OVERTIME REQUEST FORM

BU/BR/DIV Name : RE BU

Department Name : Sales & Marketing

Reason for Overtime : YCC Solar Event

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	1.05.2025	Ye Myat Min	Digital Marketing	8:00 AM	7:00 PM	10	15,100/-	
2.	1.05.2025	Hay Mar Soe	Project Sales Engineering	8:00 AM	6:00PM	9	13,590/-	
3.	1.05.2025	Zin Zin Oo	Admin	7:00 AM	8:00 PM	12	18,120/-	
4.	1.05.2025	Win Yan Paing	SEDP	7:00 AM	9:00 PM	13	19,630/-	
					Total Hours	44	66,440/-	
					Total Amount			

	Requested by	Approved by	Approved by	Checked by
Sign :				8/5/25
Name :	Zin Zin Oo	U Aung Myat Thu	U Phyo Thu	Daw Nyein Ei Ei Khaing
	(Requestor)	(DH)	(GM/AGM/COO)	(HR)

05-CHL-HRM-FRM-020-05

OVERTIME REQUEST FORM

BU/BR/DIV Name : RE BU

Department Name : Sales & Marketing

Reason for Overtime : YCC Solar Event

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	2.05.2025	Ye Myat Min	Digital Marketing	5:00 PM	7:00 PM	2	3,020/-	
2.	2.05.2025	Khin Myat Thu	Project Sales Engineering	5:00 PM	8:00 PM	3	4,530/-	
3.	2.05.2025	Zin Zin Oo	Admin	5:00 PM	8:30 PM	3.5	5,285/-	
4.	2.05.2025	Win Yan Paing	SEDP	5:00 PM	9:00 PM	4	6,040/-	
5.	2.05.2025	Khaing Win	Senior Sales	5:00 PM	7:30 PM	2.5	3,775/-	
					Total Hours	15	22,650/-	
					Total Amount			

	Requested by	Approved by	Approved by	Checked by
Sign :				8/5/25
Name :	Zin Zin Oo	U Aung Myat Thu	U Phyo Thu	Daw Nyein Ei Ei Khaing
	(Requestor)	(DH)	(GM/AGM/COO)	(HR)

05-CHL-HRM-FRM-020-05

CamScanner

UMG

OVERTIME REQUEST FORM

BU/BR/DIV Name : RE BU

Department Name : Sales & Marketing

Reason for Overtime : YCC Solar Event

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	3.05.2025	Ye Myat Min	Digital Marketing	5:00 PM	7:00 PM	2	3,020/-	
2.	3.05.2025	Khin Myat Thu	Project Sales Engineering	5:00 PM	8:00 PM	3	4,530/-	
3.	3.05.2025	Zin Zin Oo	Admin	5:00 PM	8:30 PM	3.5	5,285/-	
4.	3.05.2025	Win Yan Paing	SEDP	5:00 PM	9:00 PM	4	6,040/-	
5.	3.05.2025	Khaing Win	Senior Sales	5:00 PM	7:30 PM	2.5	3,775/-	
					Total Hours	15	22,650/-	
					Total Amount			

	Requested by	Approved by	Approved by	Checked by
Sign :				8/5/25
Name :	Zin Zin Oo	U Aung Myat Thu	U Phyo Thu	Daw Nyein Ei Ei Khaing
	(Requestor)	(DH)	(GM/AGM/COO)	(HR)

05-CHL-HRM-FRM-020-05

UMG

OVERTIME REQUEST FORM

BU/BR/DIV Name : RE BU

Department Name : Sales & Marketing

Reason for Overtime : YCC Solar Event

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	4.05.2025	Ye Myat Min	Digital Marketing	8:00 AM	7:00 PM	10	15,100/-	
2.	4.05.2025	Khin Myat Thu	Project Sales Engineering	7:00 AM	7:00 PM	11	16,610/-	
3.	4.05.2025	Zin Zin Oo	Admin	7:00 AM	8:00 PM	12	18,120/-	
4.	4.05.2025	Win Yan Paing	SEDP	7:00 AM	9:00 PM	13	19,630/-	
5.	4.05.2025	Hay Mar Soe	Project Sales Engineering	8:00 AM	6:00PM	9	13,590/-	
					Total Hours	55	83,050/-	
					Total Amount			

	Requested by	Approved by	Approved by	Checked by
Sign :				8/5/25
Name :	Zin Zin Oo	U Aung Myat Thu	U Phyo Thu	Daw Nyein Ei Ei Khaing
	(Requestor)	(DH)	(GM/AGM/COO)	(HR)

05-CHL-HRM-FRM-020-05

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