

PT Trakindo Utama

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Ref.No: 104/HR SOUTHKAL/III/2018

TANGGAL / DATE : 26 MARET 2018
KEPADA / TO : SDR. ACHMAD SAIFUDDIN / SN. 26340
DARI / FROM : HR MANAGER
PERIHAL / SUBJECT : PENUGASAN / ASSIGNMENT

Sdr. Achmad Saifuddin,

Guna mencapai optimalisasi pengembangan organisasi dan sumber daya manusia serta persetujuan pihak-pihak terkait, maka kami kukuhkan penugasan Saudara yang baru sebagai:

In alignment with optimization to the organization and continuous individual development and also approved by all respective parties, we are pleased to inform your new assignment as follows:

Jabatan / Job title : Analyst Supply Chain SHE & CC
Divisi / Division : Supply Chain Support
Departemen / Department : Supply Chain SHE & CC
Lokasi / Location : Head Office
Tgl berlaku / Effective date : 01 April 2018
Tempat Penerimaan / Point Of Hire : Tanjung

Saudara diminta melapor dan bertanggung jawab kepada **Bapak Hendi Gunadi – Supply Chain Support Manager** yang akan mempersiapkan uraian tugas, tanggung jawab dan sasaran yang harus dicapai dalam penugasan Saudara yang baru.

You are requested to report to Mr. Hendi Gunadi – Supply Chain Support Manager as your direct superior who will clarify your complete job description, scope of responsibilities and target achievements in your new assignment.

Apabila terdapat hal-hal yang belum jelas sehubungan dengan penugasan baru ini silahkan menghubungi *Human Resources Department* terkait.

Should you have any questions related to this assignment, kindly please contact respective Human Resources Department.

Selamat kepada Saudara atas penugasan yang baru.

We wish you success on your new assignment.



H Andy Wahyu Budyarto

Lampiran surat penugasan Ref.No. 104/HR SOUTHKAL/III/2018 tanggal 26 Maret 2018 atas nama :
Attachment to letter of Assignment Ref.No. 104/HR SOUTHKAL/III/2018 dated 26 March 2018 of :

Nama / Name : **ACHMAD SAIFUDDIN / SN. 26340**
Posisi / Position : **Analyst Supply Chain SHE & CC**
Divisi / Division : **Supply Chain SHE & CC**
Tempat Penerimaan / Point of Hire : **Tanjung**
Status Penugasan / Assignment Status : **Family on Location**
Mulai berlaku tgl / Effective Date : **01 April 2018**

1. Tiket sarana transportasi bagi Saudara dan keluarga yang terdaftar di Perusahaan (Istri sah dan 3 orang anak maksimum usia 21 tahun atau belum bekerja) dari Batu Kajang ke Head Office.
 2. Biaya pengangkutan barang pindahan maksimum 19m³ atau sebesar Rp.500.000,- (lima ratus ribu rupiah) Saudara apabila Saudara mengurus sendiri, dapat diklaim melalui ECV (Expense Claim Voucher).
 3. Bantuan Pemondokan Sementara selama 30 hari pertama diberikan berupa fasilitas akomodasi termasuk hotel, mess, guess house, atau barak tergantung pada ketersediaan akomodasi di wilayah tujuan yang di atur oleh perusahaan atau jika tidak tersedia, dapat diberikan penggantian hotel secara lumpsum yang akan dibayarkan melalui payroll, sesuai regulasi perusahaan yang berlaku.
 4. Tunjangan Pindah sebesar 1 (satu) bulan gaji (kotor) apabila keluarga telah bergabung ke lokasi penugasan yang baru.
 5. Bantuan Biaya Pindah Sekolah anak sesuai dengan kebijaksanaan Perusahaan.
 6. Bantuan Perumahan sesuai regulasi perusahaan.
 7. Bantuan biaya transportasi cuti tahunan berupa tiket dari tempat penugasan ke tempat penerimaan / POH.
1. *Transportation ticket for you and your family registered in company system (legal wife and 3 children with maximum 21 years of age or unemployment) from Batu Kajang to Head Office.*
 2. *Shipping cost with maximum 19m³ or IDR 500.000 (Five hundred thousand rupiahs) if you arrange by yourself that could be claimed through ECV (expense Claim Voucher).*
 3. *Temporary boarding accommodation allowance for max. 30 days will be provided in the form of accommodation arranged by company, such as: hotel, mess, guess house or barracks depending on the accommodation availability in the destination or daily lumpsum which will be paid through payroll as per company regulation if unavailable accommodation.*
 4. *1 (one) month basic salary (gross) Moving Allowance if all of your family joined at new location.*
 5. *School Fee Assistance for your children as company policy.*
 6. *Housing Allowance as company regulation.*
 7. *Transportation assistance for annual leave from assignment base to point of hire / POH.*

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