



**Mawlamyaing Branch**

No. 93, Zay Kyo Quarter, Mawlamyaing Tsp, Mon State Mawlamyaing

Tel :  
Fax :

**PAYMENT VOUCHER**

Voucher No. : MLM-PV-2025-05-0006

Cashier :

Voucher Date : 2025-05-07

To :

Currency : MMK

Applicant \_\_\_\_\_ Adm. Manager \_\_\_\_\_ GM \_\_\_\_\_

| No | Description   | Purpose   | Subtotal  |
|----|---|---|-----------|
| 1  | PAYMENT FOR FUEL CHG MMK - 150,000/-, GATE PASS CHG MMK - 3300/-, GUEST HOUSE CHG MMK - 60,000/-, TA CHG MMK - 90,000/-, TOTAL MMK - 303,300/- (TPZY,SET SEL) | Admin - Car Fuel Expenses-MLM                         | 150000.00 |
| 2  | PAYMENT FOR FUEL CHG MMK - 150,000/-, GATE PASS CHG MMK - 3300/-, GUEST HOUSE CHG MMK - 60,000/-, TA CHG MMK - 90,000/-, TOTAL MMK - 303,300/- (TPZY,SET SEL) | Admin - Employee Transportation & Ferry Charges-MLM   | 3300.00   |
| 3  | PAYMENT FOR FUEL CHG MMK - 150,000/-, GATE PASS CHG MMK - 3300/-, GUEST HOUSE CHG MMK - 60,000/-, TA CHG MMK - 90,000/-, TOTAL MMK - 303,300/- (TPZY,SET SEL) | Admin - Employee Travelling Expenses - Local Trip-MLM | 150000.00 |

Total 303,300.00

Total in Words :

Note : PAYMENT FOR FUEL CHG MMK - 150,000/-, GATE PASS CHG MMK - 3300/-, GUEST HOUSE CHG MMK - 60,000/-, TA CHG MMK - 90,000/-, TOTAL MMK - 303,300/- (TPZY,SET SEL)

Date :

Name/NRC No :

Thuya Mae Hlaing

Signature :

Thuya Mae Hlaing



### TRAVEL ADVANCE CLEAR FORM

|                      |                 |                         |  |
|----------------------|-----------------|-------------------------|--|
| Request No.          | REK/HR/01/2025  | Approved Date of Travel | 5.5.2025 (9:00 AM) to 5.5.2025 (4:00 PM) |
| Requester Name       | Phyo Moe Hlaing | Travel Type             | 2 Days                                   |
| Requester Position   | ABOH            | Destination             | Don Ngazay, Kyaukse, Yangon              |
| Requester Department | HR              | Remarks                 | and rate matching                        |

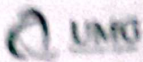
|                               |        |  |  |
|-------------------------------|--------|--|--|
| Request No.                   |        |  |  |
| Request Date & Time of Travel |        |  |  |
| Requester Name                | 2 days |  |  |
| Requester Position            |        |  |  |
| Requester Department          |        |  |  |

|                               |   |                     |                    |
|-------------------------------|---|---------------------|--------------------|
| Request Date & Time of Travel | 5.5.2025  | Travel Day          | 2 days             |
| Destination Date & Time       | 5.5.2025 (9:00 AM) to                                   | Arrival Date & Time | 5.5.2025 (4:00 PM) |
| Date                          | Description   | Total Amount        |                    |
| 5.5.2025                      | Days of travel allowance charges 2 days x 1MP = 15000/- | 9000                | ✓                  |
|                               | Guest house charges 2 day x 60000/-                     | 60000               | ✓                  |
|                               | Fuel charges  | 15000               | ✓                  |
|                               | Gate fee charges  | 3300                | ✓                  |
|                               |   | 2                   |                    |
|                               | Total Expense (K yats USD)                              | 303300              | ✓                  |
|                               | Cash Advance (K yats USD)                               |                     |                    |
|                               | Balance Refund/Additional (K yats USD)                  |                     |                    |

| Approved By                 | Name            | Position | Date     | Sign |
|-----------------------------|-----------------|----------|----------|------|
| Approved by User Head       | Phyo Moe Hlaing | Soleman  | 5.5.2025 | Phyo |
| Approved by HR              | Phyo Moe Hlaing | HR       | 5.5.2025 | Phyo |
| Approved by General Manager | Phyo Moe Hlaing | ABOH     | 5.5.2025 | Phyo |
| Approved by General Manager | Phyo Moe Hlaing | COO      | 5.5.2025 | Phyo |
| Approved by General Manager | Phyo Moe Hlaing | HR       | 5.5.2025 | Phyo |
| Approved by General Manager | Phyo Moe Hlaing | ABOH     | 5.5.2025 | Phyo |

