

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 : November 9, 2021

No. : 072/T&D NorthKal/XI/2021/FW
To : Floor Warden 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	Slamet Prayitno	00003178	Sangatta	Supervisor Service	1B21O3106023
2	Roso Irnawan	00007217	Sangatta	Foreman Warehouse	1B21O3106024
3	Sutarius	00003147	Tj. Redeb-Berau	Foreman Service	1B21O3103128
4	Ismadi	00031012	Tj. Redeb-Berau	Analyst SHE Operation	1B21O3103130
5	Arif	00050328	Tj. Redeb-Berau	Warehouseman	1B21O3103132
6	Faisal Ripai	00015112	Tabang	Senior Technician	1B21O3103133
7	Reza Hermawan	00047237	Bontang	Analyst SHE Operation	1B21O3103136
8	Abdul Muis	00005127	Samarinda Site	Foreman Service	1B21O3103137
9	Hadi Pratomo	00014317	SOS Balikpapan	Supervisor SOS Laboratory	1B21O3103138
10	Syamsul Agus	00027388	Samarinda Site	Assistant Service Account	1B21O3103139
11	Mukhamad Iksan	00028830	Lati	Analyst SHE Operation	1B21O3103140
12	Eko Sujianto	00009230	Tarakan	Service Leader	1B21O3103141
13	Agus Hermanto	00021278	Balikpapan	Sr. Supervisor Training	1B21O3103142
14	Yusvira Mutia Dewi	00023282	Balikpapan	Sr. Analyst Training Services	1B21O3103143
15	Bobby Nur Rahman	00009564	SOS Balikpapan	Supervisor SOS Laboratory	1B21O3103144

To Attend:

Course Title : Floor Warden
Time : 08.00 – 17.00 Wita
Schedule : 22-25 November 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 Quest Balikpapan
Jl. Jendral Sudirman
Balikpapan Super Block (BSB) Blok H 11
+62 542 7571881

- Check in : 21 November 2021
- Check out : 26 November 2021

- 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, 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.
- 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