

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 28, 2020

No. : 018/T&D NorthKal/II/2020/SOSIn
To : SOS Interpretation 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	Mursalin	00040600	SOS Balikpapan	Technician SOS Laboratory
2	Veryano	00027731	SOS Balikpapan	Technician SOS Laboratory
3	Muhammad Faisal Rinaldi	00026103	SOS Balikpapan	Technician SOS Laboratory
4	Novita Praistia	00033653	SOS Balikpapan	Technician SOS Laboratory
5	Zaid Muhardian	00029402	SOS Balikpapan	Technician SOS Laboratory
6	Niswanto	00008820	HO Northern	Junior Instructor
7	Ardi Suroto	00014440	Balikpapan	Analyst Technical Communicator
8	Randy Aminudin	00012892	Balikpapan	Senior Analyst Technical Communicator
9	Adi Sujarwoko	00030351	Separi	Technician
10	Muhammad Andri	00010504	HO Northern	Analyst Strategy
11	Hary Wardi Kristian	00010137	HO Northern	Specialist Strategy
12	Stefen Theo Antonius	00019844	HO Northern	Analyst Planning

To Attend:

Course Title : SOS Interpretation Training
Time : 08.00 – 17.00 Wita
Schedule : 17-19 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:

Hotel Fave
Jl. M.T. Haryono No. 78
Balikpapan 76114
+62 542 7585888

- Check in : 16 March 2020
- Check out : 20 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