



CASH CLAIM FORM

Date : 5-4-2024

BU/BR/Division : MAC

Department : Logistics

Issue Amount : 252000Ks Kyats/.....USD

Budget include (or) Not :

Yes

Budgeted Title and Amount :

No

Reasons for :

Required For:

Payment the OI Charges for Logistics for odoo system.
run.

မှတ်ချက်။
 (၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်း၊စစ်ဆေး၊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

Requester

Phyo Wai oo

Checked By

Mgr/DH

Hai Phyo Hon

Checked By

Finance & Account

Su Su Thin

Approved By

GM/AGM/COO

Seint Seint Thu

Approved By


CMC/CEO/Chairwoman

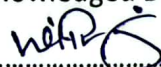
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၂.၀.၂၇.

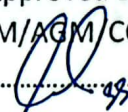
OVERTIME REQUEST FORM

R/Div Name : MDC
 Department : Logistics
 Reason for Overtime : Ferry

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	1.3.24	Hlaing Min Ten.	2A	6:00 Am.	8:00 Am	2	2400	Ferry
2.	"	"	"	6:00 pm.	6:30 pm.	1:30	1800.	"
3.	4.3.24	"	"	6:00 Am.	8:00 Am.	2	2400	"
4.	"	"	"	6:00 pm.	6:30 pm	1:30	1800	"
5.	5.3.24	"	"	6:00 Am	8:00 Am.	2	2400	"
6.	"	"	"	6:00 pm.	6:30 pm	1:30	1800	"
7.	6.3.24	"	"	6:00 Am	8:00 Am	2	2400	"
8.	"	"	"	6:00 pm.	6:30 pm.	1:30	1800	"
9.	7.3.24	"	"	6:00 Am	8:00 Am	2	2400	"
						Total Hours	16hr	
						Total Amount	19,200Ks	

Prepared By 
 Name: HMT

Knownledged By 
 Name: Wai Phyo Han


Approved By 
 (GM/AGM/COO)
 Name:

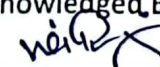
Check By HR 
 Name: Mya Kay Khany
 05-CHL-HRM-FRM-020-04

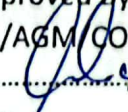
OVERTIME REQUEST FORM

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

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
10.	"	"	"	6:00 pm.	6:30 pm.	1:30	1800.	Ferry
11.	8.3.24	Hlaing Min Ten.	2A	6:00 Am	8:00 Am.	2	2400	"
12.	"	"	"	6:00 pm.	6:30 pm.	1:30	1800	"
13.	9.3.24	"	"	6:00 Am.	8:00 Am.	2	2400.	"
14.	"	"	"	6:00 pm.	6:30 pm.	1:30	1800.	"
15.	11.3.24	"	"	6:00 Am.	8:00 Am.	2	2400	"
16.	"	"	"	6:00 pm.	6:30 pm.	1:30	1800	"
17.	12.3.24	"	"	6:00 Am.	8:00 Am.	2	2400.	"
18.	"	"	"	6:00 pm.	6:30 pm.	1:30	1800.	"
						Total Hours	15hr	
						Total Amount	30 Min	18,600Ks

Prepared By 
 Name: H.Mr. E

Knownledged By 
 Name: Wai Phyo Han

Approved By 
 (GM/AGM/COO)
 Name:

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

OVERTIMEREQUEST FORM

J/BR/Div Name : MAc
 Department : Logistics
 Reason for Overtime : submissions, containers, BTB updat.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	9.3.24	Yan Naung	2A	5:00pm	6:00pm	1	1200	submissions
2	11.3.24	"	"	5:00pm	6:30pm	1:30	1800	submissions
3	20.3.24	"	"	5:00pm	6:00pm	1	1200	containers
4	9.3.24	Tin Hlay	1C	5:00pm	6:00pm	1	1200	submissions
5	11.3.24	"	"	5:00pm	6:30pm	1:30	1800	submissions
6	20.3.24	"	"	5:00pm	6:00pm	1	1200	containers
7	1.3.24	"	"	5:00pm	6:00pm	1	1200	BTB updat.
8	26.3.24	"	"	5:00pm	7:00pm	2	2400	PO-0809
9	26.3.24							
Total Hours						10hr	12,000Ks	
Total Amount								

Prepared By: Wky Name: T.K
 Knowledge By: WPH Name: Wai Phyo Han
 Approved By: [Signature] Name: [Name]
 Check By HR: [Signature] Name: Mya Kay Khain
 05-CHL-HRM-FRM-020-01



