|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Host Company | : | ${CHOST} | | | From从 | | | | | To到 | | | | | | TOTAL VISIT PERIOD | | | |
| Visitor's Company/Institution | : | ${COMPANY} | | | **Period of Visit** | | : | ${DFROM} | | | - | ${DTO} | | ${DAY} | Days天 | | ${NIGHT} | | Nights夜 |
| Company Liaison Officer | : | ${UCOMPANY} | Mobile No | ${OHP} | | e mail | | | ${OMAIL} | | | | **Plan Site Visiting Area** | | | | | | | |
| Visitor Liaison Officer | : | ${VCOMPANY} | Mobile No | ${VHP} | | e mail | | | ${VMAIL} | | | | ${Y1} Smelter冶炼厂 | | | | | ${Y2} Power Plant | | |
| Visitor Office Address | : |  |  |  | |  | | |  | | | | ${Y3} Factory工厂 | | | | | ${Y4} Mine Site | | |
| Purpose of Visit | : |  |  |  | |  | | |  | | | | ${Y5} Harbour | | | | | ${Y6} All Areas | | |
| **Visitors Data & Information** | | | **Total Guest** | : ${GTOTAL} | | **Persons** | | |  | | | |  | | | | |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | **Title & Name/Gelar & Nama** | **Position Title/Jabatan** | **Body Wt.** | **Departing City** | **Arriving in Kendari** | | | **Departing from Kendari** | | | **Destination City** | **Transport Mode** | | **Remarks / Notes**  **/** |
| **Date** | **Flight No** | **Time** | **Date** | **Flight No** | **Time** | **To MIP** | **From MIP** |
| ${NO} | ${PNAME} | ${PPOSITION} | ${BW} | ${CDEP} | ${ADATE} | ${AFN} | ${ATIME} | {DDATE} | ${AFN} | ${ATIME} | ${CDES} | ${TTO} | ${TFROM} | ${NOTES} |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Requested Facilities | ${F1} | Meeting Room with | ${F4} | Others | ${OF} |
|  | ${F2} | LCD Projector & Dispay Screen |  |  |  |
|  | ${F3} | Transport on site |  |  |  |
|  |  | All Cost borne by | | | ${COST} |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Additional Remarks & Notes** | Place | Date |  |  |
|  | ${PLACE}, | ${PAPER\_DATE} |  |  |
|  | Prepared by | | Host Company Director's Verification: / | Managing Director/CEO Approval  / |
|  | **${PREPARE\_BY}** | | **${HOST\_COMPANY}** | **${DIRECTOR}** |
|  | |  |  | | --- | --- | | Name | ${PREPARE\_NAME} | | | |  |  | | --- | --- | | Name | ${HOST\_NAME} | | |  |  | | --- | --- | | Name | ${DIRECTOR\_NAME} | |
|  | |  |  | | --- | --- | | Title | ${PREPARE\_TITLE} | | | |  |  | | --- | --- | | Title | ${HOST\_TITLE} | | |  |  | | --- | --- | | Title | ${DIRECTOR\_TITLE} | |