



# PT TOYOTA-ASTRA MOTOR



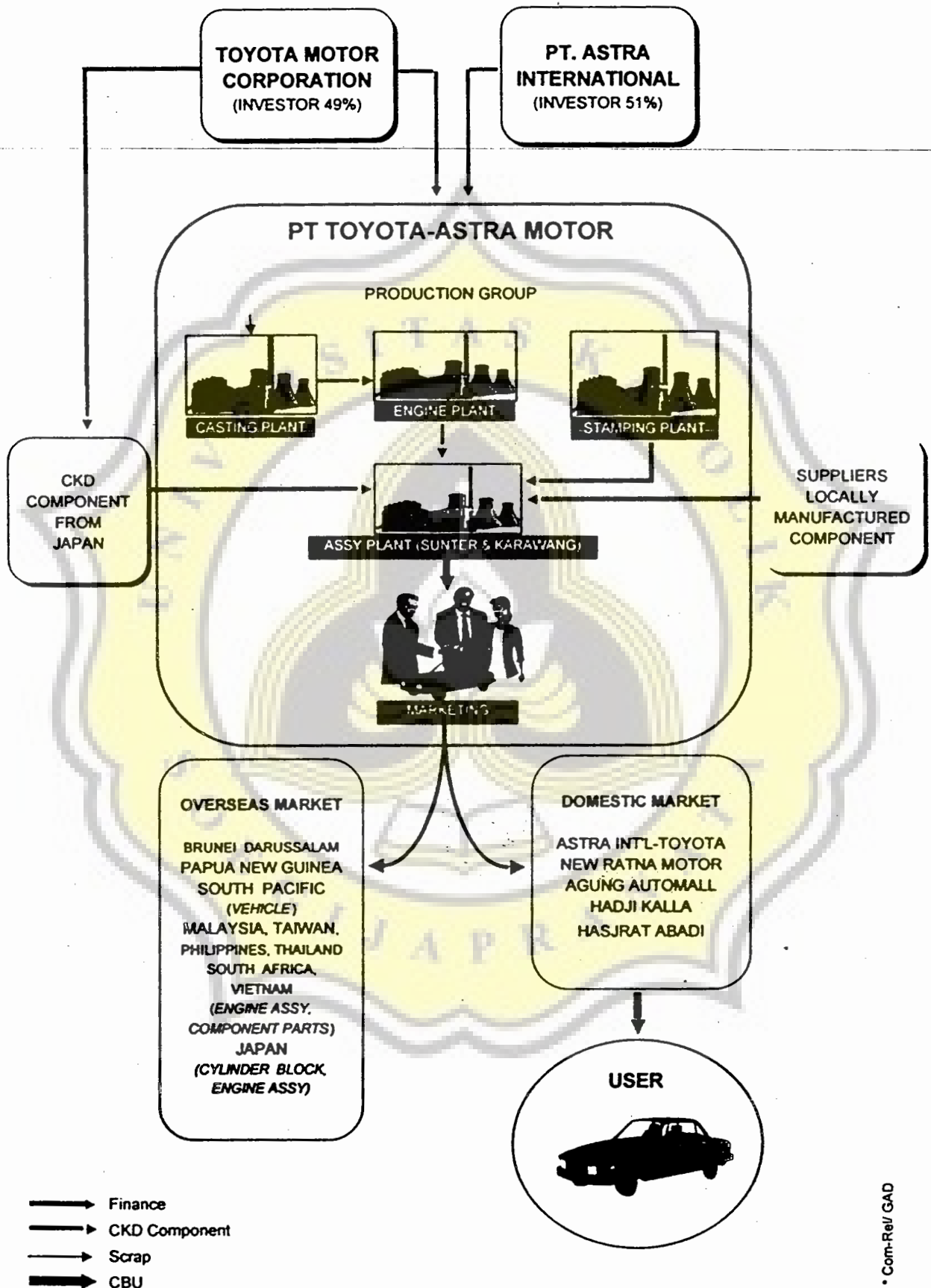
ISSUED BY  
COMMUNITY RELATIONS, GENERAL AFFAIRS DIVISION

