

Satellite Training Center Balikpapan

Jl. Jend Sudirman No. 848
Balikpapan 76114 Kalimantan Timur
Tel. (62-542) 762 810
www.trakindo.co.id

Seat Confirmation Letter

Date : August 21, 2019

No. : 050/T&D NorthKal/VII/2018/DDT
To : Defensive Driving Training Level 1 (DDT) Training Participants
From : Learning & Development Senior Supervisor
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

We confirm seat for:

No	Name	SN	Branch	Position
1	Rahman	00022374	Gunung Bayan	Technician
2	Rahmat Hidayatullah	00002931	Gunung Bayan	Foreman Service
3	Dwi Sutrisno	00016102	Samarinda	Senior Technician
4	Afif Nurhadiansyah	00022292	Samarinda	Senior Technician
5	Haris Dwi Hutama	00025704	Samarinda	Rental Asset Coordinator
6	Imam Hidayat	00008470	Sangatta	Senior Technician
7	Hamzah	00024099	Sangatta	Technician
8	Fahrul Rozi Rahman	00045794	Balikpapan	Technician
9	Denny Sugihartanto	00045259	Balikpapan	Technician
10	Rizky Adrian	00050129	Balikpapan	Machine Sales Representative
11	Adi Susanto	00034485	Lati	Sr Analyst Maintenance Coordination
12	M Rully Afandi	00007235	Lati	Foreman Service
13	Budi Jaenuddin	00012299	Balikpapan	Senior Technician

To Attend:

Course Title : Defensive Driving Training Level 1 (DDT) Training
Time : 08.00 – 17.00 Wita
Schedule : 27-28 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 Ibis
Jl Ery Suparjan No.2 Balikpapan, Kalimantan Timur
Balikpapan,76112
+62 542 821820/ 820821

- Check in : 26 August 2019
- Check out : 29 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.
- Please bring your own personal protective equipment (PPE) Safety Shoes
- 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