

**Satellite Training Center Banjarmasin**

Jl. A. Yani Km. 16.4 Banjarmasin 70235  
South Kalimantan - INDONESIA  
Phone: +62-511-6747991 (Hunting)  
Fax: +62-511-6747990

## Seat Confirmation Letter

No. : 24 / V / 2017 Date : May 8, 2017  
To : Trakindo Supervisory Skills Participants  
From : Training & Development Supervisor  
Cc : General Manager, General Operation Manager, Branch Manager, Human Resources  
Manager, Manager Service, Department Head, TC Cileungsi, STC Banjarmasin

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**We confirm seat for :**

<b>NO</b>	<b>BRANCH</b>	<b>NAME</b>	<b>SN</b>
1	HO Southern	AHMAD SYAHRANI ALIFUN	19060
2	Banjarmasin	WIRAWAN ADITYA	18491
3	Banjarmasin	TEGUH SETIAWAN	4276
4	Batulicin	AGUS ARIAN NOOR	12454
5	Banjarmasin	MOCHAMAD PRADANA	28695
6	HO Southern	BAMBANG MURDIANTO	6041
7	Pangkalan Bun	BAMBANG MARCONES	12619
8	HO Southern	PUTRA ARIYADI	8824

**To Attend:**

**Course Title** : Trakindo Supervisory Skills  
**Schedule** : 16 – 18 May 2017  
**Time** : 08.00 - 17.00 Wita  
**Location** : STC Banjarmasin  
Jl. A. Yani Km.16 Banjarmasin 70235, Kalimantan Selatan

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Following the above confirmation, please find below additional information for your reference:

- Participant from outside Banjarmasin are required to stay at:
  - **“Tree Park Hotel”**
  - **Jl. Ahmad Yani Km. 6 Banjarmasin 70654**
    - **Phone (0511) 436 3399**
  - Check in on 15 May 2017
  - Check out on 19 May 2017
- Hotel will provide :
  - Breakfast (exclude mini bar & drug store)
  - Daily laundry Max. 5 Pcs / day (1 Set)
  - Transportation from the hotel to the office and back to hotel.Therefore, we need you to stand by at the hotel lobby at 07.15 Wita to be picked up by car.
- Other expenses not covered under company GL, will charge to Personal Account.
- Coffee breaks and lunch are included during the training session.
- **Dress code during the training session is formal shirt (No Jeans).**

Yours sincerely,



**Sunarto**

Training & Development Supervisor