

**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 : January 13, 2020

No. : 001/T&D NorthKal/I/2020/G3520C  
To : G3520C GAS ENGINE PRODUCT SERVICE 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	Romi Fadilah	00004624	Balikpapan	Senior Technician
2	Puguh Hariyansyah	00004626	Balikpapan	Supervisor Service
3	Donal Sudrajat	00007919	Balikpapan	Foreman Service
4	Iput Tri Raharjo	00012256	Balikpapan	Senior Technician
5	Totok Setiawan	00012308	Balikpapan	Senior Technician
6	Indra Setiawan	00012896	Balikpapan	Senior Technician
7	Amin Nulloh	00007087	Balikpapan	Master Technician
8	Sugeng Arianto	00012301	Balikpapan	Senior Technician
9	Ardi Suroto	00014440	Balikpapan	Analyst Technical Communicator
10	Adi Prasetyo	00007131	HO Northern	Specialist Technical Communicator
11	Hafid Anwar	00020997	Tarakan	Senior Technician
12	Rohim Alvianto	00014433	HO Northern	Junior Instructor
13	Yoyok Handi Santoso	00023226	Samarinda	Technician
14	Riduan Nur	00012217	Samarinda	Senior Technician

**To Attend:**

**Course Title** : G3520C GAS ENGINE PRODUCT SERVICE TRAINING  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 20-24 January 2020  
**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:

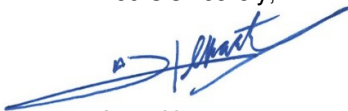
- Participant from outside Balikpapan are required to stay at:

**Swiss-Belinn Balikpapan**  
**Jl. Jendral Sudirman No. 345**  
**Balikpapan**  
**62542746180**

- Check in : 19 January 2020
- Check out : 25 January 2020

- 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.
- 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