

**PT Trakindo Utama**

Training Center Department  
 Jl. Raya Narogong Km 19 Cileungsi  
 Bogor 16820, West Java - Indonesia  
 Tel. +62-21 823 3361 (Hunting)  
 Fax. +62-21 823 3360

## Seat Confirmation Letter

No : 064 / SHE / L&TD / IV / 2019  
 To : **Participants Training of TOT Defensive Driving Training**  
 From : Learning and Development Manager  
 Date : 11<sup>th</sup> April, 2019  
 Re : TOT Defensive Driving Training

Dear all,

Aligned with corporate initiatives, Learning & Talent Development - Head Office will conduct **TOT Defensive Driving Training**. Participants on the following schedule:

Class of : **TOT Defensive Driving Training**  
 Date : 22 - 26 April 2019  
 Time : 08:00 -17:00 WIB  
 Venue : Jakarta (TBA)

NO	SN	NAME	DIVISION	BRANCH
1	00005675	ADVENTUS PITUA SIAGIAN	EAST INDONESIA	HO EAST IND.
2	00050104	CHRISTIAN PUTRA SUTANTO	TEMBAGAPURA	KUALA KENCANA
3	00012262	JANUAR NAGURU PANUTUR GULTOM	TEMBAGAPURA	HO TEMBAGAPURA
4	00023146	DANI RACHMAN	SOUTHERN KAL	BATU KAJANG
5	00027717	KHAIRUR RADJI	SOUTHERN KAL	BANJARMASIN
6	00007919	DONAL SUDRAJAT	NORTHERN KAL	BALIKPAPAN
7	00006313	ANTO SUJARWO	PP SALES	SAMARINDA
8	00017854	ENRIK NURDIN	NORTHERN KAL	SANGATTA
9	00015277	PETRUS ERYDANUS SIHOMBING	JAVA-WEST JAVA	BSD
10	00024373	WARDONO ARISTO NUGROHO	CUST SUPPORT	CRC BALIKPAPAN
11	00014799	WIRA SANJAYA TAPI TAPI	BATU HIJAU	BATU HIJAU
12	00021861	RICKY SANDRO	NORTHERN SUM	MEDAN
13	00007846	ARIEF HARTOYO	SOUTHERN KAL	PONTIANAK
14	00013928	RIDHA DE FITRA	JAVA-EAST JAVA	SURABAYA
15	00014127	TRI MULYANTO	SHE	HEAD OFFICE
16	00002933	MARKUS MOGON TITO	EAST INDONESIA	HO EAST IND.
17	00022144	ERWIN BASTIAN HUTAPEA	SOUTHERN SUM	TANJUNG ENIM

Head Office has provided a hotel for the participants from Outside Area, including meals and laundry, which will attend the training. Participants has to check in at the hotel before the training start and check out after the training finished.

- **Hotel Address** : Jakarta (TBA)
- **Check in** : 21 April 2019
- **Check out** : 27 April 2019

- **Note: TCAR link will be sent separately from this email for each participant**

Emergency contact to:

1. Nanang Kurniawan                      HP 0812 1181 490;                      email : [nanang.kurniawan@trakindo.co.id](mailto:nanang.kurniawan@trakindo.co.id)
2. Yuni Aryani                              HP 0812 9721 9421;                      email : [training.support01@trakindo.co.id](mailto:training.support01@trakindo.co.id)

**PT Trakindo Utama**

Should you need further information, please do not hesitate to contact us.

Yours sincerely,



**Ira Dhamayanti Kamal**

Learning & Development Manager