

PT Trakindo Utama

Component Rebuild Center
Jl. Sultan Hasanuddin No. 8
Kariangau, Balikpapan 76134
Indonesia
Tel. (62-542) 786 3025
www.trakindo.co.id

Seat Confirmation Letter

Date : February 19, 2019

No. : 03/L&D-CSK/II/2017/Lk3C
To : Lisensi K3 Crane 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	Rachmad Efendi	7082	CRC Balikpapan	Technician
2	Priyo Sumbodo	9594	CRC Balikpapan	Technician
3	Rezha Hardani	31812	CRC Balikpapan	Mechanic CRC
4	Achmad Fadirin	46469	CRC Balikpapan	Mechanic CRC
5	Puguh Budi Santoso	46474	CRC Balikpapan	Mechanic CRC
6	Bayu Ajie Setyaputra	48059	CRC	Mechanic CRC
7	Lukman Hakim Al Wahab	48060	CRC	Mechanic CRC
8	Edo Depri Duardian	48064	CRC	Mechanic CRC
9	Achmad Saputra Azka	48070	CRC	Mechanic CRC
10	Mochammad Guntur Rachman	50080	CRC Balikpapan	Storeman
11	Fery Budi Rahmadani	50174	CRC Balikpapan	Mechanic CRC
12	Efranda Tri Saputra	1000002	CRC Balikpapan	Storeman

To Attend:

Course Title : Lisensi K3 Crane Training
Time : 08.00 – 17.00 Wita
Schedule : February 25th – 27th, 2019
Location : PT Trakindo Utama - CRC Balikpapan
Jl. Sultan Hasanuddin No.08 / RT.01 - Kariangau Balikpapan
76134
Phone : +62 542 7863027
Facilitator : InterCoach

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 : 2/24/2019

Check out : 2/28/2019

- Participants have to check in at hotel a day prior training commencement and check out a day after training completed.
- Hotel will provide breakfast, transportation (CRC Balikpapan ↔ Hotel), dinner (Rp.130.000,- /Gross/Person/Day), 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).**
- **Please bring your Personal Protective Equipment (PPE) for technical course.**

Yours sincerely,



Maria Ivony Ratnawati
Human Resources Manager