

**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 : March 16, 2018

No. : 022/T&D NorthKal/III/2018/ECE  
To : Excellent Customer Experience Training Participants  
From : STC Head HO Northern  
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	BUDI SETYAWAN	00003006	Balikpapan	Master Technician
2	PUGUH HARIYANSYAH	00004626	Balikpapan	Foreman Service
3	TEGUH PRIATNO	00012298	Sanga-Sanga	Foreman Service
4	TAUFIK HIDAYAT	00012303	Balikpapan	Foreman Service
5	MOHAMMAD TAUFIK HIDAYATULLAH	00003128	Samarinda	Foreman Service
6	AHMAD	00004628	Samarinda	Foreman Service
7	ABDUL MUIS	00005127	Samarinda	Foreman Service
8	HERWIN	00008882	Sangatta	Foreman Service
9	DIMAS BUDI SATRIA	00012603	Sangatta	Foreman Service
10	AGUS SULIYANTO	00004099	Tarakan	Foreman Service
11	DARDIRI	00003106	Tj. Redeb-Berau	Analyst TechCom

**To Attend:**

**Course Title** : Excellent Customer Experience Training  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 26-28 March 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:

**Swiss-Belinn Balikpapan**  
**Jl. Jendral Sudirman No. 345**  
**Balikpapan**  
**62542746180**

- Check in : 25 March 2018
  - Check out : 29 March 2018
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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 (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,



Agus Hermanto  
STC Head HO Northern