



# OVERTIME REQUEST FORM

BU/BR/DIV Name : ATT  
 Department Name : Marketing  
 Reason for Overtime : For event

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	1.3.2025	Swee loe Hin	Staff	8AM	5PM	8Hours	9600k	
2.	2.3.2025	Swee loe Hin	Staff	8AM	5PM	8Hours	9600k	
						Total Hours	16Hours	19200k
						Total Amount		

Requested by  
 Sign :   
 Name : Swee loe Hin  
 (Requestor)

Approved by  
 Maung Maung (DH)  
 (DH)

Approved by  
 Ko Maung Maung  
 (GM/AGM/COO) (GM)

Checked by  
  
 Theint Theint Nway  
 (HR)

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

BU/BR/DIV Name : ATT  
 Department Name : Spare Part  
 Reason for Overtime : For event

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	1.3.2025	Twee Yadana Aung	Staff	8AM	5PM	8Hours	9600k	
2.	2.3.2025	Twee Yadana Aung	Staff	8AM	5PM	8Hours	9600k	
						Total Hours	16Hours	19200k
						Total Amount		

for Requested by  
 Sign :   
 Name : Twee Yadana Aung  
 (Requestor)

Approved by  
 Ye Kyaw Thre  
 (DH)

Approved by  
 Ko Maung Maung  
 (GM/AGM/COO)

Checked by  
  
 Theint Theint Nway  
 (HR)

05-CHL-HRM-FRM-020-05

