

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

CLAIM REQUEST FORM

Requestor Name : Thandar Soe(2)
 Department Name :
 Payment Date :
 Payment Voucher : EX-COP-2025-02-00037
 No
 Payment Method : Cash/Bank
 Payment Amount : 10800.0
 Currency : MMK
 Exchange Rate : 4,510.0

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	Overtime charges for ME220*1U#SH02089 (23.2.25) need for Machine Washing, Mounting and Cleaning the upper structure in CNC Yard as repair purpose from Service Department. OT Assign Person - Chit Min Oo. Issued By - Thandar Soe, Issued Amount - 10,800 MMK.	Service Department(COP)	10,800.00	Overtime charges for ME220*1U#SH02089 (23.2.25) need for Machine Washing, Mounting and Cleaning the upper structure in CNC Yard as repair purpose from Service Department. OT Assign Person - Chit Min Oo. Issued By - Thandar Soe, Issued Amount - 10,800 MMK.

Expense Total
Additional/Refund

10,800.00 K

Note: _____

Superior Check By

F&A

GM/AGM

COO

Name : Sai Non Ho
 NRC No : _____
 Date : 25-2-25
 Remark : _____

Name : Tin Zin Hlaing
 NRC No : _____
 Date : 25-2-25
 Remark : _____


Name : Aung Thun Win
 NRC No : _____
 Date : 25-2-25
 Remark : _____

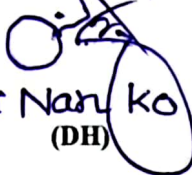
Name : Aye Min Hlaing
 NRC No : _____
 Date : 25-2-25
 Remark : _____


OVERTIME REQUEST FORM

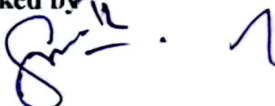
BR/DIV Name : Mandalay Resources
 Department Name : Service
 Reason for Overtime : Washing, Mounting and Cleaning the Upper Structure of Machine

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	23-2-25	Chit Min O	Staff	8:00AM	6:00PM	9:00	10,800	Washing, Mounting and Cleaning the Upper Structure of Machine for ME 220 x 10 # SH02089.
						Total Hours	9:00	10,800 ✓
						Total Amount		

Requested by
 Sign : 
 Name : Thanday Soe
 (Requestor)

Approved by

 Sar Nary Ko
 (DH)

Approved by

 Aung The Win
 (GM/AGM/COO)

Checked by

 Moe Thazin
 (HR)

05-CHL-HRM-FRM-020-05