

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 : May 8, 2019

No. : 029/T&D NorthKal/IV/2018/HA
To : Hose Assembly Training (Batch 1) Participants
From : Learning & Development Senior Supervisor
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

We confirm seat for:

No	Name	SN	Branch	Position
1	Agustono	00032212	Surabaya	Storeman
2	Yudi Sumartono	000,26419	BSD	Analyst Warehouse & Distribution
3	Muhammad Rahmatulloh	00032208	Sorong	Storeman
4	I Made Sadru	00004061	Soroako	Warehouseman
5	Gayuh Pramukti	00050127	Pekanbaru	Storeman
6	Ariliago	00047821	Medan	Storeman
7	I Gusti Nyoman Wiarta	00047491	Palembang	Warehouseman
8	Wahyu Catur Kurniawan	00010343	Samarinda	Counterman
9	Agus Supriyono	00019067	Samarinda	Warehouseman
10	Irwansyah	00004439	Batu Hijau	Parts Operation Foreman
11	Ramli Ibrahim	00008660	Batu Hijau	Storeman
12	Faizal Kevin Febrian	00050074	Cileungsi	Specialist - Learning Partner
13	Supriyanto	00021495	CRC Balikpapan	Warehouseman
14	Safrudin	00045269	Samarinda	Storeman
15	Pujiyono	00004199	CSU Grassberg	Warehouseman

To Attend:

Course Title : Hose Assembly Training (Batch 1)
Time : 08.00 – 17.00 Wita
Schedule : 13-15 May 2019
Location : Satellite Training Center Balikpapan
Jl. Jendral Sudirman No. 848
Phone : +62 542 762810

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

- Participant from outside Balikpapan are required to stay at:

Hotel Grand Tjokro Balikpapan
Jln Marsma R Iswahyudi RT 03 No 21 Balikpapan, Kalimantan Timur
Balikpapan
+62 542 8521111

- Check in : 12 May 2019
- Check out : 16 May 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, dinner (Rp.130.000,-/Gross/Person/Day), Transportation and daily laundry (5 pieces/day/person {1 shirt, 1 pant, 1 underwear, 1 undershirt, 1 pair of shocks}) 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.
- Please bring your own personal protective equipment (PPE) (Safety Shoes & Safety Glasses).
- **Dress code during the training session is formal shirt (No Jeans).**

Yours sincerely,



Agus Hermanto
Learning & Development Senior Supervisor