

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. : 106/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	Nikmatullah	00022377	Lati Site	Senior Technician	1B23O3105489
2	Iput Tri Raharjo	00012256	Balikpapan	Senior Technician	1B23O3105501
3	Rio Rachmadani	00021335	Tarakan	Senior Technician	1B23O3105563
4	Suardi	00023215	Tarakan	Technician	1B23O3105513
5	Erfan Arief	00023331	Balikpapan	Technician	1B23O3105478
6	Yunan Irawan	00024682	Tarakan	Senior Technician	1B23O3105588
7	Muhammad Jafriansyah	00024793	Tarakan	Senior Technician	1B23O3105575
8	Ahmad Ilham Kurnia	00030577	Tarakan	Technician	1B23O3105540
9	Josar Miko	00030862	Tarakan	Technician	1B23O3105550
10	Eka Ardiyanto	00045802	Tarakan	Technician	1B23O3105554
11	Sapril Sappang	00021465	Sangata Group	Technician	1B23O3105680
12	Dedy Bukori	00020782	Melak	Foreman Service Trainee	1B23O3105634
13	Adi Sujarwoko	00030351	Separi Site	Analyst Cond. Monitoring	1B23O3105660
14	Jati Permono Muslim	00030358	Melak	Senior Technician	1B23O3105637
15	Ade Hamka	00008819	Separi Site	Supervisor Service	1B23O3105652
16	Aris Putra Pratama	00017397	Samarinda	Technician	1B23O3105687
17	Purnomo	00021459	Bontang	Technician	1B23O3105675
18	Armanto	00022547	Samarinda	Technician	1B23O3105691

To Attend:

Course Title : DEFENSIVE DRIVING TRAINING LEVEL 2 (ON ROAD & OFF ROAD)
Time : 08.00 – 17.00 Wita
Schedule : 21-22 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 : 20 November 2023
 - Check out : 23 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