



## CLAIM PAYMENT FORM

Requestor Name : Tin Lin Cho  
 Department Name :  
 Payment Date : 2025-02-06  
 Payment Voucher : EX-COP-2025-01-00039  
 No  
 Payment Method : Cash/Bank  
 Payment Amount : 403563.0  
 Currency : MMK  
 Exchange Rate : 4,600.0

Budget Type : Include Budget  
 Payment Type : Claim Payment  
 Prepared By : COP\_BudgetDataEntry  
 Superior Approved : F&AManagerCOP  
 By  
 Last Approved By : CFD Cashier

No.	Description	Department	Paid Amount	Remark
1	Advance claim for Shwe Kyin trip to make assessment & to meet prospect customer/PIC-Aung Thu Win	Marketing & Sale Support Department(COP)	403,563.00	Advance claim for Shwe Kyin trip to make assessment & to meet prospect customer/PIC-Aung Thu Win

Expense Total                      403,563.00 K  
 Additional/Refund

Note: -----

*Hlaing*  
 Paid By  
 Name : Su Su Hlaing  
 NRC No : 911awassa (N) 258879  
 Date : 6.12.25

*Tin Lin Cho*  
 Received By  
 Name : Tin Lin Cho  
 NRC No : 1212aTanhacN)199722  
 Date : 6. 2. 25

No. 152, Hlaingtharya Industrial Zone (4)  
Min Gyi Mahar Min Street, Hlaingtharya, Yangon

## CLAIM REQUEST FORM

Requestor Name : Tin Lin Cho	Budget Type : Include Budget
Department Name :	Payment Type : Claim Payment
Payment Date :	Prepared By : COP_BudgetDataEntry
Payment Voucher : EX-COP-2025-01-00039	Superior Approved : F&A Manager COP
No	By
Payment Method : Cash/Bank	Last Approved By : COP_BudgetDataEntry
Payment Amount : 403563.0	
Currency : MMK	
Exchange Rate : 4,690.0	

No.	Description	Department	Request Amount	Remark
1	Advance claim for Shwe Kyin trip to make assessment & to meet prospect customer/PIC-Aung Thu Win	Marketing & Sale Support Department(COP)	403,563.00	Advance claim for Shwe Kyin trip to make assessment & to meet prospect customer/PIC-Aung Thu Win

Expense Total                      403,563.00 K  
Additional/Refund

Note: \_\_\_\_\_

<p>Superior Check By Name : <u>Tin Lin Cho</u></p> <p>NRC No : _____</p> <p>Date : _____</p> <p>Remark : _____</p>	<p>F&amp;A <u>24.1.25</u> Name : <u>Tinza Hlaing</u></p> <p>NRC No : _____</p> <p>Date : _____</p> <p>Remark : _____</p>	<p>GM/ASM Name : <u>Aung Thu Win</u></p> <p>NRC No : _____</p> <p>Date : _____</p> <p>Remark : _____</p>	<p>COO <u>29.01/25</u> Name : <u>Zaw Min Myat</u></p> <p>NRC No : <u>(12/MYK(W)) 1149 11</u></p> <p>Date : <u>29-01-25</u></p> <p>Remark : _____</p>
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\* EX-COP-2025-01-00035 is cancel because of [car wheel repair cost - Ks 6000 (is use with 50% = Ks 3,000)]  
Chr  
(cancel doc: pls see the attached)

30/01/2025  
Amintan



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Aung Thu Win, Aung Bo Hein		Estimated Date of Travel	13-Jan-25 to 15-Jan-25
Position Rank	AGM, AE		Total Day	3
BU/BR DIV, Dept	CE2		Destination	Branch visit
Purpose	To make assessment & to meet prospect customer			
Travelling Permit				
Arrival Place	Shwe Kyin			
Actual Date & Time of Travel				
Total Day	3 days			
HR Name	Aye Aye Mon		~	
HR Sign				
BOH/Authorized Person Name	Kyaw Ko Ko Htet		~	
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel			Total Day	3
Departure Date & Time	13.1.25 (6:00 AM)		Arrival Date & Time	15.1.25 (9:00 PM)
Date	Description	Total Amount		
		Kyats	USD	
13 to 15-Jan-25	TA allowance (2x3x15000)	90,000	~	
13 to 15-Jan-25	Gate pass charges	5,500	-	
13-Jan-25	Hotel charges	25,000	-	
14-Jan-25	Car wheel repair charges	3,000	-	
13 to 15-Jan-25	Fuel charges	8,8063	-	
<b>Total Expense (Kyats/USD)</b>		<b>403,563</b>		
<b>Cash Advance (Kyats/USD)</b>				
<b>Balance Refund/Additional (Kyats/USD)</b>		<b>403,563</b>		
<i>Handwritten notes:</i> 27.1.25, 29.1.25, 24.1.25, 27.1.25				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Tin Lin Cho	ADH	21.1.25	<i>[Signature]</i>
Approved By Dept Head	Tin Lin Cho	ADH		
Approved By GM/AGM/COO	Aung Thu Win	GM		<i>[Signature]</i>
Acknowledged by related Superior for Job Report	Zaw Min Myat	COO	29.1.25	<i>[Signature]</i>
HR Check & Approved	Moe Thazin	DH	24.1.2025	<i>[Signature]</i>
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

