

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 : January 4, 2024

No. : 003/T&D NorthKal/I/2024/TTAM
To : Technical Training and Assessment Method 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	Muh Nurdin Pramono	00023732	Lati	Senior Technician	1B24O3100411
2	Heru Sulistiono	00024743	Lati	Senior Technician	1B24O3100435
3	Dedy Bukori	00020782	Melak	Foreman Service	1B24O3100444
4	Jati Permono Muslim	00030358	Melak	Senior Technician	1B24O3100472
5	Aji Susanto	00014789	Separi	Senior Technician	1B24O3100481
6	Abdul Azis	00020833	Separi	Senior Technician	1B24O3100491
7	Irawan Sukawinarta	00016791	Balikpapan	Senior Technician	1B24O3100503
8	Rahmat	00009582	Samarinda	Foreman Service	1B24O3100511
9	Deni Putra	00017398	Samarinda	Senior Technician	1B24O3100524
10	Rahmad Saudie	00017702	Samarinda	Senior Technician	1B24O3100532
11	Aditya Pandu Winata	00030870	Balikpapan	Senior Technician	1B24O3102544
12	Ainul Yaqin	00018595	Lati	Senior Technician	1B24O3102402

To Attend:

Course Title : Technical Training and Assessment Method
Time : 08.00 – 17.00 Wita
Schedule : 8-12 January 2024
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 Pacific
Jl. Jend A Yani No. 33
Balikpapan 76113
+62 542 750888

- Check in : 7 January 2024
 - Check out : 13 January 2024
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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