

**Satellite Training Center Balikpapan**

**Jl. Jend Sudirman No. 848**  
**Balikpapan 76114 Kalimantan Timur**  
**Tel. (62-542) 762 810**  
[www.trakindo.co.id](http://www.trakindo.co.id)

## Seat Confirmation Letter

Date : August 7, 2017

No. : 085/T&D NorthKal/VII/2017/II  
To : Incident Investigation Training Participants  
From : L&D Senior Supervisor  
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

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**We confirm seat for:**

No	Name	SN	Branch	Position
1	NOVI DARMANTO	00023421	Balikpapan	Safetyman
2	TAUFIK NUGRAHA	00026195	Balikpapan	SHE Analyst
3	WAHYU BAGAS JATI WALUYO	00021669	Balikpapan	SHE Analyst
4	VALENTINO RATAG	00024366	Tarakan	SHE Analyst
5	ISMADI	00031012	Tj. Redeb-Berau	SHE Analyst

**To Attend:**

**Course Title** : Incident Investigation Training  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 14-15 August 2017  
**Location** : Satellite Training Center Balikpapan  
                  **Jl. Jendral Sudirman No. 848**  
**Phone** : +62 542 762810

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

- Participant from outside Balikpapan are required to stay at:

**Hotel Menara Bahtera**  
**Jl. Jendral Sudirman No.2, Damai**  
**Balikpapan 76114**  
**+62 542 738000**

- Check in : 13 August 2017
  - Check out : 16 August 2017
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- Participants have to check in at hotel a day prior training commencement and check out a day after training completed.
  - Hotel will provide breakfast, dinner (Rp.130.000,-/Gross/Person/Day), Transportation and daily laundry (6 pieces/day/person) for all participants during the training, under company GL.
  - Other expenses not covered under company GL, will charge to Personal Account.
  - Coffee break and lunch are included during the training session.
  - **Dress code during the training session is formal shirt (No Jeans).**

Yours sincerely,



Arisiani R. Wulandari.  
L&D Senior Supervisor