

**Satellite Training Center Balikpapan**

Jl. Jend Sudirman No. 848  
Balikpapan 76114 Kalimantan Timur  
Tel. (62-542) 762 810  
[www.trakindo.co.id](http://www.trakindo.co.id)

## Seat Confirmation Letter

Date : September 18, 2023

No. : 185/T&D NorthKal/IX/2023/BTFT Phase 2  
To : BASIC TECHNICAL FOR TECHNICIAN PHASE 2 Participants  
From : Learning & Development Leader  
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

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**We confirm seat for:**

No	Name	SN	Branch	Position
1	M. Bahauddin	10002549	Tanjung	Technician Trainee
2	Muhammad Rahmadhani	10002557	Tanjung	Technician Trainee
3	Muhamad Akmal	10002563	Tanjung	Technician Trainee
4	Sahal	10002547	Muara Teweh	Technician Trainee
5	Nido Sugianto	10002548	Muara Teweh	Technician Trainee
6	Mashur Haji Alfriansyah	10002456	Batu Licin	Technician Trainee
7	Muhammad Hulaifi Ramadhan	10002551	Rantau	Technician Trainee
8	Moh. Fajar Besi	10002507	Palu	Technician Trainee
9	Muhammad Hamzah	10002169	Lati	Technician Trainee
10	Sapri Talebong	10002171	Lati	Technician Trainee
11	Zain Khusen	10002224	Lati	Technician Trainee
12	Prisma Wijaya Putra	10002225	Lati	Technician Trainee

**To Attend:**

**Course Title** : BASIC TECHNICAL FOR TECHNICIAN PHASE 2  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 25 Sept - 30 Oct 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 Mega Lestari Balikpapan**

**Jl. ARS Moh. No.32, Klandasan Ulu, Kec. Balikpapan Kota, Kalimantan Timur 76112**

**Balikpapan**

**(0542) 411811**

- Check in : 24 September 2023
  - Check out : 31 October 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 100.000/include 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.

Yours sincerely,



Yenni

Training & Development Leader