



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Shwe Phyo Htet, Zin Ko Htet		Estimated Date of Travel	27 to 30.12.24
Position Rank	OM, ADH	Total Day	4	
BU/BR/DIV, Dept	CER	Destination		
Purpose	To meet customers for repossess machine case			
Travelling Permit				
Arrival Place	Beelin	Mawlamying		
Actual Date & Time of Travel	27.12.24	28 to 30.12.24		
Total Day	1	3		
HR Name	Zami Htet	Thinza Nyo		
HR Sign				
BOH/Authorized Person Name	Chit Oo Maung	Myo Htike Aung		
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel			Total Day	4
Departure Date & Time	27.12.24 (8:00AM)		Arrival Date & Time	30.12.24 (4:00PM)
Date	Description	Total Amount		
		Kyats	USD	
27 to 30.12.24	TA allowance (2x4x15000)	120000		
27 to 30.12.24	Gate pass charges	14100		
29/30.12.24	Fuel charges	150000		
27/29.12.24	Car Repair	107500		
Total Expense (Kyats/USD)		391600		
Cash Advance (Kyats/USD)		600,000		
Balance Refund/Additional (Kyats/USD)		208,400		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Tin Lin Cho	ADH	29.1.25	
Approved By Dept Head	Tin Lin Cho	ADH		
Approved By GM/AGM/COO	Aung Thu Win	AGM		
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO		
HR Check & Approved	Moe Thazin	SH		
Cash Received				
Remark				


04-CFD-CAS-FRM-006-02



# TRAVELLING REPORT

Date : .....

<b>Report To</b>		
<b>Employee Name</b> Shwe Phyo Kyaw, Zin Ko Ko Htet		
<b>Position</b> com, ASH		
<b>Department</b> Management, MSS		
<b>Business</b> CE2 + CE3		
<b>Departure &amp; Arrival</b>	<b>Departure Date And Time</b>	<b>Arrival Date And Time</b>
	23.12.24 8:30 Am	30.12.2024 4:04pm
<b>Total Days</b>		
<b>Trip Information</b>	1. From ..... YCA ..... To ..... BLN .....	
	2. From ..... BLN ..... To ..... MLN .....	
	3. From ..... MLN ..... To ..... YCA .....	
<b>Purpose For Travelling</b> To meet with AROD customer		
<b>Travel Date</b>	<b>Activities</b>	<b>Remark</b>
23/12/2024	Meet with AROD Customer U Saw Myint Aung (ZX280). He will give back ZX280 after 20/Jan/2025.	
24/12/2024	Meet with AROD Customer. U Sai Okin May (ZX280) He will keep 1 unit and give back 1 units us. But machine is break down we need to check & repair. In order to repossess early, we will used our own engine, and main pump from our stock machine, at BLN yard	

Reported by  
Sign :   
Name :  
Position :

Checked by  
Sign :  
Name :  
Position :

Approved by  
Sign :  
Name :  
Position :

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

Day (3,4) 25 / 26 / 27 / 28 / 29 / 30

Check customer jobsite (U Sai Oha Khay) and take back container

27 / 12 / 24

Take back Engine and Main Pump and keep in BLN warehouse  
Meet customer Ko Myaw Myaw Soe, Hyundai Big Customer. He interest  
our MER270 with credit terms. we will meet again.

28 / 12 / 24

Go to MLM ZX130 Dealership.

28 / 12 / 24

Checking customer Daw Ni Ni Latt machine & jobsite condition  
& credit assessment & negotiate credit terms.

29 / 12 / 24

Meet with customer Daw Ni Ni Latt for AP Form.

Meet Customer Ko Phyo Gyi / U Thu Taw / Ko Myo Nyunt  
and Ko Shine. They will take another Shantui (2) units.  
& Repair the Vehicle (ER/9586) at work shop.

30 / 12 / 24

Go Back to YGN.

Market Condition.

At Beclin Area, customer will find machines middle of January  
after they see good condition. If their jobsite is fine, they need  
machine, most of customer like used machine (good second hand?)

