

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 : February 24, 2020

No. : 015/T&D NorthKal/II/2020/UPL
To : EM awareness 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	Khaidir Idris	00015144	HO Northern	Specialist Warranty
2	Mega Nila Yustira	00029685	HO Northern	Senior Analyst Service Accounts
3	Masduki	00011310	Lati	Foreman Service
4	Yoyon Edi Prasetyo	00007228	Separi	Foreman Service
5	Budi Siswoyo	00003529	Tarakan	Foreman Service
6	Hari Febrianto	00004407	Tarakan	Foreman Service

To Attend:

Course Title : EM awareness Training
Time : 08.00 – 17.00 Wita
Schedule : 2-5 March 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
+62 542 746180

- Check in : 1 March 2020
- Check out : 6 March 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.150.000,-/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