

Satellite Training Center Balikpapan

Jl. Jend Sudirman No. 848
Balikpapan 76114 Kalimantan Timur
Tel. (62-542) 762 810
www.trakindo.co.id

Seat Confirmation Letter

Date : July 23, 2018

No. : 064/T&D NorthKal/VII/2018/POE
To : Parts Operation Excellence Participants
From : STC Head HO Northern
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

We confirm seat for:

No	Name	SN	Branch	Position
1	MUHAMAD NASRUN TASMAN	00002916	Balikpapan	Parts Operation Supervisor
2	MUHAMMAD ZAENUDIN	00031392	Balikpapan	Counterman
3	MOHAMMAD ANSORI	00028761	Samarinda	Parts Analyst
4	SUSANTO BADARUDDIN	00011985	Sangatta	Parts Specialist
5	DWI ELEKTRIAWAN	00016004	Sangatta	Counterman
6	ADI	00019019	Sangatta	Counterman
7	JOKO SULISTYO	00016827	Tarakan	Parts Analyst
8	SENO PRABOWO	00047527	Tj. Redeb-Berau	Storeman
9	ERWAN BAHAR	00030385	Tj. Redeb-Berau	Counterman
10	ADI PRASETIA	00048130	Gunung Bayan	Counterman

To Attend:

Course Title : Parts Operation Excellence
Time : 08.00 – 17.00 Wita
Schedule : 30-31 July 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 : 29 July 2018
- Check out : 1 August 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,



Agus Hermanto
STC Head HO Northern