MARCH 2001

JL. YOS SUDARSO SUNTER II JAKARTA 14330  
PHONE 6515551 (HUNTING) FAX 6515327

• ComRel

# BUSINESS SCHEME



## BRIEF HISTORY

1971	April	<ul style="list-style-type: none"> <li>• Establishment of PT Toyota-Astra Motor (51:49).</li> <li>• Start operation of Importer / Distributor ( 1972, January )</li> <li>• CKD Land Cruiser assembled by PT Gaya Motor (from May 1970)</li> </ul>
1973	April	<ul style="list-style-type: none"> <li>• Establishment of PT Multi-Astra ( 100 : 0 )</li> </ul>
	May	<ul style="list-style-type: none"> <li>• Start of Operation of Assembling Plant ( 1974 September ).</li> <li>• PT Toyota-Astra Motor Head Office completed at Jl. Jend. Sudirman No.5, Jakarta Pusat.</li> </ul>
1974	January	<ul style="list-style-type: none"> <li>• Importation of CBU Vehicles was banned completely.</li> </ul>
	October	<ul style="list-style-type: none"> <li>• Establishment of "Toyota-Astra Foundation" with initial capital US\$.400.000.</li> </ul>
1976	July	<ul style="list-style-type: none"> <li>• Import Duty changed :               <ol style="list-style-type: none"> <li>1. Passenger Car            50 % ———&gt; 100 %</li> <li>2. Commercial Vehicles    30 % ———&gt; 0 %</li> </ol>               ( Depending on Localization Program SK-307 ).             </li> </ul>
	November	<ul style="list-style-type: none"> <li>• Establishment of PT Toyota-Mobilindo ( 43:57 ).</li> <li>( Start of operation of Welding Plant ( 1977, May ).</li> <li>( Start of operation of Stamping Plant ( 1978, December ).</li> </ul>
1977	June	<ul style="list-style-type: none"> <li>• Start of production of Kijang ( 2000 unit/month ).</li> </ul>
1979	October	<ul style="list-style-type: none"> <li>• Line-off of 100.000th Toyota Production Unit.</li> </ul>
1981	June	<ul style="list-style-type: none"> <li>• Line-off of 200.000th Toyota Production Unit.</li> </ul>
1982	January	<ul style="list-style-type: none"> <li>• Completion of New Parts Warehouse at Sunter III.</li> <li>( Building = 21.390, Land = 41.390 ).</li> </ul>
	December	<ul style="list-style-type: none"> <li>• Establishment of PT Toyota-Engine Indonesia ( 49:51 ).</li> <li>( Start of operation of Engine Plant : 1985, January ).</li> </ul>
1984	June	<ul style="list-style-type: none"> <li>• Line-off of 300.000th Toyota Production Unit.</li> </ul>
1985	February	<ul style="list-style-type: none"> <li>• Line-off of 100.000th Kijang Production Unit.</li> </ul>
1986	September	<ul style="list-style-type: none"> <li>• Start of production of New Kijang.</li> <li>( Model changed with Full Pressed Body ).</li> </ul>
1987	April	<ul style="list-style-type: none"> <li>• Line-off of 400.000th Toyota Production Unit.</li> </ul>
1987	November	<ul style="list-style-type: none"> <li>• First Commercial Export of Kijang to Brunei Darussalam and Papua New Guinea.</li> <li>• Export of Welding Jigs to Taiwan and Venezuela.</li> <li>• Export of Press Dies to Taiwan.</li> </ul>
1988	December	<ul style="list-style-type: none"> <li>• PT Multi-Astra, PT Toyota-Mobilindo, PT Toyota-Engine Indonesia., merged into PT Toyota-Astra Motor ( 51:49 ).</li> </ul>

# PRODUCTION RECORD

MODEL	YEAR																										
	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	2000

### In Production

Corolla																												
Camry																												
Crown																												
Aluna																												
Hiace																												
Prognosis																												
Cruiser																												

### Discontinued Production

Prognosis																												
Corona																												
Carlet																												
Hiace																												
Prognosis																												
Truck																												

YEAR	TOYOTA			NATIONAL	REMARKS
	PASSENGER	COMMERCIAL	TOTAL		
1974	-	879	879	59,802	
1975	7,306	6,816	14,122	78,873	
1976	7,667	9,476	17,143	75,574	
1977	3,358	17,547	20,905	93,235	
1978	6,441	24,656	31,097	108,667	Rupiah Dev. 50%
1979	3,245	21,634	24,879	98,555	
1980	10,646	39,454	50,100	174,782	
1981	12,031	45,974	58,005	212,674	
1982	7,158	38,843	46,001	188,551	
1983	5,214	26,829	32,043	155,213	
1984	5,893	24,907	30,800	153,678	Rupiah Dev. 38%
1985	4,518	21,332	25,850	139,438	
1986	8,350	21,274	29,624	162,630	Rupiah Dev. 45%
1987	6,342	32,836	39,178	159,635	
1988	7,579	34,525	42,104	156,192	
1989	6,815	44,606	51,421	174,356	
1990	11,124	61,851	72,975	271,712	
1991	10,670	65,240	75,910	254,497	
1992	8,760	39,378	48,138	172,234	
1993	9,564	41,479	51,043	203,588	
1994	11,214	69,203	80,417	320,000	
1995	11,712	85,859	97,571	387,541	
1996	8,424	66,904	75,328	325,969	Export = 1,089 units
1997	7,622	92,272	99,894	388,877	Export = 1,430
1998	1,073	12,218	13,291	58,500	Export = 382
1999	1,489	25,249	26,738	94,023	Export = 311
2000	13,042	77,470	90,512		Export = 292 (CBU)
<b>TOTAL</b>	<b>197,257</b>	<b>487,115</b>	<b>684,372</b>	<b>4,610,296</b>	



