

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 : October 19, 2021

No. : 061/T&D NorthKal/X/2021/SOSI
To : SOS Interpretation 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	IO Number
1	Darmawan Priyo Prayitno	4748	Lati	Analyst Strategy	1B21O3101500
2	Fauzan Arief	15172	SCC Balikpapan	Event Planner	1B21O3101502
3	Danny Ariestya Yudha Pratama	25814	Separi	Analyst Event Planner	1B21O3101499
4	Anang Bagus Prabowo	27757	SCC Balikpapan	Event Planner	1B21O3101504
5	Sugianto	30867	Sangatta	Analyst Strategy	1B21O3101496
6	Marthian Yepi Pasolang	32196	Area North Kal	Analyst Strategy	
7	Adrianus Medan	33982	SOS Balikpapan	Technician SOS Laboratory	1B21O3101497
8	Evayusnita Mukramah	36158	SOS Balikpapan	Technician SOS Laboratory	1B21O3101501

To Attend:

Course Title : SOS Interpretation
Time : 08.00 – 17.00 Wita
Schedule : 26-28 October 2021
Location : PT Trakindo Utama - 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 Ibis

Jl Ery Suparjan No.2 Balikpapan, Kalimantan Timur

Balikpapan,76112

+62 542 821820/ 820821

- Check in : 25 October 2021
 - Check out : 29 October 2021
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- 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.130.000,-/Gross/Person/Day), Transportation and daily laundry (5 pieces/day/person {1 shirt, 1 pant, 1 underwear, 1 undershirt, 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.
 - Rapid Antigen with Negatif Result before going to Training Center Balikpapan
 - Required to submit form initial screening
 - Always wear a mask when Training

Yours sincerely,



Agus Hermanto

Learning & Development Senior Supervisor