

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 : August 16, 2023

No. : 172/T&D NorthKal/VIII/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	Darmaji	00026237	Lati Site	Analyst Parts	1B23O3105475
2	Widodo	00007047	Sangata Group	Senior Technician	1B23O3105469
3	Ikhwan Ciptadi	00011699	Samarinda Site	Supervisor Finance & Accounting	1B23O3105483
4	Aditya Rovano	00013383	Sangata Group	Sr. Analyst Finance & Accounting	1B23O3104595
5	Alfa Adi Rosidi	00024016	Sangata Group	Senior Technician	1B23O3104618
6	Muhammad Hidayat M	00026608	Sangata Group	Senior Technician	1B23O3104667
7	Gerson Kamase	00003172	Bengalon Site	Foreman Service	1B23O3104629
8	Akhmad Thoha	00009890	Sangata Group	Senior Technician	1B23O3104635
9	Aris Putra Pratama	00017397	Samarinda	Technician	1B23O3104653
10	Teguh Ariadi	00005398	Samarinda	Senior Technician	1B23O3104657
11	Anton Tato	00027816	Tabang Site	Sr. Analyst Parts	1B23O3104688

To Attend:

Course Title : DEFENSIVE DRIVING TRAINING LEVEL 1 (ON ROAD)
Time : 08.00 – 17.00 Wita
Schedule : 24-25 August 2023
Location : 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 August 2023
 - Check out : 26 August 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, 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.
 - Dinner provide by participant with detail non supervisory RP. 100.000 include tax & Supervisory level up RP.175.000 include tax (Charge by ECV & not provide by 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