

East Indonesia Division

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INVITATION LETTER

Date : November 15, 2021
To : Participants of EIA Leadership Transformation 2021
From : East Indonesia Division

We confirm seat for:

Num.	Nama	SN	Branch	Region	Position
1	Prayus Marsanta	8713	Makassar Mining	Makassar	Project Leader
2	Hendrik Ruitan	3388	Makassar Mining	Makassar	Support Services
3	Heri Arianto	12788	Makassar	Makassar	Finance
4	Hendra Gunawan	6751	Makassar	Makassar	Human Resources
5	Sri Maulina Melalo	13975	Makassar	Makassar	SHE
6	Muh Maruf	13933	Palu	Makassar	Service
7	Samuel Eka	16455	SCC Makassar	Makassar	Condition Monitoring
8	Sitti Merina Andini	8639	SCC Makassar	Makassar	Event Planner
9	Alfrida Tumba Rante	6273	Sorowako	Sorowako	Human Resources
10	Yunus Salmon Lobo	4003	Sorowako	Sorowako	POD
11	Marnuddin	3313	Sorowako	Sorowako	Service
12	Muhammad Asrin	2652	Sorowako	Sorowako	Service
13	Haeruddin	3316	Sorowako	Sorowako	Equipment Management
14	Muhammad Rafiuddin	31905	Sorowako	Sorowako	Finance
15	Sukardi	4315	Sorowako	Sorowako	Facility
16	David Johan Pasariibu	25173	Sorowako	Sorowako	Sales PP
17	Eko Sarianto	15688	Sorowako	Sorowako	SHE
18	Happy Y.M. Kaseside	6636	Manado Mining	Manado	Project Leader
19	Erixon O. Keaban	24132	Ternate	Manado	Service Account
20	Maydhi Michael	15937	Manado Mining	Manado	POD
21	Sumarno	2909	Gorontalo	Manado	Branch Head
22	Edwin Johan Rombon	28236	Manado	Manado	General Administration
23	Jefta Hendrik Rorong	14784	Manado	Manado	Finance
24	Thea Laksita Rimbi	4438	Manado	Manado	Human Resources
25	Gregory Kalesaran	26192	Manado Mining	Manado	SHE
26	Jefry Semy Poyoh	9416	Manado	Manado	SHE
27	Johny Tupamahu	4151	Sorong	Sorong	Service
28	Didi Priyadi Manuaron	6497	Sorong	Sorong	Human Resources
29	Jamaluddin	3494	Sorong	Sorong	Service
30	Muhammad Yusuf	12212	Sorong	Sorong	Finance

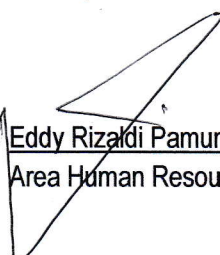
To Attend:

Event Title : EIA Leadership Transformation 2021
Date : 25 & 26 November 2021
Time : 08.00 – 18.00 Wita
Location : MaxOne Hotel Makassar
Jl. Taman Makam Pahlawan No.5, Tello Baru, Kota Makassar

Following the above confirmation, please find below additional information for your reference:

- Each participant is required to fill out and submit the online TEP at Trakindo's SuccessFactors (SF) according to the TOR number and title which will be given by the HR EIA and L&TD teams and must be fully approved by direct superior and branch management before participating to this event (tutorial will be sent separately).
- Participants from outside Makassar are required to stay at:
MaxOne Hotel Makassar
Jl. Taman Makam Pahlawan No.5, Tello Baru, Kota Makassar
Phone: (0411) 428629
Check-in : 24 November 2021
Check-out: 27 November 2021
- Participants from outside Makassar must check-in at hotel a day prior event commencement and check-out a day after event completed.
- Company GL covered breakfast and laundry (one set clothes per day). Participants can order dinner via room services. Other expenses, i.e., mini bar, alcohol, call out, extended room, not covered under company GL and will charged to personal account.
- For participants, mentors, and facilitators who bring private vehicle (with 2 or 4 wheels) to the event, please confirm with Tras Dwiadji Buana (email: tras.buana@trakindo.co.id or whatsapp: +62811445380) to Free Parking registration.
- All participants are required to bring LAPTOP to be used during the event.
- Dress code during the training session:
1st day: All participants must wear the official uniform that has been distributed.
2nd day: Formal shirt (no T-shirt and no jeans).
- Participants must comply with the health protocols Covid-19 that have been set:
 1. All participants have been vaccinated minimum 1st stage.
 2. For all participants who have comorbidities or survivors and have not received the vaccine, required to provide a certificate from the doctor specialist.
 3. Participants from outside Makassar must include a PCR (by air flight) and Antigen (by land) test swab with a valid negative result.
 4. All participants must fill out the Trakindo's HCMS application every morning before the event starts, with low and moderate risk results.
 5. All participants must implement 5M+Vaksin regulation: Menggunakan masker; Mencuci tangan; Menjaga jarak; Membatasi mobilitas; Menjauhi kerumunan.
 6. Participants from outside Makassar who require to PCR after the event for travel back, will be arranged by SHE EIA using method swab home care at MaxOne Hotel on Friday 26-Nov-2021 with reimbursement payment (est. IDR 300.000).
Please send your copy of ID card to Agustinus Paya Rombe (email: agustinus.rombe@trakindo.co.id or whatsapp: +628114603421).

Thank you.


Eddy Rizaldi Pamuntjak
Area Human Resources Manager