



MAC
No. 1947/B , Bo Gyoke Street, Yangon - Pathein High Way Road,
Hlaing Thar Yar Township, Yangon.
Yongon

Tax Reg. Number:

EXPENSE PAYMENT VOUCHER

Voucher Reference :MAC-PV-24030028
Voucher Date : 2024-03-12
Employee Name : EI THINZAR NYEIN
Employee ID : MAC-EM-0059

Funds Account : Cash On Hand - MMK-MAC
Voucher Status : posted
Transaction Currency : Myanmar Kyat

Expense Reference #	Amount
MAC-XC-24030019	115,200.00

Payment Amount	: 115,200.00
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Remarks : DIRECT PAY OVERTIME CHGS FOR MAR'24, FOR FEB'24 OVERTIME CHGS OF WAREHOUSE -PIC YAN NAUNG-10,800/-, TIN HTAY-4,800/-, KHAING WIN-3,000/-, THET ZAW HTWE -27,600/-, HLAING MIN HTUN -69,000/- FOR FEB'24, TOTAL CHGS MMK-115,200/-, MAC-XC-24030019, LOG DEPT.

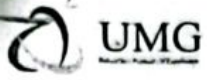
Date : 12-3-2024

Name/NRC No : Phyo Wai Oo

Signature :

Cashier : Zin Marn Htein Linn

Signature :



CASH CLAIM FORM

Date : 1.3.2024

BU/BR/Division : MAC

Department : Logistics

Issue Amount : 115,200k¹ Kyats/ USD

Budget include (or) Not :

Yes Budgeted Title and Amount :

No Reasons for :

Required For:

Payment the OT charges for Warehouse.

မှတ်ချက်။
 (၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစစ်ဆေး၊ တွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။
 (The amount requested must be properly calculated, checked and verified by respective authorized person)
 (၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ၊ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်
 (If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By	Checked By	Checked By	Approved By	Approved By
Requester	Mgr/DH	Finance & Account	GM/AGM/COO	CMC/CEO/Chairwoman
Phyoo Wai Oo	Wai Phyoo Hon	Su Su Thin	Seint Seint Thu	

5/3/24

OVERTIME REQUEST FORM

Div Name : MAC
 Department : Logistics
 Reason for Overtime : Unloading, ugg^၂၂၄. Ferry

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	1.2.24	Yan Naung	2A	5:00pm	6:00pm	1	1200	FO-058-059
2	2.2.24	"	"	8:00AM	5:00pm	8	9600	BTC BIC ugg ^၂ ၂၄
3	3.2.24	Tin Htay	1C	8:00AM	12:00	4	4800	BTC BIC ugg ^၂ ၂၄
4	1.2.24	Khaing Win	2A	5:00pm	6:00pm	1	1200	FO-058-059
5	21.2.24	"	"	5:00PM	6:30pm	1:30	1800	BTC ugg ^၂ ၂၄
6	3.2.24	Thee Saw Htwe	2C	8:00AM	5:00pm	8	9600	BTC BIC ugg ^၂ ၂၄
7	12.2.24	"	"	8:00AM	9:30AM	1:30	1800	Ferry
8	17.2.24	"	"	5:00pm	7:00pm	2	2400	Ferry
9	19.2.24	"	"	6:00AM	8:00AM	2	2400	Ferry
Total Hours						29hr	34800ks	
Total Amount								

Prepared By: [Signature] Name: K.W
 Knowledge By: [Signature] Name: Wai Phyo Han
 Approved By: [Signature] Name: [Name]
 Check By HR: [Signature] Name: Mya Kay Khaw
 05-CHL-HRM-FRM-020-04

OVERTIME REQUEST FORM

BU/BR/Div Name : MAC
 Department : Logistics
 Reason for Overtime : Ferry, BTC ugg^၂၂၄.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
10	19.2.24	Thee Saw Htwe	2C	5:00pm 6:00AM	6:30pm 8:00AM	1:30	1800 2400	Ferry
11	20.2.24	"	"	6:00AM	8:00AM	2	2400	Ferry
12	"	"	"	5:00pm	6:50pm	1:50	1800	"
13	21.2.24	"	"	6:00AM	8:00AM	2	2400	"
14	"	"	"	5:00pm	6:30pm	1:30	1800	BTC ugg ^၂ ၂၄
15	29.2.24	"	"	5:00PM	6:00PM	1	1200	BTC ugg ^၂ ၂၄
Total Hours						9hr 30 Min	10400ks	
Total Amount								

