

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 : November 5, 2019

No.	:	083/T&D NorthKal/XI/2019/6020B	
То	:	6020B HMS PRODUCT SERVICE TRAINING Participants	
From	:	Learning & Development Senior Supervisor	
Сс	:	General Operation Manager, Branch Manager, Departement Head, Human Resources	
		Developmet.	

We confirm seat for:

No	Name	SN	Branch	Position
1	Rahmadi	00024680	Melak	Senior Technician
2	I Nengah Mardika	00003428	Sangatta	Senior Technician
3	Muh Saifuddin	00009905	Sangatta	Technician
4	Fajar Khoirudin Hidayat	00021731	Sangatta	Technician
5	Samsul Arifin	00003783	Sangatta	Senior Analyst Technical Communicator
6	Yanuar Aji Unggul S	00023457	EMP	Technician

To Attend:

Course Title	: 6020B HMS PRODUCT SERVICE TRAINING
Time	: 08.00 – 17.00 Wita
Schedule	: 11-15 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 Ibis JI Ery Suparjan No.2 Balikpapan, Kalimantan Timur Balikpapan,76112 +62 542 821820/ 820821

0	Check in	: 10 November 2019

- Check out : 16 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.
- Coffee break and lunch are included during the training session.
- Dress code during the training session is formal shirt.

Yours sincerely,

Agus Hermanto Learning & Development Senior Supervisor