*Handwritten:*  
 on 30/01/2025  
 Aung Thu Win





# TRIP CAR USED FORM

BU/BR/DIV : CE2  
Driver Name : Aung Bo Bo Hein  
Car User Name : Aung Thu Win  
Trip Title : To make credit assessment for hot prospect customer  
Trip Location : Shwe Kyin  
Car No. : 1319164  
Car Type : BAIC  
Estimate Date : 3 days  
Participant : Aung Thu Win, Aung Bo Bo Hein

Date	Start Kilo	End Kilo
13. Jan. 25	48498 <i>48515</i>	49011

*996 km*

Request By

*OE*  
*13/1/25*

Requester  
Ei Ei Naing

Checked By

Related SM/AGM  
Aung Thu Win

Acknowledge By

GAV Head

Approved By

*on 30/01/25*  
*Amythor*

CAM GM/AGM/COO

05-CHL-GAV-FRM-015-01

Print Date : 21-Jan-2025

Monthly Fuel Claim

Vehicle Number	Holding Business	Request Date	For Month	Contract Name	Approved amount	Actual Issue Gallon	Actual Charges Amount	Actual Approved Status	Monthly Usage Kilo	Remark
1S/9164	Construction Equipment 2	2025-01-20	January	Aung Thu Win	250,000	19	280,063	Close	496	Go to Shwe Kyin trip to make credit sale asst & to meet hot prospect customer



Prepared & Acknowledge By

JH

Tin Lin Cho



Checked By

HR

Moe Thazin



Approved By

GM

Aung Thu Win

Print Date : 22-Jan-2025

Repair Claim

Vehicle No	Holding Business	Department	Request Date	For Month	Car User Name	Workshop Name	In Charges Person	BTH Allowed/Not Allowed	Repair Condition and Quotation	Repair Claim Charges	Finish Date	Status
15/9164	Construction Equipment 2	Management	2025-01-20	January	Aung Thu Win	Zaw Min Aung	Aung Thu Win	Allow	Wheel Repair	6,000	2025-01-14	User Close 3,000/.



Prepared By  
Admin  
Tin Lin Cho



Acknowledge By  
DH  
Tin Lin Cho



Checked By  
HR  
Moe Thazin



Approved By  
GM  
Aung Thu Win

48515-49011

496km

84 Liter

6 km/Liter

Jan-2025

Monthly Kilo Record

Vehicle No	Holding Business	Out Date	Time Out	In Date	Time In	Start Kilo	End Kilo	Mile	Purpose	Way	Driver Name	Remark
1S/9164	Construction Equipment 2	2025-01-13	07:10	2025-01-13	18:34	48,515	48,705	118.750	Customer Colletral checking at Shwe Kyin	Tabin Shwe Htee / Shwe Kyin	Moe Thazin	Aung Thu Win, Aung Bo Bo Hein
1S/9164	Construction Equipment 2	2025-01-14	07:19	2025-01-14	17:15	48,705	48,791	53.750	Customer appointment	Shwe Kyin	Moe Thazin	Aung Thu Win
1S/9164	Construction Equipment 2	2025-01-15	07:01	2025-01-15	21:24	48,791	49,011	137.500	Customer Appointment and go back YGN	Shwe Kyin - YGN	Moe Thazin	Aung Thu Win

Total kilo 513 ÷ Total gl 18.4  
 = 27.8 kilo consumption

*[Signature]*  
 7HA (GMA)

