



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 | | | |
| 1 | 3.3.25 | Hlaing Min Tun | ② Man. | 6:00 Am. | 8:00 Am. | 2' | 2400 | Ferry |
| " | " | " | " | 5:00 pm. | 6:30 pm. | 1:30 | 1800 | " |
| 2 | 4.3.25 | Hlaing Min Tun | " | 6:00 Am. | 8:00 Am. | 2' | 2400 | " |
| " | " | " | " | 5:00 pm. | 6:30 pm. | 1:30 | 1800 | " |
| 3 | 5.3.25 | Hlaing Min Tun | " | 6:00 Am. | 8:00 Am. | 2' | 2400 | " |
| " | " | " | " | 5:00 pm. | 6:30 pm. | 1:30 | 1800 | " |
| 4 | 6.3.25 | Hlaing Min Tun | " | 6:00 Am. | 8:00 Am. | 2' | 2400 | " |
| " | " | " | " | 5:00 pm. | 6:30 pm. | 1:30 | 1800 | " |
| 5 | 7.3.25 | Hlaing Min Tun | " | 6:00 Am. | 8:00 Am. | 2' | 2400 | " |
| | | | | | | Total Hours | 16hrs | |
| | | | | | | Total Amount | 19200K5 | ✓ |

Requested by: *[Signature]* Approved by: _____ Approved by: _____ Checked by: *[Signature]*
 Sign: _____ Name: **Hlaing Min Tun** (Requestor) (DII) (GM/AGM/COO) (HR)

05-CHL-HRM-FRM-020-05



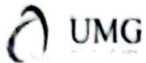
OVERTIME REQUEST FORM

BU/BR/DIV Name : **MBC**
 Department Name : **Logistics**
 Reason for Overtime :

| No. | Date | Name | Position Level | Time | | Hours | Amount | Remark |
|-----|---------|----------------|----------------|----------|----------|---------------------|----------------|--------|
| | | | | From | To | | | |
| " | " | " | " | 5:00 pm. | 6:30 pm. | 1:30 | 1800 | Ferry |
| 8 | 8.3.25 | Hlaing Min Tun | ② Man. | 6:00 Am. | 8:00 Am. | 2' | 2400 | " |
| " | " | " | " | 5:00 pm. | 6:30 pm. | 1:30 | 1800 | " |
| 9 | 10.3.25 | Hlaing Min Tun | " | 6:00 Am. | 8:00 Am. | 2' | 2400 | " |
| " | " | " | " | 5:00 pm. | 6:30 pm. | 1:30 | 1800 | " |
| 10 | 11.3.25 | Hlaing Min Tun | " | 6:00 Am. | 8:00 Am. | 2' | 2400 | " |
| " | " | " | " | 5:00 pm. | 6:30 pm. | 1:30 | 1800 | " |
| 11 | 17.3.25 | Hlaing Min Tun | " | 6:00 Am. | 8:00 Am. | 2' | 2400 | " |
| " | " | " | " | 5:00 pm. | 6:30 pm. | 1:30 | 1800 | " |
| | | | | | | Total Hours | 15hrs | |
| | | | | | | Total Amount | 36000K5 | ✓ |

Requested by: *[Signature]* Approved by: _____ Approved by: _____ Checked by: *[Signature]*
 Sign: _____ Name: **Hlaing Min Tun** (Requestor) (DII) (GM/AGM/COO) (HR)

05-CYL-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 | | | |
| 12 | 18.3.25 | Hlaing Min Tun | D-Man. | 6:00 Am | 8:00 Am | 2 | 2400 | Ferry |
| u | u | u | u | 5:00 pm | 6:30 pm | 1:30 | 1800 | u |
| 13 | 19.3.25 | Hlaing Min Tun | u | 6:00 Am | 8:00 Am | 2 | 2400 | u |
| u | u | u | u | 5:00 pm | 6:30 pm | 1:30 | 1800 | u |
| 14 | 20.3.25 | Hlaing Min Tun | u | 6:00 Am | 8:00 Am | 2 | 2400 | u |
| u | u | u | u | 5:00 pm | 6:30 pm | 1:30 | 1800 | u |
| 15 | 21.3.25 | Hlaing Min Tun | u | 6:00 Am | 8:00 Am | 2 | 2400 | u |
| u | u | u | u | 5:00 pm | 6:30 pm | 1:30 | 1800 | u |
| 16 | 22.3.25 | Hlaing Min Tun | u | 6:00 Am | 8:00 Am | 2 | 2400 | u |
| Total Hours | | | | | | 16hrs | 19200Ks | u |
| Total Amount | | | | | | | | |