## MANPOWER PROFILE

Profile By Education	Total	%
Elementary School	127	2.66
Junior High School	403	8.45
Senior High School	3,596	75.40
Academy / D3	305	6.40
University	334	7.00
Master	4	0.08
<b>Total</b>	<b>4,769</b>	<b>100.00</b>

Profile by age	Age	Persons	%
	<20	488	10.23
	21 - 25	1,199	25.14
	26 - 30	1,024	21.47
	31 - 35	689	14.45
	36 - 40	308	6.46
	41 - 45	694	14.55
	46 - 50	325	6.81
	51 - 55	40	0.84
	>55	2	0.04
<b>Total</b>		<b>4,769</b>	<b>100.00</b>

Profile by sex	Sex	Persons	%
	Male	4,663	97.00
	Female	106	3.00
<b>Total</b>		<b>4,769</b>	<b>100.00</b>

Profile by function	Status	Persons	%
	Direct Labour	3,055	55.00
	Indirect Labour	1,714	45.00
<b>Total</b>		<b>4,769</b>	<b>100.00</b>

\*) As of January 1, 2001

# SUNTER I PLANT

## Engine Plant :

1. Establishment : December 20, 1982
2. Start of Production :
- 5K-Engine type (Jan 1985).
  - 14B-Engine type (Apr.1985).
  - 1E-Engine type (Sep.1987).
  - 2E-Engine type (Sep.1985).
  - 4A-Engine type (Nov.1987).
  - 1Z-Engine type (Jan.1987).
  - 1Z-Engine type (Jan.1987).
  - 3S-Engine type (Jul.1990).
  - 4AG-Engine type (Nov.1991).
  - 2JZ-Engine type (Jan.1995).
  - 7K-Engine type (Jul.1995).
  - 7A-Engine type (Mar 1998)
  - 5S-Engine type (Jul 1999).
  - 1 MX-Engine type (Jul.1999).

3. Land area : Land = 51,175 m<sup>2</sup>, Building = 20,701 m<sup>2</sup>.

4. Products : Engines

Type of Engine	Engine Capacity	Market Name	Remarks
5K-Engine	1500 cc	Kijang	
7K-Engine	1800 cc	Kijang	
14B-Engine	3600 cc	Dyna	
2E-Engine	1300 cc	Starlet	Up to 1999
1Z-Engine	3000 cc	Forklift	Up to 1999
2JZ-Engine	3000 cc	Crown	
3S-Engine	2000 cc	Corona	Up to 1999
5S-FE/1 MX-FE	2200/3000 CC	Camry	
7A-Engine	1800 cc	Corolla	
5A-Engine	1500 cc	Soluna	

### Engine components.

Parts Name	Engine Type	Start Operation	Remarks
In-ex Manifold	7K	1987	
Head Cover	7K	1987	
In-ex Manifold	1E/2E	Apr. 1988	Up to 1999
In-ex Manifold	4A	Apr. 1991	Up to 1999
Head Cover	4A	Apr. 1988	Up to 1999
Flywheel	7K	Aug. 1989	
Piston	7K	Aug. 1989	
Cylinder Block	5K/7K	Nov. 1989	
Cylinder Head	7K	Nov. 1989	
Crank-cap	7K	May. 1991	
Crank-shaft	7K	Oct. 1991	
Flywheel	14B	Nov. 1994	

