



## CLAIM PAYMENT FORM

Requestor Name : Tin Lin Cho	Budget Type : Include Budget
Department Name :	Payment Type : Claim Payment
Payment Date : 2025-03-26	Prepared By : COP_BudgetDataEntry
Payment Voucher : EX-COP-2025-03-00023	Superior Approved : F&AManagerCOP
No	By
Payment Method : Cash/Bank	Last Approved By : CFD Cashier
Payment Amount : 40000.0	
Currency : MMK	
Exchange Rate : 4,440.0	

No.	Description	Department	Paid Amount	Remark
1	Taxi charges( Singapore dealer conference meeting with Hitachi supplier/PIC-Aung Thu Win)	Marketing & Sale Support Department(COP)	40,000.00	Taxi charges( Singapore dealer conference meeting with Hitachi supplier/PIC-Aung Thu Win)

Expense Total                      40,000.00 K  
Additional/Refund

Note: \_\_\_\_\_

Paid \_\_\_\_\_

Description: \_\_\_\_\_

Paid By *Hlaing*  
 Name : Su See Hlaing  
 NRC No : 911660000000288879  
 Date : 26.10.25

*gint*  
 Received By  
 Name : Zin Mar Hlaing  
 NRC No : 910010000000008782  
 Date : 26-3-25

No. 152 Hlaingtharya Industrial Zone (4)  
Min Gyi Mahar Min Street, Hlaingtharya, Yangon

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Department Name :	Payment Type : Claim Payment
Payment Date :	Prepared By : COP_BudgetDataEntry
Payment Voucher : EX-COP-2025-03-00023	Superior Approved : F&AManagerCOP
No	By
Payment Method : Cash/Bank	Last Approved By :
Payment Amount : 40000.0	
Currency : MMK	
Exchange Rate : 4,420.0	

No.	Description	Department	Request Amount	Remark
1	Taxi charges( Singapore dealer conference meeting with Hitachi supplier/PIC-Aung Thu Win)	Marketing & Sale Support Department(COP)	40,000.00	Taxi charges( Singapore dealer conference meeting with Hitachi supplier/PIC-Aung Thu Win)

Expense Total                      40,000.00 K  
Additional/Refund

Note: .....

<p>Superior Check By</p> <p>Name : <u>Tin Lin Cho</u></p> <p>NRC No : _____</p> <p>Date : _____</p> <p>Remark : _____</p>	<p>F&amp;A</p> <p>Name : <u>Timox Hlong</u></p> <p>NRC No : _____</p> <p>Date : _____</p> <p>Remark : _____</p>	<p>GM/AGM</p> <p>Name : <u>Aung Thu Win</u></p> <p>NRC No : _____</p> <p>Date : _____</p> <p>Remark : _____</p>	<p>COG</p> <p>Name : _____</p> <p>NRC No : _____</p> <p>Date : _____</p> <p>Remark : _____</p>
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Print Date : 21-Mar-2025

Taxi (Bus,Motorcycle,3-wheel etc...) Charges Form

No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
1	2025-03-12	Construction Equipment 2	Management	Aung Thu Win	Singapore trip	06:00	Hlaing Thar Yar(Tapin Shwe Htee)	Airport	20,000	20,000	GA Manager Approved	Visit to Singapore for Hitachi supplier business meeting
2	2025-03-14	Construction Equipment 2	Management	Aung Thu Win	Singapore trip	16:30	Airport	Hlaing Thar Yar(Tapin Shwe Htee)	20,000	20,000	GA Manager Approved	Visit to Singapore for Hitachi supplier business meeting

  
Prepared by  
Admin  
Tin Lin Cho

  
Acknowledge by  
DH  
Tin Lin Cho


  
Check by  
HR  
Moe Thazin


  
Approved by  
GM  
Aung Thu Win

# TRAVELLING REPORT

Date : 20/3/2025

Report To	U Aye Min Htoo, U Zaw Min Myat	
Employee Name	Aung Thu Win	
Position	AGM	
Department	Management	
Business	CE 2+5	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	6:00 AM, 12/3/2025	4:30 PM, 14/3/2025
Total Days		
Trip Information	1. From Ygn To SAN	
	2. From SAN To Ygn	
	3. From To	
Purpose For Travelling	To attend dealer conference meeting	
Travel Date	Activities	Remark
12/3/2025	- Flight to SAN and join welcome dinner	
13/3/2025	Attend dealer conference meeting and study from all dealers presentatry.	
14/3/2025	Flight back to Ygn	

Reported by  
 Sign :   
 Name :  
 Position :

Checked by  
 Sign :   
 Name :  
 Position :

Approved by  
 Sign :   
 Name :  
 Position :

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

Date: 21<sup>st</sup> February 2025

**Common Purpose Co., Ltd**  
**No.152, Mingyi Mahar Min Kaung Street,**  
**Yangon-Pathein Highway Road, Industrial Zone 4,**  
**Hlaing Tharyar Township, Yangon, Myanmar**

**Attention: Mr. Aung Thu Win**

**Passport Number: MG678829**

**Subject: Invitation Letter to visit Singapore and for Marketing Purposes**

Dear Sir / Mdm,

We would like to cordially invite you from your company to pay a visit to Hitachi Construction Machinery Asia & Pacific in Singapore in 13<sup>th</sup> March 2025

During your visit in Singapore, both parties will make further discussion about the measures to promote Hitachi products in the market industry and giving service to customers. Your visit will be very necessary and important for both our corporation.

We hope that this letter provides sufficient information and looking forward to welcoming you to visit Singapore

Your sincerely

Hitachi Construction Machinery Asia and Pacific Pte. Ltd

HITACHI CONSTRUCTION MACHINERY  
ASIA & PACIFIC PTE LTD

  
HAN AH HWA  
Name: Han Ah Hwa  
Title: Marketing Sales

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2 Pioneer Walk, Singapore 627856  
Tel : 6265 2377 (General)  
Fax : 6264 1782 / 6264 2092 (General)  
Fax : 6268 0825 (Marketing)  
Co. Reg. No : 198403087Z