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| **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** |
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| No. |  |  |  |  |  |  | Jakarta,…………………………………. |  |  |
| Lampiran : |  |  |  |  |  | Kepada Yth. |  |  |
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|  |  |  |  |  |  |  | **PT. Saranawisesa Properindo** |  |  |
|  |  |  |  |  |  |  | Jl. Tebet Barat IV No. 20, Tebet, Jakarta Selatan |  |  |
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| 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**  |  |  |  |  |  |  |
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| **( Yoory C. Pinontoan )** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Setelah selesai dikembalikan ke : |  |  |  |  |  |  |  |
| Induk Tata Usaha (ITU) |  |  |  |  |  |  |  |