

Ref. No. 10003/HC/J94-1094/IX/2021

TANGGAL / DATE : 20 September 2021
KEPADA / TO : Sdri. Atikha Prihatin / SN 00025195
DARI / FROM : Head Human Capital
PERIHAL / SUBJECT : PENUGASAN / ASSIGNMENT

Kepada Yth,

Sdri. Atikha Prihatin

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 Saudari 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 : Event Planner
Organisasi / Organization : SUMATERA
Unit / Unit : Event Planner
Lokasi / Location : SCC South Sum
Tanggal Berlaku / Effective Date : 01 Oktober 2021

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

You are requested to report to Mr. Bambang Suryadarma, 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 Saudari atas penugasan yang baru.

We wish you success on your new assignment. Congratulations.



Ferry Marcos Butarbutar
Head Human Capital

Lampiran Surat Penugasan Ref. No. 10003/HC/J94-1094/IX/2021, tanggal 20 September 2021 atas nama:

Attachment to Assignment Letter. Ref. No. 10003/HC/J94-1094/IX/2021, *dated 20 September 2021 of:*

Nama / Name : Atikha Prihatin / SN. 00025195
Posisi / Job Title : Event Planner
Divisi / Division : SUMATERA
Lokasi / Location : SCC South Sum
Tempat Penerimaan / Point of Hire : Balikpapan
Tanggal Berlaku / Effective Date : 01 Oktober 2021

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|---|---|
| 1. Tiket sarana transportasi bagi Saudari ke SCC South Sum . | 1. Transportation ticket for you to SCC South Sum . |
| 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 / Balikpapan . | 5. Transportation assistance for annual leave from assignment base to pointof hire / Balikpapan . |
| 6. Insentif-insentif lain yang berlaku di tempat penugasan (jika ada). | 6. Other incentives that apply in assignment location (if any). |