Requested by [Signature] Approved by _____ Approved by _____ Checked by [Signature]
 Sign : _____ Name : Hlaing Min Tun. (Requestor) (DII) (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 | | | |
| u | u | u | u | 5:00 pm | 6:30 pm | 1:30 | 1800 | Ferry |
| 17 | 24.3.25 | Hlaing Min Tun | D-Man. | 6:00 Am | 8:00 Am | 2 | 2400 | u |
| u | u | u | u | 5:00 pm | 6:30 pm | 1:30 | 1800 | u |
| 18 | 25.3.25 | Hlaing Min Tun | u | 6:00 Am | 8:00 Am | 2 | 2400 | u |
| u | u | u | u | 5:00 pm | 6:30 pm | 1:30 | 1800 | u |
| 19 | 26.3.25 | Hlaing Min Tun | u | 6:00 Am | 8:00 Am | 2 | 2400 | u |
| u | u | u | u | 5:00 pm | 6:30 pm | 1:30 | 1800 | u |
| 20 | 28.3.25 | Hlaing Min Tun | u | 6:00 Am | 8:00 Am | 2 | 2400 | u |
| u | u | u | u | 5:00 pm | 6:30 pm | 1:30 | 1800 | u |
| Total Hours | | | | | | 15hrs | 18000Ks | u |
| Total Amount | | | | | | 300min | | |

Requested by [Signature] Approved by _____ Approved by _____ Checked by [Signature]
 Sign : _____ Name : Hlaing Min Tun. (Requestor) (DII) (GM/AGM/COO) (HR)

05-CYL-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 | | | | |
| 21 | 29.3.25 | Hlaing Min Tun | ①-Mon. | 6:00 pm. | 8:00 pm. | 2 | 2400 | ferry | |
| u | u | u | u | 5:00 pm. | 6:30 pm. | 1.30 | 1800 | " | |
| 22 | 31.3.25 | Hlaing Min Tun | " | 6:00 pm. | 8:00 pm. | 2 | 2400 | u | |
| u | u | u | u | 5:00 pm. | 6:30 pm. | 1.30 | 1800 | " | |
| | | | | | | Total Hours | 7hrs | 8400 Ks | ✓ |
| | | | | | | Total Amount | | | |

Requested by: [Signature] Approved by: _____ Approved by: _____ Checked by: [Signature]
 Sign: _____ Name: Hlaing Min Tun. (Requestor) (DII) (GM/AGM/COO) (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

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

| No. | Date | Name | Position Level | Time | | Hours | Amount | Remark | |
|-----|---------|----------------|----------------|----------|----------|---------------------|--------|-----------|---|
| | | | | From | To | | | | |
| 1 | 18.3.25 | Hlaing Min Tun | ①-Mon. | 8:00 pm. | 5:00 pm. | 8 | 9600 | MAC-ZK | |
| 2 | u | Sai Thu Aung | u | u | u | 8 | 9600 | u | |
| 3 | u | Khong Win | W/H | u | u | 8 | 9600 | u | |
| 4 | u | Ye Min | W/H | u | u | 8 | 9600 | u | |
| 5 | u | Ther San | W/H | u | u | 8 | 9600 | Ch | |
| | | | | | | Total Hours | 32hrs | 38,400 Ks | ✓ |
| | | | | | | Total Amount | | | |

Requested by: [Signature] Approved by: _____ Approved by: _____ Checked by: [Signature]
 Sign: _____ Name: Hlaing Min Tun. (Requestor) (DII) (GM/AGM/COO) (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

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

| No. | Date | Name | Position Level | Time | | Hours | Amount | Remark |
|-----|---------|----------------|----------------|---------|----------|---------------------|---------------|---------------|
| | | | | From | To | | | |
| 1 | 19.8.25 | Hloing Min Tun | GMen | 5:00 am | 12:00 pm | 7 | 21800 | Tummy |
| 2 | " | Khongy Win | WH | 8:00 am | 12:00 pm | 4 | 11800 | " |
| 3 | " | Sri Thy Aung | GMen | 8:00 am | 12:00 pm | 4 | 11800 | " |
| 4 | " | Y/c Min | WH | 8:00 am | 12:00 pm | 4 | 11800 | " |
| 5 | " | Thon Soa | WH | 8:00 am | 12:00 pm | 4 | 11800 | " |
| | | | | | | Total Hours | 20 hrs | 240000 |
| | | | | | | Total Amount | | |

Requested by
 Sign:
 Name: Hloing 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 : MAC
 Department Name : Logistics
 Reason for Overtime : Loading

| No. | Date | Name | Position Level | Time | | Hours | Amount | Remark |
|-----|---------|----------------|----------------|---------|---------|---------------------|---------------|---------------|
| | | | | From | To | | | |
| 1 | 27.8.25 | Hloing Min Tun | GMen | 8:00 am | 5:00 pm | 8 | 9600 | DO-117 |
| 2 | " | Khongy Win | WH | 8:00 am | 5:00 pm | 8 | 9600 | 118 |
| 3 | " | Sri Thy Aung | GMen | 8:00 am | 5:00 pm | 8 | 9600 | 127 |
| 4 | " | Y/c Min | WH | 8:00 am | 5:00 pm | 8 | 9600 | |
| | | | | | | Total Hours | 32 hrs | 384000 |
| | | | | | | Total Amount | | |

Requested by
 Sign:
 Name: Hloing Min Tun
 (Requestor)

Approved by
 (DH)

Approved by
 (GM/AGM/COO)

Checked by

 (HR)

05-CHL-HRM-FRM-020-05