


OVERTIME REQUEST FORM

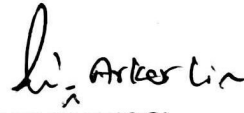
BU/BR/DIV Name : *Be The First*
 Department Name : *Administration*
 Reason for Overtime : *Replacement and Holiday OI*


No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1.	<i>1.5.25</i>	<i>San Win</i>	<i>Security Head</i>	<i>7:00AM</i>	<i>7:00 AM</i>	<i>16 hrs</i>	<i>16,000/-</i>		
2.	<i>12.5.25</i>	<i>"</i>	<i>"</i>	<i>7:00AM</i>	<i>7:00 AM</i>	<i>"</i>	<i>16,000/-</i>		
3.	<i>18.5.25</i>	<i>"</i>	<i>"</i>	<i>7:00 AM</i>	<i>7:00 AM</i>	<i>"</i>	<i>16,000/-</i>		
4.	<i>25.5.25</i>	<i>"</i>	<i>"</i>	<i>7:00AM</i>	<i>7:00 AM</i>	<i>"</i>	<i>16,000/-</i>		
5.	<i>31.5.25</i>	<i>"</i>	<i>"</i>	<i>7:00AM</i>	<i>7:00 AM</i>	<i>"</i>	<i>16,000/-</i>		
Total Hours									
Total Amount								<i>80,000/-</i>	

Requested by
 Sign : 
 Name : _____
 (Requestor)

Approved by

 (DH)
 Myad Se Mon

Approved by

 (GM/AGM/COO)

Checked by

 Mya Kay Khaing
 (HR)
 05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : Be The First
 Department Name : Administration
 Reason for Overtime : Replacement and Holiday OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	25.5.2025	Win Zaw	Security	7:00AM	7:00AM	16 hrs	16,000/-	
2	8.5.2025	"	"	"	"	"	16,000/-	
3	11.5.2025	"	"	"	"	"	16,000/-	
4	14.5.2025	"	"	"	"	"	16,000/-	
5	16.5.2025	"	"	"	"	"	16,000/-	
6	20.5.2025	"	"	"	"	"	16,000/-	
7	27.5.2025	"	"	"	"	"	16,000/-	
							2	
Total Hours								
Total Amount								112,000/-

Requested by: Name: Win Zaw (Requestor)
 Approved by: Name: Myad Se Mon (DH)
 Approved by: Name: Aislinn (GM/AGM/COO)
 Checked by: Name: Mya Kay Khaing (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : Be The First
 Department Name : Administration
 Reason for Overtime : Replacement and Holiday OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	1.5.2025	Myint Aung	Security	7:00AM	7:00AM	16 hrs	16,000/-	
2.	4.5.2025	"	"	"	"	"	16,000/-	
3.	6.5.2025	"	"	17:00	7:00	8 hrs	8,000/-	
4.	10.5.2025	"	"	7:00AM	7:00AM	16 hrs	16,000/-	
5.	11.5.2025	"	"	"	"	"	16,000/-	
6.	16.5.2025	"	"	"	"	"	16,000/-	
7.	22.5.2025	"	"	"	"	"	16,000/-	
8.	27.5.2025	"	"	17:00	7:00	8 hrs	8,000/-	
9.	29.5.2025	"	"	7:00AM	7:00AM	16 hrs	16,000/-	
Total Hours								
Total Amount								128,000/-

Requested by: Name: Myint Aung (Requestor)
 Approved by: Name: Myad Se Mon (DH)
 Approved by: Name: Aislinn (GM/AGM/COO)
 Checked by: Name: Mya Kay Khaing (HR)

05-CHL-HRM-FRM-020-05

EmployeeNo	Designation	EmployeeName	Department	BusinessUnit	Date1	TimeIn	TimeOut	TimeInLocation	TimeOutLocation
16287	Security	Myint Aung (4)	Administration	Be The First	01/05/2025	07:11:01 AM		ICT	
16287	Security	Myint Aung (4)	Administration	Be The First	04/05/2025	06:41:44 AM		ICT	
16287	Security	Myint Aung (4)	Administration	Be The First	10/05/2025	07:14:57 AM		ICT	
16287	Security	Myint Aung (4)	Administration	Be The First	06/05/2025		07:03:57 AM		ICT
16287	Security	Myint Aung (4)	Administration	Be The First	11/05/2025	06:41:00 AM	06:40:43 AM	ICT	ICT
16287	Security	Myint Aung (4)	Administration	Be The First	16/05/2025	06:57:32 AM		ICT	
16287	Security	Myint Aung (4)	Administration	Be The First	22/05/2025	06:27:18 AM		ICT	
16287	Security	Myint Aung (4)	Administration	Be The First	27/05/2025		07:02:07 AM		ICT
16287	Security	Myint Aung (4)	Administration	Be The First	29/05/2025	07:26:54 AM	07:26:31 AM	ICT	ICT
8851	Security Head	San Win (4)	Administration	Be The First	31/05/2025	06:56:55 AM	06:56:43 AM	ICT	ICT
8851	Security Head	San Win (4)	Administration	Be The First	25/05/2025	07:14:57 AM	07:14:38 AM	ICT	ICT
8851	Security Head	San Win (4)	Administration	Be The First	12/05/2025	07:15:06 AM		ICT	
8851	Security Head	San Win (4)	Administration	Be The First	18/05/2025	06:42:04 AM		ICT	
8851	Security Head	San Win (4)	Administration	Be The First	01/05/2025	06:10:10 AM	06:09:58 AM	ICT	ICT
14984	Security	Win Zaw(6)	Administration	Be The First	02/05/2025	07:04:21 AM		ICT	
14984	Security	Win Zaw(6)	Administration	Be The First	08/05/2025	07:04:14 AM		ICT	
14984	Security	Win Zaw(6)	Administration	Be The First	11/05/2025	07:00:54 AM		ICT	
14984	Security	Win Zaw(6)	Administration	Be The First	14/05/2025	07:04:42 AM		ICT	
14984	Security	Win Zaw(6)	Administration	Be The First	16/05/2025	06:54:40 AM		ICT	
14984	Security	Win Zaw(6)	Administration	Be The First	20/05/2025	06:52:07 AM		ICT	
14984	Security	Win Zaw(6)	Administration	Be The First	27/05/2025	06:52:15 AM		ICT	



DAILY ATTENDANCE/ON DUTY INFORMATION

No	Date	Employee Name	BU/BR/DIV	Department	Time			Employee's Signature	Reasons For	Superior Approved Sign	Remarks
					IN (AM)	Employee's Signature	OUT (PM)				
1.	1.5.2025	Myint Aung	BIF	Administration	7:00AM		7:00AM				
2.	4.5.2025	"	"	"	"		"				
3.	6.5.2025	"	"	"	17:00		7:00				
4.	10.5.2025	"	"	"	7:00AM		7:00AM				
5.	16.5.2025	"	"	"	"		"				
6.	22.5.2025	"	"	"	"		"				
7.	27.5.2025	"	"	"	17:00		7:00				
8.	12.5.2025	San Win	"	"	7:00AM		7:00AM				
9.	18.5.2025	"	"	"	"		"				
10.	2.5.2025	Win Zaw	"	"	"		"				
11.	8.5.2025	"	"	"	"		"				
12.	11.5.2025	"	"	"	"		"				
13.	14.5.2025	"	"	"	"		"				
14.	16.5.2025	"	"	"	"		"				
15.	20.5.2025	"	"	"	"		"				
16.	27.5.2025	"	"	"	"		"				

05-CHL-HRM-FRM-015-01