

Customer Support Kalimantan Division

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

Seat Confirmation Letter

Date : October 23, 2018

No. : 61/L&D-CSK/X/2017/CSE
To : Customer Service Excellent Training Participants
From : HR Manager
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

We confirm seat for:

| No | Name | SN | Branch | Position |
|----|-----------------------|-------|----------------|---------------------------------------|
| 1 | Joni Siswanto | 6818 | CRC | Analyst Service Operations |
| 2 | Sriyanti | 9834 | CRC Balikpapan | Senior Analyst Service Accounts |
| 3 | Candra Juliawan | 30372 | CRC Balikpapan | Senior Analyst Parts |
| 4 | Wisnu Nurcahyo | 24805 | CRC Balikpapan | Senior Analyst Technical Communicator |
| 5 | Gunawan | 34777 | CRC Balikpapan | Mechanic CRC |
| 6 | Rezha Hardani | 31812 | CRC Balikpapan | Mechanic CRC |
| 7 | Topo Pristyawan | 48257 | CRC Balikpapan | Specialist Technical Communicator |
| 8 | Rachmad Sholihin Arif | 34282 | CRC Balikpapan | Storeman |
| 9 | Fikal Hariyadi | 33995 | CRC Balikpapan | Storeman |

To Attend:

Course Title : Customer Service Excellent Training
Time : 08.00 – 17.00 Wita
Schedule : 30 - 31 October 2018
Location : PT Trakindo Utama - Kariangau
Jl. Sultan Hasanuddin No.08 / RT.01 - Kariangau Balikpapan
76134
Phone : +62 542 7863027
Facilitator : Dinar Ajie P& Nurul Aisyah A

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 : 29 October 2018

Check out : 01 November 218

- 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), daily laundry (5 pieces/day/person) for all participants during the training, under company GL.
- Hotel will provide transportation from the hotel to the office and back to hotel. Therefore, we need you to stand by at the hotel lobby at 07.00 WITA to be picked up by car. (please communication with hotel receptionist)
- 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).**
- **Please bring your Personal Protective Equipment (PPE) for technical course.**

Yours sincerely,



Maria Ivony Ratnawati
Human Resources Manager