

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 : May 17, 2023

No. : 036/T&D NorthKal/V/2023/CWMS
To : CAT WEAR MANAGEMENT SYSTEM Participants
From : Learning & Development Leader
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

We confirm seat for:

No	Name	SN	Branch	Position	IO Number
1	Erwin Cahyadi	00005336	Satui	Sales Executive PS	1N23O3200497
2	M.Asril	00015116	Muara Teweh	Sales Representative PS	1N23O3200482
3	Muhammad Yusuf A	00018520	Batu Licin	Sales Executive PS	1N23O3200498
4	M. Reza Fakhrulli	00019161	Separi	Sales Executive PS	1N23O3200489
5	Ardian Ariadi	00022546	Samarinda Site	Sales Executive PS	1N23O3200516
6	Zaenal Arifin	00022929	Tj. Redeb-Berau	Sales Representative PS	1N23O3200487
7	Heribertus Kusmajati	00023150	Balikpapan	Sales Executive PS	1N23O3200488
8	Aang Yarmawanto	00026616	Sangatta	Sales Executive PS	1N23O3200518
9	Deni Praselia	00026618	Lati	Sales Executive PS	1N23O3200517
10	Mochamad Annas F	00029299	Tabang	Sales Executive PS	1N23O3200484
11	Eka Riayandanu	00029355	Batu Kajang	Sales Executive PS	1N23O3200478
12	Guguh Prihandoko	10000574	Samarinda Site	Sales Executive PS	1N23O3200515
13	Yudhistira Pratama	10000643	Bengalon	Sales Executive PS	1N23O3200519
14	Irsya Faizal	10000798	Balikpapan	Sales Representative PS	1N23O3200486
15	M. Ghifar Akhsan W	10001145	Balikpapan	Sales Representative PS	1N23O3200485
16	Irpan	10001300	Rantau	CTS Man	1N23O3200476
17	Azrul Azwar	10002346	Samarinda Site	Sales Executive PS	1N23O3200484
18	Raisul Khoiri	10002652	Batu Licin	CTS Man	1N23O3200477

To Attend:

Course Title : CAT WEAR MANAGEMENT SYSTEM
Time : 08.00 – 17.00 Wita
Schedule : 23-24 May 2023
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 : 22 May 2023
 - Check out : 25 May 2023
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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/before tax), transportation (Hotel-Office PP), 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.
 - Please bring APD (safety shoes & safety helmet)
 - Always wear a mask when Training

Yours sincerely,



Yenni

Training & Development Leader