

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 : July 2, 2019

No. : 34/L&D-CSK/VII/2017/BSHE
To : Basic Safety Health Environment 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	Darmawi	4098	CRC Balikpapan	Supervisor Service
2	Sugianto	3460	CRC Balikpapan	Foreman Service
3	Robby Afandy Nugroho	12314	CRC Balikpapan	Foreman Service
4	Muhammad Noor Wahyudhi	6479	CRC	Foreman Service
5	Ending Aluman	4257	CRC	Foreman Service
6	Almuktiono Salim	11185	CRC Balikpapan	Foreman Service
7	Aries Setiawan	12317	CRC Balikpapan	Foreman Service
8	Supriadi	29887	CRC Balikpapan	Foreman Service
9	Susilo	7544	CRC Balikpapan	Parts Operation Foreman
10	Jeffry Rangga Winata	25743	CRC Balikpapan	Parts Operation Foreman
11	Eko Nurhadi Saputro	11924	CRC Balikpapan	Facility Maintenance Senior Supervisor

To Attend:

Course Title : Basic Safety Health Environment Training
Time : 08.00 – 17.00 Wita
Schedule : 10 July 2019
Location : PT Trakindo Utama - CRC Balikpapan
Jl. Sultan Hasanuddin No.08 / RT.01 - Kariangau
Balikpapan 76134
Phone : +62 542 7863027
Facilitator : Wardono Aristo Nugroho

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 : 7/9/2019

Check out : 7/11/2019

- 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), daily laundry (5 pieces/day/person) & transportation (CRC Balikpapan ↔ Hotel) 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