



No. 1947/B , Bo Gyoke Street, Yangon - Patheingyi Highway, Hlaing Thar Yar Township, Yangon. Yangon
 Tel :
 Fax:

ADVANCE CLEARING

Voucher No. : MAC-AC2024040003

To : MI MI ZIN

Voucher Date : 2024-04-04

Advance No : MAC-ADV2024030048

Currency : MMK Rate : 0.00025773

Cashier :

Payment : Cash On Hand - MMK-MAC

Status : posted

No.	Description	Track - 1	Track - 2	Amount
1	ADV CLEAR, FOR APRIL, NS BUDGET CHGS FOR MAR'24, FOR HPA-AN BRANCH SUPPORT ,ASM-WAI LIN AUNG, ADV CHARGES MMK-100,000/-, MAC-ADV2024030048, NS DEPT, FOR ACTUAL AMT MMK-110,000/-, PV-10,000/-.			110000.00

Advance Total : 100000.00

Expense Total : 110000.00

Refund / Collect : -10000.00

Note : ADV CLEAR, FOR APRIL, NS BUDGET CHGS FOR MAR'24, FOR HPA-AN BRANCH SUPPORT ,ASM-WAI LIN AUNG, ADV CHARGES MMK-100,000/-, MAC-ADV2024030048, NS DEPT, FOR ACTUAL AMT MMK-110,000/-, PV-10,000/-.

Date : 4.4.24

Name/NRC No : Mye Lay Khain

Signature :

Cashier : Thi Thi Oo

Signature :



CASH ADVANCE CLEAR FORM

Date : 2-4-2024

BU/BR/Division : MAC

Department : National Sale

Advance Issue : 100000/- Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance				100,000/-	Hpa-An way
2	2 nd Time Advance					ASM - Wai Lin Aung
3	3 rd Time Advance					
Total Advance					100,000/-	
Total Actual					110,000/-	
Balance Refund/Additional					10,000/-	

Request By
[Signature]
Mr. M; Zn
Requester

Checked By
[Signature]
Aung Ho Lett
Mgr/DH

Checked By
[Signature]
Su Su Thin
Finance & Account

Approved By
[Signature]
Sant Sant Thu
GM/AGM/COO

Approved By
.....
CMC

04-CFD-CAS-FRM-002-03

[Signature] 2/4/24
2MM



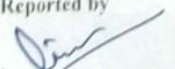
TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Wai Lin Aung		Estimated Date of Travel	
Position Rank			Total Day	
BU/HR/DIV, Dept	MAC BIL		Destination	
Purpose	MAC Sales Supporting			
Travelling Permit				
Arrival Place	HPN - offic.			
Actual Date & Time of Travel	18.5.24. (9:00) Am.			
Total Day				
HR Name	Thiri Htay			
HR Sign				
BOH/Authorized Person Name	Zarvin Hein			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	18.5.24. (9:00) Am.		Total Day	10 days
Departure Date & Time	27.3.24. (3:15) Pm.		Arrival Date & Time	
Date	Description	Total Amount		
		Kyats	USD	
	Express Chg MIM to HPN 5000.	5000/-		
	Express Chg HPN to MIM 5000.	5000/-		
	TA Chg (10 days). (10x10000).	100000/-		
Total Expense (Kyats/USD)		110000/-		
Cash Advance (Kyats/USD)		100000/-		
Balance Refund/Additional (Kyats/USD)		10000/-		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Wai Lin Aung	ASM.	28-5-24	
Approved By Dept Head	Seint Seint Thu	AGM		
Approved By GM/AGM/COO	Seint Seint Thu	AGM		
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	209.2024	
HR Check & Approved	Hon Puant Phyu	SH	2.4.2024	
Cash Received				
Remark				

TRAVELLING REPORT

Date :

Report To	- AGM.	
Employee Name	Wai Lin Aung	
Position	MAC National Sales	
Department	Consumable	
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	18.3.24 (9:00)Am	27.3.24 (3:15)Am
Total Days		
Trip Information	1. From To	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
18.3.24.	MLM to HPD.	
19.3.24.	3. visit . Kan Thar Lin (CMCO shop). Aung Chan Thar (MCO shop). Nyaing Chan Aung (MCO shop). Ko Soe Moe (MCO shop). Ko Myo Oo (MCO shop)	
20.3.24.	7. visit . Su Latt (MCO shop). Pyae Shan (MCO shop) Lin Latt (MCO shop). Angel (MCO shop). Mother's House 1 (MCO shop). Mother's House 2 (MCO shop). Ko Watope (MCO.w.s).	
21.3.24.	7. visit . Lin Latt (MCO shop). Mother's 1 (MCO shop) Angel (MCO shop). Tone Gyi (MCO.w.s). U Mang Gyi (MCO shop). Green Gold (mining). Cherry Lwin (mining).	
22.3.24.	5. Visit . LUCKY Smile (MCO shop). La Pyae Soe shop	

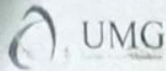
Reported by
 Sign : 
 Name : Wai Lin Aung
 Position : ASM.

