

THE STATE MINISTER FOR AGRARIAN AFFAIRS/HEAD  
OF THE NATIONAL LAND AFFAIRS AGENCY

**INSTRUCTION OF THE STATE MINISTER FOR AGRARIAN AFFAIRS/  
HEAD OF THE NATIONAL LAND AFFAIRS AGENCY  
NUMBER : 2/1999 ; DATED : APRIL 19, 1999**

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**ACCELERATION OF THE REGISTRATION SERVICE FOR  
THE TRANSFER OF RIGHTS OVER LAND**

THE STATE MINISTER FOR AGRARIAN AFFAIRS/  
HEAD OF THE NATIONAL LAND AFFAIRS AGENCY,

- Considering** :
- a. that the service for registration of the transfer of rights over land through the transfer of the rights by PPAT (Land Title Conveyancer) Deed or Tender for a certified land is a simple service;
  - b. that to provide security to the applicant on the completion time for registration of the transfer of rights over the certificated land it is necessary to issue an instruction to the parties involved in the granting of the service.
- Bearing in mind** :
- 1. Act. No. 5 of 1960 on the Basic Regulation on the Principles of Agrarian Affairs;
  - 2. Government Regulation No. 24 of 1997 on the Registration of Land;
  - 3. Government Regulation No. 37 of 1998 on the Ruling of PPAT Positions;
  - 4. Presidential Decree No. 26 of 1988 on the National Land Affairs Agency;
  - 5. Presidential Decree No. 122/M/1998 on the Establishment of the Development Reform Cabinet.
  - 6. Regulation of the State Minister for Agraria Affairs/Head of the National Land Affairs Agency No. 3/1997 on the Implementing Provisions of Government Regulation No. 24/1997 on the Land Registration.
  - 7. Instruction of the State Minister for Agrarian Affairs/Head of the National Land Affairs Agency No. 3/1998 on the Enhancement of Efficiency and Quality of Public Service in the Area of Land Affairs;
  - 8. Instruction of the State Minister for Agrarian Affairs/Head of the National Land Affairs Agency No. 1/1999 on the Completion of

Outstanding Work on Public Applications in the Area of Land Affairs.

By revoking the provisions in the instructions, letters and circulars whose contents are contradictory.

**INSTRUCTION :**

- TO :**
1. All Heads of Land Affairs Offices in Regencies/Municipalities throughout Indonesia;
  2. All Heads of Regional Offices of the National Land Affairs Agency in Provinces throughout Indonesia;
  3. All PAAT throughout Indonesia;
  4. Deputy for Land Measurement and Registration

- FIRST :** All Heads of Land Affairs Offices in Regencies/Municipalities throughout Indonesia:
- a. to finish every application for registration of the transfer of rights over the certificated land already supported by the documents as meant in Article 103 paragraph (2) or Article 108 of Regulation of the State Minister for Agrarian Affairs/Head of the National Land Affairs Agency No. 3/1997 within 2 (two) weeks after receipt of the application.
  - b. to finish all arrears of work on the application for the transfer of rights over the certificated land already supported by the documents as meant in Article 103 paragraph (2) or Article 108 of Regulation of the State Minister for Agrarian Affairs/Head of the National Land Affairs Agency No. 3/1997 within 3 (three) weeks as from the date of this Instruction;
  - c. in implementing the registration for the transfer of rights over land as meant in letters a and b :
    - 1) to receive the file of PPAT Deed on the transfer of rights or the quotation of Tender Minutes submitted according to provisions in Article 40 paragraph (1) or Article 41 paragraph (5) of Government Regulation No. 24/1997 on the Land Registration, and the file of application for the transfer of his rights, and to provide a receipt bearing the date of the receipt of the file.
    - 2) to notify in writing to the PPAT Deed concerned on the application for the transfer of rights in case of insufficiency of supporting documents or if the registration on the transfer of rights cannot be implemented by mentioning the deficiencies or the reason why it is incapable of being registered;
    - 3) not to amend the status or type of the rights over the land to be transferred except at the request of the party to receive the transfer of the rights;

- 4) not to amend the physical data of the land to be transferred for whatsoever kind of reason except at the request of the party to receive the transfer of the rights;
- 5) not to impose other conditions except those stipulated in Regulation of the State Minister for Agrarian Affairs/Head of the National Land Affairs Agency No. 3/1997;
- 6) not to carry out re-measurement or site visit for whatsoever kind of reason in processing the registration for the transfer of rights except:
  - a) the certificate is not already supported by the Situation Drawing/Measurement Letter;
  - b) the certificate is supported by a Situation Drawing/Measurement Letter not produced by a land affairs/agrarian institution;
  - c) there is a request for re-measurement by the applicant for registration of the transfer of rights;
  - d) in the Deed on Right Transfer is stated that what is transferred is only part of the plot of land indicated in the certificate concerned.

**SECOND** : All Heads of Regional Offices of the Provincial Land Affairs Agency Heads of Regional Offices of the Provincial Land Affairs Agency throughout Indonesia :

- a. to guide, supervise, provide the assistance needed by Heads of Land Affairs Offices in Regencies/Municipalities for implementation of this instruction;
- b. not to determine other conditions for the registration of the transfer of rights beyond those stipulated in Regulation of the State Minister for Agrarian Affairs/Head of the National Land Affairs Agency No. 3/1998;
- c. to monitor the implementation of this instruction by all Heads of land Affairs Offices in Regencies/Municipalities and to report the monitoring results every month to the State Minister for Agrarian Affairs/Head of the National Land Affairs Agency.
- d. to receive public complaints on the registration service for the registration of the transfer of rights and to take the necessary measures.

**THIRD** : All PPATs shall :

- a. submit deeds with covering letter in 2 (two) copies containing list of the kinds of documents submitted as ment in Article 103 of Regulation of the

State Minister for Agrarian Affairs/Head of the National Land Affairs Agency  
No. 3/1997;

- b. report to the Head of the Land Affairs Office and the Head of Regional Office of the Provincial Land Affairs Agency concerned if the operators/receivers refuse to receive the deeds submitted by the PPAT or refuse to give a receipt;
- c. every 2 (two) months submit to the Head of Regional Office of the provincial land Affairs Agency the list of applications for the transfers of rights over the certified plots of land through the deeds prepared by them which have not yet been completed by the Land Affairs Offices in the Regency/Municipality within 1 (one) month as from the receipt of the files concerned.
- d. every 3 (three) months deliver through PO Box 4000 to the Central National Land Affairs Agency the list of applications for the transfers of rights over the certificated plots of land through the deeds prepared by them which have not yet been completed by the Land Affairs Offices in the regency/Municipality within 2 (two) months as from the receipt of the files concerned.

**FOURTH :** The Deputy for Land/measurement and Registration of the National Land Affairs Agency shall :

- a. monitor the implementation of this instruction and report the results to the State Minister for Agrarian Affairs/Head of the national Land Affairs Agency;
- b. give directive needed for the implementation of this instruction.

This instruction shall come into force as from the date of issuance.

Stipulated in : Jakarta  
on : February 10, 1999

THE STATE MINISTER AGRARIAN AFFAIRS/  
HEAD OF THE NATIONAL LAND AFFAIRS AGENCY

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