04-CTD-CAS-FRM-008-02

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# TRAVELLING REPORT

Date : 2.5.2025

| Report To              | Dana Lee Lam   |                       |
|------------------------|--|-----------------------|
| Employer Name          | Nay Win Aung   |                       |
| Position               | ABOH   |                       |
| Department             | Unit Sale  |                       |
| Business               | MLM  |                       |
| Departure & Arrival    | Departure Date And Time  | Arrival Date And Time |
|                        | 2.5.2025 (9:00AM)  | 3.5.2025 (4:00PM)     |
| Total Dist             | 120km  |                       |
| Trip Information       | 1. From  | To                    |
|                        | MLM  | Theraphya Layat       |
|                        | 2. From  | To                    |
| TPZY                   | MLM  |                       |
| 3. From                | To   |                       |
| Purpose for Travelling | Unit Sale Marketing  |                       |
| Travel Date            | Activities   | Remark                |
| 2.5.2025               | MIM to TPZY unit Sale Marketing appointment meet Ngue Thang Yan, APP Sales, Ko Ko nji nji factory old customer SRV relation  |                       |
| 3.5.2025               | Kyelt Khani, TPZY to MLM. Madon unit Sale Marketing meet with. South Land Myanmar Diamond Posa Wood, Fuzing Baother factory new customer finding & prospect follow up. |                       |

Reported by  
 Sign :   
 Name : Nay Win Aung  
 Position : ABOH

Checked by  
 Sign :   
 Name : Thinnor Nyo  
 Position : Admin Head  
 (DIAGNOSIS)

Approved by  
 Sign :   
 Name : Paing Swe Lynn  
 Position : COO  
 (COO)

05-CHL-HRM-FRM-054-01





# TRAVELLING REPORT

Date : 2.5.2025

| Report To              | Pang Sae Lynn   |                       |
|------------------------|---|-----------------------|
| Employee Name          | Nay Win Aung  |                       |
| Position               | ABOH  |                       |
| Department             | Unit Sale   |                       |
| Business               | MLM   |                       |
| Departure & Arrival    | Departure Date And Time   | Arrival Date And Time |
|                        | 2.5.2025 (9:00AM)   | 3.5.2025 (4:00PM)     |
| Total Days             | 2 Days  |                       |
| Trip Information       | 1. From MLM To Thonphyin Yangat   |                       |
|                        | 2. From TPZY To MLM   |                       |
|                        | 3. From To  |                       |
| Purpose For Travelling | Unit Sale Marketing   |                       |
| Travel Date            | Activities  | Remark                |
| 2.5.2025               | MLM to TPZY unit Sale Marketing appointment meet Ngwe Thawng Yan, APP Solar, Ko Ko Nyei Nyei Factory old customer SRV relation  |                       |
| 3.5.2025               | Kyeik Khani, TPZY to MLM, Madon unit Sale Marketing meet with, South Land Myanmar Diamond Power Wood, Fuzing Brother Factory new customer Finding & prospect Follow up. |                       |

Reported by  
 Sign :   
 Name : Nay Win Aung  
 Position : ABOH

Checked by  
 Sign :   
 Name : Thinzar Nyo  
 Position : Admin Head  
 (DH/AGM/GM)

Approved by  
 Sign :   
 Name : Pang Sae Lynn  
 Position : COO  
 (COO)

05-CHL-HRM-FRM-064-01

Date : 5.5.2025

BU/BR/Division : MM BR

Department : Unit

Issue Amount : 303,300/- Kyats/ USD  
(ကျပ်သုံး သိန်း သုံး ထောင် သုံး ရာ တိတိ )

Budget include (or) Not :

Yes  Budgeted Title and Amount :

No  Reasons for :

Required For:

- Than Aye Zayat, set sel marketing fuel Ks - 150,000/-, Gate Pass Ks - 3300/-, Guest House Ks - 60,000/- and TA 2 days x 3 MP - Ks - 90,000/-  
Total Ks - 303,300/-

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်းစစ်ဆေးတွက်ချက်ပြီးထားသော 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