At Mawlamying Area, have rental Business & Abu Post  
Project (Mudon) are good and HM? Bridge Project is  
still working. In this situation used machine market is good.



# TRIP CAR USED FORM

BU/BR/DIV : CE-2, CE-5

Driver Name : Shwe Phyo Kyaw

Car User Name : Shwe Phyo Kyaw

Trip Title : ① To meet with customers U Daw Myint Aung, U Sai Chit Kyaw and Daw Nave Nave Aye for machines. repossess <sup>cash</sup> ② Marketing visit to BLN area.

Trip Location : BLN

Car No. : 2R19588

Car Type : Isuzu D-Max

Estimate Date : 1 week.

Participant : Zin ko ko Htet / Min Zin (key Account)

Date	Start Kilo	End Kilo
23-Dec-2024	132042	

Request By

Requester

ei ei nain

Checked By

Related GM/AGM

Acknowledge By

GAV Head

Approved By

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
2R/9586	Concrete Equipment 5	2025-01-21	December	Shwe Phyo Kyaw	200,000	25	377,000	Close	341	BLN/MLM Trip

*[Signature]*

Prepared By  
Admin  
Tin Lin Cho

*[Signature]*

Acknowledge By  
DH  
Tin Lin Cho

*[Signature]*

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	Remark
2R/9586	Concrete Equipment 5	Management	2025-01-22	December	Shwe Phyoo Kyaw	Ko Zaw Min Aung	Shwe Phyoo Kyaw	Allow	Wheel Repair, Brake shoes and wheel rotating service	215,000	2024-12-29	Close	User cost is 50% amount 107,500/.

Handwritten signature

Prepared By Admin  
Tin lin Cho

Handwritten signature

Acknowledge By DH  
Tin lin Cho

Handwritten signature

Checked By HR  
Moe Thazin

Approved By GM  
Aung Thu Win

Print Date : 21-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
2R/9586	Concrete Equipment 5	2024-12-24	07:00	2024-12-24	10:12	181.963	182.246	176.875	go to beelin	Beelin	Shwe Phyo Kyaw	23-12-24, actual kilo is 132246
2R/9586	Concrete Equipment 5	2024-12-24	11:00	2024-12-24	20:00	182.246	182.261	9.375	customer appointment	BLN area	Shwe Phyo Kyaw	actual kilo is 132261
2R/9586	Concrete Equipment 5	2024-12-27	07:00	2024-12-27	09:10	182.261	182.415	96.250	customer appointment	Blin	Shwe Phyo Kyaw	26-12-24, actual kilo is 132415
2R/9586	Concrete Equipment 5	2024-12-27	10:00	2024-12-27	21:31	182.415	182.573	98.750	go to mlm	Mawlamyaing	Shwe Phyo Kyaw	actual kilo is 132573
2R/9586	Concrete Equipment 5	2024-12-28	08:30	2024-12-28	19:19	182.573	182.799	141.250	customer site visit	MLM	Shwe Phyo Kyaw	actual kilo is 132799
2R/9586	Concrete Equipment 5	2024-12-30	07:00	2024-12-30	15:00	182.799	182.820	13.125	workshop, customer appointment	MLM down town	Shwe Phyo Kyaw	actual kilo is 132820, 29-12-24
2R/9586	Concrete Equipment 5	2024-12-30	10:00	2024-12-30	17:40	182.820	183.175	221.875	come back from mlm	Yangon	Shwe Phyo Kyaw	actual kilo is 133175

REPRINT

BILL OF MATERIALS



09 940 543 247  
Date: 29/12/2024 (10:00:04)  
Receipt No: 0003912168 [3421278]



အထွေထွေ အချက်အလက်များ  
ဖုန်းနံပါတ်များ: 09 8824745 09 952907790  
09 751739629

Description	CS	Price	Amount
Premium Diesel (P:03)		3,340	100,000 K
<b>TOTAL</b>			<b>100,000 K</b>
KBZ Pay			100,000 K

Rate: CC2R95K6

Thank You ... See You Again !!!

