

**Customer Support Kalimantan Division**

Jl. Sultan Hasanuddin No. 08 RT.01  
Kariangau – Balikpapan 76134, Kalimantan Timur  
Tel. (62-542) 786 3027  
[www.trakindo.co.id](http://www.trakindo.co.id)

## Seat Confirmation Letter

Date : December 13, 2018

No. : 65/L&D-CSK/XII/2017/FAT  
To : First Aid Training 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	Achmad Fadjrin	46469	CRC Balikpapan	Mechanic CRC
2	Reza Laksmana Nugraha	40608	CRC Balikpapan	Mechanic CRC
3	Muhammad Nasrun	31820	CRC Balikpapan	Mechanic CRC
4	Agus Cahyo Pratama	40351	CRC Balikpapan	Mechanic CRC
5	Faris Fajar	50124	CRC Balikpapan	Facility technician
6	Yuliwiyanto	4022	CRC	Facility technician
7	Arsani	29770	CRC	Storeman
8	Mochammad Guntur Rachman	50080	CRC Balikpapan	Storeman
9	Saldi Widodo	34004	CRC	Storeman
10	Joyo Priyanto	46456	CRC Balikpapan	Mechanic CRC
11	Wisnu Saputra	44621	CRC	Mechanic CRC
12	Edi Waluyo	44623	CRC	Mechanic CRC
13	Marobajatua Sinaga	31821	CRC Balikpapan	Mechanic CRC
14	Rizal Zakaria	40343	CRC Balikpapan	Mechanic CRC
15	Muhammad Rezky Fathurrochim	48255	CRC Balikpapan	Analyst Technical Communicator
16	Ary Suherman	32145	CRC Balikpapan	Assistant Service Accounts
17	Tazrian Juniarto Saputra	34020	CRC Balikpapan	Office Operation Analyst
18	Rendy Rahadian	16782	CRC Balikpapan	Analyst Technical Communicator
19	Tri Wahyu Prio Saputro	11176	CRC Balikpapan	Analyst Service Operations
20	Eko Prihardiyanto	9581	CRC Balikpapan	Counterman

**To Attend:**

**Course Title** : First Aid Training Training  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 17 - 19 December 2018  
**Location** : Swiss-Belinn Balikpapan  
Jl. Jendral Sudirman No. 345  
Balikpapan  
**Phone** : +62 542 746180

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  
+62 542 746180

Check in : 16 December 2018

Check out : 20 December 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 (Weekdays : Rp.130.000,-/Gross/Person/Day and Weekend : Rp.250.000,-/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 include during the training session.
- **Dress code during the training session is formal shirt (No Jeans).**

Yours sincerely,



Maria Ivony Ratnawati  
Human Resources Manager