



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Aung Thu Win	Estimated Date of Travel		
Position Rank	AGM	Total Day		
BU/BR/DIV, Dept	CFE	Destination		
Purpose	Business meeting with Hitachi supplier			
Travelling Permit				
Arrival Place	HMAP (Singapore)			
Actual Date & Time of Travel				
Total Day	3			
HR Name				
HR Sign				
BOH Authorized Person Name				
BOH Authorized Person				
Advance Clear				
Actual Date & Time of Travel			Total Day	3
Departure Date & Time	17.3.25 (6:00 AM)	Arrival Date & Time	14.3.25 (4:30 PM)	
Date	Description	Total Amount		
		Kyats	USD	
12.3.25	Taxi charges (Tapioshweteer to airport)	20,000		
14.3.25	Taxi charges (Airport to Tapioshweteer)	20,000		
<b>Total Expense (Kyats/USD)</b>		40,000		
<b>Cash Advance (Kyats/USD)</b>		-		
<b>Balance Refund/Additional (Kyats/USD)</b>		40,000		
<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Tin Lin Cho	ADH	21.3.25	
Approved By Dept Head	Tin Lin Cho	ADH		
Approved By GM/AGM/COO	Aung Thu Win	AGM		
Acknowledged by related Superior for Job Report	Aye Min Htoon	VCM		
HR Check & Approved	Mae Thazin	HR		
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

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 Thee Win

# TRAVELLING REPORT

 Date : 20/3/2025

Report To	U Aye Min Hloong, U Zaw Min Myat	
Employee Name	Aung Thu Win	
Position	AGM	
Department	Management	
Business	CEP+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 <u>Ygn</u> To <u>SAW</u>	
	2. From <u>SAW</u> To <u>Ygn</u>	
	3. From ..... To .....	
Purpose For Travelling	To attend dealer conference meeting	
Travel Date	Activities	Remark
12/3/2025	- Flight to SAW and join welcome dinner	
13/3/2025	Attend dealer conference meeting and study from all dealers presentation	
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

  
Name: Han Ai Hwa  
Title: Manager

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2 Pioneer Walk, Singapore 627856  
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Fax : 6264 1782 / 6264 2092 (General)  
Fax : 6266 0825 (Marketing)  
Co. Reg. No : 198403087Z