

**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 : January 11, 2024

No. : 009/T&D NorthKal/I/2024/R CIC&CAC TU R  
To : Refreshment CIC & CAC TU Reman 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	Nur Iman	10002919	Tarakan	Warehouseman	
2	Tulus Setyawan	10002580	Samarinda Site	Warehouseman	
3	Firman Maulana Fiqih	10002817	Samarinda Site	Warehouseman	
4	Aditia Meirwanto	00034520	Lati	Coordinator Warehouse	1B24O3103802
5	Burhan Burhan	10001845	Lati	Warehouseman	
6	Abdul Samad	10001371	Tj. Redeb-Berau	Warehouseman	
7	Rizky Asnandar	10002045	Tj. Redeb-Berau	Warehouseman	1B24O3108697
8	Yosan Agustinus	10001935	Melak	Warehouseman	
9	Syamsuddin	00034585	Melak	Coordinator Warehouse	
10	Agus Cipto Widodo	00029777	Separi	Counterman	
11	Rizki Syamsudin	10000073	Balikpapan	Warehouseman	
12	Achmad Rifaldi	10002712	Balikpapan	Warehouseman	
13	Agus Supriyono	00019067	Samarinda	Warehouseman	
14	Akhmad Khair Robby	00030387	Sangatta	Warehouseman	
15	Arif Eko Winarno	00034577	Tabang	Warehouseman	
16	Setya Budi	10001916	Samarinda	Warehouseman	
17	Faizal	10002448	Bengalon	Warehouseman	
18	Arliansyah	10002772	Sangatta	Warehouseman	

**To Attend:**

**Course Title** : Refreshment CIC & CAC TU Reman  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 15-16 January 2024  
**Location** : PT Trakindo Utama - Balikpapan Branch  
Jl. Pulau Balang KM. 13 Soekarno Hatta RT. 33  
**Phone** : +62 542 8530830

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 : 14 January 2024
  - Check out : 17 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, 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.
  - Please bring Safety Glass and Safety Shoes

Yours sincerely,



Yenni

Training & Development Leader