PREMIUM

VR No : S20016610      29/12/2024  
Cashier : C2      3:57:59PM  
Car No : 2R-9586  
1 Gal = 15,594.9Ks

Gal	Liter	Price	Amount
3.21	14.56	3,435	50,000
<b>Total:</b>			<b>50,000</b>

ဝယ်ယူအားပေးမှုကို အထူးကျေးဇူးတင်ပါသည်။

ဘားအံမြို့နယ် စည်ပင်သာယာရေးအဖွဲ့ ၄၀၀  
(၂၀၂၄-၂၀၂၅) ဘဏ္ဍာရေးနှစ်  
လိုင်စင်ရသည့် - ဘားအံအဝင်လမ်း၊ မြို့ဝင်ဘီးကောက်ခွန်  
**မဂ္ဂရမေဏ**

ယာဉ်အမှတ် - ..... / ..... **၅၀၀/- ကျပ်**

နေ့စွဲ၊ ..... **13 05 2024** ..... တာဝန်ခံလက်မှတ်

မှတ်ချက်၊ ဝတန်မှ ဥတန်ထိ - ၅၀၀/-  
၀၀၀၀ kg မှာ (၁)တန်ဖြစ်ပါသည်။

Sr No **796368**



ဆောက်လုပ်ရေးဝန်ကြီးဌာန  
ပဲခူးမြစ်တူးဖော်ရေး(သန်လျင်တံတားအမှတ်-၃)



တံတားအသုံးပြုခလက်မှတ်

**Class - 1**

**2R-9586**

ယာဉ်အမှတ်

နေ့စွဲ

အချိန်

တံတားအသုံးပြုခ - ၅၀၀/- ✓

တာဝန်ခံလက်မှတ်

ကောက်ခံသူလက်မှတ်

ဆောက်လုပ်ရေးဝန်ကြီးဌာန  
ပဲခူးမြစ်တူးဖော်ရေး(သန်လျင်တံတားအမှတ်-၃)  
တာဝန်ခံလက်မှတ်

၅၀၀

ရွှေသံလွင်ဟိုင်းဝေးကုမ္ပဏီလီမိတက်  
ကွင်းကူးလမ်းပိုင်း ၆၀/၄ မှ ၁၁၆/၇ ထိ  
(၃၇ မိုင် အရှားကြီး တိုက်တံ)  
လမ်းတံတားအသုံးပြုခကောက်ခံခြေစာ  
PYG.L4DN.30122024

ရွှေသံလွင်ဟိုင်းဝေးကုမ္ပဏီလီမိ  
ကွင်းကူးလမ်းပိုင်း ၁၁၆/၇ မှ  
(၃၃.၇၅ မိုင် သံတံတား တိုက်  
လမ်းတံတားအသုံးပြုခကောက်ခံ  
TTT.L4DN.30122024

Receipt No : 2.12.11398283  
Date : 30/12/2024  
Time : 12:28:48 PM  
Toll Collector ID : 021

Receipt No : 4.24.096  
Date : 30/12/20  
Time : 10:32:17  
Toll Collector ID : 015

Car No : 2R-9586  
Class : Class 3  
Toll Fare : Ks 600 ✓

Car No : 2R-9586  
Class : Class 4  
Toll Fare : Ks 700  
သံဖြူရောင်း တံတား : Ks 100  
ဘီးလင်းရောင်း တံတား : Ks 100  
Total Fare : Ks 900 ✓



ရွှေသံလွင်ဟိုင်းဝေးကုမ္ပဏီလီမိတက်  
ကွင်းကူးလမ်းပိုင်း ၁၁၆/၇ မှ ၁၈၈/၅ ထိ  
(၃၇.၃ မိုင် ကွင်းကူး တိုက်တံ)  
လမ်းတံတားအသုံးပြုခကောက်ခံခြေစာ  
KK.L3UP.27122024

လမ်းဦးစီးဌာန  
ရန်ကုန် ဗဟိုဌာန

Receipt No : 6.35.06328532  
Date : 27/12/2024  
Time : 04:36:39 PM  
Toll Collector ID : 023