# TRAVELLING REPORT

Date : 17.1.25

Report To	Ko Zaw Min Myat	
Employee Name	Aung Tin Win	
Position	Asst General Manager	
Department	Mgt	
Business	CE 2 + 5	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	13.1.25 6:00 AM	15.1.25 9:30 PM
Total Days		
Trip Information	1. From Ygn To SKN	
	2. From SKN To BAO	
	3. From BAO To Ygn	
Purpose For Travelling		
Travel Date	Activities	Remark
13.1.25	<ul style="list-style-type: none"> <li>- Go to Ygn to NLP</li> <li>- Go to NLP to SKN</li> <li>- meet with U Kyaw Lin Aung's wife and access their working condition and business situation</li> <li>- Meet with Ko <del>Zaw</del> Lin Aung who is outside service team leader and ask about Ko Zaw Lin Aung Background and go along with Background</li> <li>- meet with customer Ko U Kyaw and Ko Myi for relation and gold job site situation</li> <li>- meet with customer U Myo with Pen and go to Phayan Lay job site visit and meet with U Kyaw Min Nain</li> </ul>	<ul style="list-style-type: none"> <li>Meet with BOH</li> <li>go to Customer U Kyaw Lin Aung Home to assess his property for end sale</li> </ul>
14.1.25		

15.1.25 - Meeting with BOH and Helen for ~~Master Mentor~~   
 Reported by: [Signature]      Checked by: [Signature]      Approved by: [Signature]

Sign : [Signature]  
 Name :  
 Position :

Sign : [Signature]  
 Name :  
 Position :

Sign : [Signature]  
 Name :  
 Position :

(DH/AGM/GM)

[Signature] (COO)  
 App-105-CHL-HRM-FRM-064-01



Receipt Number : 956642  
 Plaza Name : Bago  
 Vehicle Number : 1S9154  
 Vehicle Class : 3  
 Toll Fare : Ks 300.00  
 Total Fare : Ks 300.00  
 Cash Tendered : Ks 1,000.00  
 Cash Changed : Ks 0.00  
 Date Time : 15-01-2025 10:34:22  
 Toll Collector ID : tc254  
**THIS SERVES AS AN OFFICIAL RECEIPT**

Max Highway Co., Ltd  
 BG\_PLZ.BG05E.15012025  
 Township/City Entrance Fees  
 TEF/CEF Paid Time : 15-01-2025 10:34:22  
 TEF/CEF (Bago) : Ks 200.00  
 Total TEF/CEF : Ks 200.00  
**RECEIPT VALID 24hrs AFTER PURCHASE**



Receipt Number : 2709851  
 Plaza Name : Bago  
 Vehicle Number : 1S9164  
 Vehicle Class : 3  
 Toll Fare : Ks 300.00  
 Total Fare : Ks 300.00  
 Cash Tendered : Ks 1,000.00  
 Cash Changed : Ks 0.00  
 Date Time : 13-01-2025 08:40:57  
 Toll Collector ID : tc243  
**THIS SERVES AS AN OFFICIAL RECEIPT**

Max Highway Co., Ltd  
 BG\_PLZ.BG01X.13012025  
 Township/City Entrance Fees  
 TEF/CEF Paid Time : 13-01-2025 08:40:57  
 TEF/CEF (Bago) : Ks 200.00  
 Total TEF/CEF : Ks 200.00  
**RECEIPT VALID 24hrs AFTER PURCHASE**

ရွှေသံလွင်ဟိုင်းဝေးကုမ္ပဏီလီမိတက်  
 ပံ့ပိုး-ညောင်လေးပင်လမ်းပိုင်း ၅၀/၀ မှ ၉၈/၀ ထိ  
 (၄၈ မိုင်၊ ရွှေသံလွင် တိုက်ရိုက် )  
 လမ်းတံတားအသုံးပြုခကောက်ခံခြေစာ  
 YT.L3UP.13012025

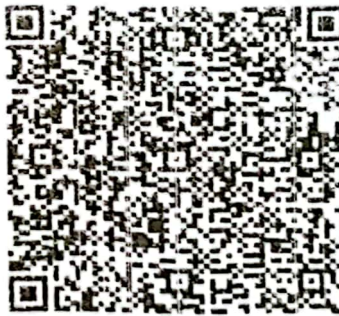
Receipt No : 1.3.09512666  
 Date : 13/01/2025  
 Time : 09:44:53 AM  
 Toll Collector ID : 031

