment Amount : 80000.0  
 Currency : MMK  
 Exchange Rate : 4,420.0





Budget Type : Include Budget  
 Payment Type : Claim Payment  
 Prepared By : COP\_BudgetDataEntry  
 Superior Approved : F&AManagerCOP  
 By  
 Last Approved By : COP\_BudgetDataEntry

No.	Description	Department	Request Amount	Remark
1	(Claim) CE-2 Security OT (Replacement OT, Labour Day/May Day)	Administration Department(COP)	80,000.00	

Expense Total  
Additional/Refund

80,000.00 K

Note: .....

	 Superior Check By	 F&A	 GM/AGM	 COO
Name : <u>E. E. Nong</u>	Name : .....	Name : <u>Phu Pu Chin</u>	Name : .....	Name : .....
NRC No : <u>14/AB/UN/2574</u>	NRC No : .....	NRC No : .....	NRC No : .....	NRC No : .....
Date : <u>14-5-25</u>	Date : .....	Date : <u>15-5-25</u>	Date : .....	Date : .....
Remark : .....	Remark : .....	Remark : .....	Remark : .....	Remark : .....

UMG


# OVERTIME REQUEST FORM

U/BR/DIV Name : ငဇငဇ


Department Name : GA


Reason for Overtime : အားနည်း ဝါ့ ဆရာ

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	23.4.2025	ဦး ဇော်ဝင်း	.	17:00	07:00	.	8000	အားနည်း ဝါ့
2.	24.4.2025	ဦး ဇော်ဝင်း	.	17:00	07:00	.	8000	- -
3.	26.4.2025	မောင်မောင်	.	07:00	17:00	.	8000	- -
4.	27.4.2025	ဦး ဇော်ဝင်း	.	07:00	17:00	.	8000	- -
5.	29.4.2025	ဦး ဇော်ဝင်း	.	17:00	07:00	.	8000	- -
6.	30.4.2025	ဦး ဇော်ဝင်း	.	17:00	07:00	.	8000	- -
						Total Hours	48000	✓
						Total Amount		

Requested by  
 Sign :   
 Name : ဦးဇော်ဝင်း  
 (Requestor)

Approved by  
  
 (DH)  
 Moe Aung

Approved by  
  
 (GM/AGM/COO)  
 Aung The Win

Checked by  
  
 (HR) Moe Aung

05-CHL-HRM-FRM-020-05

# OVERTIME REQUEST FORM

Overtime : CEC(2)  
: GA


အလုပ်အကိုင်အား (အစိုးရလုပ်ငန်း) တို့

	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1.	1-5-2025	ဦးသန်းနိုင်		07:00	17:00	-	8000	အလုပ်အကိုင်အား	
2.	1-5-2025	မောင်မောင်		07:00	17:00	-	8000	" "	
3.	1-5-2025	ဦးစိုး		17:00	07:00	-	8000	" "	
4.	1-5-2025	ဦးစိုး		17:00	07:00	-	8000	" "	
<b>Total Hours</b>								32000	
<b>Total Amount</b>									

Requested by  
Sign :   
Name : ဦးသန်းနိုင်  
(Requestor)

Approved by  
  
(DH)  
Moe Thazin

Approved by  
  
(GM/AGM/COO)  
Aung Thee Win

Checked by  
  
(HR) Moe Thazin

05-CHL-HRM-FRM-020-05