

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 23, 2017

No. : 093/T&D NorthKal/VIII/2017/CC
To : Coaching & Counseling 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 | EKO SUJIANO | 00009230 | Balikpapan | Foreman Service |
| 2 | SUPRIYANTO | 00003051 | Balikpapan | Foreman Service |
| 3 | ERRY BUDHIMAN | 00004018 | Balikpapan | Foreman Service |
| 4 | RUSDIAN NOOR JAYA | 00017667 | Balikpapan | Senior Supervisor SHE |
| 5 | ADI NUGROHO | 00011800 | HO Northern | Senior Specialist Planning |
| 6 | MUHAMMAD ISA ANSHARY | 00008122 | HO Northern | Sales Supervisor |
| 7 | ANANG WIDHIYANTO | 00022705 | Balikpapan | Finance Supervisor |
| 8 | ZULKIFLI | 00019650 | HO Northern | Senior Supervisor HR |
| 9 | SUDARMAN | 00007240 | Samarinda | Foreman Service |
| 10 | GUNAR | 00003359 | Sangatta | Master Technician |
| 11 | ASTRID FOURLIA L. TOBING | 00023676 | HO Northern | Senior Analyst Accounting |
| 12 | I KETUT WINATA | 00002889 | Samarinda | Supervisor Service |
| 13 | MARHAMAH ERNAWATI | 00012908 | Samarinda | Human Resources Supervisor |
| 14 | DARMIN ASMO | 00003674 | Separi | Master Technician |
| 15 | YUYUN ISNINAYA | 00004465 | Separi | Foreman Service |
| 16 | RIFAI KANDONG | 00015053 | HO Northern | Senior Analyst Planning |
| 17 | BUDI SISWOYO | 00003529 | Tarakan | Foreman Service |
| 18 | ADE CANDRA | 00030500 | Sangatta | Senior Analyst HR |
| 19 | ANDY MUHAMMAD HAKIM | 00013132 | Tj. Redeb-Berau | Sales Supervisor |
| 20 | DAVID DWI ASMORO | 00015139 | Tj. Redeb-Berau | Parts Operation Supervisor |

To Attend:

Course Title : Coaching & Counseling Training
Time : 08.00 – 17.00 Wita
Schedule : 11-14 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 Ibis
Jl Ery Suparjan No.2 Balikpapan, Kalimantan Timur
Balikpapan, 76112
+62 542 821820/ 820821

- Check in : 10 September 2017
 - Check out : 15 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