

**Customer Support Kalimantan Division**

**Jl. Sultan Hasanuddin No. 1**  
**Kariangau – Balikpapan 76134, Kalimantan Timur**  
**Tel. (62-542) 786 3027**  
[www.trakindo.co.id](http://www.trakindo.co.id)

## Seat Confirmation Letter

Date : December 7, 2017

No. : 33/L&D-CSK/X/2017/IIA  
To : Investigation Incident and Accident Training Participants  
From : HR Manager  
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	James Bruri Formas	00013018	Crc Balikpapan	Analyst Facility & Fixed Assets
2	Harnawi	00006803	Crc	Foreman Service
3	Dardjad	00003461	Crc Balikpapan	Supervisor Service
4	Lilik Harjanto	00003606	Crc Balikpapan	Parts Operation Supervisor
5	Darmawi	00004098	Crc Balikpapan	Supervisor Service
6	Gatot Pribadi	00004767	Crc Balikpapan	Office Services Supervisor
7	Robby Afandy Nugroho	00012314	Crc Balikpapan	Foreman Service
8	Aries Setiawan	00012317	Crc Balikpapan	Foreman Service
9	Ratna Jamilah Sriwulandari	00002861	Crc	Parts Operation Supervisor
10	Muhammad Noor Wahyudhi	00006479	Crc	Foreman Service
11	Supriadi	00029887	Crc	Foreman Service
12	Munandar Yudiantoro	00020969	Crc	SHE Analyst

**To Attend:**

**Course Title** : Investigation Incident and Accident Training  
**Time** : 09.30 – 17.00 Wita (14 December 2017)  
08.00 – 17.00 Wita (15 December 2017)  
**Location** : PT Trakindo Utama - STC Kariangau  
Jl. Sultan Hasanuddin No.08 / RT.01 - Kariangau  
Balikpapan 76134  
**Phone** : +62 542 7863027

Following the above confirmation, please find below additional information for your reference:

Participant from outside Balikpapan are required to stay at:

Hotel Zurich  
Jl. Jendral Sudirman No. 81 Balikpapan  
+62 542 760808

Check in : 13 December 2017

Check out : 16 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 (5 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 include during the training session.
- Dress code during the training session is formal shirt (No Jeans).

Yours sincerely,



Maria Ivony Ratnawati  
Human Resources Manager