



### OVERTIME REQUEST FORM

BU/BR/DIV Name : **MAC.**  
 Department Name : **Logistics.**  
 Reason for Overtime : **Ferry.**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1	1.8.24	Hlaing Min Tun	D-Mon.	6:00 Am.	8:00 Am.	2	2400	Ferry	
2	"	"	"	5:00 pm.	6:30 pm.	1.30	1800	"	
3	2.8.24	"	"	6:00 Am.	8:00 Am.	2	2400	"	
4	"	"	"	5:00 pm.	6:30 pm.	1.30	1800	"	
5	3.8.24	"	"	6:00 Am.	8:00 Am.	2	2400	"	
6	"	"	"	5:00 pm.	6:30 pm.	1.30	1800	"	
7	6.8.24	"	"	6:00 Am.	8:00 Am.	2	2400	"	
8	"	"	"	5:00 pm.	6:30 pm.	1.30	1800	"	
9	7.8.24	"	"	6:00 Am.	8:00 Am.	2	2400	"	
						Total Hours	16 hr	192000	
						Total Amount			

Requested by  
 Sign:   
 Name: **Hlaing Min Tun.**  
 (Requestor)

Approved by  
 Sign:   
 Name: **Wai Phyo Han**  
 (DH)

Approved by  
 (GM/AGM/COO)

Checked by  
 Sign:   
 Name: **Mya Kay Khany**  
 (HR)

05-CHL-HRM-FRM-020-05



### OVERTIME REQUEST FORM

BU/BR/DIV Name : **MAC.**  
 Department Name : **Logistics.**  
 Reason for Overtime : **Ferry**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
10	7.8.24	Hlaing Min Tun	D-Mon.	5:00 pm.	6:30 pm.	1.30	1800	Ferry	
11	8.8.24	"	"	6:00 Am.	8:00 Am.	2	2400	"	
12	"	"	"	5:00 pm.	6:30 pm.	1.30	1800	"	
13	9.8.24	"	"	6:00 Am.	8:00 Am.	2	2400	"	
14	"	"	"	5:00 pm.	6:30 pm.	1.30	1800	"	
15	10.8.24	"	"	6:00 Am.	8:00 Am.	2	2400	"	
16	"	"	"	5:00 pm.	6:30 pm.	1.30	1800	"	
17	12.8.24	"	"	6:00 Am.	8:00 Am.	2	2400	"	
18	"	"	"	5:00 pm.	6:30 pm.	1.30	1800	"	
						Total Hours	15 hr	186000	
						Total Amount	30 Min		

Requested by  
 Sign:   
 Name: **Hlaing Min Tun.**  
 (Requestor)

Approved by  
 Sign:   
 Name: **Wai Phyo Han**  
 (DH)

Approved by  
 (GM/AGM/COO)

Checked by  
 Sign:   
 Name: **Mya Kay Khany**  
 (HR)

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

BU/BR/DIV Name : **MAC**  
 Department Name : **Logistics**  
 Reason for Overtime : **Feary**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
19.	13.8.24	Hlaing Min Tun	②-Man.	6:00 Am.	8:00 Am.	2	2400	Feary
20.	"	"	"	5:00 pm.	6:30 pm.	1:30	1800	"
21.	14.8.24	"	"	6:00 Am.	8:00 Am.	2	2400	"
22.	"	"	"	5:00 pm.	6:30 pm.	1:30	1800	"
23.	15.8.24	"	"	6:00 Am.	8:00 Am.	2	2400	"
24.	"	"	"	5:00 pm.	6:30 pm.	1:30	1800	"
25.	16.8.24	"	"	6:00 Am.	8:00 Am.	2	2400	"
26.	"	"	"	5:00 pm.	6:30 pm.	1:30	1800	"
27.	19.8.24	"	"	6:00 Am.	8:00 Am.	2	2400	"
Total Hours						16 hr	19200 Kp	
Total Amount								

Requested by  
 Sign:   
 Name: **Hlaing Min Tun.**  
 (Requestor)

Approved by  
 Sign:   
 Name: **Wai Phyo Han**  
 (DH)

Approved by  
 (GM/AGM/COO)