OVERTIME REQUEST FORM

BU/BR/Div Name : MAc
 Department : Logistics
 Reason for Overtime : Unloading, submissions, BTB, BTB updat.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	26.3.24	Khaing Win	2A	5:00pm	7:00pm	2	2400	PO-0809
2	27.3.24	"	"	8:00AM	12:00AM	4	4800	submissions
3	14.3.24	Thot Zaw Hwe	2C	5:00pm	7:00pm	2	2400	Remun-914
4	16.3.24	"	"	10:00AM	3:30PM	5	6000	BTB updat.
5	1.3.24	"	"	5:00pm	6:00pm	1	1200	BTB updat.
6	26.3.24	"	"	5:00pm	7:00pm	2	2400	PO-0809
Total Hours						16 hr	19,200Ks	
Total Amount								

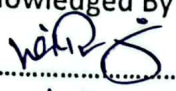
Prepared By: [Signature] Name: J. Z. H
 Knowledge By: WPH Name: Wai Phyo Han
 Approved By: [Signature] Name: [Name]
 Check By HR: [Signature] Name: Mya Kay Khain
 05-CHL-HRM-FRM-020-01

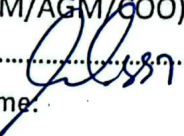
OVERTIME REQUEST FORM

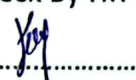
BU/BR/Div Name : MAC
 Department : Logistics
 Reason for Overtime : Ferry

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
19	13.3.24	Hlaing Min Tun	2A	6:00. Am	8:00. Am	2	2400	ferry
20	"	"	"	5:00. pm	6:30. pm	1.30	1800	"
21	14.3.24	"	"	6:00. Am	8:00. Am	2	2400	"
22	"	"	"	5:00. pm	6:30. pm	1.30	1800	"
23	15.3.24	"	"	6:00. Am	8:00. Am	2	2400	"
24	"	"	"	5:00. pm	6:30. pm	1.30	1800	"
25	18.3.24	"	"	6:00. Am	8:00. Am	2	2400	"
26	"	"	"	5:00. pm	6:30. pm	1.30	1800	"
27	19.3.24	"	"	6:00. Am	8:00. Am	2	2400	"
Total Hours						15hr	18600Ks	
Total Amount						30 Min		

Prepared By 

Knownledged By 

Approved By (GM/AGM/COO) 

Check By HR 

Name: H.M.T.

Name: Wai Phyo Han

Name:

Name: Mya Kay Khaing


05-CHL-HRM-FRM-020-04

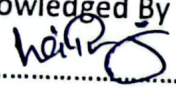



OVERTIME REQUEST FORM

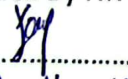
BU/BR/Div Name : MAC
 Department : Logistics
 Reason for Overtime : Ferry

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
28	"	"	"	5:00. pm	6:30. pm	1.30	1800	"
29	20.3.24	Hlaing Min Tun	2A	6:00. Am	8:00. Am	2	2400	ferry
30	"	"	"	5:00. pm	6:30. pm	1.30	1800	"
31	21.3.24	"	"	6:00. Am	8:00. Am	2	2400	"
32	"	"	"	5:00. pm	6:30. pm	1.30	1800	"
33	22.3.24	"	"	6:00. Am	8:00. Am	2	2400	"
34	"	"	"	5:00. pm	6:30. pm	1.30	1800	"
35	23.3.24	"	"	6:00. Am	8:00. Am	2	2400	"
36	"	"	"	5:00. pm	6:30. pm	1.30	1800	"
Total Hours						15hr	18600Ks	
Total Amount						30 Min		

Prepared By 

Knownledged By 

Approved By (GM/AGM/COO) 

Check By HR 

Name: H.M.T.

