

**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 : June 24, 2019

No. : 036/T&D NorthKal/VII/2018/ECE  
To : Excellent Customer Experience Training 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	Ady Eko Santoso	00023477	Gunung Bayan	Technician
2	Kartono	00015584	Gunung Bayan	Senior Technician
3	Sukma Mahardika Loka	00030362	Gunung Bayan	Technician
4	Hendra Siswanto	00011824	Samarinda	Senior Technician
5	Riswan	00030360	Samarinda	Technician
6	Harry Ryadi	00024801	Sangatta	Technician
7	Mirwan Haeruddin	00009901	Sangatta	Technician
8	Masnawi Jaya	00017697	Separi	Senior Technician
9	Wahyudin Supriyadi	00017285	Separi	Senior Technician

**To Attend:**

**Course Title** : Excellent Customer Experience Training  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 1-5 July 2019  
**Location** : PT Trakindo Utama - STC Samarinda  
Jl. Cipto Mangunkusumo - Loajanan  
**Phone** : +62 541 260269

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

- Participant from outside Samarinda are required to stay at:

**Hotel Harris**  
**Jl Untung Surapati No.35 Karang Asam Ulu Sungai Kunjang**  
**Samarinda 75243**  
**+62 541 4112700**

- Check in : 30 June 2019
- Check out : 6 July 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, 1undershirt, 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.
- **Dress code during the training session is formal shirt (No Jeans).**

Yours sincerely,



Agus Hermanto  
Learning & Development Senior Supervisor