

Satellite Training Center Balikpapan

Jl. Jend Sudirman No. 848
Balikpapan 76114 Kalimantan Timur
Tel. (62-542) 762 810
www.trakindo.co.id

Seat Confirmation Letter

Date : August 29, 2017

No. : 096/T&D NorthKal/VIII/2017/DDT
To : Defensive Drive Training Participants
From : L&D Senior Supervisor
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

We confirm seat for:

No	Name	SN	Branch	Position
1	TOMMY HERNADI	00023731	Balikpapan	Technician
2	RENGGA DHIPTA FIRGA AZMY	00025048	Balikpapan	Technician
3	MUKHAMAD IKSAN	00028830	Tj. Redeb-Berau	Safetyman
4	ARIANTO GUSTAP SAMARA SUNDUN	00027887	Tj. Redeb-Berau	Analyst Strategy
5	TAUFIK NUGRAHA	00026195	Balikpapan	SHE Analyst
6	ABDAN KURNIANSAH	00029776	Gunung Bayan	Technician
7	TOTOK JULIANTO	00021463	Gunung Bayan	Technician
8	YUSRIANSYAH	00022545	Separi	Technician
9	JUMADI	00027397	Separi	Technician
10	DODY ROSIYANTO	00029772	Separi	Technician
11	ANDRI SULISTYA	00014953	Separi	Technician
12	ROMI RAIN MUHAMMAD	00011442	Separi	Senior Technician

To Attend:

Course Title : Defensive Drive Training
Time : 08.00 – 17.00 Wita
Schedule : 4-5 September 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 Pacific
Jl. Jend A Yani No. 33
Balikpapan 76113
+62 542 750888

- Check in : 3 September 2017
 - Check out : 6 September 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