



Taunggyi Branch

No.85, Union Main Road, Oo Mhin Loop, Taung Lay Lone Vil-lage, Taunggyi Tsp, South Shan State. Taunggyi

Tel :

Fax:

PAYMENT VOUCHER

Voucher No. : TGY-PV-2025-04-0038

Cashier :

Voucher Date : 2025-04-10

To :

Currency : MMK

Applicant Adm. Manager GM

No	Description	Purpose	Subtotal
1	PAY TO NAING MIN ZAW AND THEIN HTUT ZAW TA CHARGES FOR SRV JOB GO TO YET SAUK (8.3.25 ~ 9.3.25) & (7.4.25) = KS 90000/-	Admin - Employee Travelling Expenses - Local Trip-TGY	90000.00

Total 90,000.00

Total in Words :

Note : PAY TO NAING MIN ZAW AND THEIN HTUT ZAW TA CHARGES FOR SRV JOB GO TO YET SAUK (8.3.25 ~ 9.3.25) & (7.4.25) = KS 90000/-

Date : Name/NRC No :

Signature :

CASH CLAIM FORM

Date : 10.4.2025

BU/BR/Division : Taunggyi Branch

Department : SRV

Issue Amount : 90,000/- Kyats/.....USD

Budget include (or) Not :

Yes Budgeted Title and Amount :

No Reasons for :

Required For:

TA Charges For SRV Job; Yet Sauk (8.3.2025 to 9.3.2025)

TA Charges For SRV Job, Yet Sauk (7.4.2025)

မှတ်ချက်။



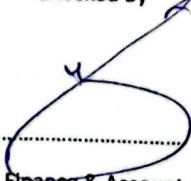

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစစ်ဆေး၊ တွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။

(The amount requested must be properly calculated, checked and verified by respective authorized person)

(၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ

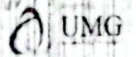
တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်

(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By	Checked By	Checked By	Approved By	Approved By
				
<u>Thein Htat Zaw</u>
Requester	Mgr/DH	Finance & Account	GM/AGM/COO	CMC/CEO/Chairwoman

EMNTA

SERVICE REPORT (GENSET)



No	TCY/R/125104/0133	Date	7.4.25	Customer Call Date	7.4.25	Time	8:00
Customer Name	Aung Myintar	Location	Net Bank	Confirm with Customer			8:30
Contact Person		Phone No.		Go to Job Site Time			9:00
Application	Rec. Factory	Address		Arrival Job Site Time			10:45
Number of Trip	1			Job Start Time			11:00
Description	Brand	Model	Serial No.	Job Finish Time			2:30
Machine	Matador	MINIG5PS	2404136072F	Go Back From Site			5:30
Engine	INEICHA1	INEFD152F207	6P240008880	Arrival Office Time			7:30
Alternator	Alder	TAL-444-K1684	829993002	Job Delay Date & Time			
Controller	DSE	6120	10097755	Reason of Job Delay			
Position		Status	<input checked="" type="checkbox"/> Warranty	<input type="checkbox"/> Non Warranty			
Group Leader	NMZ		<input type="checkbox"/> Other				
Mechanic 1	THZ	KVA: 150	CPL:	SMR: 340h 7 minutes			
Mechanic 2		Types	<input type="checkbox"/> Silence	<input type="checkbox"/> Open			
Services Charges		*Notes: Service Charges is not include repair charges at outside workshop.*					

Customer Call Problem: Regular service

Cause of Problem:

Service Action: Our service teams go to job site and checked around the machine. Then we test run the machine 20 minutes it normal. we drained old engine oil. Dismounted fuel filters and engine oil filter it change new. we filled new engine oil. Test run the machine 20 minutes it normal. Job was finished.