Checked by
 Sign :
 Name :
 Position :

Approved by
 Sign :
 Name :
 Position :

(DH/AGM/GM)

(COO)



TRAVELLING REPORT

Date :

Report To		
Employee Name		
Position		
Department		
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From To	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
23. 3. 24.	U Thein Win and San's (MCO shop). Ko Myo Co. (MCO shop). Aye Su Mon (MCO shop). 6. visit. Ma Me Me (MCO shop). Khit Swam Ase. (PCMO-ws). Ko Darkhar (MCO-ws). Htiint Taw (PCMO. shop). A Chit Taw (Sand, Stone). Ko Soe (MCO-ws).	
25. 3. 24.	5. visit. Kan Thar Lin (MCO shop). Myo Set Thit (MCO shop). La Pyae Soe (MCO shop). Ko Myo Co. (MCO shop). LUCKY Smile (MCO shop).	
26. 3. 24.	4. visit. Ko Soe Nyain Thu. Myat Thu (MCO-ws). Htoo Myat Htoo (MCO shop). Ko Min (MCO-ws).	
27. 3. 24.	HPN to MLM. Total visit area. HPN, BIN, Thabon, Myine ka lay, TZY. Total visit shop. 32. Total order. 83 cases. 1 drum.	

Reported by
 Sign :
 Name : Wai Lin Aung.
 Position : ASM.

Checked by
 Sign :
 Name : Serit Serit Thu
 Position : ASM

Approved by
 Sign :
 Name : Zaw Min Myat
 Position : ACOO

(DH/AGM/GM)

(COO)

02-CHL-HRM-FRM-064-00

11/11

Monthly Ground Stock Checking MAC BU							
Branch- Hpa An Branch							
Date- 26.3.2024							
No.	Business Unit	Brand	Description	Part Number	Closing Balance	Ground Stock Checking Qty	Remark
1	MAC	VALVOLINE	Valvoline Gear Gard Super 90, GL-5 (1 x 18L)	692027	5	5	✓
2	MAC	VALVOLINE	Valvoline Gear Gard Super 140, GL-5 (1 x 18L)	692079	5	5	✓
3	MAC	VALVOLINE	Valvoline Engine Oil, All Fleet Premium 15W40, C	692053	11	11	✓
4	MAC	VALVOLINE	Valvoline Engine Oil, All Fleet Premium 15W40, C	692052	1	1	✓
5	MAC	VALVOLINE	Valvoline Hydraulic Oil, Ultramax AW 68 (1 x 18L)	692335	1	1	✓
6	MAC	VALVOLINE	Valvoline 4T Premium 20W40, 5L, JASO MA (24 x	692247	503	503	✓
7	MAC	VALVOLINE	Valvoline Champ 4T 20W50, SG/CD (24 x 1L)	692249	816	816	✓
8	MAC	VALVOLINE	Valvoline Hydraulic Oil, Ultramax AW 46 (1 x 18L)	692333	2	2	✓
9	MAC	ZEREX	Zerex ZX HD Extended Life RTU AFC 6/1 GA	ZXEDRU1	5	5	✓
10	MAC	VALVOLINE	Champ 4T Scooter 10W30, 5L/JASO MB 0.8L	844573	120	120	✓
11	MAC	VALVOLINE	Maxlife DEX/MERC ATF 6/1QT	VV3246	12	12	✓
12	MAC	VALVOLINE	Champ Gear Oil (60x120ml)	3140115-120	19	19	✓
13	MAC	VALVOLINE	All Fleet Premium 15W40 API CI-4/5L 25L	881118	3	3	✓
14	MAC	VALVOLINE	Valvoline Super Coolant-Green	450013	104	104	✓
15	MAC	VALVOLINE	Power Common-rail 10W304/(6+1L)	150035	3	3	✓
16	MAC	MATADOR	Matador 4T20W50 5G(Competitive Grade)24*1L	adv 1001	24	24	✓
17	MAC	MATADOR	Matador Premium 10W40 SEMI Mas Additive 4*4	adv 1002	11	11	✓
18	MAC	MATADOR	Lithium Grease EP3 NLGI3 (12*1.5KG)	adv 1202	27	27	✓
19	MAC	VALVOLINE	Valvoline Maxlife ATF 4/4L	891553	4	4	✓
20	MAC	MATADOR	15W-40 CI4 MAS (4x7L)	adv 1192	19	19	✓
21	MAC	VALVOLINE	Valvoline Engine Oil, All Fleet Premium 20W50, C	724026	1	1	✓
22	MAC	VOLVO	Volvo Gear Oil HD GL-5 SAE 90	VOE15067515	3	3	✓
23	MAC	VOLVO	Hydraulic Oil, Ultramax AW 46	VOE15067446	1	1	✓
24	MAC	MATADOR	Matador SAE 20W50 API SG 4T (24*1L)	MTD 101	77	77	✓
25	MAC	MATADOR	Matador SAE 20W50 API SG 4T (12*1.5L)	MTD 102	10	10	✓
26	MAC	VALVOLINE	Valvoline Hydraulic Oil, Ultramax AW 46 (1 x 200L	692332	2	2	✓
27	MAC	VOLVO	Volvo Ultra Diesel Engine Oil VDS-3 SAE 15W-40	VOE15067404	1	1	✓
28	MAC	MATADOR	Matador HDDED Engine oil 15W40, CI4	MTD 110	1	1	✓
29	MAC	MATADOR	Brake Fluid Dot 3(30*400G)	adv 1200-MAC	30	30	✓
30	MAC	VALVOLINE	VALVOLINE PREMIUM PROTECTION 10W30 SP 4/	897409	12	12	✓
31	MAC	VALVOLINE	Champ Gear Oil (60x120ml)	900685	120	120	✓
					1953	1953	0