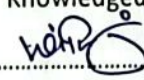
Prepared By: [Signature] Name: J.Z.H
 Knowledge By: [Signature] Name: Wai Phyo Han
 Approved By: [Signature] Name: [Name]
 Check By HR: [Signature] Name: Mya Kay Khaw
 05-CHL-HRM-FRM-020-04

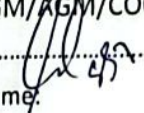
OVERTIME REQUEST FORM


Name : MAC.
 Unit : Logistics.
 Reason for Overtime : Ferry

Date	Name	Rank	Time		Hours	Amount	Remark	
			From	To				
14.8.24	Hlaing Min Ten	2A	6:00 Am	8:00 Am	2	2400	Ferry	
15.8.24	"	"	5:00 pm	6:30 pm	1.30	1800	"	
16.8.24	"	"	6:00 Am	8:00 Am	2	2400	"	
17.8.24	"	"	5:00 pm	6:30 pm	1.30	1800	"	
18.8.24	"	"	6:00 Am	8:00 Am	2	2400	"	
19.8.24	"	"	5:00 pm	6:30 pm	1.30	1800	"	
20.8.24	"	"	6:00 Am	8:00 Am	2	2400	"	
21.8.24	"	"	5:00 pm	6:30 pm	1.30	1800	"	
					Total Hours	15hr 30 Min	18,600Ks	
					Total Amount			

Prepared By 
 Name: HMT

Knownledged By 
 Name: wai Phyo Han

Approved By 
 (GM/AGM/COO)
 Name:


Check By HR 
 Name: Mya Kay Khainy
 05-CHL-HRM-FRM-020-04

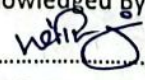


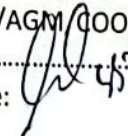
OVERTIME REQUEST FORM

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

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
28	23.8.24	Hlaing Min Ten	2A	6:00 Am	8:00 Am	2	2400	Ferry
29	24.8.24	Hlaing Min Ten	"	5:00 pm	6:30 pm	1.30	1800	"
30	25.8.24	"	"	6:00 Am	8:00 Am	2	2400	"
31	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
32	27.8.24	Hlaing Min Ten	"	6:00 Am	8:00 Am	2	2400	"
33	"	"	"	6:00 pm	6:30 pm	1.30	1800	"
					Total Hours	10hr 30 Min	12,600Ks	
					Total Amount			

Prepared By 
 Name: HMT

Knownledged By 
 Name: wai Phyo Han

Approved By 
 (GM/AGM/COO)
 Name:

Check By HR 
 Name: Mya Kay Khainy
 05-CHL-HRM-FRM-020-04

OVERTIME REQUEST FORM

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

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	1. 8. 24	Wloing Min Ten	2A	6:00 Am	8:00 Am	2	2400	Ferry Am
2.	"	"	"	6:00 pm	6:30 pm	1:30	1800	" per
3.	2. 8. 24	"	"	6:00 Am	8:00 Am	2	2400	" Am
4.	"	"	"	5:00 pm	6:30 pm	1:30	1800	" per
5.	3. 8. 24	"	"	6:00 Am	8:00 Am	2	2400	" Am
6.	"	"	"	5:00 pm	6:30 pm	1:30	1800	" per
7.	6. 8. 24	"	"	6:00 Am	8:00 Am	2	2400	" Am
8.	"	"	"	5:00 pm	6:30 pm	1:30	1800	" per
9.	7. 8. 24	"	"	6:00 Am	8:00 Am	2	2400	" Am
Total Hours						16hr	19200k	
Total Amount								

Prepared By

Knownledged By

Approved By
(GM/AGM/COO)

Check By HR

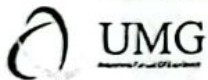
Name: JMT

Name: wai Phyo Han

Name: [Signature]

Name: Mya Kay Khang

05-CHL-HRM-FRM-020-0



OVERTIME REQUEST FORM

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

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
10.	"	Wloing Min Ten	2A	5:00 pm	6:30 pm	1:30	1800	Ferry
11.	8. 8. 24	"	"	6:00 Am	8:00 Am	2	2400	"
12.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
13.	9. 8. 24	"	"	6:00 Am	8:00 Am	2	2400	"
14.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
15.	10. 8. 24	"	"	6:00 Am	8:00 Am	2	2400	"
16.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
17.	13. 8. 24	"	"	6:00 Am	8:00 Am	2	2400	"
18.	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
Total Hours						15hrs	18,600k	
Total Amount						30 Min		

Prepared By

Knownledged By

Approved By
(GM/AGM/COO)

Check By HR

Name: JMT

Name: wai Phyo Han

Name: [Signature]

Name: Mya Kay Khang

05-CHL-HRM-FRM-020-04