



TRAVEL ADVANCE CLEAR FORM

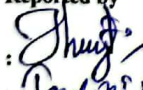
| Cash Advance | | | | |
|---|---------------------------------|--------------------------|-----------------------|--------------------|
| Employee Name | Toe Wai Phyo | Estimated Date of Travel | 19.05.2025~20.05.2025 | |
| Position & Rank | Operator | Total Day | 2 Days | |
| BU/BR/DIV, Dept | PG/Rental | Destination | Pyay | |
| Purpose | Machine Return Inspection | | | |
| Travelling Permit | | | | |
| Arrival Place | Pyay | | | |
| Actual Date & Time of Travel | 19.05.2025~20.05.2025 | (8:00AM~5:00 PM) | | |
| Total Day | 2 Days | | | |
| HR Name | | | | |
| HR Sign | | | | |
| BOH/Authorized Person Name | | | | |
| BOH/Authorized Person | | | | |
| Advance Clear | | | | |
| Actual Date & Time of Travel | | Total Day | | |
| Departure Date & Time | | Arrival Date & Time | | |
| Date | Description | Total Amount | | |
| | | Kyats | USD | |
| 19.05.2025~20.05.2025 | TA for Total - 2 Days (2*15000) | 30,000 | | ✓ |
| | | | | |
| | | | | |
| | Matador 150 KVA | | | |
| | Model : DE165D5 | | | |
| | Sr.No: A2308115 | | | |
| | Customer : ECT | | | |
| | | | | |
| Total Expense (Kyats/USD) | | 30,000 | | |
| Cash Advance (Kyats/USD) | | | | |
| Balance Refund/Additional(Kyats/USD) | | 30,000 | | |
| Job Report Status | | | | |
| Authorization | Name | Position | Date | Sign |
| Prepared by | El Mon Zaw | Staff | 22.05.2025 | <i>[Signature]</i> |
| Approved by Dept Head | Aung Ko Oo | D.H | 22.05.2025 | <i>[Signature]</i> |
| Approved by GM/AGM/COO | Soe Htet Tin | A.G.M | 26.05.2025 | <i>[Signature]</i> |
| Acknowledged by related Superior for Job Report | Aye Min Htoon | VCM | | |
| HR check & approved | Phyo Wai Nyeln | A D.H | 26.5.2025 | <i>[Signature]</i> |
| Cash received | | | | |
| Remark | | | | |

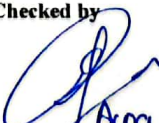
04-CFD-CAS-FRM-006-02

TRAVELLING REPORT

Date : 19.5.2025.....

| | | |
|------------------------|---|-----------------------|
| Report To | DH | |
| Employee Name | Te Uxi Phye | |
| Position | AGMOP | |
| Department | Rental | |
| Business | R2 | |
| Departure & Arrival | Departure Date And Time | Arrival Date And Time |
| | 19.05.2025 (8:00) AM | 20.5.2025 (7:00) PM |
| Total Days | | |
| Trip Information | 1. From Yangon.....To Pyay..... | |
| | 2. From Pyay.....To Yangon..... | |
| | 3. FromTo | |
| Purpose For Travelling | Machine Return Inspection | |
| Travel Date | Activities | Remark |
| 19.5.2025 | we go to pyay job site, met Hlee Kon ECT Madador isokva return to camp arrival to job site. Report to DH. Machine test our return inspection look, we use crane machine lift isok. Report to DH. Go back to office, we late to office come back, so we sleep kyoe Bin kyout office. Report to DH. | |
| 20.5.25 | we early go back to office. Report to DH. Arrival to Head office machine over place is ok. Report to DH. | |

Reported by
 Sign : 
 Name : Te Uxi Phye
 Position : AGMOP

Checked by
 Sign : 
 Name : Aung Ho Co
 Position : DH

(DH/AGM/GM)

Approved by
 Sign :
 Name :
 Position :

(COO)

05-CHL-HRM-FRM-064-01

9:35 AM

U Aye Min Htoon
last seen at 9:07 AM

Dear Management,

I would like to inform (Machine return Inspection)
၁)ဝန်ထမ်းအမည် - Toe Wai Phyo
ရာထူး- Service Man
BU - PG BU
၂)သွားရောက်မည့်ဝန်ထမ်းအရေအတွက်
(1)
၃)ခရီးသွားမည့်နေရာ- Pyay. Wethtikan village
၄) ခရီးသွားမည့်အကြောင်းအရာ-
Machine return Inspection
၅)ခရီးစတင်သွားရောက်မည့်နေ့
ရက်(19.05.2025) နှင့် ပြန်ရောက်မည့်နေ့
ရက် (19.05.2025)အထိပါရှင်
Crane Car ဖြင့် သွားမှာပါရှင်

Matador - 150 KVA
Model - DE165D5
Sr No: -A2308115
Customer - ECTerra agriculture Co.Ltd

Best Regards, edited 9:24 AM

Dear Management,

I would like to inform (Machine break down Inspection)
၁)ဝန်ထမ်းအမည် - Kyaw Min Khaing
ရာထူး- Operator
BU - PG BU
၂)သွားရောက်မည့်ဝန်ထမ်းအရေအတွက်
(1)
၃)ခရီးသွားမည့်နေရာ- Oaktwin
၄) ခရီးသွားမည့်အကြောင်းအရာ-
Machine break down Inspection
၅)ခရီးစတင်သွားရောက်မည့်နေ့
ရက်(19.05.2025) နှင့် ပြန်ရောက်မည့်နေ့
ရက် (20.05.2025)အထိပါရှင်
Express car ဖြင့် သွားမှာပါရှင်

Matador - 100 KVA
Model - DE110D5
Sr No: -A2308112
Customer - Family rice mill

Best Regards, 8:29 AM

9:35 AM

U Aye Min Htoon
last seen at 9:07 AM

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Model - DE165D5
Sr No: -A2308115
Customer - ECTerra agriculture Co.Ltd

Best Regards, edited 9:24 AM

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ရာထူး- Operator
BU - PG BU
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(1)
၃)ခရီးသွားမည့်နေရာ- Oaktwin
၄) ခရီးသွားမည့်အကြောင်းအရာ-
Machine break down Inspection
၅)ခရီးစတင်သွားရောက်မည့်နေ့
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Matador - 100 KVA
Model - DE110D5
Sr No: -A2308112
Customer - Family rice mill

Best Regards, 8:29 AM

Message

Message

1:42 PM

U Aye Min Htoon
online

ရက် (20.05.2025)အထိပါရှင်
Express car ဖြင့် သွားမှာပါရှင်

Matador - 100 KVA
Model - DE110D5
Sr No: -A2308112
Customer - Family rice mill

Best Regards, 8:29 AM

ဆရာရှင်
Trip သွားရန် approve လေးလိုချင်လို့ပါရှင်
1:19 PM

Hsu Yee Htet
Dear Management, I would like to inform...
Please proceed to go to Pyay customer
EC Terra Agriculture. 1:41 PM

Hsu Yee Htet
Dear Management, I would like to inform...
Please proceed to go to Oaktwin
customer Family Rice Mill. 1:42 PM

 1:42 PM

Message

