

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 : December 1, 2023

No. : 11/T&D NorthKal/XI/2023/II
To : INCIDENT INVESTIGATION 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	Enrik Nurdin	00017854	Sangatta	Analyst SHE Operation	1B23O3200178
2	Fatkur Rohman	00011039	Tabang	Foreman Service	1B23O3200174
3	Agus Sulistiyo	00007920	Samarinda	Supervisor Service	1B23O3200176
4	Suriani	00026969	SCC Banjarmasin	Service Advisor	1B23O3201511
5	Irfan Fahrurozy	10000624	Bontang	Sales Representative PS	1N23O3103124
6	Waldy Awal B	00003847	Bontang	Service Leader	1N23O3103156
7	Eddy Yuliyanto	00004635	Balikpapan	Foreman Service	1N23O3103589
8	Hendra Siswanto	00011824	Balikpapan	Foreman Service	1N23O3103590
9	M Hakiim Rizqi	00048584	Melak	Analyst SHE Operation	1N23O3103579
10	Rizky Abdul R	10003061	Samarinda	Analyst SHE Operation	1N23O3103578
11	Ridwan Santosa	00008060	Separi	Sr. Specialist Finance & Accounting	1N23O3103573
12	M Reza F	00019161	Separi	Sales Executive PS	1N23O3103574
13	Arman Munadi	10001477	Tabang	Analyst SHE Operation	1N23O3103583
14	Nurlita Aprilia	00029233	Balikpapan	Supervisor General Administration	1N23O3103581
15	Ayu Ekasari	10001869	Balikpapan	Analyst SHE Operation	1N23O3103580
16	Novra Qusnul F	10003290	Samarinda Site	Analyst SHE Operation	1N23O3103582

To Attend:

Course Title : INCIDENT INVESTIGATION
Time : 08.00 – 17.00 Wita
Schedule : 6-7 December 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 : 05 December 2023
 - Check out : 08 December 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