

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 : January 13, 2020

No. : 002/T&D NorthKal/I/2020/14M/16M
To : 14M/16M Motor Grader Product Service 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	Umar	00010509	Balikpapan	Senior Technician
2	Doni Arianto	00003671	Sangatta	Senior Technician
3	Imam Hidayat	00008470	Sangatta	Senior Technician
4	Rizza Faisal Amir	00012595	Sangatta	Technician
5	Rusdiharto	00003889	Tarakan	Senior Technician
6	Triono	00020996	Tarakan	Technician
7	Muhammad Aay	00018018	Tanjung	Technician
8	Kelik Santoso	00018662	Tanjung	Technician
9	Nor Hadi	00018992	Batu Kajang	Analyst Strategy
10	Syahrul	00016114	Batu Kajang	Senior Technician

To Attend:

Course Title : 14M/16M Motor Grader 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:

Hotel Pacific
Jl. Jend A Yani No. 33
Balikpapan 76113
+62 542 750888

- 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, 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