

**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 25, 2018

No. : 097/T&D NorthKal/X/2018/TOPS  
To : Trakindo Outstanding Presentasi Skill Training 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	ADE HAMKA	00008819	Separi	Foreman Service
2	EKO CAHYONO	00006159	Separi	Sales Executive
3	TRI RIANI PAMULARSIH	00015435	Samarinda	Sales Supervisor
4	BASUKI PURNOMO	00002876	Separi	Sr Analyst Service Accounts
5	BAMBANG	00003041	Samarinda	Sr Analyst Service Accounts
6	MUHAMMAD TAUFIQ ARIE SANDI	00025532	Samarinda	Analyst Warranty
7	IDA BAGUS NAWA KRESNA	00013095	Sangatta	Safetyman
8	NOVI DARMANTO	00023421	Sanga-Sanga	SHE Analyst
9	GUNAR	00003359	Sangatta	Master Technician
10	SUNARTO	00014791	Separi	Sr Analyst Service Accounts
11	VALENTINO RATAG	00024366	Tarakan	SHE analyst
12	NUGROHO ARIBOWO	00021379	Tj. Redeb-Berau	Sales Executive
13	YERRY AA SUOTH	00003381	Tj. Redeb-Berau	Supervisor Service

**To Attend:**

**Course Title** : Trakindo Outstanding Presentasi Skill  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 5-6 November 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 : 4 November 2018
- Check out : 7 November 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