

No - 589-592, Bo Aung Kyaw Street, New Tha Ka Ta (1) Hlaing Thar Yar Township ,Yangon
 Tel : + 95(1) 9690433, +95(9) 4500 43173, +95(9) 250 745 310, +95(9) 25490 3695
 Fax:

ADVANCE CLEARING

Voucher No. : COP-AC2024080009

To : Tin Lin Cho

Voucher Date : 2024-08-14

Advance No : COP-ADV2024070011


Currency : MMK

Payment Method	Status
Cash On Hand - MMK-COP	posted

No.	Description	Track - 1	Track - 2	Amount
1	Adv Clear for Taungoo & Mawlamyine Trip to meet prospect customer and to know market situation PIC- Ko Shwe Phyo Kyaw/MMK-500,000/issued by - Tin Lin Cho.ADV-500,000/- EXP-225,000/- REF-275,000/-(COP-ADV2024070011)			225000.00

Advance Total :	500000.00
Expense Total :	225000.00
Refund / Collect :	275000.00

Note :
Adv Clear for Taungoo & Mawlamyine Trip to meet prospect customer and to know market situation PIC- Ko Shwe Phyo Kyaw/MMK-500,000/issued by - Tin Lin Cho.ADV-500,000/- EXP-225,000/- REF-275,000/-(COP-ADV2024070011)

Date : 15th 8 2024 Name/NRC No : Hpakhang (N) 311174 Signature : 
 Nam Tin wai Hlaing

Fuel v2 ①



CASH ADVANCE CLEAR FORM

Date : 27.7.24

BU/BR/Division : CER

Department : MSS

Advance Issue : 500,000/- Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	23.7.24	COP-ADV2024070011		500,000	Adv pay for BR visit
2	2 nd Time Advance					Location - TGO, MLM
3	3 rd Time Advance					PIC - Shwe Phyo Kyaw
Total Advance					500,000	
Total Actual					225,000	~
Balance Refund/Additional					275,000	

Request By

Checked By

Checked By

30/7/24

Approved By

Approved By

27/7/24

Requester
Tin Lin Cho

Mgr/DH
Tin Lin Cho

Finance & Account
Tinzar Hlana

GM/AGM/COO
Auna Thu Win

CMC
04-CED-CAS-FRM-002-03



TRAVEL ADVANCE CLEAR FORM

Cash Advance		Estimated Date of Travel	
Employee Name	Shwe Phyo Kyaw	(7:00AM)	(5:00PM)
Position Rank	OM	15.7.24 to 19.7.24	
BU/BR/DIV. Dept	CE2	Total Day	5 days
Purpose	Tawogoo & MLM trip		
Travelling Permit			
Arrival Place			
Actual Date & Time of Travel			
Total Day	5 days		
HR Name			
HR Sign			
BOH/Authorized Person Name			
BOH/Authorized Person			
Advance Clear			
Actual Date & Time of Travel		Total Day	5 days
Departure Date & Time	15.7.24 (7:00 AM)	Arrival Date & Time	19.7.24 (5:00 PM)
Date	Description	Total Amount	
		Kyats	USD
15.7.24	Fuel charges	150,000	✓
15 to 19.7.24	TA allowance (TGO, MLM) (15000 x 5)	75,000	✓
Total Expense (Kyats/USD)		225,000	✓
Cash Advance (Kyats/USD)		500,000	
Balance Refund/Additional (Kyats/USD)		275,000	
Job Report Status			
Authorization	Name	Position	Date
Prepared By	Tin Lin Cho	ADH	27.7.24
Approved By Dept Head	Tin Lin Cho	ADH	
Approved By GM/AGM/COO	Aung Thu Win	GM	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	21/8/24
HR Check & Approved	Moe Thazin	HR	25.7.24
Cash Received			
Remark			

