

Ref. No. 10023/HC/K01-1101/VI/2023

TANGGAL / DATE : 30 Juni 2023
KEPADA / TO : Sdr. Desman Parulian Tambunan / SN 00013145
DARI / FROM : Division Head Human Resources
PERIHAL / SUBJECT : **PENUGASAN / ASSIGNMENT**

Kepada Yth,

Sdr. Desman Parulian Tambunan

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 Saudara 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	:	Manager Sales Machine
Organisasi / Organization	:	NORTHERN KAL
Unit / Unit	:	Construction Industry Sales Supervision
Lokasi / Location	:	Area North Kal
Tanggal Berlaku / Effective Date	:	01 Agustus 2023

Saudara diminta melapor dan bertanggung jawab kepada Bapak Dody Suwondo, yang akan mempersiapkan uraian tugas, tanggung jawab dan sasaran yang harus dicapai dalam penugasan Saudara yang baru.

You are requested to report to Mr. Dody Suwondo, 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 Saudara atas penugasan yang baru.

We wish you success on your new assignment. Congratulations.



Ferry Marcos Butarbutar
Division Head Human Resources

Lampiran Surat Penugasan Ref. No. 10023/HC/K01-1101/VI/2023, tanggal 30 Juni 2023 atas nama:

Attachment to Assignment Letter. Ref. No. 10023/HC/K01-1101/VI/2023, **dated 30 June 2023 of:**

Nama / Name : Desman Parulian Tambunan / SN.
00013145
Posisi / Job Title : Manager Sales Machine
Divisi / Division : NORTHERN KAL
Lokasi / Location : Area North Kal
Tempat Penerimaan / Point of Hire : Jambi
Tanggal Berlaku / Effective Date : 01 Agustus 2023

- | | |
|---|---|
| <ol style="list-style-type: none">1. Tiket sarana transportasi bagi Saudara dan keluarga yang terdaftar di Perusahaan (istri sah dan 3 orang yang belum mencapai usia 21 tahun / belum bekerja) ke Area North Kal .2. Biaya pengangkutan barang pindahan maksimum 19m3.3. Akomodasi sementara selama 30 hari pertama sesuai Peraturan Pelaksanaan yang berlaku.4. Bantuan perumahan sesuai dengan Peraturan Pelaksanaan yang berlaku.5. Tunjangan pindah sebesar 1 (satu) bulan gaji (kotor) apabila keluarga telah bergabung ke lokasi penugasan yang baru.6. Bantuan biaya pindah sekolah anak sesuai dengan Peraturan Pelaksanaan yang berlaku.7. Bantuan biaya transportasi cuti tahunan berupa tiket dari tempat penugasan ke tempat penerimaan / Jambi .8. Insentif-insentif lain yang berlaku di tempat penugasan (jika ada). | <ol style="list-style-type: none">1. Transportation ticket for you and your family registered in Company (legal wife and 3 children with maximum 21 of age / unemployment) to Area North Kal .2. Shipping cost with maximum 19m3.3. Temporary accommodation for the first 30 days as regulated by Implementation Guideline.4. Housing assistance as regulated by Implementation Guideline.5. 1 (one) month basic salary (gross) moving allowance if all of your family joined at new location.6. Child enrollment fee allowance for your children as regulated by Implementation Guideline.7. Transportation assistance for annual leave from assignment base to pointof hire / Jambi .8. Other incentives that apply in assignment location (if any). |
|---|---|