

**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 : January 25, 2018

No. : 004/T&D NorthKal/I/2018/STO  
To : Service Tool Operation 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	KAMARUDIN	00003087	Balikpapan	Storeman
2	DICKY SYUKMA CHAHYANA	00015506	Balikpapan	Storeman
3	JASRI TADONA	00029646	Gunung Bayan	Warehouseman
4	AGUNG GUMILAR	00024328	Samarinda	Warehouseman
5	DEDY JUNIAR	00034472	Samarinda	Warehouseman
6	RANDI ALANSYAR	00024786	Tarakan	Storeman
7	FILMON LENGKONG	00030956	Tarakan	Storeman
8	AKHMAD NUR YUWANSYAH	00023271	CRC Balikpapan	Storeman
9	NUR ROHMAN	00034003	CRC Balikpapan	Storeman

**To Attend:**

**Course Title** : Service Tool Operation Training  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 31 January - 2 February 2018  
**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 Zurich**  
**Jl. Jendral Sudirman No. 81**  
**Balikpapan**  
**+62 542 760808**

- Check in : 30 January 2018
- Check out : 3 February 2018

- 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 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