Cost: appointment & marketing visit

Shwe Phyo Kyaw

27.7.24


21/8/24


25.7.24

TRAVELLING REPORT

Date : 2/8/2024

Report To	AGM ALOO	
Employee Name	Shwe Phyo Kyaw	
Position	OM	
Department	Management	
Business	CEZ+S	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	15.7.24 7:00 AM	19.7.24 5:00 PM
Total Days	5 Days	
Trip Information	1. From YGN To TGO	
	2. From TGO To MLM	
	3. From MLM To TGO	
Purpose For Travelling	customer appointment and marketing visit.	
Travel Date	Activities	Remark
15.7.24	YGN to TGO meet with customer U Hoo Aung (prospect), Ko Minn Thot Paung (prospect), Ko Kyaw Lin Thu. at TGO.	
16.7.24	Go to MLM, meet with U Myo Nang	
17.7.24	MLM downtown and Mudon area for unit marketing. Meet with U Phay Aung, Ko Yae Chan, Ko Myo Nyunt (2 ton used prospect)	
18.7.24	Visit to Kyauk Mayaw and meet with Ko Phyo Uyi (Rental)	
19.7.24	visit to Zin Kyauk and Paung, meet with Ko Ok Soe.	

Reported by
 Sign : 
 Name : Shwe Phyo Kyaw
 Position : OM

Checked by
 Sign : 
 Name :
 Position :

Approved by
 Sign : 
 Name :
 Position :

(DH/AGM/GM)

(COO)

RLEGU STATION

Contact No. : 09 94 949 226

Date & Time : 15/01/2024 (06:51:13)

Receipt No. : 0005695180

Qty.	Price	Amount
51.903	2,890	150,000 K
TOTAL		150,000 K
		150,000 K

0005695180

Thank you... See You Again !!





No. 589-592, New Tha Ka Ta (1), Bo Aung Kyaw
Hlaing Thar Yar Township, Yangon, Myanmar.

Print Date : 27-Jul-2024

Petrol Requisition By Month Report

No. Vehicle No	Issued Date	Referenced For Month Code	Contract Name	Charges/gallon	Advance		Actual		Input User Name	Remark
					Req: gl	Amount Status	Voucher No.	Issued Extra Allow gallon		
12R/9586 Pick up	27-Jul-2024	MCS/F/385 92	Aung Aung Khaing Min	0	0	300,000 ✓	0	12	150,000 ✓	THANDAR SOE Go to TGO & MLM trip for customer appointment & marketing visit PIC- Ko Shwe Phyo Kyaw Actual date- 15 to 19-Jul-24 Actual gallon-12 Actual Amt- 150000
					300,000		150,000			

Total Charges :

[Signature]

Prepared By
Admin
Tin Lin Cho

[Signature]

Acknowledge By
DH
Tin Lin Cho

[Signature]

Checked By
HR
Moe Thazin

[Signature]

Approved By
GM
Aung Thu Win

[Signature]

