



CASH CLAIM FORM

Date: 21.5.2025

BU/BR/Division: YOUN BR

Department: Service

Issue Amount: 24400/ Kyats/ USD

Budget include (or) Not:

Yes [X] Budgeted Title and Amount:
No [ ] Reasons for:

ပူးတွဲသောစာရွက်စာတမ်းများ

Required For:

Pay for employee overtime charges for service department for Apr'25.

မှတ်ချက်။
(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစစ်ဆေးစစ်ဆေးတွက်ချက်ပြီးထားသော 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

Requester (Signature)

Checked By

Mgr/DH (Signature)

Checked By

Finance & Account (Signature)

Approved By

GM/AGM/COO (Signature)

Approved By

CMC/CEO/Chairwoman

04-CFD-CAS-FRM-005-(



### OVERTIME REQUEST FORM

BU/BR/Div Name : YGN Branch  
 Department : Service  
 Reason for Overtime : JR:YGN/JR/25/04/0090, Cus: IME Holding Co.,Ltd, JS: East Dagon(Ywar Thar Gyi), ZX130#90219, Pro:Machine Inspection.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	1-Apr-25	Aung Kyaw Phyoo	2A	17:00	19:30	2.5	3000	
Total Hours						2.5	3000	
Total Amount								

Prepared By: Pyu Name: Pyu  
 Knowledgeled By: JOE Name: JOE  
 Approved By (GM/AGM/COO): [Signature] Name: [Signature]  
 Check By HR: [Signature] Name: [Signature]  
 05-CHL-HRM-FRM-020-04



### OVERTIME REQUEST FORM

BU/BR/Div Name : YGN Branch  
 Department : Service  
 Reason for Overtime : JR:YGN/JR/25/04/0089, Cus: U Zaw Lin Aung, JS: East Dagon, EC210BP#83206, Pro:MCV Resealing.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	5-Apr-25	Than Htet	3C	17:00	19:00	2	2400	
1	5-Apr-25	Kaung Khant Si Thu	2C	17:00	19:00	2	2400	
Total Hours						4	4800	
Total Amount								

Prepared By: Pyu me: Pyu  
 Knowledgeled By: [Signature] Name: [Signature]  
 Approved By (GM/AGM/COO): [Signature] Name: [Signature]  
 Check By HR: [Signature] Name: [Signature]  
 05-CHL-HRM-FRM-020-04



### OVERTIME REQUEST FORM

BU/BR/Div Name : YGN Branch  
 Department : Service  
 Reason for Overtime : JR:YGN/JR/25/04/0089, Cus: U Zaw Lin Aung, JS: East Dagon, EC210BP#83206, Pro:MCV Resealing.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	6-Apr-25	Than Htet	3C	9:00	19:00	9	10800	
1	6-Apr-25	Kaung Khant Si Thu	2C	9:00	19:00	9	10800	
Total Hours						18	21600	
Total Amount								

Prepared By  
 .....  
 Name: *Pyu*

Knownledged By  
 .....  
 Name: *JOE*

Approved By  
 (GM/AGM/COO)  
 .....  
 Name: *JOE*

Check By HR  
 .....  
 Name: *Lettya*

05-CHL-HRM-FRM-020-04



### OVERTIME REQUEST FORM

BU/BR/Div Name : YGN Branch  
 Department : Service  
 Reason for Overtime : JR:YGN/JR/25/04/0089, Cus: U Zaw Lin Aung, JS: East Dagon, EC210BP#83206, Pro:MCV Resealing.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	7-Apr-25	Than Htet	3C	17:00	19:30	2.5	3000	
1	7-Apr-25	Kaung Khant Si Thu	2C	17:00	19:30	2.5	3000	
1	7-Apr-25	Aung Kyaw Phyo	2A	17:00	19:30	2.5	3000	
Total Hours						7.5	9000	
Total Amount								

Prepared By  
 .....  
 Name: *Pyu*

Knownledged By  
 .....  
 Name: *JOE*

Approved By  
 (GM/AGM/COO)  
 .....  
 Name: *JOE*

Check By HR  
 .....  
 Name: *Lettya*

05-CHL-HRM-FRM-02



### OVERTIME REQUEST FORM

BU/BR/Div Name : YGN Branch

Department : Service

Reason for Overtime : JR:YGN/JR/25/04/0099, Cus: Daw San San Aye, JS: Htantapin, LG936L# 606060, Pro: Regular Service.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	9-Apr-25	Aung Kyaw Phyo	2A	17:00	20:00	3	3600	
Total Hours						3	3600	
Total Amount								

Prepared By  
.....  
Name: *Pyu*

Knownledged By  
.....  
Name: *2010*

Approved By  
(GM/AGM/COO)  
.....  
Name: *[Signature]*

Check By HR  
.....  
Name: *[Signature]*

05-CHL-HRM-FRM-020-04



### OVERTIME REQUEST FORM

BU/BR/Div Name : YGN Branch

Department : Service

Reason for Overtime : JR:YGN/JR/25/04/0104, Cus:A1 Co.,Ltd, JS: HTY(Pun Hlaing), ZX210LCH, Pro: Machine Inspection(Battery Relay Abnormal).

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	26-Apr-25	Than Htet	3C	8:30	14:30	5.5	6600	
1	26-Apr-25	Kaung Khant Si Thu	2C	8:30	14:30	5.5	6600	
Total Hours						11	13200	
Total Amount								

Prepared By  
.....  
Name: *Pyu*

Knownledged By  
.....  
Name: *2010*

Approved By  
(GM/AGM/COO)  
.....  
Name: *[Signature]*

Check By HR  
.....  
Name: *[Signature]*

05-CHL-HRM-FRM-020-04



### OVERTIME REQUEST FORM

JU/BR/Div Name : YGN Branch  
 Department : Service  
 Reason for Overtime : JR:YGN/JR/25/04/0105, Cus: The Lord, JS: Sanchaung,MC165as#A2308107, Pro: Machine Inspection(Oil Pressure Sensor Abnormal).

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	27-Apr-25	Than Htet	3C	10:00	19:00	8	9600	
1	27-Apr-25	Kaung Khant Si Thu	2C	10:00	19:00	8	9600	
<b>Total Hours</b>						<b>16</b>	<b>19200</b>	
<b>Total Amount</b>								

Prepared By  
 .....  
 Name:

Knownledged By  
 .....  
 Name:

Approved By  
 (GM/AGM/COO)  
 .....  
 Name:

Check By HR  
 .....  
 Name:

05-CHL-HRM-FRM-020-04