

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