

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 : July 20, 2023

No. : 160/T&D NorthKal/VII/2023/ER
To : Engine Rebuild 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	Widodo Eko Santoso	00024622	Tj. Redeb-Berau	Technician	1B23O3105730
2	Nuzul Fachri	00024834	Sangatta	Technician	1B23O3105641
3	Armanto	00022547	Samarinda	Technician	1B23O3105410
4	Bayu Ardani	00027398	Tj. Redeb-Berau	Technician	1B23O3105423
5	Yuga Andrianto	10000453	Sangatta	Jr. Instructor	
6	Niswantoro	00008820	Balikpapan	Instructor	
7	Putra Fathorrachman	00023234	Tarakan	Technician	1N23O3102429
8	Imam Fatoni	00045833	Sangatta	Technician	1N23O3102431
9	Randa Novendi	10000762	Samarinda Site	Technician	1N23O3102432
10	Rahmad Kholiq Ade Mula	10000476	Samarinda	Technician	1N23O3102439
11	Muhammad Idris Hidayatullah	10001042	Tabang	Technician	1N23O3102440
12	Yuhendra Putra Perdana	10000272	Sangatta	Technician	1N23O3102436
13	Diky Dian Pratama	10000375	Sangatta	Technician	1N23O3102430
14	Melki	10000763	Samarinda Site	Technician	1N23O3102428

To Attend:

Course Title : Engine Rebuild
Time : 08.00 – 17.00 Wita
Schedule : 24 July - 05 August 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 : 23 July 2023
 - Check out : 06 August 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.
 - Always wear a mask when Training

Yours sincerely,



Yenni

Training & Development Leader