



### OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC  
 Department Name : Logistics  
 Reason for Overtime : Form

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	2.9.21	H. M. T.	(D)- Man.	6:00 am	8:00 pm	2.	2400	Form
2.	"	"	"	6:00 pm	8:30 pm	1:30	1800	"
3.	3.9.21	"	"	6:00 am	8:00 pm	2.	2400	"
4.	"	"	"	6:00 pm	8:30 pm	1:30	1800	"
5.	4.9.21	"	"	6:00 am	8:00 pm	2.	2400	"
6.	"	"	"	6:00 pm	8:30 pm	1:30	1800	"
7.	5.9.21	"	"	6:00 am	8:00 pm	2.	2400	"
8.	"	"	"	6:00 pm	8:30 pm	1:30	1800	"
9.	6.9.21	"	"	6:00 am	8:00 pm	2.	2400	"
Total Hours						16 hr	19200Ks	
Total Amount								

Requested by: [Signature] Approved by: [Signature] Approved by: [Signature] Checked by: [Signature]  
 Sign: [Signature] Name: H. M. T. (Requestor) (DH) (GM/AGM/COO) (HR)  
 05-CHL-HRM-FRM-020-05



### OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC  
 Department Name : Logistics  
 Reason for Overtime : Form

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10.	"	H. M. T.	(D)- Man.	6:00 pm	8:30 pm	1:30	1800	Form
11.	7.9.21	"	"	6:00 am	8:00 pm	2.	2400	"
12.	"	"	"	6:00 pm	8:30 pm	1:30	1800	"
13.	9.9.21	"	"	6:00 am	8:00 pm	2.	2400	"
14.	"	"	"	6:00 pm	8:30 pm	1:30	1800	"
15.	10.9.21	"	"	6:00 am	8:00 pm	2.	2400	"
16.	"	"	"	6:00 pm	8:30 pm	1:30	1800	"
17.	11.9.21	"	"	6:00 am	8:00 pm	2.	2400	"
18.	"	"	"	6:00 pm	8:30 pm	1:30	1800	"
Total Hours						15 hr	18000Ks	
Total Amount						30Mn		


Requested by: [Signature] Approved by: [Signature] Approved by: [Signature] Checked by: [Signature]  
 Sign: [Signature] Name: H. M. T. (Requestor) (DH) (GM/AGM/COO) (HR)  
 05-CHL-HRM-FRM-020-05



### OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC  
 Department Name : Logistics  
 Reason for Overtime : Ferry

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
19	18.9.24	H. M. T	② - Man.	6:00 AM	8:00 AM	2	2400	Ferry
20	"	"	"	5:00 PM	6:30 PM	1 1/2	1800	"
21	13.9.24	"	"	6:00 AM	8:00 AM	2	2400	"
22	"	"	"	5:00 PM	6:30 PM	1 1/2	1800	"
23	16.9.24	"	"	6:00 AM	8:00 AM	2	2400	"
24	"	"	"	5:00 PM	6:30 PM	1 1/2	1800	"
25	12.9.24	"	"	6:00 AM	8:00 AM	2	2400	"
26	"	"	"	5:00 PM	6:30 PM	1 1/2	1800	"
27	18.9.24	"	"	6:00 AM	8:00 AM	2	2400	"
Total Hours						16 hr	19200K	
Total Amount								

Requested by  Approved by \_\_\_\_\_ Approved by \_\_\_\_\_ Checked by \_\_\_\_\_  
 Sign: \_\_\_\_\_ Name: Hlaing Min Tun (Requestor) (DH) (GM/AGM/COO) (HR)


05-CHL-HRM-FRM-020-05



### OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC  
 Department Name : Logistics  
 Reason for Overtime : Ferry