5. Aluminum Casting : Piston for 7K-Engine type.  
Start production on June, 1990

8. Export :

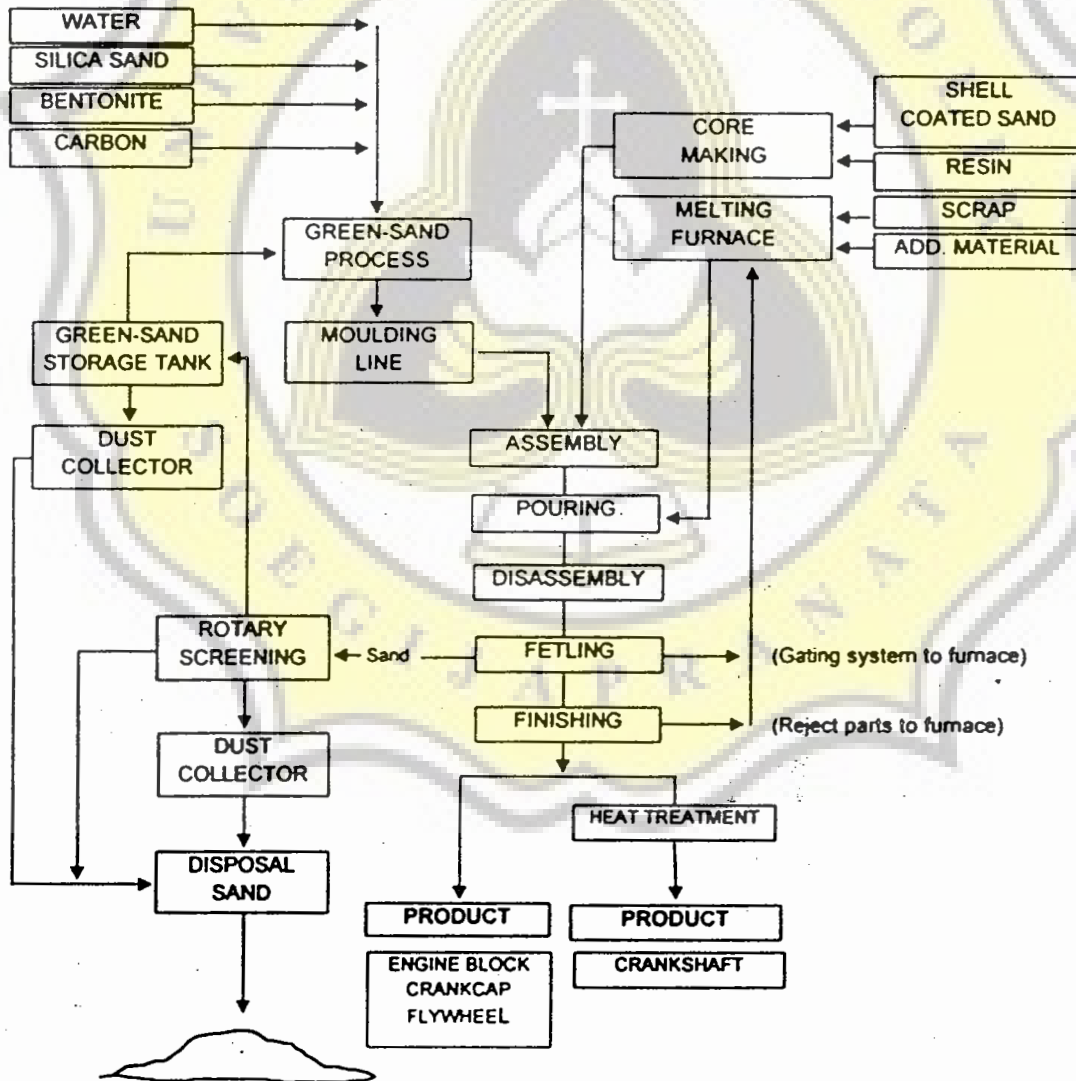
Parts Name	Destination	Start
5K-E/G Assy	Malaysia	Oct. 1994 up to 1995
5K-Cyl/Block	Japan	Nov. 1990
5K-Cyl/Block	Malaysia	Nov. 1994 up to 1998
7K-E/G Assy	Taiwan	Jan. 1996
7K E/G Assy	Philippines	Feb. 1996
7K E/G Assy	Japan	Jul. 1996
7K E/G Assy	Malaysia	Jul. 1996
7K E/G Assy	Vietnam	Jul 1996

# SUNTER II PLANT

## Casting Plant :

1. Establishment : December 20, 1982
2. Ground breaking ceremony : July 12, 1989
3. Plant inauguration : March 12, 1991.
4. Trial production :
  - Piston (aluminium casting) → Agustus 1990
  - Cylinder block → April 1991
5. Commercial production : August 1991
7. Land area : 65,028 m<sup>2</sup>  
Building area : 19,122 m<sup>2</sup>
8. Production volume : 1.000 tons / month ( two shift )
9. Product ( for 5K-engine and 7K-engine type ).
  - Cylinder block 5K, 7K
  - Crank cap 5K, 7K
  - Crankshaft 7K
  - Flywheel 14B, 7K

