

**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 : September 9, 2019

No. : 057/T&D NorthKal/IX/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.

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**We confirm seat for:**

No	Name	SN	Branch	Position
1	Rizky Adrian	00050129	Balikpapan	Senior Technician
2	Antonius Buntu	00019556	Balikpapan	Technician
3	Prassaga Ongki Tanyudha	00030869	Balikpapan	Senior Technician
4	Rahman	00022374	Gunung Bayan	Technician
5	Syaiful Anwar	00014788	Gunung Bayan	Technician
6	Didik Dwi Prasetyono	00016495	Gunung Bayan	Senior Technician
7	Natanael Randa Lembang	00024669	Separi	Senior Technician
8	Dhanang Putra Pradhana	00024679	Separi	Technician
9	Sumardi	00004567	Samarinda	Senior Technician
10	Iwan Setiawan	00008434	Samarinda	Senior Technician
11	Imam Nur Kafid	00019779	Samarinda	Senior Technician
12	Roy Anggara	00048160	Samarinda	Technician
13	Muhammad Shaleh Pallatje	00004266	CRC Balikpapan	Supervisor Quality

**To Attend:**

**Course Title** : Defensive Driving Training Level 1 (DDT) Training  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 18-19 September 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 Fave**  
**Jl. M.T. Haryono No. 78**  
**Balikpapan 76114**  
**+62 542 7585888, 7585999**

- Check in : 17 September 2019
- Check out : 20 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, 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