



OVERTIME REQUEST FORM

BU/BR/DIV Name : IS BU

Department Name : Rental

Reason for Overtime : Loading & Unloading for Forklift Rental Job and Mach; Service Job.

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
Sun	1.	3.11.24	Moe Hlaing Tun Forklift Operator	8:00 AM	5:00 PM	8 hrs	9,600 [✓]	Cus; - Cotto 3.5 Ton Rental Job
Sat	2.	9.11.24	Moe Hlaing Tun Forklift Operator	8:00 AM	1:30 PM	5 hrs	6,000 [✓]	Cus; - Daw Nwe 3.5 TRental Job ^{30e}
Sat	3.	23.11.24	Tun Aung Kyin Service Man	9:00 AM	2:30 PM	5 hrs	6,000 [✓]	Cus; - Nippon Paint.
Sat	4.	23.11.24	Wgne Yarzar Service Man 30e	9:00 AM	2:30 PM	5 hrs	6,000 [✓]	Mach; Service Job FD20NT
Sat	5.	23.11.24	Wai Yan Lin Service Man	9:00 AM	2:30 PM	5 hrs	6,000 [✓]	CF18C-30049
						Total Hours	28 hrs	
						Total Amount	33,600	

Requested by

Sign :

Name : Htet Htet Wai
(Requestor)

Approved by

Shine Wai Phyo
(DH)

Approved by

Chit San ko
(GM/AGM/COO)

Checked by

Thae Nu Wai
(HR)

05-CHL-HRM-FRM-020-05

3.11.24

