



PT. "K" LINE (INDONESIA)

4th Floor, Summitmas II, Jl. Jend. Sudirman Kav. 61-62 Jakarta 12190 - Indonesia
Phone : (62-21) 5220808 (Hunting) Fax : (62-21) 5220775 / 5226584 / 5226785
http : //www.kline.co.id
INSA No : 1026/INSA/XI/1998

Jakarta, 16th October 2020

NOTICE OF WORKING FROM HOME **ON OCTOBER 26 and OCTOBER 27, 2020**

Dear Valued Customers,

In connection to the current pandemic, the Management of PT. "K" Line (Indonesia) has decided to take following actions:

1). To Close Summitmas Office on:

Monday, October 26, 2020 and Tuesday, October 27, 2020

Our staff will conduct Working From Home during this period.
However, to serve our customers who would like to pick up documents such as Bill of Lading and Invoice, skeleton staff will standby at our Port Office.

The address and contact numbers of Port Office are as follows :

Port Office of PT. "K" Line (Indonesia) :

Jl. Kebon Bawang 5 No. 24
RT 011 / RW 008
Kebon Bawang – Tanjung Priok
Jakarta Utara 14320.

Telp : (62 21) 43932904
Fax : (62 21) 43921976

Person in charge for Bill of Lading : Muhammad Ridho

Person in charge for Invoice : Nani Royani

2) To Close Summitmas Office and Port Office during Mass Leave determined by Government and Public Holiday, as follows :

First Mass Leave:
Wednesday, October 28, 2020

Public Holiday:
Thursday, October 29, 2020

Second Mass Leave:
Friday, October 30, 2020



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3. To resume our Summitmas Office and Port Office effective on Monday, November 2, 2020 by still applying Working From Home as refer to Government policy.

Should you require assistance from our staff, please kindly find the Flow Communication Chart as attached.

We really appreciate your kind understanding and we are looking forward to your continuous support. Thank you.



Best Regards

Management of PT. "K" Line (Indonesia)

FLOW COMMUNICATION CHART PT. "K" LINE (INDONESIA)

BULK/LNG/LOGISTICS

PIC :

- WIRA WIJAYA
0811 869 842
- ZEFANYA SENDJOJO
0822 1317 7087

JAPAN DESK

PIC :

- RISA OISHI
0815 1146 7994
0856 9275 4517

MANAGEMENT

PCC

PIC :

- IVAN KARYADI
0815 9810 448
0816 112 6562
- NISSA ARDIANA
0815 9810 454
0812 802 8862
- RAHMAWATI
0815 609 5673
0815 8534 0399
- SONNY LIUS
0856 9739 2228
- EVELYN REGINA ODYLIA
0813 1349 8439
- MUHAMMAD RIDHO
0812 8382 0813

OPERATION

PIC

- KUSHARJO WANGSADIJAYA
0815 162 1060
0815 992 3100
- Yolando Mahreza Nanlohy
0812 3070 6704
- EDDY
0815 9810 461
0852 1566 9288
- YULIAN PERDANA ANDRIANTO
0815 1092 6971
- ADE NURHIDAYAT
0857 8000 9805
- WAHYU TRI SUTEJO
0857 8008 8135
- FITRIA SARI
0815 7487 8114

FINANCE & ACCOUNTING

PIC :

- VERONICA CYNTHIA
WIYONO
0815 1621 070
- THANZA GRANA WINATA
0812 9376 841
- ANA SEFTIANA
0815 8501 9544
- REZA YULIANSYAH
0857 7710 5366
- ERNISA
0857 1949 0481
- NANI ROYANI
0813 8190 7189