|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERBAL** | | | | | | | | | | |
|  |  |  |  |  |  |  | |  |  |  |
| 1. Dikerjakan oleh | | : |  |  |  |  | | 1. Diterima di Penerima Surat | : |  |
|  |  |  |  |  |  |  | | 1. Dinomori oleh | : |  |
|  |  |  |  |  |  |  | | 1. Diketik oleh | : |  |
| 1. Diperiksa oleh | | : |  |  |  |  | | 1. Ditak’lik oleh | : |  |
|  |  |  |  |  |  |  | | 1. Diterima di Pengirim Surat | : |  |
|  |  |  |  |  |  |  | | 1. Dikirim oleh | : |  |
| 1. Diedarkan oleh | | : |  |  |  |  | | 1. Perbal dan pertinggal disimpan oleh | : |  |
|  | |  |  |  |  |  | |  |  |  |
| DIMAJUKAN PADA TANGGAL…………………………………. | | | | | | | | | | |
| PERIHAL/JUDUL NASKAH DINAS : | | | |  |  |  | |  |  |  |
|  |  |  |  |  |  |  | |  |  |  |
| **SURAT TEMPLATE PERBAL** | | | | | | | | | | |
|  |  |  |  |  |  |  | |  |  |  |
|  |  |  |  |  |  |  | |  |  |  |
|  |  |  |  |  |  |  | |  |  |  |
| No. |  |  |  |  |  |  | | Jakarta,…………………………………. |  |  |
| Lampiran : | |  |  |  |  |  | | Kepada Yth. |  |  |
|  |  |  |  |  |  |  | |  |  |  |
|  |  |  |  |  |  |  | | **PT. Saranawisesa Properindo** |  |  |
|  |  |  |  |  |  |  | | Jl. Tebet Barat IV No. 20, Tebet, Jakarta Selatan |  |  |
|  |  |  |  |  |  |  | |  |  |  |
|  |  |  |  |  |  |  | |  |  |  |
|  |  |  | | |  |  | |  |  |  |
| PEMARAF SERTA | | | | | | | TEMBUSAN | | | |
|  | | | | | | |  | | | |
| 1. Senior Manajer Div.Umum & SDM : 2. Senior Manajer Divisi Usaha : 3. Kepala Satuan Pengawas Intern : 4. Direktur Adm & Keu : | | | | | | | 1. Direktur Pengembangan 2. Direktur Utama | | | |
| **DITETAPKAN OLEH :** | | | |  |  |  | |  |  |  |
| **DIREKSI SARANA JAYA** | | | |  |  |  | |  |  |  |
| **Direktur Utama** | | | |  |  |  | |  |  |  |
|  |  |  |  |  |  |  | |  |  |  |
|  |  |  |  |  |  |  | |  |  |  |
|  |  |  |  |  |  |  | |  |  |  |
|  |  |  |  |  |  |  | |  |  |  |
|  |  |  |  |  |  |  | |  |  |  |
| **( Yoory C. Pinontoan )** | | |  |  |  |  | |  |  |  |
|  |  |  |  |  |  |  | |  |  |  |
| Setelah selesai dikembalikan ke : | | |  |  |  |  | |  |  |  |
| Induk Tata Usaha (ITU) | | |  |  |  |  | |  |  |  |