

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 : November 8, 2023

No. : 104/T&D NorthKal/XI/2023/DDT Level 2
To : DEFENSIVE DRIVING TRAINING LEVEL 2 (ON ROAD & OFF ROAD) 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	Sigit Yogi Rizandi	00014451	Lati Site	Foreman Service Trainee	1B23O3104210
2	Bagus Sukma Putra	00021336	Tarakan	Senior Technician	1B23O3104285
3	Teguh Ariadi	00005398	Samarinda	Senior Technician	1B23O3104291
4	Arjabudi	00010876	Balikpapan	Senior Technician	1B23O3105507
5	Nasaruddin	00014443	Balikpapan	Senior Technician	1B23O3105484
6	Triono	00020996	Tarakan	Senior Technician	1B23O3105557
7	Yogi Wiguna	00022379	Tanjung Redep	Senior Technician	1B23O3105582
8	Nelson Parlindungan N	00024661	Tarakan	Technician	1B23O3105520
9	Imam Santoso	00030860	Tarakan	Technician	1B23O3105545
10	Rusdiharto	00003889	Tarakan	Senior Technician	1B23O3105568
11	Indra Noer Fadilla	00024832	Sangata Group	Senior Technician	1B23O3105648
12	Ananto Winardi	00012886	Melak	Senior Technician	1B23O3105645
13	Bochari Muslim	00024656	Melak	Technician	1B23O3105640
14	Deni Putra	00017398	Samarinda	Senior Technician	1B23O3105671
15	Wahyu Tri Prasetyo	00007086	Samarinda	Senior Technician	1B23O3105667

To Attend:

Course Title : DEFENSIVE DRIVING TRAINING LEVEL 2 (ON ROAD & OFF ROAD)
Time : 08.00 – 17.00 Wita
Schedule : 15-16 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 : 14 November 2023
 - Check out : 17 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