

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 17, 2023

No. : 059/T&D NorthKal/VII/2023/DDT
To : DEFENSIVE DRIVING TRAINING LEVEL 1 (ON ROAD) 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	Sopyan	00010837	Sangata Group	Senior Technician	1B23O3104603
2	Saldi	00014837	Sangata Group	Senior Technician	1B23O3104642
3	Nasdin	00015796	Sangata Group	Foreman Service	1B23O3104612
4	Krisdianto	00015799	Sangata Group	Senior Technician	1B23O3104623
5	Indra Noer Fadilla	00024832	Sangata Group	Senior Technician	1B23O3104608
6	Muhammad Nur Sultan	00009903	Bengalon Site	Foreman Service	1B23O3104599
7	Nurudin Badrun	00009914	Sangata Group	Foreman Service	1B23O3104663
8	Khaidir Idris	00015144	Samarinda Site	Specialist Event Planner	1B23O3104632
9	Hidayat Arista Nur	00016434	Samarinda Site	Assistant Maintenance Coordination	1B23O3104646
10	Sigit Yogi Rizandi	00014451	Lati Site	Foreman Service Trainee	1B23O3104692

To Attend:

Course Title : DEFENSIVE DRIVING TRAINING LEVEL 1 (ON ROAD)
Time : 08.00 – 17.00 Wita
Schedule : 24-25 July 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:

Swiss-Belinn Balikpapan
Jl. Jendral Sudirman No. 345
Balikpapan
+62 542 746180

- Check in : 23 July 2023
- Check out : 26 July 2023

- 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