

**PT. Trakindo Utama Training Center**  
Jl. Raya Narogong KM. 19, Cileungsi - Bogor 16820  
West Java - INDONESIA  
Phone: +62-21-8233361 (Hunting), Fax: +62-21-8233360

## Seat Confirmation Letter

Ref No. : 1060/SCL/L&TD/II/19  
Date : February 12th, 2019  
To : **Aldino Surya Kamal**  
SN SAP : **25152**  
From : Learning & Development Manager  
CC : Service Operation Cileungsi  
Branch Manager Cileungsi  
Learning & Development Area HUMAN CAPITAL

Dear All,  
Aligned with corporate initiatives, Learning and Development - Head Office will conduct:

Class of : **CX38 Transmission Rebuild Training**  
Date : 25 - 27 February 2019  
Time : 08.00 - 17.00 WIB  
Venue : PT. Trakindo Utama BSD Branch  
Kavling Komersial Taman Tekno Blok B No. 1  
Sektor XI BSD City Tangerang 15317  
Telp : (021) 29058900  
TCAR Link : <http://tcar-ecv.trakindo.co.id/Tcar?title=Create&idparent=menuMaster1&IONo=1N1903100181&IOName=CX38 TRANSMISSION REBUILD TRAINING>

All participants from outside BSD Branch have to check-in at **Hotel Shantika BSD City Teraskota Entertainment Center, CBD Lot VII B, Jl. Pahlawan Seribu, Lengkong Gudang, Serpong, Banten 15322** before training started and check-out after the training finished.

- Check-in date : **24 February 2019**
- Check-out date : **28 February 2019**

**Note: Before you open the TCAR Link, kindly please log in to your trakindo portal**

Student must bring their own:

- Safety shoes & safety glasses
- Overall for all technical course

Training Center should be notified for attendees confirmation at least one week before the course commencement.  
Should you need further assistance, please do not hesitate to contact us.

Yours sincerely,



**Sumardi**  
Learning & Development Manager