

**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 27, 2017

No. : 116/T&D NorthKal/X/2017/DDT  
To : Defensive Drive 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	BAYA NUDIN	00021721	Balikpapan	Technician
2	EKO SAPUTRO	00004365	Balikpapan	Senior Technician
3	BASUKI	00003630	Sangatta	Foreman Service
4	KASBUDI	00012600	Sangatta	Senior Technician
5	RICO HARLANSYAH	00021049	Sangatta	PS Sales Representative
6	IDA BAGUS NAWA KRESNA	00013095	Sangatta	Safetyman
7	DENI DWI PRANOWO	00024686	Separi	Technician
8	NOVRESMIN YACOB KANAN	00024623	Separi	Technician
9	MUCHAMAD ANNAS FATONI HADI	00029299	Gunung Bayan	PS Sales Representative
10	DIDIK DWI PRASETYONO	00016495	Gunung Bayan	Technician
11	KUNCORO PRIHENDARKO	00014969	Gunung Bayan	General Admin Officer
12	IRAWAN SUTRISNO	00021458	Separi	Technician
13	AGUS CIPTO WIDODO	00029777	Separi	Storeman

**To Attend:**

**Course Title** : Defensive Drive Training  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 1-2 November 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 : 31 October 2017
- Check out : 3 November 2017

- 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