Checked by  
 Sign:   
 Name: **Mya Kay Khaing**  
 (HR)

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

BU/BR/DIV Name : **MAC**  
 Department Name : **Logistics**  
 Reason for Overtime : **Feary**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
28.	"	Hlaing Min Tun	②-Man.	5:00 pm.	6:30 pm.	1:30	1800	Feary
29.	20.8.24	"	"	6:00 Am.	8:00 Am.	2	2400	"
30.	"	"	"	5:00 pm.	6:30 pm.	1:30	1800	"
31.	21.8.24	"	"	6:00 Am.	8:00 Am.	2	2400	"
32.	"	"	"	5:00 pm.	6:30 pm.	1:30	1800	"
33.	22.8.24	"	"	6:00 Am.	8:00 Am.	2	2400	"
34.	"	"	"	5:00 pm.	6:30 pm.	1:30	1800	"
35.	23.8.24	"	"	6:00 Am.	8:00 Am.	2	2400	"
36.	"	"	"	5:00 pm.	6:30 pm.	1:30	1800	"
Total Hours						15 hr	18600 Kp	
Total Amount						30 Min		

Requested by  
 Sign:   
 Name: **Hlaing Min Tun.**  
 (Requestor)

Approved by  
 Sign:   
 Name: **Wai Phyo Han**  
 (DH)

Approved by  
 (GM/AGM/COO)

Checked by  
 Sign:   
 Name: **Mya Kay Khaing**  
 (HR)

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC  
 Department Name : Logistics  
 Reason for Overtime : Ferry

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
37	24.8.24	Hlaing Mm Tun	J-Man	6:00 Am	8:00 Am	2	2400	Ferry
38	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
39	26.8.24	"	"	6:00 Am	8:00 Am	2	2400	"
40	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
41	27.8.24	"	"	6:00 Am	8:00 Am	2	2400	"
42	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
43	28.8.24	"	"	6:00 Am	8:00 Am	2	2400	"
44	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
45	29.8.24	"	"	6:00 Am	8:00 Am	2	2400	"
Total Hours						16hr	19200K	
Total Amount								

Requested by  
 Sign:   
 Name: Hlaing Mm Tun  
 (Requestor)

Approved by  
 Sign:   
 Name: Wai Phyo Han  
 (DH)

Approved by  
 (GM/AGM/COO)

Checked by  
 Sign:   
 Name: Mya Kay Khaing  
 (HR)

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC  
 Department Name : Logistics  
 Reason for Overtime : Ferry

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
46	"	Hlaing Mm Tun	J-Man	5:00 pm	6:30 pm	1.30	1800	Ferry
47	30.8.24	"	"	6:00 Am	8:00 Am	2	2400	"
48	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
Total Hours						5hr	6000K	
Total Amount								

Requested by  
 Sign:   
 Name: Hlaing Mm Tun  
 (Requestor)

Approved by  
 Sign:   
 Name: Wai Phyo Han  
 (DH)

Approved by  
 (GM/AGM/COO)

Checked by  
 Sign:   
 Name: Mya Kay Khaing  
 (HR)

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC.  
 Department Name : Logistics  
 Reason for Overtime : UN loading'

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	8-8-24	Hlaing Min Tun	D-Man.	8:00 am	5:00 pm	8	9600	Engine &
2.	"	Naing Min Thee	D-Man.	"	"	"	"	မှတ်တမ်း
3.	"	Sai Thy Aung	D-Man.	"	"	"	"	PO-092
4.	"	Khaing Win	W.H	"	"	"	"	"
5.	"	Ye Min	"	"	"	"	"	"
6.	"	Aung Myo Thee	"	"	"	"	"	"
7.	"	Sne Bo Bo Han	"	"	"	"	"	"
						Total Hours	56hr	67200K
						Total Amount		

Requested by  
 Sign:   
 Name: Hlaing Min Tun,  
 (Requestor)

Approved by  
  
 Wai Phyo Han  
 (DH)

Approved by  
 (GM/AGM/COO)

Checked by  
  
 Mya Ray Khang  
 (HR)

05-CHL-HRM-FRM-020-05