## Casting Flow Process



# PARTS CENTER

1. Establishment	: 1971 - 1973    Jl Hasyim Ashari, Jakarta Pusat. : 1973 - 1974    Jl. Jenderal Sudirman, Jakarta Pusat. : 1974 - 1982    Jl. Yos Sudarso, Sunter I, Jakarta Utara. : 1982 - Now     Jl. Gaya Motor III, Sunter III, Jakarta Utara.														
2. Land area	: Building = 23,466 m2 (Warehouse = 20,160 m2 ). : Land = 119,085 m2														
3. Organization Structure	: - Planning Department : - Warehouse Department : - Parts Control & Supply Department														
4. System	: - Hardware, IBM S-36. : - Software, Topas - 8 ( Toyota Parts Automation System-8 ).														
5. Parts Sourcing	: 1. TMC ( Toyota Motor Corporation ) Japan. : 2. Local ( for commercial car ) e.g. : <table border="0" style="margin-left: 40px;"> <tr> <td>• Glass</td> <td>- Asahimas</td> </tr> <tr> <td>• Shock Absorber</td> <td>- Kayaba</td> </tr> <tr> <td>• Filter</td> <td>- Nippondenso</td> </tr> <tr> <td>• Rubber</td> <td>- Inoue Rubber</td> </tr> <tr> <td>• Leaf/ Coil Spring</td> <td>- Tri Satria Utama</td> </tr> <tr> <td>• Tires</td> <td>- Bridgestone, Goodyear</td> </tr> <tr> <td>• Others</td> <td></td> </tr> </table>	• Glass	- Asahimas	• Shock Absorber	- Kayaba	• Filter	- Nippondenso	• Rubber	- Inoue Rubber	• Leaf/ Coil Spring	- Tri Satria Utama	• Tires	- Bridgestone, Goodyear	• Others	
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• Leaf/ Coil Spring	- Tri Satria Utama														
• Tires	- Bridgestone, Goodyear														
• Others															
6. Number of Parts Stock	: Registered = 57,168 items ( as of Dec 2000 ). : Actual = 45,377 items ( as of Dec 2000 ).														
7. Stock Amount	: Rp. 78,064 billion ( as of Dec 2000 ).														
8. Performance	: Service Rate : 2000 = 95,7 % ( as of December 2000 ). :                    : 1999 = 95,7 % ( as of December 1999 ). :                    : 1998 = 98,6 % ( as of December 1998 ).  : Month Stock : 2000 = 2,9 M ( as of December 2000 ). :                    : 1999 = 3,4 M ( as of December 1999 ). :                    : 1998 = 5,0 M ( as of December 1998 ).														
9. Sales Channel	: 5 Main Dealers. ( More than 121 VSP through out Indonesia, procure parts to PT Toyota-Astra Motor through 5 main dealers ).														
10. Sales Achievement	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: center;"><u>Jan - Dec 2000</u></th> <th style="text-align: center;"><u>Jan - Dec 1999</u></th> <th style="text-align: center;"><u>Jan - Dec 1998</u></th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;">General Parts</td> <td style="text-align: center;">= Rp. 366,475 billion</td> <td style="text-align: center;">Rp. 276,475 billion</td> <td style="text-align: center;">Rp. 193,607 billion</td> </tr> <tr> <td style="padding-left: 20px;">Accessories</td> <td style="text-align: center;">= Rp. 30,577 billion</td> <td style="text-align: center;">Rp. 10,997 billion</td> <td style="text-align: center;">Rp. 99,268 billion</td> </tr> </tbody> </table>		<u>Jan - Dec 2000</u>	<u>Jan - Dec 1999</u>	<u>Jan - Dec 1998</u>	General Parts	= Rp. 366,475 billion	Rp. 276,475 billion	Rp. 193,607 billion	Accessories	= Rp. 30,577 billion	Rp. 10,997 billion	Rp. 99,268 billion		
	<u>Jan - Dec 2000</u>	<u>Jan - Dec 1999</u>	<u>Jan - Dec 1998</u>												
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\* ComRel:CAD



