

Ref. No. 10006/HC/J45-1045/XI/2020

TANGGAL / DATE : 24 November 2020
KEPADA / TO : Sdr. Satria Mohamad / SN 00046160
DARI / FROM : Human Capital Head
PERIHAL / SUBJECT : **PENUGASAN / ASSIGNMENT**

Kepada Yth,

Sdr. Satria Mohamad

Merujuk kepada Peraturan Perusahaan dimana Perusahaan berhak menentukan penugasan karyawan atas pertimbangan kebutuhan dan strategi Perusahaan serta didukung persetujuan dari pihak-pihak terkait, maka kami kukuhkan penugasan Saudara yang baru sebagai:

Referring to Company Regulation which stated that Company has the right to decide employee assignment based on Company needs and strategy supported by the consent of all parties, we are pleased to inform your new assignment as follows:

Posisi / Job Title	:	RUE Sales Representative
Organisasi / Organization	:	PP SALES
Unit / Unit	:	RUE Sales Reps
Lokasi / Location	:	Medan
Tanggal Berlaku / Effective Date	:	01 Desember 2020

Saudara diminta melapor dan bertanggung jawab kepada Bapak Chandra Irawan Tarigan, yang akan mempersiapkan uraian tugas, tanggung jawab dan sasaran yang harus dicapai dalam penugasan Saudara yang baru.

You are requested to report to Mr. Chandra Irawan Tarigan, a direct superior who will clarify your complete job description, scope of responsibilities and target achievements in your new assignment.

Apabila terdapat hal-hal yang belum jelas sehubungan dengan penugasan baru ini silahkan menghubungi Departemen Human Capital terkait.

Should you have any questions related to this assignment, kindly please contact Human Capital Department.

Selamat kepada Saudara atas penugasan yang baru.

We wish you success on your new assignment. Congratulations.



Ferry Marcos Butarbutar
Human Capital Head

Lampiran Surat Penugasan Ref. No. 10006/HC/J45-1045/XI/2020, tanggal 24 November 2020 atas nama:

Attachment to Assignment Letter. Ref. No. 10006/HC/J45-1045/XI/2020, **dated 24 November 2020 of:**

Nama / Name : **Satria Mohamad / SN. 00046160**
Posisi / Job Title : **RUE Sales Representative**
Divisi / Division : **PP SALES**
Lokasi / Location : **Medan**
Tempat Penerimaan / Point of Hire : **Padang**
Tanggal Berlaku / Effective Date : **01 Desember 2020**

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|---|---|
| 1. Tiket sarana transportasi bagi Saudara ke Medan . | 1. Transportation ticket for you to Medan . |
| 2. Biaya pengangkutan barang pindahan maksimum 5m ³ . | 2. Shipping cost with maximum 5m ³ . |
| 3. Akomodasi sementara selama 30 hari pertama sesuai peraturan pelaksanaan yang berlaku. | 3. Temporary accommodation for the first 30 days as regulated by Implementation Guideline. |
| 4. Bantuan pemondokan sesuai dengan peraturan pelaksanaan yang berlaku. | 4. Housing assistance as regulated by Implementation Guideline. |
| 5. Bantuan biaya transportasi cuti tahunan berupa tiket dari tempat penugasan ke tempat penerimaan / Padang . | 5. Transportation assistance for annual leave from assignment base to pointof hire / Padang . |
| 6. Insentif-insentif lain yang berlaku di tempat penugasan (jika ada). | 6. Other incentives that apply in assignment location (if any). |