

Ref. No. 10003/HC/J00-1000/II/2023

**TANGGAL / DATE** : 01 Januari 2023  
**KEPADA / TO** : Sdri. Anastasya Indah Haryanti / SN 10000556  
**DARI / FROM** : Manager Learning & Development  
**PERIHAL / SUBJECT** : **PENUGASAN / ASSIGNMENT**

Kepada Yth,

Sdri. Anastasya Indah Haryanti

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** : **Analyst Commodity**  
**Organisasi / Organization** : **C&F MKT & SLS**  
**Unit / Unit** : **Commodity**  
**Lokasi / Location** : **Head Office**  
**Tanggal Berlaku / Effective Date** : **01 Januari 2023**

Saudari diminta melapor dan bertanggung jawab kepada Bapak I Dewa Made Ari Dananjaya, yang akan mempersiapkan uraian tugas, tanggung jawab dan sasaran yang harus dicapai dalam penugasan Saudari yang baru.

You are requested to report to Mr. I Dewa Made Ari Dananjaya, 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 Resources terkait.

Should you have any questions related to this assignment, kindly please contact Human Resources Department.

Selamat kepada Saudari atas penugasan yang baru.

We wish you success on your new assignment. Congratulations.



**Yudi Adrian**  
Manager Learning & Development

Lampiran Surat Penugasan Ref. No. 10003/HC/J00-1000/I/2023, tanggal 01 Januari 2023  
atas nama:

*Attachment to Assignment Letter*. Ref. No. 10003/HC/J00-1000/I/2023, *dated 01 January 2023 of:*

**Nama / Name** : Anastasya Indah Haryanti / SN. 10000556  
**Posisi / Job Title** : Analyst Commodity  
**Divisi / Division** : C&F MKT & SLS  
**Lokasi / Location** : Head Office  
**Tempat Penerimaan / Point of Hire** : Surabaya  
**Tanggal Berlaku / Effective Date** : 01 Januari 2023

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