



OVERTIME REQUEST FORM

BU/BR/DIV Name : Mandalay Resources
 Department Name : Service
 Reason for Overtime : Machine Need To Repair

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1.	20.5.25	Agkhant Thu	AI	5:00 PM	8:00 PM	3:00	4530	This machine need to repair for ME20 x 14# (CNC Yard)	
2.	"	Min Khant kg	AI	5:00 "	8:00 "	3:00	4530		
3.	"	Kyaw Zin Htet	AI	5:00 "	8:00 "	3:00	4530		
4.	"	Chit Min Oo	AI	5:00 "	8:00 "	3:00	4530		
						Total Hours	12:00	18,120	
						Total Amount			

Requested by

Approved by

Approved by

Checked by

Sign :

Name : Thandar Soe
(Requestor)

Sai Nan ko
(DH)

Aung Thu Win
(GM/AGM/COO)

Moe Thazin
(HR)