*Thuya Moe Hlaing*

*Nay Win Aung*

*May Myint Thu*

*Nay Win Aung*

Requester

Mgr/DH

Finance & Account

GM/AGM/COO

CMC/CEO/Chairwoman

Thuya Moe Hlaing, Nay Win Aung,

May Myint Thu,

Nay Win Aung



### TRAVEL ADVANCE CLEAR FORM

| Cash Advance                                    |   |                          |  |                    |
|---|---|--------------------------|--|--------------------|
| Employee Name                                   | NWA, SYAH, WIK  | Estimated Date of Travel | 2.5.2025 (9:00)AM to 3.5.2025 (4:00)PM |                    |
| Position Rank                                   | ABOH, Saleman   | Total Day                | 2 Days                                 |                    |
| BU/HR DIV, Dept                                 | MMI BR  | Destination              | Phon Myu Zayal, Kyauk Khari, Set. Sel. |                    |
| Purpose   | Unit sale marketing                                     |                          |  |                    |
| Travelling Permit                               |   |                          |  |                    |
| Arrival Place                                   |   |                          |  |                    |
| Actual Date & Time of Travel                    |   |                          |  |                    |
| Total Day                                       | 2 days  |                          |  |                    |
| HR Name   |   |                          |  |                    |
| HR Sign   |   |                          |  |                    |
| BOH/Authorized Person Name                      |   |                          |  |                    |
| BOH/Authorized Person                           |   |                          |  |                    |
| Advance Clear                                   |   |                          |  |                    |
| Actual Date & Time of Travel                    | 5-5-2025  | Total Day                | 2 days                                 |                    |
| Departure Date & Time                           | 2-5-2025 (9:00)AM to                                    | Arrival Date & Time      | 3-5-2025 (4:00) PM                     |                    |
| Date  | Description   | Total Amount             |  |                    |
|   |   | Kyats                    | USD                                    |                    |
| 5-5-2025  | Days of travel allowance charges 2 Days x 3MP x 15000/- | 90,000                   |  | ✓                  |
|   | Guest House Charges 1 day x 60,000/-                    | 60,000                   |  | ✓                  |
|   | Fuel Charges  | 150,000                  |  | ✓                  |
|   | Gate Pass charges                                       | 3,300                    |  | ✓                  |
|   |   | 2                        |  |                    |
|   | <b>Total Expense (Kyats/USD)</b>                        | <b>303,300</b>           |  | <b>✓</b>           |
|   | <b>Cash Advance (Kyats/USD)</b>                         |                          |  |                    |
|   | <b>Balance Refund/Additional (Kyats/USD)</b>            |                          |  |                    |
| Job Report Status                               |   |                          |  |                    |
| Authorization                                   | Name  | Position                 | Date                                   | Sign               |
| Prepared By                                     | Phaya Moe Hlaing  | Saleman                  | 5-5-2025                               | <i>[Signature]</i> |
| Approved By Dept Head                           | Phinzar Nyo   | AH                       | 5-5-2025                               | <i>[Signature]</i> |
| Approved By GM/AGM/COO                          | Nay Win Aung  | ABOH                     | 5-5-2025                               | <i>[Signature]</i> |
| Acknowledged by related Superior for Job Report | Paing Soe Lynn  | COO                      | 5-5-2025                               |                    |
| HR Check & Approved                             | Phinzar Nyo   | HR                       | 5-5-2025                               | <i>[Signature]</i> |
| Cash Received                                   | Phaya Moe Aung  | ABOH                     | 5-5-2025                               | <i>[Signature]</i> |
| Remark  |   |                          |  |                    |



kilo - 344644

၀၉၅၃၂၃၁၁၂

*[Signature]*

**Min Thant - 2**

Kyaik Khami Road, Kyarinn Village,  
Mawlamyaing, Mon State 095323112

**Premium Diesel**

**Vr No:** H-01-20250503-0424

**Date:** 03/05/2025 1:21:10 PM

**Pump:** Pump 6      **Car No:** 9G/2555

**Cashier :** Cashier (Mawlamyaing)

| Gal   | Liter  | Price | Amount |
|-------|--------|-------|--------|
| 3.503 | 15.923 | 3140  | 50,000 |

Thank You. See You again!

