



OVERTIME REQUEST FORM

BU/BR/DIV Name : Be The First
 Department Name : Administration
 Reason for Overtime : Replacement and Holiday OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1	2.3.25	Win Zaw	Security	7:00	7:00	16	16000/-	Replacement OT	
2	8.3.25	"	"	7:00	7:00	16	16000/-	"	
3	12.3.25	"	"	7:00	7:00	16	16000/-	အပူချိန်အတွက် OT	
4	13.3.25	"	"	7:00	7:00	16	16000/-	"	
5	14.3.25	"	"	7:00	7:00	16	16000/-	"	
6	17.3.25	"	"	7:00	7:00	16	16000/-	Replacement OT	
7	18.3.25	"	"	7:00	7:00	16	16000/-	"	
8	24.3.25	"	"	7:00	7:00	16	16000/-	"	
9	27.3.25	"	"	7:00	7:00	16	16000/-	အပူချိန်အတွက် OT	
Total Hours								144,000/-	
Total Amount									

Requested by: Name: San Win (Requestor)
 Approved by: (DH) Myat Su Moe
 Approved by: 7/4/25 Aung Lin (GM/AGM/COO)
 Checked by: Mya Kay Khany (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : Be The First
 Department Name : Administration
 Reason for Overtime : Replacement and Holiday OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1	4.3.25	Myint Aung	Security	7:00	7:00	16	16000/-	Replacement OT	
2	9.3.25	"	"	7:00	7:00	16	16000/-	"	
3	12.3.25	"	"	7:00	7:00	16	16000/-	အပူချိန်အတွက် OT	
4	14.3.25	"	"	7:00	7:00	16	16000/-	"	
5	15.3.25	"	"	7:00	7:00	16	16000/-	Replacement OT	
Total Hours								80,000/-	
Total Amount									

Requested by: Name: San Win (Requestor)
 Approved by: (DH) Myat Su Moe
 Approved by: 7/4/25 Aung Lin (GM/AGM/COO)
 Checked by: Mya Kay Khany (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name

: Be the first

Department Name

: Administration

Reason for Overtime

: Replacement and Holiday OT

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	1.3.25	San Win	Security Head	1:00	7:00	16	16000/-	Replacement OT
	11.3.25	"	"	1:00	7:00	16	16000/-	"
	13.3.25	"	"	1:00	7:00	16	16000/-	Replacement OT
	20.3.25	"	"	1:00	7:00	16	16000/-	Replacement OT
	22.3.25	"	"	1:00	7:00	16	16000/-	"
	26.3.25	"	"	1:00	7:00	16	16000/-	"
	21.3.25	"	"	1:00	7:00	16	16000/-	Replacement OT
	28.3.25	"	"	1:00	7:00	8	80000/-	Replacement OT
	30.3.25	"	"	1:00	7:00	16	16000/-	Replacement OT
Total Hours								
Total Amount							1360000/-	

Requested by

Sign :
Name : San Win
(Requestor)

Approved by

(BH)
Mya Aye Win

Approved by

31/4/25

(GM/AGM/COO)

Checked by

Mya Aye Win
(HR)

EmployeeNo	Designation	EmployeeName	Department	BusinessUnit	Date1	TimeIn	TimeOut	TimeIn Location	TimeOut Location
16287	Security	Myint Aung (4)	Administration	Be The First	09/03/2025	07:07:58 AM	07:07:36 AM	ICT	ICT
16287	Security	Myint Aung (4)	Administration	Be The First	04/03/2025	06:55:54 AM	06:55:25 AM	ICT	ICT
16287	Security	Myint Aung (4)	Administration	Be The First	14/03/2025	07:02:02 AM		ICT	
16287	Security	Myint Aung (4)	Administration	Be The First	15/03/2025	06:40:54 AM	06:40:34 AM	ICT	ICT
8851	Security Head	San Win (4)	Administration	Be The First	07/04/2025	06:59:28 AM		ICT	
8851	Security Head	San Win (4)	Administration	Be The First	30/03/2025	06:46:51 AM	06:46:40 AM	ICT	ICT
8851	Security Head	San Win (4)	Administration	Be The First	26/03/2025	06:42:45 AM	06:42:32 AM	ICT	ICT
8851	Security Head	San Win (4)	Administration	Be The First	22/03/2025	06:54:09 AM	06:53:55 AM	ICT	ICT
8851	Security Head	San Win (4)	Administration	Be The First	20/03/2025	07:10:07 AM	07:09:56 AM	ICT	ICT
8851	Security Head	San Win (4)	Administration	Be The First	11/03/2025	06:49:35 AM	06:49:21 AM	ICT	ICT
8851	Security Head	San Win (4)	Administration	Be The First	13/03/2025	07:01:12 AM		ICT	
14984	Security	Win Zaw(6)	Administration	Be The First	08/03/2025	07:01:15 AM		ICT	
14984	Security	Win Zaw(6)	Administration	Be The First	13/03/2025	06:45:44 AM	06:45:27 AM	ICT	ICT
14984	Security	Win Zaw(6)	Administration	Be The First	12/03/2025	06:44:57 AM	06:44:39 AM	ICT	ICT
14984	Security	Win Zaw(6)	Administration	Be The First	02/03/2025	06:54:51 AM	06:54:35 AM	ICT	ICT
14984	Security	Win Zaw(6)	Administration	Be The First	17/03/2025	07:11:58 AM	07:11:44 AM	ICT	ICT
14984	Security	Win Zaw(6)	Administration	Be The First	14/03/2025	06:45:59 AM	06:45:35 AM	ICT	ICT
14984	Security	Win Zaw(6)	Administration	Be The First	18/03/2025	07:07:26 AM	07:07:13 AM	ICT	ICT
14984	Security	Win Zaw(6)	Administration	Be The First	24/03/2025	06:52:55 AM	06:52:36 AM	ICT	ICT