# SOCIAL CONTRIBUTION

Social Welfare	Education	Public Interest
<ul style="list-style-type: none"> <li>• <b>Public Infrastructure :</b> <ul style="list-style-type: none"> <li>- Road and drainage repair</li> <li>- Public bath (MCK).</li> <li>- Garbage container</li> <li>- Renovation of spiritual places</li> <li>- Garbage carts,</li> <li>- Garbage trucks.</li> </ul> </li> <li>• <b>Health &amp; Sanitation</b> <ul style="list-style-type: none"> <li>- Pest control</li> <li>- Health facility (ambulance)</li> </ul> </li> <li>• <b>Religious Affairs :</b> <ul style="list-style-type: none"> <li>- Idul Fitri gifts</li> <li>- Idul Adha gifts</li> </ul> </li> <li>• <b>Others :</b> <ul style="list-style-type: none"> <li>- Sembako (staple-goods)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Toyota-Astra Foundation :</b> <ul style="list-style-type: none"> <li>- Scholarship program</li> <li>- Teaching aid</li> <li>- Post graduate program</li> <li>- Textbook Translation</li> </ul> </li> <li>• <b>Training Center :</b> <ul style="list-style-type: none"> <li>- Toyota Technical Education Program ( T-TEP ).</li> <li>- Training for small scale industries.</li> <li>- Entrepreneurship Course (wiraswata course).</li> <li>- Donation of technical books</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Environment :</b> <ul style="list-style-type: none"> <li>- Public bath and toilet . ( MCK ).</li> </ul> </li> <li>• <b>Commuting Facility :</b> ( for mentally retarded &amp; handicapped children foundation).           <ul style="list-style-type: none"> <li>- Commuter</li> <li>- Other transport facility.</li> </ul> </li> </ul>

Culture	Traffic	Security Matters
<ul style="list-style-type: none"> <li>• <b>Sponsoring national culture event.</b></li> <li>• <b>Sponsoring international culture event.</b> <ul style="list-style-type: none"> <li>- New York Symphonic Ensemble.</li> <li>- Sapporo Symphony Orchestra.</li> </ul> </li> </ul> <p>Next proceed of ticket sales of the concert donated to PMI ( Indonesian Red Cross) , Mentally Retarded &amp; Handicapped Children Foundation (YPAC), Indonesian Foundation against Cancer (SKI).</p>	<ul style="list-style-type: none"> <li>• <b>Sponsoring Traffic Program.</b></li> <li>• <b>Donating patrol cars to The Metropolitan Traffic Police.</b></li> <li>• <b>Donating patrol car to The Bogor Traffic Police.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Donating patrol cars to :</b> <ul style="list-style-type: none"> <li>- North Jakarta Military Garisson.</li> <li>- North Jakarta Police.</li> </ul> </li> </ul>

\* ComRet-GAD

DESTINATION	1986/1985	1996	1997	1998	1999	2000	TOTALS
BRUNEI DARUSSALAM	4,908	840	1,059	252	231	184	7,474
PAPUA NEW GUINEA	316	196	281	79	18	75	965
SOUTH PACIFIC COUNTRIES • FIJI • SOLOMON • TONGA, VANUATU	167	41	69	26	49	8	360
EAST TIMOR						5	5
OTHERS	75	12	21	17	2	1	128
<b>GRAND TOTAL</b>	<b>6,456</b>	<b>1,088</b>	<b>1,450</b>	<b>374</b>	<b>300</b>	<b>208</b>	<b>9,876</b>
<b>VALUE ((C)0000000000)</b>	<b>449000000000</b>	<b>92622000</b>	<b>14251700</b>	<b>9240200</b>	<b>1376700</b>	<b>2100000</b>	<b>47328300</b>

## BERITA ACARA

Pada hari ini Selasa tanggal 28 Oktober 1997 telah dilaksanakan musyawarah antara Pimpinan Perusahaan PT. Toyota - Astra Motor dengan PUK. SP. LEM SPSI PT. Toyota - Astra Motor tentang keadaan yang sedang dihadapi Perusahaan dan telah dicapai kesepakatan sebagai berikut :

1. Menghadapi penurunan kegiatan produksi perlu diambil langkah - langkah sebagai berikut :
  - a. Mengupayakan pengurangan atau pembatasan kegiatan kerja lembur.
  - b. Meliburkan sebagian karyawan dibagian - bagian tertentu secara bergiliran atau secara terus menerus yang pelaksanaannya diatur oleh Division Head setempat.
  - c. Pengakhiran Perjanjian Kerja sejumlah Pekerja untuk waktu tertentu , terutama yang akan berakhir waktunya dengan melihat kebutuhan dan dengan pembayaran atas segala hak - haknya.
  - d. Melakukan upaya - upaya lainnya dalam peningkatan efisiensi dan penghematan.
  
