

**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 : October 20, 2017

No. : 113/T&D NorthKal/X/2017/BE  
To : Basic Enviroment 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	M. SYAMSUDIN NUR	00011700	Balikpapan	Office Operation Assistant
2	TEGUH PRIATNO	00012298	Balikpapan	Foreman Service
3	EKA HENDRA	00019786	Tj. Redeb-Berau	General Administration Analyst
4	CATUR ANDRI WICAKSONO	AVIAKO	Tj. Redeb-Berau	Safetyman
5	TRI WIBOWO	00007241	Tj. Redeb-Berau	Technician
6	A.M IRMAN SE	00019614	Tj. Redeb-Berau	Parts Operation Foreman
7	AGUS SULIYANTO	00004099	Tarakan	Foreman Service
8	WAHYUDI WINARTO	00028839	Separi	Analyst Strategy
9	PUJA IRWANTO	00007085	Separi	Senior Technician
10	ALVIN NURKHOLIS	00019624	Gunung Bayan	Parts Operation Supervisor
11	ENDANG HERMAWAN	00003309	Gunung Bayan	Supervisor Service
12	DIMAS SAPUTRA	AVIAKO	Balikpapan	Leader Aviako
13	SETYAWAN AZHAR ACHMAD	00020924	HO Northern	Facility Technician
14	KHOLIL	AVIAKO	Balikpapan	Leader Aviako

**To Attend:**

**Course Title** : Basic Enviroment Training  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 30-31 October 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 Grand Tjokro Balikpapan**  
**Jln Marsma R Iswahyudi RT 03 No 21 Balikpapan, Kalimantan Timur**  
**Balikpapan**  
**+62 542 8521111**

- Check in : 29 October 2017
  - Check out : 1 November 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