



TRAVEL ADVANCE CLEAR FORM

| | | | | |
|---|---|--------------|--------------------------|--------------------|
| Cash Advance | | | | |
| Employee Name | Aung Phan Kyaw | | Estimated Date of Travel | 20.7.21 to 20.8.21 |
| Position Rank | STDP | | Total Day | 1 month |
| BU/BR/DIV, Dept | RE | | Destination | |
| Purpose | For Inspection & MW Solar Project Installation | | | |
| Travelling Permit | | | | |
| Arrival Place | Myeik | | | |
| Actual Date & Time of Travel | 20.7.21 to 20.8.21 | | | |
| Total Day | 1 month | | | |
| HR Name | Pyae Phyo Aung | | | |
| HR Sign | | | | |
| BOE Authorized Person Name | Moe Moe Oo | | | |
| BOE Authorized Person | | | | |
| Advance Clear | | | | |
| Actual Date & Time of Travel | | | Total Day | |
| Departure Date & Time | | | Arrival Date & Time | |
| Date | Description | Total Amount | | |
| | | Kyats | USD | |
| 20.7.21 to 20.8.21 | TA Charges for 1 month on person Aung Phan Kyaw | 240000/- | 5000/- | |
| | Transportation Charges (Carrying motorcycle) | 20000/- | | |
| | Transportation Charges (Laptop) | 5000/- | | |
| Total Expense (Kyats/USD) | | 265000/- | | |
| Cash Advance (Kyats/USD) | | 240000/- | | |
| Balance Refund/Additional (Kyats/USD) | | 25000/- | | |
| Job Report Status | | | | |
| Authorization | Name | Position | Date | Sign |
| Prepared By | U Pyae Phyo | Admin | 21.8.21 | |
| Approved By Dept Head | U Aung Ko Ko Oo | ADH | 26.8.21 | |
| Approved By GM/AGM/COO | U Phyo Thu | AGM | 23.8.21 | |
| Acknowledged by related Superior for Job Report | U Aung Hsen Win | GM | 23.8.21 | |
| HR Check & Approved | Ma Mye E E Khin | HR | | |
| Cash Received | | | | |
| Remark | | | | |

04-CFD-CAS-FRM-006-02



GENERAL EXPENSE CLAIM FORM



Company Name : RE
 Department Name : Service

| No. | Date | Name | Description | Amount | Remark |
|--------------|--------|----------------|----------------------|----------|--------|
| 10 | 6.8.21 | Aung Than Kyau | (ဝိစနာ) 1 MW ရာစာ ၄ | 200000/- | |
| | | | Mysak Branch မှ အငွေ | 2 | |
| | | | အသွယ် ရာစာ | | |
| Total Amount | | | | 200000/- | |

Requested by : *Phyo*
 Name : *Phyo Phyo* (Requester)

Approved by : *A.K.*
 Name : *Aung Ko Ko* (Department Head)

Checked by : *Ning*
 Name : *Ning Ning* (Related FNA/Corp FNA)

Approved by : *Telegram Appo*
 Name : *Phyo Phyo* (OM/AGM/GM)

Approved by : _____
 Name : _____ (ACOO/COO/MD/VCMD)

02-REN-FNA-FRM-002-01



TRAVELLING REPORT

Date : 20.8.24

| | | |
|------------------------|---|-----------------------|
| Report To | Aung Ko Ko Co | |
| Employee Name | Aung Than Kyaw | |
| Position | STDP | |
| Department | Service | |
| Business | RE | |
| Departure & Arrival | Departure Date And Time | Arrival Date And Time |
| | 20.7.24 | 20.8.24 |
| Total Days | 1 month | |
| Trip Information | 1. From Myeik To | |
| | 2. From To | |
| | 3. From To | |
| Purpose For Travelling | 1MW Solar System Installation & Myeik Gate Inspection | |
| Travel Date | Activities | Remark |
| | The daily job reports are attached below | |

Reported by

 Sign : 
 Name : Aung Than Kyaw
 Position : STDP

Checked by

 Sign : 
 Name : Aung Ko Ko Co
 Position : ADH

(DH/AGM/GM)

Approved by

 Sign : 
 Name : Li Aye Men Htoon
 Position :

(COO)

