

Kalimantan Operation Division

Jl. Pulau Balang KM 13 Soekarno Hatta
RT. 33 Kelurahan Karang Joang
Balikpapan Utara, 76127 Indonesia
Tel. (62-542) 786 3027
www.trakindo.co.id

Seat Confirmation Letter

Date : July 24, 2019

No. : 05/L&D-KalOps/VII/2019/EES
To : Electric & Electronic System Participants
From : Sr. Supervisor Human Resources
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

We confirm seat for:

No	Name	SN	Branch	Position
1	Aji Susanto	14789	EMP	Technician
2	Dwi Purwanto	22860	EMP	Technician
3	Dwi Purwanto	22860	EMP	Technician
4	Edi Susilo	17700	CRC	Technician
5	Ahmad Fauzi	19264	CRC	Technician
6	Syahrul Setiawan	25184	CRC	Technician

To Attend:

Course Title : Electric & Electronic System
Time : 08.00 – 17.00 Wita
Schedule : 29 July - 2 August 2019
Location : Satellite Training Center Balikpapan
JI. Jendral Sudirman No. 848 Balikpapan 76114
Phone : +62 542 762810
Facilitator : Eko Soleman Pasomba

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 : 28 July 2019
Check out : 3 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).**
- **Please bring your Personal Protective Equipment (PPE) for technical course.**

Yours sincerely,



Lolita Maharani
Sr. Supervisor Human Resources