27-Jul-2024

Vehicle Exit Permit Summary

S	VehicleNo	OutDate	TimeOut	InDate	TimeIn	Start Kilo	End Kilo	Purpose	Destination
1	2R/9586	01-Jul-2024	08:28	01-Jul-2024	16:28	122421	122446	Office use	Hlaing Tharyar, Recon
2	2R/9586	02-Jul-2024	08:31	02-Jul-2024	16:50	122446	122494	Workshop, Service warranty issue, Meet customer	CnC Yard, Insein, UD office, HTY
3	2R/9586	03-Jul-2024	08:33	03-Jul-2024	16:33	122494	122543	Office use	CNC Yard, Insein, HTY
4	2R/9586	04-Jul-2024	08:37	04-Jul-2024	15:37	122543	122605	Futsal tournament	YWB
5	2R/9586	05-Jul-2024	08:43	05-Jul-2024	16:43	122605	122623	Office use	HTY, CNC Yard
6	2R/9586	08-Jul-2024	09:24	08-Jul-2024	15:44	122623	122757	Office use	Midama, HO, CnC Yard, Insein
7	2R/9586	09-Jul-2024	08:46	09-Jul-2024	16:46	122757	122784	Office use	Midama, HO, CnC Yard, Insein
8	2R/9586	10-Jul-2024	09:11	10-Jul-2024	15:55	122784	122807	Office use	HO, CNC Yard
9	2R/9586	11-Jul-2024	08:51	11-Jul-2024	16:51	122807	122886	Office use	CNC Yard, Hlegu
10	2R/9586	12-Jul-2024	09:10	12-Jul-2024	15:53	122886	122905	Office use	Tapinshwehtee, CNC Yard, HO
11	2R/9586	13-Jul-2024	08:55	13-Jul-2024	15:55	122905	122942	Office use	Tabinshwehtee, HO, CNC Yard
12	2R/9586	15-Jul-2024	08:00	15-Jul-2024	17:56	122942	123367	Branch visit	Yangon to Taungoo
13	2R/9586	16-Jul-2024	09:40	16-Jul-2024	16:00	123367	123776	Branch Visit	Taungoo to Mawlamyaing
14	2R/9586	17-Jul-2024	09:08	17-Jul-2024	16:08	123776	123840	Branch visit	Mawlamying
15	2R/9586	18-Jul-2024	08:19	18-Jul-2024	17:09	123840	123880	Branch visit	MLM Downtown
16	2R/9586	19-Jul-2024	08:13	19-Jul-2024	18:30	123880	124170	Branch visit	MLM to YGN
17	2R/9586	22-Jul-2024	09:25	22-Jul-2024	16:25	124170	124234	Office use	Hlegu, HO, CE2, Phayarian
18	2R/9586	23-Jul-2024	16:27	23-Jul-2024	16:27	124234	124356	Service Job	Sarmalauk, HO
19	2R/9586	24-Jul-2024	08:29	24-Jul-2024	16:29	124356	124400	Office use	Mindama, HO, CNC
20	2R/9586	25-Jul-2024	08:31	25-Jul-2024	16:15	124400	124421	Office use	HO, CNC Yard

11:26 @ GGD & CE2+5 BU 4
12 members, 4 online

Ko Ag Thu Win
Dear Sayar and Ko Zaw Min Myat,
I would like to request TGO and MLM trip approval as below
Employee: Shwe Phyo Kyaw (OM), Pyae Phyo Aung (Reman Sale Head)
Trip Branch: TGO, MLM
Purpose: 1) To meet with Prospect Customers (TGO and MLM)
2) To know real market situation and projection for coming season
3) To build better cooperation with Br and BU for CE sale generation
Trip Start Date: 15.7.2024
Vehicle: 2R/9586
Trip Period: about one week
Pls kindly may we know your instructions on it.

Ko Zaw Min Myat
Ko Ag Thu Win
Dear Sayar and ko Zaw Min Myat, I would to...
Pls proceed and try to be effective. Also need to inform CWO office

U Aye Min Htoon
Ko Ag Thu Win
Dear Sayar and Ko Zaw Min Myat, I would to...
Please proceed but to make sure for effective trip as to purpose.

Ko Ag Thu Win
Ko Zaw Min Myat
Pls proceed and try to be effective. Also nee...
Noted Ako

U Aye Min Htoon
Please proceed but to make sure for effectiv...

9:10 Daw Kyae Mhone Win (MD)
last seen recently

Aung Thu Win
Photo
Dear Ma Mhone
I would like to inform TGO and MLM marketing visit trip of Shwe Phyo Kyaw and Pyae Phyo Aung, we ald get approval from ACCO and VCM also.

Aung Thu Win
Dear Ma Mhone I would like to inform TGO and...
Pls process

နောင်အပတ်ထဲ မန်းလေးရှိလာ
မရှိသေးဘူး အဖေ
တယ်ကျော်ရင်တော့ ရှိနိုင်ပါတယ်

2:26 Daw Kyae Mhone Win (MD)
last seen recently

Aung Thu Win
Photo
Dear Ama
I would like to get advance approval for TGO and MLM trip of SPK, 500000Ks

Aung Thu Win
Dear Ama I would like to get advance approval f...
Pls process

Thanks Ama