

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 : March 9, 2020

No. : 025/T&D NorthKal/III/2020/DDT
To : DEFENSIVE DRIVING TRAINING 1 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	Deddy Dwiyono	00011797	Tj. Redeb-Berau	Branch Head
2	Agung Triharmojo	00011816	Melak	Senior Technician
3	Hardy Simbolon	00013084	Balikpapan	PS Sales Executive
4	Arief Rachman	00018236	Sangatta	Senior Analyst Strategy
5	Indrasi	00020787	Melak	PS Sales Executive
6	Triono	00020996	Tarakan	Technician
7	Hindriyani Dwi Sulistyo Pujiastuti	00029881	Sangatta	Analyst Finance
8	Akhmad Mansyur	00030352	Melak	Senior Technician
9	Ahmad Ilham Kurnia	00030577	Tarakan	Technician
10	Aditya Pandu Winata	00030870	Balikpapan	Senior Technician
11	Abdul Hakim	00045801	Balikpapan	Technician

To Attend:

Course Title : DEFENSIVE DRIVING TRAINING 1
Time : 08.00 – 17.00 Wita
Schedule : 18-19 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:

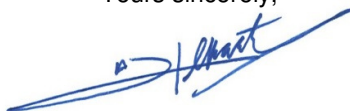
- Participant from outside Balikpapan are required to stay at:

Hotel Quest Balikpapan
Jl. Jendral Sudirman
Balikpapan Super Block (BSB) Blok H 11
+62 542 7571881

- Check in : 17 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