

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 25, 2023

No. : 188/T&D NorthKal/X/2023/HIMU  
To : Higiene Industri Muda 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	Ida Bagus Nawa Kresna	00013095	Bengalon	Sr. Analyst SHE Operation	1B23O3201674
2	Mukhamad Iksan	00028830	Lati	Sr. Analyst SHE Operation	1B23O3201680
3	Rully Parlian	00033978	Separi	Analyst SHE Operation	1B23O3201677
4	M Hakiim Rizqi Bintang King Abdul J	00048584	Melak	Analyst SHE Operation	1B23O3201683
5	Riska	10000263	Sangatta	Analyst SHE Operation	1B23O3201689

To Attend:

Course Title : Higiene Industri Muda  
Time : 08.00 – 17.00 Wita  
Schedule : 02-05 October 2023  
Location : Hotel Golden Tulip  
Jl. Jenderal Sudirman No.7, Klandasan Ilir, Kec. Balikpapan  
Kota, Kalimantan Timur 76114  
Phone : (0542) 733999

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 : 01 October 2023
- Check out : 06 October 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, 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) "claim dinner in one bill only"
- 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