

Ref. No. 10008/HC/J86-1086/III/2021

TANGGAL / DATE : 25 Maret 2021
KEPADA / TO : Sdr. Budi Purnawan / SN 00006911
DARI / FROM : Head Human Capital
PERIHAL / SUBJECT : **PENUGASAN / ASSIGNMENT**

Kepada Yth,

Sdr. Budi Purnawan

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	:	Sr. Specialist Equipment Management
Organisasi / Organization	:	SUMATERA
Unit / Unit	:	Equipment Management
Lokasi / Location	:	Muara Bungo
Tanggal Berlaku / Effective Date	:	01 April 2021

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

You are requested to report to Mr. Harisdinata, 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
Head Human Capital

Lampiran Surat Penugasan Ref. No. 10008/HC/J86-1086/III/2021, tanggal 25 Maret 2021 atas nama:

Attachment to Assignment Letter. Ref. No. 10008/HC/J86-1086/III/2021, *dated 25 March 2021 of:*

Nama / Name : Budi Purnawan / SN. 00006911
Posisi / Job Title : Sr. Specialist Equipment Management
Divisi / Division : SUMATERA
Lokasi / Location : Muara Bungo
Tempat Penerimaan / Point of Hire : Jakarta
Tanggal Berlaku / Effective Date : 01 April 2021

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| 1. Tiket sarana transportasi bagi Saudara ke Muara Bungo . | 1. Transportation ticket for you to Muara Bungo . |
| 2. Biaya pengangkutan barang pindahan maksimum 5m3. | 2. Shipping cost with maximum 5m3. |
| 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 / Jakarta . | 5. Transportation assistance for annual leave from assignment base to pointof hire / Jakarta . |
| 6. Insentif-insentif lain yang berlaku di tempat penugasan (jika ada). | 6. Other incentives that apply in assignment location (if any). |