05-CIU-IRM-FRM-064-01

| No. | Date | Status | Job Types/Number |
|-----|---------|---------|---|
| 1 | 21.7.24 | Holiday | Checked accessories lists for 1MW site. Pecked out rail splice 38pcs to transfer Yangon HO. |
| 2 | 22.7.24 | Attend | Went to Tamok customer site. Checked inverter setting and wire connection. |
| 3 | 23.7.24 | Attend | At the Myeik office made morning exercise and attended meeting. Went to Customer Ko Phyo Wai site for 5kw hybrid inverter wifi. Checked the wifi connection. Not the wifi but the circuit found the error file. |
| 4 | 24.7.24 | Attend | At the Myeik office made morning exercise and attended meetings. Went to customer Ko Phyo Wai site and I took a picture of the wifi board. |
| 5 | 25.7.24 | Attend | At the Myeik branch made morning exercise and attended meeting. Cleaned accessories room and accessories list at the Myeik branch. |
| 6 | 26.7.24 | Leave | |
| 7 | 27.7.24 | Attend | At the Myeik branch made morning exercise and attended meeting. Went to 1MW site from Myeik branch. Checked the panel room and checked the output load. |
| 8 | 28.7.24 | Holiday | Checked panel room and cleaned panel room. Checked solar power output load and Encombi panel |
| 9 | 29.7.24 | Attend | Checked panel room and cleaned panel room. Checked Solar power output load and Encombi panel. Checked Encombi panel and Encombi communication error. |
| 10 | 30.7.24 | Attend | Checked panel room and inverter. Checked the power load at the inverter. Checked the Encombi panel, communication error, communication cable and shield cable at the panel room. |
| 11 | 31.7.24 | Attend | Checked panel room and inverter. Checked the power load at the inverter. Checked the Encombi panel, communication error, communication cable and shield cable at the panel room. Encombi communication was ok. |
| 12 | 1.8.24 | Attend | Encombi panel, communication error, communication cable and shield cable at the panel room. Cleaned the accessories room and counted the accessories list. |
| 13 | 2.8.24 | Attend | Checked panel room and inverter. Checked the power load at the inverter. Checked the Encombi panel, communication error, communication cable and shield cable at the panel room. Cleaned the panel room. |
| 14 | 3.8.24 | Holiday | Checked panel room and inverter. Checked the power load at the inverter. Checked the Encombi panel, communication error, communication cable and shield cable at the panel room. |
| 15 | 4.8.24 | Holiday | Checked panel room and inverter. Checked the power load at the inverter. Checked the Encombi panel. |

| | | | |
|----|---------|---------|---|
| 16 | 5.8.24 | Attend | Checked panel room and inverter. Checked the power load at the inverter. Checked the Encombi panel, communication error, communication cable and shield cable at the panel room. Cleaned the panel room and inverter panel. |
| 17 | 6.8.24 | Attend | Checked panel room and inverter. Setting time for inverter address No.1. Come back to Myeik branch from 1MW site. |
| 18 | 7.8.24 | Attend | Went to 10 Kw site and checked wire connection. Checked BMS error connection. Went to Customer Ko Phyo Wai site and changed the wifi board for wifi error. |
| 19 | 8.8.24 | Attend | At the Myeik office made morning exercise and attended meeting. Went to 10Kw site and checked BMS error alarm. Learning Kingkor 10Kw hybrid inverter to version update from Ma Myo Thandar Kyaw. |
| 20 | 9.8.24 | Attend | Went to 10Kw site and checked bms connection. Update 10Kw kingkor hybrid inverter but it's not good. |
| 21 | 10.8.24 | Attend | At the Myeik branch made morning exercise and attended meeting. Delivered Matador Lectro 550W solar panel 3pcs to customer site. |
| 22 | 11.8.24 | Holiday | Cleaned tools room and checked accessories list. |
| 23 | 12.8.24 | Attend | At Myeik branch made morning exercise and attended meeting. Picked up items from Myeik Airport. Went to 10Kw site and upgraded Matador lectro 10Kw kingor hybrid inverter and checked wire connection. It was ok. |
| 24 | 13.8.24 | Attend | At Myeik branch made morning exercise, attended meeting and 5s. Went to Tamok customer site. Connected wifi data logger and checked wire connection. |
| 25 | 14.8.24 | Attend | At Myeik branch made morning exercise and attended meeting. Checked stock list. |
| 26 | 15.8.24 | Attend | At Myeik branch made morning exercise and attended meeting. Bought needed accessories for 1MW site. |
| 27 | 16.8.24 | Attend | At Myeik branch made morning exercise and attended meeting. 12V 200Ah gel battery 16 pcs are equalized at Myeik branch. |
| 28 | 17.8.24 | Holiday | Went to 1MW site from Myeik branch. Checked panel room and inverter panel. Checked encombi communication. |
| 29 | 18.8.24 | Holiday | Checked the panel room and inverter panel. Changed inverter address No. and checked power output load. |
| 30 | 19.8.24 | Attend | Checked the panel room, inverter panel and solar plant. Checked the power output load. Installed the terminal block inverter address No.10 for end. |
| 31 | 20.8.24 | Attend | Cleaned panel room and inverter panel. Checked the power output load and encombi communication. |

Aung Phan Kyaw.

STDP