

**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. : 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.

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**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:

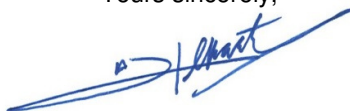
- Participant from outside Balikpapan are required to stay at:

**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