

**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 : July 24, 2019

No. : 041/T&D NorthKal/VII/2018/EES  
To : Electric & Electronic System 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	Setiawan Ak	00012606	Samarinda	Senior Technician
2	Suwito Negoro	00012816	Sangatta	Senior Technician
3	Muhammad Subhan	00014421	Samarinda	Senior Technician
4	Syaiful Anwar	00014788	Gn. Bayan	Technician
5	Taufik Bagus	00023219	Tj. Redeb-Berau	Technician

**To Attend:**

**Course Title** : Electric & Electronic System Training  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 29 July - 2 Aug 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 : 28 July 2019
- Check out : 3 Aug 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