



BU/BR/Div Name : PG BU

Department : Rental Department

Reason for Overtime : Regular service ,Return inspection and PDI inspection

OVERTIME REQUEST FORM

No	Date	Name	Position level	Time		Hours	Amount	Remark
				From	To			
1	5.07.2025	Kyaw Min Khnang	Operator	6:30 AM	9:00 AM	2.5	3775	Customer - Myanmar Sing Young Volvo Visit job site and battery two units new change test run inspection.
2		Kaung Khani Kyaw	Daily Worker			2.5	2500	
				Total Hours		5.0	6275	
				Total Amount				

Requested by

Sign

Name : El Mon Zaw

(Requestor)

Approved by

Signature

(D/H)

Approved by

Signature

(GM/AGM/COO)

Checked by

Signature

(HR)

05-CHL-HRM-FRM-020-05