Kilo - 344391

*[Handwritten Signature]*

Myat Myittar Mon 0117

(Mawlamyaing)

aycho Block, Kyaikame Main Road,

Mawlamyaing City. 09677094922

**Premium Diesel**

Vr No: H 05 20250502 0538

Date: 02/05/2025 9:45:41 AM

Pump: Pump 11 Car No: 9G/2555

Cashier: Zew Htet Myat Aung

| Gal   | Liter  | Price | Amount       |
|-------|--------|-------|--------------|
| 7.005 | 31.847 | 3140  | 100,000 Kyat |

Thank You Please come again!

နယ်စည်ပင်သာယာရေးအဖွဲ့

အိတ်ကောက်ပြေစာပြတ်ပို့ပေးရန်

No. 0006824

(၃)တန်မှ(၅)တန်အထိ - ၅၀၀/-

အမှတ် - \_\_\_\_\_

MAY 2023

ကောက်ခံသူ

- ၂၀၂၅

လက်မှတ်၊ \_\_\_\_\_

ယ် ဧည့်ပင်သာယာရေးအဖွဲ့  
ကြီးသီးကောက် ပြေစာဖြတ်ပိုင်း

ယာဉ်ငယ် - ၃၀၀/-

*[Handwritten signature]*

အမှတ် -

.....

ဘတ်ခံသည့်ရက်စွဲ

2 MAR 2024

.....

ဘတ်ခံသူလက်မှတ်

.....

အထွေထွေ အမှတ်  
အမှတ် - ၀၂-၀၅-၂၀၂၅ NO

*Handwritten signature*

*Handwritten signature*

*Handwritten initials*

10:01:39 AM



93/2555

Car Class 3

Weight (Ton) 0

Total Fee 600

*Handwritten text*

**M L M**

ued - Susper

02025

*[Handwritten signature]*

(အခြေခံအားလုံးအတွက်)

အခြေခံအားလုံးအတွက် အခြေခံအားလုံး

: 02-05-2025 NO 0205

: 10:59:03 AM

No : 9G/2555

air Class : 3

Weight (Ton) : 3

Total Fee : 200



Bag - Only

၂၀၂၅

စည်ပင်သာယာရေးအဖွဲ့  
ဦးဘိုးကောက် ပြေစာပြတ်ပိုင်း  
ယာဉ်ငယ် - ၃၀၀/-

အမှတ် -

တော်ခံသည့်ရက်စွဲ

၀၅ - MAY 2025

တော်ခံသူလက်မှတ်

ဒါရိုက်တာ ဦးကျော်စွာ ရည်ပေးထားသော  
ခြေစာ ( ၂၀၂၅ - ၂၀၂၆ ) သက္ကရာဇ်  
- MAY 2025

*[Handwritten signature]*

*[Handwritten initials]*

မှတ်

ငယ်/လတ်/ကြီး

၃၀၀

*[Handwritten signature]*

ကောက်ခံသူလက်မှတ်

MUM

ပြင်လမ်းကိတ် ယာဉ်ဖြတ်သန်းစ

- ရေးလမ်းပိုင်း (၅၆ မိုင် ၂ ဇာလုံ)

=

ရက်စွဲ -

စား

= Farm Truck ၂၂ နှစ်အထိ

ပြော

= ၃၀၀ နှစ်

ကံကြေး (၁၀) ဆ

=

ပေါင်းသင့်ငွေ

=

ကောက်ခံသူ

(ဝိသုဒ္ဓါရေးရာ တိုက်ရိုက်)

ရရှိရေးရာ-ပုံနှိပ်ရေးရာ/ရရှိရေးရာ

*[Handwritten signature]*

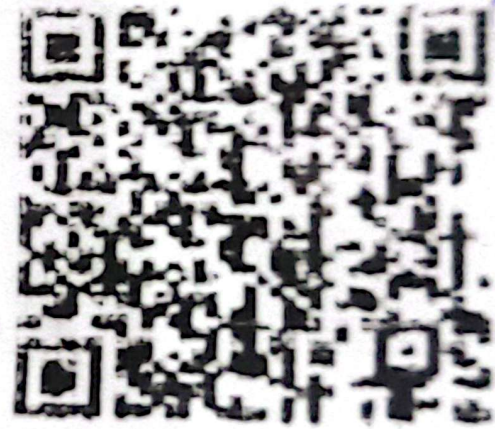
03-05-2025

No. 0305202501908

*[Handwritten initials]*

10:52:54 AM

9 55



Class

3

Weight (kg)

0

Total Fee

800

ရရှိရေးရာ/ရရှိရေးရာ

CASH TRANSFER