

Satellite Training Center Balikpapan

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

Seat Confirmation Letter

Date : November 12, 2018

No. : 105/T&D NorthKal/XI/2018/SMKP
To : Diklat SMKP 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	KABIR AKKAS	00003957	Samarinda	SHE Senior Supervisor
2	IDA BAGUS NAWA KRESNA	00013095	Sangatta	Safetyman
3	NOVI DARMANTO	00023421	Sanga-Sanga	SHE Analyst
4	WAGIONO	00003168	Separi	Foreman Service
5	SHODIQ ARHAMI	00007084	Separi	Supervisor Service

To Attend:

Course Title : Diklat SMKP Training
Time : 08.00 – 17.00 Wita
Schedule : 19-23 November 2018
Location : PT Prosyd Traicon Utama
Jl. Syarifuddin Yoes, Ruko Pelangi B-Point Blok C No.2
Balikpapan
Phone : +62 542 8510529

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

- Participant from outside Balikpapan are required to stay at:

Hotel Fave
Jl. M.T. Haryono No. 78
Balikpapan 76114
+62 542 7585888, 7585999

- Check in : 18 November 2018
 - Check out : 24 November 2018
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- 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