**LETTER CONFIRMING VERBAL WARNING (DISCIPLINE)**

21st December, 2018

**Private and confidential**

Pahlawan 92A Street, Jakarta

Dear Mr. Anton Supriyatna

Further to our meeting on 16th December 2018 which was held to discuss your conduct, I write to summarise our discussion and confirm the outcome.

Denny Sumargiono was also present at those meeting. You were accompanied at the meeting by him an another one as your secretary.

I explained to you the Company’s dissatisfaction with your conduct. You will recall that we discussed about the purchasing of mega baja steel product for your upcoming project in this January. You agreed to make a deal for long term contract and preparely to sign a contract letter after the meeting.

You said in response that your assistant have made a deal letter but until the next day we don’t received any information abut signing this contract. We also try to communicate wth your secretary but there was no response.

I informed you that we required you to hold your promise and show your professionalism through your assistant and co-worker.

Your conduct will be closely monitored over the next 1 month and a review will take place on Wednesday through the “review date” meeting.

This letter confirms that, in accordance with the Company’s discipline procedure, you were given a verbal warning. A note of this warning will be kept on file but will be considered “spent” for disciplinary purposes after a period of 1 months. Should your conduct not meet the required improvement by the review date or if, while this warning is live, there is any [further misconduct / cause for complaint] of a similar nature, further disciplinary action will be taken, which could lead to you receiving a written warning.

In line with Company procedures, you have the right to appeal against this decision. If you wish to do so, you should write to [add name and title of person who will deal with the appeal] at [add address] within five working days of receiving this letter, detailing the grounds for your appeal.

Yours sincerely

Andrea Suranata