Car No : 1S-9164  
 Class : Class 3  
 Toll Fare : Ks 700  
 ကောလိယတံတား : Ks 100  
 ရဲနွယ်တံတား : Ks 100  
 ခြောက်တန်တံတား : Ks 100  
 ဒရယ်ဒီးတံတား : Ks 100  
**Total Fare : Ks 1100**



Thank You

Max Highway Co., Ltd  
 HK\_PLZ.HK03E.13012025



Receipt Number : 3495469  
 Plaza Name : Htaukkyant  
 Vehicle Number : 1S9164  
 Vehicle Class : 3  
 Toll Fare : Ks 800.00  
 Total Fare : Ks 800.00  
 Date Time : 13-01-2025 07:08:43  
 Toll Collector ID : tc199  
**THIS SERVES AS AN OFFICIAL RECEIPT**

**စစ်တောင်းတံတား (မဒေါက်-ရွှေကျင်)**  
**တံတားအသုံးပြုခရေကောက်ခံရေးဂီတီ**

နေ့စွဲ 13 / 1 / 2025

ယာဉ်အမျိုးအစား \_\_\_\_\_

ယာဉ်အမှတ် 15 9164

တံတားခိတ်ကျသင့်ငွေ = 300 ကျပ်

တံတားခိတ်ဒဏ်ကြေး(၁၀)ဆ( )တန်သင့်ငွေ = \_\_\_\_\_ ကျပ်

စုစုပေါင်းသင့်ငွေ = 300 ကျပ်

ပြေစာအမှတ် - 017261 လက်မှတ်



Receipt Number : 2923564  
 Plaza Name : Htaukkyant  
 Vehicle Number : 1S9164  
 Vehicle Class : 3  
 Toll Fare : Ks 800.00  
 Total Fare : Ks 800.00  
 Date Time : 15-01-2025 15:52:26  
 Toll Collector ID : tc174  
 THIS SERVES AS AN OFFICIAL RECEIPT

**စစ်တောင်းတံတား (မဒေါက်-ရွှေကျင်)**  
**တံတားအသုံးပြုခရေကောက်ခံရေးဂီတီ**

နေ့စွဲ 13 / 1 / 2025

ယာဉ်အမျိုးအစား \_\_\_\_\_

ယာဉ်အမှတ် 15 9164

တံတားခိတ်ကျသင့်ငွေ = 300 ကျပ်

တံတားခိတ်ဒဏ်ကြေး(၁၀)ဆ( )တန်သင့်ငွေ = \_\_\_\_\_ ကျပ်

စုစုပေါင်းသင့်ငွေ = 300 ကျပ်

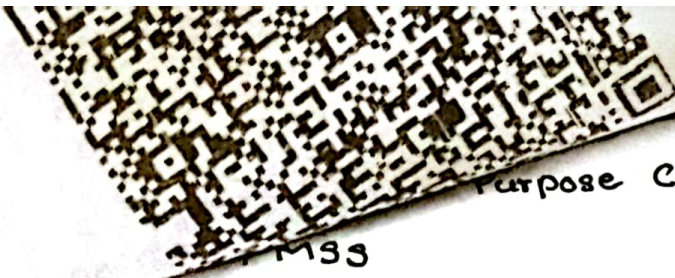
ပြေစာအမှတ် - ~~017260~~ လက်မှတ်

HLESA TOLLGATE  
 CITY TAX  
 Gate-3

Vehicle No. \_\_\_\_\_  
 Date 15-01-2025 15:41:44  
 License Number UNKNOW  
 WEIGHT (Kg) \_\_\_\_\_  
 HEIGHT (Kg) \_\_\_\_\_  
 PLATE (OV) \_\_\_\_\_  
 CAMERA

Thank You!





# EXPENSE CLAIM FORM



Purpose Co., Ltd

MSS

No.	Date	Name	Description	Amount	Remark
1.	21.1.25	Aung Thu Win	Car wheel repair charges	3,000	User cost 50%.
Total Amount				3,000	

Requested by

Approved by

Checked by

Approved by

Approved by

Sign :

Name :

Tin Lin Cho  
(Requester)

Tin Lin Cho  
(Department Head)

Tinzar Hlaing  
(Related FNA/Corp FNA)

Aung Thu Win  
(OM/AGM/GM)

Zaw Min Myat  
(ACOO/COO/MD/VCM)

02-COP-FNA-FRM-001-01

၂၀၂၀

၇  
မိဘကိုယ်  
ခုနှစ် ၂၀ ၂၅

၆/၉၇၆၄

၀ :

