

**Satellite Training Center Balikpapan**

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

## Seat Confirmation Letter

Date : October 5, 2018

No. : 084/T&D NorthKal/X/2018/BFF  
To : Fire Fighting Class D Training Participants  
From : STC Head HO Northern  
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	RANDI ALANSYAR	00024786	Tarakan	Storeman
2	M FAUZI RIZA PUTRA	00035918	Tarakan	PS Sales Representative

**To Attend:**

**Course Title** : Fire Fighting Class D  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 8-10 October 2018  
**Location** : Satellite Training Center Balikpapan  
JI. 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:

**Hotel Quest Balikpapan**  
**Jl. Jendral Sudirman**  
**Balikpapan Super Block (BSB) Blok H 11**  
**+62 542 7571881**

- Check in : 7 October 2018
- Check out : 11 October 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