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### OVERTIME REQUEST FORM

UMG  
 BU/BR/DIV Name : ATT  
 Department Name : Production  
 Reason for Overtime : (3.6.2024 - 20.6.2024)

No.	Date	Name	Position Level	Time		Hour	Amount	Remark
				From	To			
1.	3.6.24	Zo Win Hte		5:00pm	6:00pm	1:00	1200	checked the file line
		Htet Aye Phye		11	11	11	1200	function.
2.	10.6.24	Win Maung		5:00pm	6:30pm	1:30	1800	late change the radiator
		Paik San Lin		11	11	11	1800	mounted the passably
		Pho Thak Win		11	11	11	1800	1
		Ayker Min		5:00pm	6:00pm	1:00	1200	directing the spare part
		Chit Taw Oe		11	11	11	1000	oil to bed list &
		Zo Win Hte		5:00pm	6:30pm	1:30	1800	other job help.
				Total Hours		11	11800	
				Total Amount			11800	

Requested by : Htet Aye Phye  
 Sign : Htet Aye Phye  
 Name : Htet Aye Phye  
 (Requestor)  
 Approved by : Ko Aung Kyaw Thu  
 (GM/AGM/COO)  
 Checked by : Zin Mar Win  
 (HR)

### OVERTIME REQUEST FORM

UMG  
 BU/BR/DIV Name :  
 Department Name :  
 Reason for Overtime :

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	10.6.24	Htet Aye Phye		5:00pm	6:30pm	1:30	1800	mounted air cleaner
		Aung Ko Ko		11	11	11	1800	frame & wire installation.
3.	11.6.24	Win Maung		5:00pm	6:00pm	1:00	1200	delivery.
		Htet Aye Phye		5:00pm	6:30pm	1:30	1800	1
4.	15.6.24	Win Maung		5:00pm	7:30pm	2:30	3000	installed
		Aung Ko Ko		11	11	11	3000	delivery.
				Total Hours		11	12000	
				Total Amount			12000	

Requested by : Htet Aye Phye  
 Sign : Htet Aye Phye  
 Name : Htet Aye Phye  
 (Requestor)  
 Approved by : Ko Aung Kyaw Thu  
 (GM/AGM/COO)  
 Checked by : Zin Mar Win  
 (HR)

05-CHL-HRM-FRM-020-05



No 898, Thudamar (4/6), Anawrahta Industrial Zone, Pathin Highway Road, Hialing Thar Yar Township, Yangon  
 Tel : + 95(1) 645 410, 645 420  
 Fax :

### ADVANCE CLEARING

Voucher No. : ATT-AC2024070055  
 Voucher Date : 2024-07-23  
 Currency : MMK Rate : 0.00020492  
 To : Thin Zar Moe Htet  
 Advance No : ATT-ADV2024070067  
 Cashier :

No.	Description	Payment Method		Track - 1	Track - 2	Amount
		Cash On Hand - MMK - ATT	Status			
1	Advance Clear for Machine repaired Production Overtime Charges Man Power=14 persons (3-Jun-2024 To 20-Jun-2024) (ADV KS-65500/-, EXP KS-65400/-, REF KS-100/-)		posted			65400.00

Advance Total : 65500.00  
 Expense Total : 65400.00  
 Refund / Collected : 100.00

Note : Thin Zar Moe Htet (ATT-EM-0108) Advance Clear for Machine repaired Production Overtime Charges Man Power=14 persons (3-Jun-2024 To 20-Jun-2024) (ADV KS-65500/-, EXP KS-65400/-, REF KS-100/-)  
 Date : 23.7.24 Name/NRC No : Thin Zar Moe Htet Signature : Thin Zar Moe Htet  
12/11/2024 20:19:44

### CASH ADVANCE CLEAR FORM

UMG  
 BU/BR/DIV Name : ATT  
 Department : Production  
 Advance Issue : 66500/- Kyats/ USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	KYATS	
1	1 <sup>st</sup> Time Advance	17.7.24	ATT-ADV2024		66500	Machine repaired
2	2 <sup>nd</sup> Time Advance					Production Overtime
3	3 <sup>rd</sup> Time Advance					changes.
Total Advance					66500	
Total Actual					66400	
Balance Refund/Additional					100/-	

Requested by : Htet Aye Phye  
 Requester : Htet Aye Phye  
 Checked by : Ko Aung Kyaw Thu  
 (Mgt/DH)  
 Finance & Account : Zin Mar  
 GM/AGM/COO : Ko Maung Maung  
 Approved by : Zin Mar  
 CMC : Zin Mar

04-CFD-CAS-FRM-000-05

