



OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC
 Department Name : Administration
 Reason for Overtime : Car licence extension

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	12.6.2025	Acng Ko Lin	Driver	7:00	8:00	1	1,510	car licence extension
2.	20.6.2025	Acng Ko Lin	Driver	7:00	8:00	1	1,510	"
3.	26.6.2025	Acng Ko Lin	Driver	7:00	8:00	1	1,510	"
Total Hours						3	4,530/-	
Total Amount								

Requested by
 Sign:
 Name: Acng Ko Lin
 (Requestor)

Approved by

 Htet Zaw
 (DH)

Approved by

 Seint Thu
 (GM/AGM/COO)

Checked by

 Htet Zaw
 (HR)