

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 : September 18, 2019

No. : 062/T&D NorthKal/IX/2018/PCCAT
To : PC CAT Software 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	Denny Sugihartanto	00045259	Balikpapan	Technician
2	Abdul Hakim	00045801	Balikpapan	Technician
3	Yosi Alexander	00045798	Gunung Bayan	Technician
4	Aan Setiawan	00046223	Lati	Technician
5	Yogi Prasetyo	00045824	Samarinda	Technician
6	Pramordya Tirtarisa	00048292	Samarinda	Technician
7	Dirham Byar Rahino	00047529	Sangatta	Technician
8	Maulana Nor Wicaksono	00048322	Sangatta	Technician
9	Eka Ardiyanto	00045802	Tarakan	Technician
10	Astaman Adheputra	00045786	Tj. Redeb-Berau	Technician
11	Noor Wahyudi	00045971	Tj. Redeb-Berau	Technician

To Attend:

Course Title : PC CAT Software Training
Time : 08.00 – 17.00 Wita
Schedule : 23-27 September 2019
Location : Satellite Training Center Balikpapan
JI. 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 : 22 September 2019
- Check out : 28 September 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.
- 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