2. Pengaturan hak - hak karyawan selama diliburkan adalah sebagai berikut :
  - a. Gaji bulan berjalan.
  - b. Pembayaran Tunjangan makan & makan extra, akan dilakukan bersamaan pembayaran gaji bulan berikutnya.
  - c. Pembayaran hak - hal lainnya sesuai dengan apa yang telah diatur dalam KKB PT. Toyota - Astra Motor tahun 1997 - 1999, kecuali insentif kehadiran dan tunjangan transport.

Demikian kesepakatan ini dibuat untuk dipergunakan seperlunya.

PUK SP.LEM SPSI  
PT. TOYOTA - ASTRA MOTOR

PT. TOYOTA - ASTRA MOTOR



P.T. TOYOTA-ASTRA MOTOR  
JAKARTA - INDONESIA

MAKMUR KOMARUDIN  
Ketua

JOHNNY DARMAWAN  
Direktur

## INSTRUCTIONS

No: Special

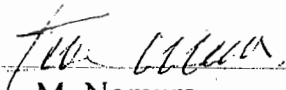
Facing a rough time especially in turbulent bussiness that has been indicated with tremendously decrease of rate of exchange Rupiah to Dollar, it is necessary to take tangible measure in order to make the company survive.

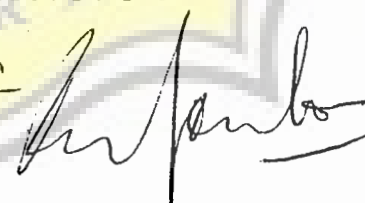
Referring to the matter above, it is instructed to all Division Head, Department, Unit and theirs employee to pay attention and carry out the things as follows :

1. No recruitment for both additional and replacement
2. No Overtime for daily or weekly, except for those who have kind of job that needs overtime.
3. Eliminate donating activities, celebration, ceremony like welcome and farewell party including entertainment expenses.
4. Minimize domestic bussiness travel and eliminate overseas bussiness travel, such as visit or training.
5. Decrease the using of company facilities, for instance, Electricity, Water, Papers, Stationaries, Computer, Cars, Telephone, Fax. and other consumtive things.
6. In order to get those matters maximal, each Divisions should establish a TEAM that functions following up the policy by making operational program, controlling and reporting the results periodically.
7. For further technical implementation will be regulated and coordinated by related Divisions.

Please be informed accordingly and be executed immediately.

Jakarta, January 7th, 1998  
**PT. TOYOTA-ASTRA MOTOR**

  
M. Nomura  
Vice President Director

  
Rudyanto Hardjanto  
President Director



## INSTRUKSI

### No. Khusus

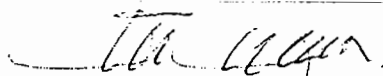
Menghadapi situasi bisnis yang tidak menentu yang ditandai dengan terus merosotnya nilai tukar Rupiah terhadap US Dollar maka dipandang perlu untuk mengambil langkah nyata yang diharapkan dapat membantu Perusahaan untuk tetap dapat survive.

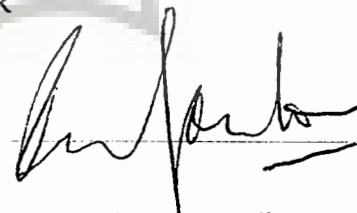
Untuk itu diinstruksikan kepada seluruh jajaran pimpinan Divisi, Department, unit - unit kerja beserta seluruh karyawan PT. TOYOTA - ASTRA MOTOR agar memperhatikan serta melaksanakan hal sebagai berikut :

1. Meniadakan rekrutment karyawan baru, baik yang bersifat penambahan ( additional ) maupun yang bersifat penggantian ( replacement )
2. Meniadakan kerja lembur, baik yang bersifat lembur harian maupun mingguan, kecuali untuk bidang - bidang yang oleh karena sifat dan jenis pekerjaannya membutuhkan jam kerja lembur
3. Meniadakan kegiatan - kegiatan yang bersifat pendanaan ( donation ), perayaan ( celebration ), upacara ( ceremony ) seperti misalnya upacara penyambutan atau pelepasan termasuk juga pengeluaran - pengeluaran untuk kegiatan entertainment
4. Mengurangi hingga seminimal mungkin perjalanan dinas domestik dan meniadakan perjalanan dinas atau kunjungan atau pelatihan ke luar negeri
5. Mengurangi hingga seminimal mungkin penggunaan fasilitas Perusahaan seperti misalnya Listrik, Air, Kertas, Stationery, Komputer, Kendaraan Dinas, Telepon, Fax dan hal lainnya yang bersifat konsumtif.
6. Agar kegiatan tersebut diatas dapat berjalan sebagaimana yang diharapkan, setiap Divisi supaya membentuk TEAM yang berfungsi menindaklanjuti kebijakan tersebut dengan membuat program operasi, serta memonitor dan melaporkan hasil - hasilnya secara periodik
7. Hal - hal yang bersifat teknis pelaksanaan akan diatur kemudian dan pengkoordinasian nya agar dilaksanakan oleh Divisi terkait.