BAWNATEYE

Car No : 2R-9586  
Class : Class 4  
Toll Fare : Ks 800 ✓

Voucher No :  
Section No :  
Gate ID :  
License No :  
CLASS :  
Weight :  
FROM :  
TO :  
Charge :



3000 ✓

သံလွင်တံတား (မော်လမြိုင်) ယာဉ်ဖြတ်သန်းစာ  
မှတ္တမဂိတ်  
ရက်စွဲ : 27/12  
ယာဉ်အမှတ် :  
ယာဉ်အမျိုးအစား : HL  
တန်ဖိုး : 600 ✓  
တံတားဂိတ်ကျသင့်ငွေ : ကျပ်  
တံတားဂိတ်ခဝပ်ကြေး ( ) စာ ( ) တန် : ကျပ်  
43323 ရှာပေါင်းကျသင့်ငွေ : ကျပ်  
လက်မှတ်



# CASH MEMO

Date 27-12-24

No. နံပါတ်	Particulars အမျိုးအမည်	Quantity အရေအတွက်	Unit Price နှုန်း	Amount သင့်ငွေ
1	ဘီယာ ဖြတ်တင်	1		10000
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
<b>Total Amount</b>				
<b>Advance</b>				
<b>Balance</b>				10000



Signature .....

# GENERAL EXPENSE CLAIM FORM

Company Name : CEE

Department Name : MSS

No.	Date	Name	Description	Amount	Remark
1.	27. Dec 24	Shwe Phyo Kyaw	Car ( wheel repair	5,000	User cost 50%
<b>Total Amount</b>					

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



# ICAR Auto Service Center

Invoice No. **81325**

- ICAR(1); Kyar Kwet Thit St, Tamwe(09-260137169)
- ICAR(2); Banyardala St, Tamwe(09-888938105)
- ICAR(3); Kyaik Ka San St, Tamwe(09-882811675)
- ICAR(4); Moe Kaung St, Yankin(09-425802352)
- ICAR(5); Insein St, Hlaing(09-453062321)
- ICAR(6); Thanthumar St, South Okkalapa(09-262501572)
- ICAR(7); Waizayantar St, South Okkalapa(09-898533299)
- ICAR(8); Corner of Lay Daung Kan St & East Horse Race Course, Tamwe. (09-252827271)

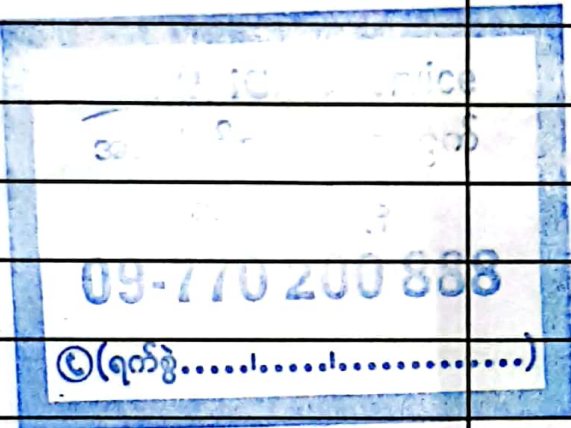

HOT LINE NUMBER : 09-452979566, 09-452979599

icar-11 09-406977169

CAR NUMBER : 2R-9586

CAR TYPE : Suzuki

DATE : 29.12.24

No.	Description	Qty.	Unit Price	Total
1.	CF) Brake shoes	1 set	180000	180000
2.	Wheel Rotating Service	-	25000	25000
			Total	205000
				
				
At Mawlamying				

THANK FOR COMING GOODLUCK.

*[Signature]*  
 29.12.24  
 Manager Signature

*[Signature]*  
 Eaindra My Hmwe  
 Written Signature

Total	205000
Advance	
Balance	

အစားထိုးတပ်ဆင်ပြီးသော အပိတ်အပိုင်းများနှင့်ပတ်သက်၍ ဝေငြိန်အပ်မည်ပဟုတ်ပါ။