

**Kalimantan Operation Division**

**Jl. Pulau Balang KM 13 Soekarno Hatta  
RT. 33 Kelurahan Karang Joang  
Balikpapan Utara, 76127 Indonesia  
Tel. (62-542) 786 3027  
[www.trakindo.co.id](http://www.trakindo.co.id)**

## Seat Confirmation Letter

Date : August 28, 2018

No. : 02/L&D-KalOps/IX/2018/6250NPI  
To : MD 6250 NPI Training Participants  
From : Sr. Supervisor Human Resources  
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

**We confirm seat for:**

No	Name	SN	Branch	Position
1	Mochammad Ishak Al Bashori	00033472	Cileungsi	Instructor 2
2	Muhammad Syarifuddin	00004464	HO South - Kal	Junior Instructor
3	Joko Purnomo	00021871	Head Office	Specialist - Machine Tech. Communicator
4	Eko Soleman Pasomba	00012594	EMP	Senior Instructor
5	Wanto Batara Salempa	00034560	EMP	Supervisor Service
6	Daniel Tallulembang	00034529	EMP	Drills Customer Relation Sr. Supervisor

**To Attend:**

**Course Title : MD 6250 NPI Training**  
**Time : 08.00 – 17.00 Wita**  
**Schedule : 3 - 7 September 2018**  
**Location : PT Trakindo Utama - Balikpapan Branch**  
**Jl. Pulau Balang KM. 13 Soekarno Hatta RT. 33 Balikpapan**  
**Phone : +62 542 8530830**

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

Participant from outside Balikpapan are required to stay at:

Hotel Grand Tjokro Balikpapan Hotel  
Jl. Marsma R. Iswahyudi No. 21 / RT. 003, Sepinggan Balikpapan 76115  
+62 542 852 1111

Check in : 02 September 2018  
Check out : 08 September 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 – Exclude tax), daily laundry (5 pieces/day/person) for all participants during the training, under company GL.
- Transportation would be provided by PT. Trakindo Utama during the training (Hotel ↔ TU Branch Balikpapan)
- Other expenses not covered under company GL, will charge to Personal Account.
- Coffee break and lunch are include during the training session.
- Please bring your own APD during the training (technical) session.
- **Dress code during the training session is formal shirt (No Jeans).**

Yours sincerely,



**Lolita Maharani**  
Sr. Supervisor Human Resources