Name: Wai Phyo Han

Name:

Name: Mya Kay Khaing


05-CHL-HRM-FRM-020-04

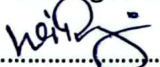
OVERTIME REQUEST FORM

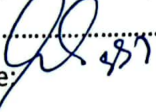
Div Name : MAC
 Department : Logistics
 Reason for Overtime : Odoo

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	27.3.24	Htet ² Phoo wai		8:00	4:30	8hrs	9600ks	Odoo
2.	27.3.24	Aye zarchi ko		8:00	4:30	8hrs	9600ks	"
3.	29.3.24	Soe Myint Thandar Ag		8:00	4:30	8hrs	9600ks	"
4.	27.3.24	Ei Thin Zar Nyein		8:30	4:30	7hr 30min	9000ks	"
5.	27.3.24	Phye ² Win		8:30	4:30	7hr 30min	9000ks	"
6.	27.3.24	Phyo zwi Oo		8:30	4:30	7hr 30min	9000ks	"

Total Hours: 46hr 30mins
 Total Amount: 55800ks

Prepared By

 Name: A.Z.CK

Knownledged By

 Name: Wai Phyo Han

Approved By
 (GM/AGM/COO)

 Name:

Check By HR


 Name: Mya Kay Khain
 05-CHL-HRM-FRM-020-04




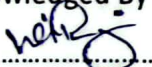
OVERTIME REQUEST FORM

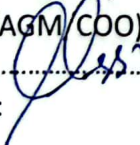
BU/BR/Div Name : MAC
 Department : Logistics
 Reason for Overtime : Odoo


No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1.	30.3.24	Htet ² Phoo wai		8:30	4:30	7:30	9000ks	Odoo
2.	30.3.24	Aye zarchi ko		8:30	4:30	7:30	9000ks	"
3.	30.3.24	Soe Myint Thandar Ag		8:30	4:30	7:30	9000ks	"
4.	30.3.24	Ei Thin Zar Nyein		9:30	4:30	6:50	7800ks	"
5.	30.3.24	Phye ² Win		9:30	4:30	6:30	7800ks	"
6.	30.3.24	Phyo zwi Oo		9:30	12:30	3hrs	3600ks	"

Total Hours: 38hr
 Total Amount: 30 Min
 46200/-


Prepared By

 Name: A.Z.CK

Knownledged By

 Name: Wai Phyo Han


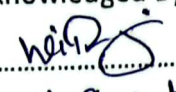
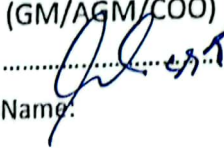

Approved By
 (GM/AGM/COO)

 Name:

Check By HR

 Name: Mya Kay Khain
 05-CHL-HRM-FRM-020-04

OVERTIME REQUEST FORM

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


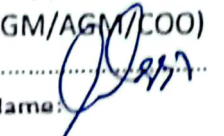
No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
37	25.3.24	Hloing Min Ten.	2A	6:00 am.	8:00 am.	2	2400.	Ferry
38	"	"	"	5:00 pm.	6:30 pm.	1:30	1800	"
39	26.3.24	Hloing Min Ten.	"	6:00 am.	8:00 am.	2	2400	"
40	"	"	"	5:00 pm.	7:00 pm.	2	2400.	မှတ်တမ်းပေးရန်
41	27.3.24	Hloing Min Ten	"	8:00 am.	12:00 am.	4	4800	ဟဲ ၁၈၂၂၄
42	28.3.24	Hloing Min Ten.	"	6:00 am.	8:00 am.	2	2400	ဟဲ ၁၈၂၂၄
43	"	"	"	5:00 pm.	6:30 pm.	1:30	1800.	"
Total Hours						15hr	18,000Ks	
Total Amount								

Prepared By  Name: HMT
 Knowledge By  Name: Wai Phyo Han
 Approved By (GM/AGM/COO)  Name:
 Check By HR  Name: Mya Kay Khaing
 05-CHL-HRM-FRM-020-0

OVERTIME REQUEST FORM

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

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
44	29.3.24	Hloing Min Ten.	2A	6:00 am.	8:00 am.	2	2400.	Ferry
45	"	"	"	5:00 pm.	6:30 pm.	1:30	1800	"
46	29.3.24	Thet Zaw Hone	2C	5:00 PM	6:30 PM	1:30	1800	မှတ်တမ်းပေးရန်
47	30.3.24	"	"	8:00 AM	11:00 PM	3:00	9000	မှတ်တမ်းပေးရန်
48	29.3.24	Tin Hlay	1C	5:00 PM	6:30 PM	1:30	1800	မှတ်တမ်းပေးရန်
49	30.3.24	Yon Naung	2A	8:00 AM	11:00 PM	3:00	9000	မှတ်တမ်းပေးရန်
Total Hours						27 hr	25,800Ks	
Total Amount						30Min		

Prepared By  Name: T. 2.17
 Knowledge By  Name: Wai Phyo Han
 Approved By (GM/AGM/COO)  Name:
 Check By HR  Name: Mya Kay Khaing
 05-CHL-HRM-FRM-020-04