

Strictly Confidential

No. Surat :HR/N-KALI/0219/VIII/2016

Lampiran surat penugasan No.HR/N-KALI/0219/VIII/2016, tanggal 2 Agustus 2016 atas nama:
Attachment to letter of Assignment No.HR/N-KALI/0219/VIII/2016 dated 2 Agustus 2016 of:

Name / Nama	: Sdr Hendrik Beni Kiswantoro
	SN. 29293
Position / Posisi	: PP Sales Representative
Division / Divisi	: PP SALES
Effective Date / Mulai Berlaku Tanggal	: 01 June 2016

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| 1. Sarana Transportasi bagi Saudara dari Gunung Bayan ke Jakarta. | 1. <i>Transportation for you from Gunung Bayan to Jakarta.</i> |
| 2. Bantuan akomodasi sementara atau lumpsum sebesar Rp 400.000/hari (kotor) selama 30 hari sesuai Peraturan Perusahaan (pilih salah satunya). | 2. <i>Entitled for temporary accommodation or daily expense IDR 400.000/days (gross) for 30 days as company regulation (please choose either one).</i> |
| 3. Tunjangan pemondokan pada bulan berikutnya sesuai dengan aturan perusahaan, dibayarkan melalui proses payroll. | 3. <i>Housing allowance in the following month as per company regulation, and will be paid via payroll process.</i> |
| 4. Biaya pengangkutan barang pindahan maksimum 5m ³ atau sebesar Rp 500.000 (lima ratus ribu rupiah) apabila Saudara mengurus sendiri, yang dapat diklaim melalui ECV (Expense Claim Voucher). | 4. <i>Shipping cost with maximum 5m³ or IDR 500.000 (five hundred thousand rupiahs) if you arrange by yourself that could be claimed through ECV (Expense Claim Voucher).</i> |
| 5. Tiket cuti tahunan Jakarta – Balikpapan. | 5. <i>Annual Leave ticket Jakarta - Balikpapan.</i> |