

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 24, 2023

No. : 177/T&D NorthKal/VIII/2023/NPI WL 992
To : NPI Wheel Loader 992 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	Dheni Haryadi	00021707	Tabang	Senior Technician	1N23O3102778
2	Yoga Dwi Saputro	00021660	Tabang	Senior Technician	1N23O3102779
3	Danny Ariestya Yudha Pratama	00025814	Separi	Analyst Event Planner	1N23O3102883
4	Muhammad Bayu Efendi	00008832	SCC Balikpapan	Customer Development	

To Attend:

Course Title : NPI Wheel Loader 992
Time : 08.00 – 17.00 Wita
Schedule : 28-29 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 : 27 August 2023
 - Check out : 30 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, transportation (Hotel-Office PP), and daily laundry (5 pieces/day/person {1 shirt, 1 pant, 1 underwear, 1 undershirt, 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