

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 : October 29, 2019

No. : 076/T&D NorthKal/X/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	Bambang Rianto	00045793	Balikpapan	Technician
2	Saroinsong Maurits Stevanoh	00045827	Balikpapan	Technician
3	Abdul Hamid	00023208	Samarinda	Senior Technician
4	Candra Saputra	00045828	Samarinda	Technician
5	Harris Meidiara	00021317	Sangatta	Technician
6	Ahmad	00026591	Sangatta	Technician
7	Muh Nur Alim	00045834	Sangatta	Technician
8	Arman	00021648	Separi	Technician
9	Jaenal	00018479	Tj. Redeb-Berau	Technician
10	Abdul Farid	00023735	Tj. Redeb-Berau	Technician

To Attend:

Course Title : Electric & Electronic System Training
Time : 08.00 – 17.00 Wita
Schedule : 4-8 November 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 : 3 November 2019
- Check out : 9 November 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