S'part Admin/
Nang Ei Ei Zin

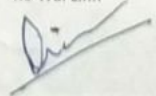


F & A
Swe Swe Hlaing



ASM

Ko Wai Linn



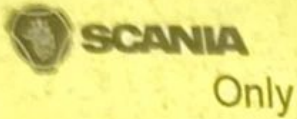
ABOH

Zar Ni Hein



HPN to MLM

Mandalay
Express



Destination
ခရီးစဉ်

မော်လမြိုင်

Vehicle No
ယာဉ်နံပါတ်

0040287

Driver Name

မောင်စန်းအောင်

Date of Issue
ထုတ်ပေးသည့်နေ့

၂၇-၇-၂၀၂၄

Departure Date
ခရီးထွားရက်

၂၇-၇-၂၀၂၄

No (or) Passport No

အမှတ် (သို့) နိုင်ငံကူးလက်မှတ်

Departure Time
ထွက်ခွာချိန်

Departure Place
ထွက်ခွာရပ်ကွက်

မော်လမြိုင်

Contact Phone No

ဆက်သွယ်ရန်ဖုန်းနံပါတ်

Ticket Fare
လက်မှတ်တန်ဖိုး

၅,၀၀၀

Seat No
ထိုင်ခုံအမှတ်

Agents Signature

အရာရှိ/ဌာနလက်မှတ်

MLM to HPIV

ဝင်း မှန်လုံအမြန်ယာဉ် (WIN EXPRESS)

နုကုန် ⇨ သိမ်စရပ် ⇨ ကျိုက်ထို ⇨ ကျိုက်ထီးရိုး ⇨ ဘီးလင်း ⇨ သထုံ ⇨ မော်လမြိုင် ⇨ ဘားအံ

အမည် - ၆၀၂၃၆၆-အောင် ----- (၁) ဦး။ ယာဉ်ထွက်ချိန် (၉:၀၀) နာရီ။ နေ့စွဲ - ၂၀၂၄
ယာဉ်အမှတ် -----။ ခုံအမှတ် -----။ သင့်ငွေ (၅၀၀၀) ကျပ်

(ကြိုတင်လက်မှတ်မှားထားသူများ ကားထွက်ချိန် (ဝေ့ထိခို) နာရီဝက် ကြိုတင်လာပါ။ (နောက်တူက ကာဝန်ပေးပါ။)

မှတ်ချက်
ဝယ်ပြီးလက်မှတ်ငွေပြန်မအောင်းပါ။