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
28	"	H. M. T	② - Man.	5:00 PM	6:30 PM	1 1/2	1800	Ferry
29	19.9.24	"	"	6:00 AM	8:00 AM	2	2400	"
30	"	"	"	5:00 PM	6:30 PM	1 1/2	1800	"
31	20.9.24	"	"	6:00 AM	8:00 AM	2	2400	"
32	"	"	"	5:00 PM	6:30 PM	1 1/2	1800	"
33	21.9.24	"	"	6:00 AM	8:00 AM	2	2400	"
34	"	"	"	5:00 PM	6:30 PM	1 1/2	1800	"
35	23.9.24	"	"	6:00 AM	8:00 AM	2	2400	"
36	"	"	"	5:00 PM	6:30 PM	1 1/2	1800	"
Total Hours						15 hr	18600K	
Total Amount						30 Min		

Requested by  Approved by \_\_\_\_\_ Approved by \_\_\_\_\_ Checked by \_\_\_\_\_  
 Sign: \_\_\_\_\_ Name: Hlaing Min Tun (Requestor) (DH) (GM/AGM/COO) (HR)

05-CHL-HRM-FRM-020-05



### OVERTIME REQUEST FORM

BU/BR/DIV Name : MAG  
 Department Name : Logistics  
 Reason for Overtime : ဖေ့

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
37	24.9.21	H. M. T	၅ - Mon.	6:00 am	8:00 am	2	2400	ဖေ့
38	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
39	25.9.21	"	"	6:00 am	8:00 am	2	2400	"
40	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
41	26.9.21	"	"	6:00 am	8:00 am	2	2400	"
42	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
43	27.9.21	"	"	6:00 am	8:00 am	2	2400	"
44	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
45	30.9.21	"	"	6:00 am	8:00 am	2	2400	"
Total Hours						16hr	19200Ks	
Total Amount								

Requested by: [Signature] Sign: Blainy Min Tun  
 Name: Blainy Min Tun (Requestor)  
 Approved by: \_\_\_\_\_ (DH)  
 Approved by: \_\_\_\_\_ (GM/AGM/COO)  
 Checked by: \_\_\_\_\_ (HR)

05-CHL-HRM-FRM-020-05



### OVERTIME REQUEST FORM

BU/BR/DIV Name : MAG  
 Department Name : Logistics  
 Reason for Overtime : ဖေ့, loading

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
46	30.9.21	HMT	၅ - Mon.	5:00 pm	6:30 pm	1.30	1800	
	28.9.21	HMT	၅ - Mon.	8:00 am	10:00 am	2	2400	B&B ပစ္စည်းများ
	29.9.21	HMT	"	10:00 am	12:00 pm	2	2400	ဖေ့ ပစ္စည်းများ branch
Total Hours						5hr	6600Ks	
Total Amount						30Min		

Requested by: \_\_\_\_\_ Sign: \_\_\_\_\_  
 Name: \_\_\_\_\_ (Requestor)  
 Approved by: \_\_\_\_\_ (DH)  
 Approved by: \_\_\_\_\_ (GM/AGM/COO)  
 Checked by: \_\_\_\_\_ (HR)

05-CHL-HRM-FRM-020-05



# OVERTIME REQUEST FORM

BU/BR/DIV Name : **MBA**  
 Department Name : **Logistics**  
 Reason for Overtime : **From unloading**

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	24-9-21	Hloing Man Tun	9-Mon	5:00 pm	7:00 pm	2	2400	2f99p-pp-071-07207
2	u	Khoing Win	W/H	u	u	2	2400	u
3	u	Nhoing Man Tun	9-Mon	u	u	2	2400	u
4	u	Sai Thu Dung	u	u	u	2	2400	u
5	u	V/A. Man	W/H	u	u	2	2400	u
6	u	Dung Myo Thu	u	u	u	2	2400	u
7	u	Bo. Bo. Han	u	u	u	2	2400	u
						<b>Total Hours</b>	<b>14hr</b>	
						<b>Total Amount</b>	<b>16800K</b>	

Requested by  
 Sign:   
 Name: **Hloing Man Tun**  
 (Requestor)

Approved by  
 (DH)

Approved by  
 (GM/AGM/COO)

Checked by  
 (HR)