

**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 : August 12, 2019

No. : 045/T&D NorthKal/VII/2018/WFNV  
To : Warranty For Non Warranty 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	Arifin	00014977	Samarinda	Assistant Service Accounts
2	Subari	00025553	Samarinda	Assistant Service Accounts
3	Hendra	00029270	Samarinda	Assistant Service Accounts
4	Nurul Fatmayeni	00024332	Samarinda	Assistant Service Accounts
5	Wigi Yanti	00033667	Sangatta	Assistant Service Accounts
6	Nugroho Aribowo	00021379	Tj. Redeb-Berau	Sales Executive
7	Ferly Yanza	00030400	Sangatta	Sales Executive
8	Aditya Tirta Surendra	00020961	Tarakan	PS Sales Analyst
9	Youtha Arytha	00015590	Tarakan	PS Sales Reps
10	Hendra Dwi Prayitno	00050331	Balikpapan	Storeman
11	Juki Priyono	00023352	Balikpapan	Parts Analyst
12	Rika Meitri Sister	00029698	Balikpapan	Senior Analyst Parts
13	Johan Tubeki Robert	00034561	HO Northern	Parts Analyst
14	Mega Nila Yustira	00029685	HO Northern	Sr Analyst Service Accounts

**To Attend:**

**Course Title** : Warranty For Non Warranty Training  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 20 August 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 Quest Balikpapan**  
**Jl. Jendral Sudirman**  
**Balikpapan Super Block (BSB) Blok H 11**  
**+62 542 7571881**

- Check in : 19 August 2019
- Check out : 21 August 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.
- **Dress code during the training session is formal shirt (No Jeans).**

Yours sincerely,



Agus Hermanto  
Learning & Development Senior Supervisor