

**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 : November 27, 2017

No. : 123/T&D NorthKal/XI/2017/FW  
To : Floor Warden (Satgas Evakuasi) 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	MUHAMAD NASRUN TASMAN	00002916	Balikpapan	Parts Operation Supervisor
2	CHARLES GOZALI	00014852	Tarakan	PS Sales Representative
3	YUSTINUS SYAHRIN	00007934	Separi	Foreman Service
4	ERRY BUDHIMAN	00004018	Balikpapan	Foreman Service
5	MUHAMMAD REZA	00030390	Balikpapan	Storeman
6	EDDY YULIYANTO	00004635	Balikpapan	Foreman Service
7	AGUS SULIYANTO	00004099	Tarakan	Foreman Service
8	MUHAMMAD WAHYUDI	00003148	Tarakan	Supervisor Service
9	SLAMET RIYANTO	00004768	Balikpapan	Senior Technician
10	TIYOK ADITYAWAN	00023350	Balikpapan	Analyst Service Accounts
11	HERU WINANTO	00003061	Balikpapan	Sales Manager
12	ISMADI	00031012	Tj. Redeb-Berau	SHE Analyst
13	DENNIS TOLBOK BUTAR BUTAR	00003549	Sangatta	Supervisor Service
14	ANRI BANI NOVTA BANNELIMBONG	00011421	Sangatta	Supervisor Service
15	MASHUDI SYAHLOSO	00022652	Balikpapan	Analyst Facility & Fixed Assets
16	SUMARDI	00004567	Sanga-Sanga	Senior Technician
17	TEGUH PRIATNO	00012298	Sanga-Sanga	Foreman Service
18	RUSDIANOOR	00004400	Separi	Foreman Service
19	PURWANTO	00019803	Tj. Redeb-Berau	Analyst Warranty
20	ENDANG HERMAWAN	00003309	Gunung Bayan	Supervisor Service

**To Attend:**

**Course Title** : Floor Warden (Satgas Evakuasi) Training  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 4-7 December 2017  
**Location** : Satellite Training Center Balikpapan  
JI. 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**  
**JI Ery Suparjan No.2 Balikpapan, Kalimantan Timur**  
**Balikpapan,76112**  
**+62 542 821820/ 820821**

- Check in : 3 December 2017
- Check out : 8 December 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