



Construction Equipment 2  
No - 589-592, Bo Aung Kyaw Street. New Tha Ka Ta (1) Hlaing Thar  
Yar Township .

Phone:  
Fax:  
Tax ID:



### EXPENSE CLAIM VOUCHER

Number	: COP-PV-24110001
Date	: 2024-11-06
Payment Subtype	: claim
To	: Nan Tin Wai Hlaing [COP-EM-0135]

Account	Currency	Status
Cash On Hand - MMK-COP	Myanmar Kyat	posted

**Memo**  
Cash Claim For OT Charges and waiting at ship port night duty and cost of food (15.10.24 to 16.10.24) ,MMk-59,600/-Issue By-Nan Tin Wai Hlaing.

Purchase	Reference	Account Reference	Amount
Remarks:		Subtotal:	59,600.00
		Payment Amount:	59,600.00

Date : 6.11.2024 Name/NRC No : Zpakhana (N) Signature : [Signature]

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# CASH CLAIM FORM

Date : 24.10.2024

BU/BR/Division : C.F.S

Department : service

Issue Amount : 59600 Kyats/ USD

Budget include (or) Not :

Yes

Budgeted Title and Amount :

OT charges and waiting at ship port  
freight duty and cost of food.

No

Reasons for :

**Required For:**

OT charges and waiting at ship port freight duty and cost of food (15.10.24 to 16.10.24)

**မှတ်ချက်:**

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်းစစ်ဆေးတွက်ချက်ပြီးထားသော 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 အပြည် 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

*MS*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*  
2024/10/24

Requester

Mgr/DH

Finance & Account

GM/AGM/COO

CMC/CEO/Chairwoman

Nan Tin Wai Hlaing Tin San Oo

Tin Tin Hlaing

Ang Thu Win

04-CFD-CAS-FRM-005-03

# OVERTIME REQUEST FORM

Div Name : CE.S  
 Department : service  
 Reason for Overtime : transform to MYK (waiting at port 810.2355 - 11:220)

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	15.10.2024	Pyae Sone Khad		5:30 Pm	12:00	6:30	7800 ~	Waiting
2	16.10.2024	Pyae Sone Khad		12:30 Am	8:00 Am	7:30	9000 ~	at ship port for
3	15.10.2024	Ang Khad Thu		5:30 Pm	12:00	6:30	7800 ~	810 2355)
4	16.10.2024	u		12:30 Am	8:00 Am	7:30	9000 ~	night duty
<b>Total Hours</b>							33600 ~	
<b>Total Amount</b>								

Prepared By

.....  
 Name:

Nan Tin Wai Hlaing

Knowledged By

.....  
 Name:

Tint San Oo

Approved By

(GM/AGM/COO)

.....  
 Name: Ang Thu Win

Check By HR

.....  
 Name: Moe Thazin

05-CHL-HRM-FRM-020-04

# GENERAL EXPENSE CLAIM FORM

BR/DIV Name :

Department Name :

No.	Date	PIC Name	Description	Category (Customer (Or) Operation)	Cost (MMK)	Remark
1	16.10.24	Pyae Sone Khat	over: 2900	operation	13000/-	waiting
2	"	Ang Khin Thu	"	"	13000/-	at post for 202355 night duty
Total General Expense					26000/-	-

Requested by

Approved by

Checked by

Approved by

Approved by

Sign :

Name :

*Mr. Non Tin Wai Hlaing*  
(Requester)

Sign :

Name :

*Tint San Oo*  
(Department Head)

Sign :

Name :

*Tinzar Hlaing*  
(Finance & Account)

Sign :

Name :

*Ang Thu Klin*  
(OM/AGM/GM)

Sign :

Name :

*2023/10/29*  
(ACOO/COO/MD/CM)

02-COP-FNA-FRM-001-00

HR Telegram Approved

Moe thazin UMG (HR DH)

online



SHARE MY PHONE NUMBER

November 5

Forwarded from Su Lay

**GENERAL EXPENSE CLAIM FORM**

MEMORANDUM NO. \_\_\_\_\_  
 DEPARTMENT NAME \_\_\_\_\_

No.	Date	PM Name	Description	Category (if applicable, please describe)	YTD TOTAL	Amount
1	10/20/24	Phay Thaw Win	work report	operating	13000/-	waiting
2	10/20/24	Phay Thaw Win	work report	operating	16000/-	at rest
						by contract
						right duty
Total General Expense					29000/-	A

Requested by: *[Signature]*  
 Approved by: *[Signature]* (Department Head)  
 Checked by: *[Signature]* (Finance & Accounts)  
 Approved by: *[Signature]* (HR ADMIN)  
 Approved by: *[Signature]* (CFO/CONTROLLER)

If there is error, fraud or misappropriation, the authorized person must take full responsibility to resolve the issue.

HR Sign က ဘယ်တာလည်းအမှ 1:49 PM ✓

approve ပေးရင်ရပြီတဲ့ 1:49 PM ✓

Nan Tin → Su Lay  
HR Sign က ဘယ်တာလည်းအမှ  
Approved ဝါ အမှ 1:49 PM