

**Satellite Training Center Balikpapan**

**Jl. Jend Sudirman No. 848**  
**Balikpapan 76114 Kalimantan Timur**  
**Tel. (62-542) 762 810**  
[www.trakindo.co.id](http://www.trakindo.co.id)

## Seat Confirmation Letter

Date : May 8, 2019

No. : 030/T&D NorthKal/IV/2018/HA  
To : Hose Assembly Training ( Batch 2) Participants  
From : Learning & Development Senior Supervisor  
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

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**We confirm seat for:**

No	Name	SN	Branch	Position
1	Rheza Anggun Fermana	00027485	Samarinda	Warehouseman
2	Adrian Kamaluddin	00024666	Samarinda	Storeman
3	Mochamad Ismail Murod	00034227	Sangatta	Storeman
4	Risman Roni	10000090	Lati	Storeman
5	Surya Gerhana	00029296	Lati	Counterman
6	Eldani	00050146	Tanjung Enim	Warehouseman
7	Sudirman	00010323	Batu Hijau	Storeman
8	Hermansyah	00011040	Batu Hijau	Storeman
9	Hartono Siagian	00012060	HO Tembagapura	Learning & Development senior analyst
10	Fiki Johan	00033997	CRC Balikpapan	Storeman
11	Abdul Taufiq Hasruddin	00032976	Kuala Kencana	Storeman
12	Slamet Supriyono	00003001	Head Office	Specialist - Service Tool Management
13	Rachmad Jayadi	00007551	Tarakan	Warehouse Foreman

**To Attend:**

**Course Title** : Hose Assembly Training ( Batch 2)  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 16-18 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:

**Swiss-Belinn Balikpapan**  
**Jl. Jendral Sudirman No. 345**  
**Balikpapan**  
**62542746180**

- Check in : 15 May 2019
- Check out : 19 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