

**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 : October 27, 2023

No. : 100/T&D NorthKal/X/2023/PK-PI 2  
To : PRODUCT KNOWLEDGE - PARTS INDUCTION 2 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	Prengki Engklisno Situmorang	10001274	Tj. Redeb-Berau	Warehouseman	1B23O3101505
2	Herianto	10001370	Tj. Redeb-Berau	Counterman	1B23O3101491
3	Abdul Samad	10001371	Tj. Redeb-Berau	Warehouseman	1B23O3101485
4	Muh. Rivan Ariandi Putra	10001494	Balikpapan	Warehouseman	1B23O3101511
5	Ansar Hamsah	10001569	Tarakan	Warehouseman	1B23O3101476
6	Ardi	10001570	Tarakan	Warehouseman	1B23O3101470
7	Darmin Saputra	10001065	CRC Balikpapan	Warehouseman	1B23O3102289
8	Damar Prasetyo	10001842	CRC Balikpapan	Warehouseman	1B23O3102282
9	Aji Mudiansyah	00047466	Bengkulu	Counterman	1B23O3102241
10	Ari Mukti	00050056	Palembang	Warehouseman	1B23O3102275
11	Ismail	10001068	CRC Balikpapan	Warehouseman	1B23O3102311
12	M Rudy Pratama	10001017	Muara Bungo	Warehouseman	1B23O3102324
13	Sukarman	00009916	Mataram	Warehouseman	1B23O3102417
14	Vallentina Nawang Wulan	00029369	Tanjung	Counterman	1B23O3102443
15	M Roli Ari Sandi	10001210	Batu Licin	Warehouseman	1B23O3102940

**To Attend:**

**Course Title** : PRODUCT KNOWLEDGE - PARTS INDUCTION 2  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 13-17 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:

**Hotel Quest Balikpapan**  
**Jl. Jendral Sudirman**  
**Balikpapan Super Block (BSB) Blok H 11**  
**+62 542 7571881**

- Check in : 12 November 2023
  - Check out : 18 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, 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) “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.

Yours sincerely,



Yenni

Training & Development Leader