ဦးရေ

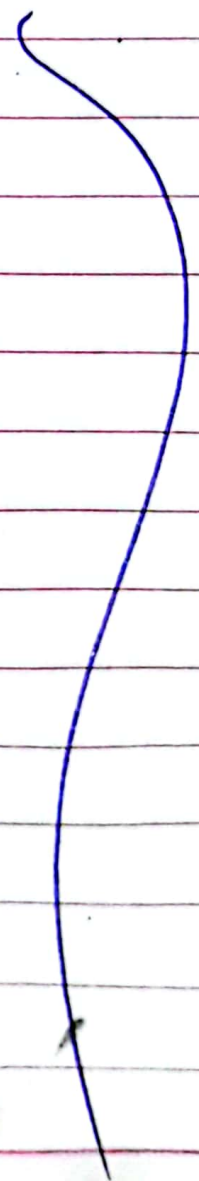
အမျိုးအမည်

နှုန်း

ကျပ်

အီးမာ / ဇေချိန်

၆၀၀၀ ✓



လက်မှတ်

စုစုပေါင်း -

၆၀၀၀



9:42 58%

CGD & CE2+5 BU  
13 members, 2 online

Thwe Thwe Ag-CGD

One by one Product Knowledge & Coaching Schedule For BR Salesman (21 ~28-Jan25)

BR Name	BR No	Product	Coaching Date	Time	Branch
Aung Thu Win	11	CE2	21-Jan-25	10:00 AM	BLN
Zin Ko Ko Htet	12	CE2	22-Jan-25	10:00 AM	MLM
Hsu Naing Aung	13	CE2	23-Jan-25	10:00 AM	PHN
U Aye Min Htoon	14	CE2	24-Jan-25	10:00 AM	BLN
Ko Ag Thu Win	15	CE2	25-Jan-25	10:00 AM	MLM
Sayar	16	CE2	26-Jan-25	10:00 AM	PHN
Ko Zaw Min Myat	17	CE2	27-Jan-25	10:00 AM	BLN
U Nyaar	18	CE2	28-Jan-25	10:00 AM	MLM

Thwe Thwe Ag-CGD added Ko Bo Gyi

Thwe Thwe Ag-CGD

Thwe Thwe Ag-CGD  
One by one Product Knowledge & Coaching Sch...

Dear Ako K Aung Bo Bo Hein (CE2 & Bro Zin Ko (CE5 ,

NSM BR - salesman ၎် product knowledge & coaching ၎် schedule ၎် - 4:36 PM

January 22

Ko Ag Thu Win

Dear Sayar and Ko Zaw Min Myat,  
I would to request BLN, MLM ,PHN trip approval as below,  
Employee: Aung Thu Win , Zin Ko Ko Htet, Hsu Naing Aung (PMC)  
Trip Branch: BLN, MLM, PHN Branch  
Purpose: 1)To meet with Customer U Arr Khaing for Zx350 hot prospect negotiating  
2) to meet with Customer U Nyaar for ZX210 prospect and Customer care and relation for MLM and Mu Done airport project marketing  
3)to make Customer land assessment in PHN  
Trip Start Date : 23.1.25  
Trip Period: Only two or three days  
Vehicle: 1S/9164 (BAIC)  
Pls kindly may we know your instructions on it. 1:30 PM

U Aye Min Htoon

Ko Ag Thu Win  
Dear Sayar and Ko Zaw Min Myat, I would to request B...  
Please proceed to go to BLN, MLM and HPN. 8:46 PM

9:25 LTE

1311 Daw Kyae Mhone Win (MD)  
last seen recently

Today

Dear Ama  
I would to request BLN, MLM ,PHN trip approval as below,  
Employee: Aung Thu Win , Zin Ko Ko Htet, Hsu Naing Aung (PMC)  
Trip Branch: BLN, MLM, PHN Branch  
Purpose: 1)To meet with Customer U Arr Khaing for Zx350 hot prospect negotiating  
2) to meet with Customer U Nyaar for ZX210 prospect and Customer care and relation for MLM and Mu Done airport project marketing  
3)to make Customer land assessment in PHN  
Trip Start Date : 28.1.25  
Trip Period: Only two or three days  
Vehicle: 1S/9164 (BAIC)  
Pls kindly may we know your instructions on it. 8:59 AM

Unread Messages

Aung Thu Win  
Dear Ama I would to request BLN, MLM ,PHN tri...  
Please process 9:22 AM

Thanks Ama 9:24 A.

Message