

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 : October 27, 2023

No. : 195/T&D NorthKal/X/2023/PK-PI 1
To : PRODUCT KNOWLEDGE - PARTS INDUCTION 1 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	Rocky Saputra	10001234	Tabang	Warehouseman	1B23O3106349
2	Muhammad Iqbal Ramadhani	10001236	Tabang	Warehouseman	1B23O3106356
3	Ikbal Fauzi Cahya	10001571	Samarinda Site	Warehouseman	1B23O3106400
4	Aris	10001014	Samarinda	Warehouseman	1B23O3106454
5	Prengki Engklisno Situmorang	10001274	Tj. Redeb-Berau	Warehouseman	1B23O3106470
6	Muh. Rivan Ariandi Putra	10001494	Balikpapan	Warehouseman	1B23O3106539
7	Ardi	10001570	Tarakan	Warehouseman	1B23O3106279
8	Dicky Yudistira Alwianto	10001875	Samarinda	Warehouseman	1B23O3106488
9	Wendi Saputra Sulistio	10001877	Samarinda	Warehouseman	1B23O3102148
10	Muhammad Ismail	10001316	CRC Balikpapan	Warehouseman	1B23O3104364
11	Rangga Herman Cahya	10001458	CRC Balikpapan	Warehouseman	1B23O3102194

To Attend:

Course Title : PRODUCT KNOWLEDGE - PARTS INDUCTION 1
Time : 08.00 – 17.00 Wita
Schedule : 6-10 November 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:

Swiss-Belinn Balikpapan
Jl. Jendral Sudirman No. 345
Balikpapan
+62 542 746180

- Check in : 05 November 2023
 - Check out : 11 November 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) “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