Demikian instruksi ini disampaikan untuk segera dilaksanakan dengan penuh tanggung jawab.

Jakarta, 7 Januari 1998  
PT. TOYOTA - ASTRA MOTOR

  
M. Nomura  
Wakil Presiden Direktur

  
Rudyanto Hardjanto  
Presiden Direktur

# TOYOTA

PT. TOYOTA-ASTRA MOTOR

Jl. Laks. Yos Sudarso, Sunter II  
Jakarta Utara - Indonesia  
Phone : 651.5551 (Hunting)  
Facsimile : 651.5327  
P.O. Box : 1420 - Jakarta 10014

From: Hatmarso

mor : 1121TC/HRD/I/2002.

pada Yth :

r. Pimpinan

UNIVERSITAS KATOLIK SOEGIJAPRANATA  
Pawiyatan Luhur IV/1 Badan Duwur  
Marang 50234  
Koordinator Praktek / Survey

Tempat Praktek, up : - Bp. Bayu Hariatmoko ( HUMAN RESOURCES DIVISION )  
- Bp. Edi D.S. ( HUMAN RESOURCES DIVISION )

Dengan hormat,

Perihal : Praktek Kerja / Survey

Sebelum surat Saudara nomor : B.2.02/958/UKS.05/IX/2001  
tanggal 5 September '01 perihal Praktek Kerja / Survey atas nama :

No	Nama	No. Induk	Jurusan	Divisi penempatan praktek
1	YOSAPHAT HATMARSO	94.20.1102	HUKUM	HUMAN RESOURCES DIV
2				
3				
4				

Tanggal : 1 April s/d 31 Mei 2002  
Jam : 08.00 s.d 16.45 WIB  
Tempat : PT. TOYOTA ASTRA MOTOR ( HEAD OFFICE )  
Jl. Yos Sudarso Sunter II  
Jakarta Utara

Untuk pengarahan calon praktikan harap datang di Head Office (PT TAM), Jl. Yos Sudarso, Sunter II, Jakarta Utara pada Tanggal : Jam : 08.00 - 11.00 WIB.

Selanjutnya kami harapkan kehadiran calon praktikan di tempat praktek / Survey tepat pada waktunya. Demikian agar menjadi periksa.

Ditandatangani :

1. Membawa pas photo ukuran 3 x 4 dan ukuran 2 x 3 masing-masing 1 lembar.
2. Membawa Kartu Pelajar/Mahasiswa (asli & copy).
3. Untuk STM membawa pakaian praktek.
4. Untuk SMEA pakaian seragam yang diwajibkan.

Jakarta, 20 Maret 2002.  
Human Resources Division  
Training Center Department

 **P.T. TOYOTA-ASTRA MOTOR**  
JAKARTA, INDONESIA  
Aditia S. Putra  
Department Head



## SURAT KETERANGAN

2069 /TTC /HRD / .IV . / 2002

Yang bertanda tangan dibawah ini menerangkan bahwa,

Nama : YOSAPHAT HATMARSO  
N I M : 94.20.1102  
Jurusan : HUKUM  
Fakultas : HUKUM  
Universitas : KATOLIK SOEGIJAPRANATA

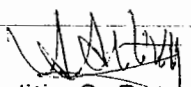

Telah menyelesaikan penelitian di PT Toyota Astra Motor untuk bahan karya tulis / skripsi pada :

Tanggal .....: 1 April s/d 31 Mei 2002  
Divisi : HUMAN RESOURCES DIVISION  
Materi : PEL.KEPUTUSAN PERUSAHAAN TERHADAP PEK.YANG DIRUMAHKAN  
Hasil : BAIK

Demikian untuk diketahui dan dipergunakan sebagaimana mestinya.

Jakarta, 29 April 2002 .....

Human Resources Division  
Toyota Training Center,

  
 Aditia S. Purno  
**P.T. TOYOTA-ASTRA MOTOR**  
HRD Dept. Head