

**Customer Support Kalimantan Division**

Jl. Sultan Hasanuddin No. 1  
Kariangau – Balikpapan 76134, Kalimantan Timur  
Tel. (62-542) 786 3027  
[www.trakindo.co.id](http://www.trakindo.co.id)

## Seat Confirmation Letter

Date : August 1, 2018

No. : 49/L&D-CSK/VIII/2017/FnF  
To : Finance for Non Finance Training Participants  
From : HR Manager  
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	Sudarmono	3328	CRC	CRC Production Manager
2	Imelda Lumembang S	9768	CRC Balikpapan	Supervisor Service
3	Hendrix Agung Apriwinarto	4526	CRC Balikpapan	Parts Manager
4	Fenti Arida Prasetyorini A	10130	CRC Balikpapan	Part Operation Supervisor
5	Juwanto	3259	CRC Balikpapan	CRC Production Manager
6	Dani Ismail	4212	SOS Balikpapan	Manager SOS Laboratory Operations
7	Achmad Mulyadi	2595	CRC Balikpapan	CRC Production Manager
8	Ahmad Rijani	8480	SOS Balikpapan	Supervisor SOS Laboratory
9	Vicky Rahayu Setyawati	12990	SOS Balikpapan	Supervisor SOS Laboratory Operations
10	Hery Nataliansyah	2607	CRC	Supervisor Service
11	Darmawi	4098	CRC Balikpapan	Supervisor Service

**To Attend:**

**Course Title** : Finance for Non Finance Training  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 07 August 2018  
**Location** : PT Trakindo Utama - Kariangau  
Jl. Sultan Hasanuddin No.08 / RT.01 - Kariangau Balikpapan  
76134  
**Phone** : +62 542 7863027  
**Facilitator** : Wahyudi Hendro Purwono

Following the above confirmation, please find below additional information for your reference:

Participant from outside Balikpapan are required to stay at:

Swiss-Belinn Balikpapan Hotel  
Jl. Jendral Sudirman No. 345 Balikpapan  
+62 542 746180

Check in : 06 August 2018

Check out : 08 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 include during the training session.
- **Dress code during the training session is formal shirt (No Jeans).**

Yours sincerely,



**Maria Ivony Ratnawati**  
Human Resources Manager