Service Suggestion:

No	Part Description	Part No	Qty	Remark

*Cash On Service Work Done(စက်ပြုပြင်မှု ကျသင့်ငွေများအား ပြင်ဆင်ပေးချက်ချင်းပေးသွင်းရန်။)

*In case must settle within 7days (အကြောင်းအမျိုးမျိုးကြောင့် ချက်ချင်း ငွေမပေးချေနိုင်ပါက (၇)ရက်အတွင်း ပေးချေရမည်။)

Customer Sign : Aung Service Person Sign : [Signature]

Customer Name : Service Person Name : NMZ, THZ

Customer Ph no. : Service Person Ph no. :

Name/ Sign: Service Dept Head	Comment	Redo	
<div style="font-size: 1.5em; text-align: center;">54mm</div>		Excessive visit	
		STD Job Time (HR)	
		Actual Job Time (HR)	
		% to STD Time	
Name/ Sign: Branch Operation Head	Comment	Customer Comment	

[Signature] Net Bank





TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Naing Min Zaw (Shin Htet Zaw)	Estimated Date of Travel	8.3.2025 to 9.3.2025	
Position Rank	Service	Total Day	2 Days	
BU/BR/DIV, Dept	Tacingyi Branch	Destination	Yet Saik.	
Purpose	TGY/RT25/05/0095, U Kbin Sre, Oil Leakage from engine head.			
Travelling Permit				
Arrival Place				
Actual Date & Time of Travel				
Total Day				
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	
8.3.2025	TA Charges For Naing Min Zaw.	15,000		
8.3.2025	TA Charges For Shin Htet Zaw.	15,000		
9.3.2025	TA Charges For Naing Min Zaw.	15,000		
9.3.2025	TA Charges For Shin Htet Zaw.	15,000		
Total Expense (Kyats/USD)		60,000		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Shin Shin Nwe	SRV Admin		
Approved By Dept Head	Sao Yan Naing Moe	SRV Head		
Approved By GM/AGM/COO	Shin Nwe	BOH		
Acknowledged by related Superior for Job Report	Sao Yan Naing Moe	SRV Head		
HR Check & Approved	May Shin Chel	HR		
Cash Received	Naing Min Zaw.	SRV		
Remark				

04-CFD-CAS-FRM-006-02

SERVICE REPORT



No. RY/IR/25/03/0095
 Name U Khin Soe
 Location Vest Sect
 Machine Model MT 354
 Machine SR No 518826
 Engine Brand Laidong
 Engine Model Z1L22B7
 Engine Sr.No. J50814955
 Hour Meter (or) Km 1401
 Job Site Distance over 10 miles
 Application Agriculture.
 Number of Trip 1st

	Date	Time
Customer Call Date	6-3-25	8:00 AM
Confirm with Customer	6-3-25	8:30 AM
Go to Job Site Time	8-3-25	8:30 AM
Arrival Job Site Time	8-3-25	9:00 AM
Job Start Time	8-3-25	9:10 AM
Job Finish Time	8-3-25	5:30 PM
Go Back From Site	8-3-25	8:30 PM
Arrival Office Time	8-3-25	8:30 PM
Job Delay Date & Time		
Reason of Job Delay		

Customer Call Problem Oil leakage from Engine head.

Cause of Problem oil leakage from Engine head.

Service Action Firstly, we go to the job site and checked around the machine and checked engine oil level, coolant level, fan belt tension, air cleaner and battery. And then, we drained coolant, old engine oil and changed head gasket. And we refilled new engine oil and checked engine oil level. We test run the machine. It was ok. Job was progress.

Failure Causal Part

No	Part Description	Part No.	Qty	Remark

*Cash On Service Work Done(စက်ပြုပြင်ခ ကျသင့်ငွေများအား ပြင်ဆင်ပြီး ချက်ချင်းပေးဆွဲရန်။)
 *In case must settle within 7days (အကြောင်းအမျိုးမျိုးကြောင့် ချက်ချင်း ငွေပေးချေနိုင်ပါက (၇)ရက်အတွင်း ပေးချေရမည်။)

Customer Sign [Signature]
 Customer Name _____

Service Person Sign [Signature]
 Service Person Name NMZ/THZ

Name/Sign: <u>[Signature]</u> Service Dept. Head	Comment	Redo	
		Excessive Visit	
Name/Sign: <u>[Signature]</u> Branch Operation Head	Comment	STD Job Time (HR)	
		Actual Job Time (HR)	
		% to STD Time	
		Customer Comment	

