

\*\*\* OFFICIAL ANNOUNCEMENT \*\*\*

=====

AGRARIAN AFFAIRS

=====

HEAD OF THE NATIONAL LAND AFFAIRS AGENCY

REGULATION OF THE STATE MINISTER FOR AGRARIAN AFFAIRS/  
HEAD OF THE NATIONAL LAND AFFAIRS AGENCY  
NO. 4 OF 1999 ; DATED MARCH 30, 1999

R E

THE IMPLEMENTATION OF GOVERNMENT REGULATION  
NO. 37 OF 1998 ON THE REGULATION OF THE POSITION  
OF THE LAND CONVEYANCER

(Contination From Warta CAFI No. 89)

ATTACHMENT IV.b TO :

Regulation of the State Minister for Agrarian Affairs/Head of the National Land Affairs Agency No. 4 of 1999 dated March 30, 1999) on the Implementing Provision on Government regulation No. 37 of 1998 on the Regulation of the Position of the Land Conveyancer (For Christians).

ACCOUNT  
ON THE TAKING OF OATH FOR PPAT POSITION  
NO. ....  
CRISTIAN RELIGIOUS

On this day, the .....th. day of .....in the year .....1, who by virtue of Decision of the State Minister for Agrarian Affairs/Head of the National Land Affairs Agency No. .... dated .....,have been appointed as a PPATwith the operation area .....has taken an oath as follows :

"IN THE NAME OF GOD ALMIGHTY I SWEAR"

- \* "that I, for being appointed as a PPAT, shall be faithful and fully abide by the Pancasila, the 1945 Constitution and the Government of the Republic of Indonesia."
- \* "that I shall abide all regulations on land affairs and other regulations related to the PPAT affairs and rules and other legislation in force."
- \* "that I shall perform my duties honestly, neatly, accurately and quite consciously, with full responsibility, and neutrally."
- \* "that I shall always keep secret the contents of the deeds drawn up in my presence and the protocol, for which I am responsible, which according to its nature or based on rules and legislation shall be kept secret."
- \* "that I, for being appointed in my position as a PPAT, either directly or indirectly for whatever kind of pretext or reason, shall never grant or promise to grant something to anyone, and neither shall I grant nor promise to grant something to whoever else."
- \* "May God help me."

THE OATH IS PRONOUNCED IN THE PRESENCE  
HEAD OF THE LAND AFFAIRS OFFICE  
IN REGENCY/MUNICIPALITY

THE OATH TAKING PERSON

.....

(.....)

(.....)

THE PERSONS VALIDATING THE OATH,  
"ROKHANIWAN" (Christian Minister),

(.....)

Witnesses,

(.....)

(.....)

**ATTACHMENT IV.c TO :** Regulation of the State Minister for Agrarian Affairs/Head of the National Land Affairs Agency No. 4 of 1999 dated March 30, 1999) on the Implementing Provision on Government Regulation No. 37 of 1998 on the Regulation of the Position of the Land Conveyancer ( For Catholics ).

**ACCOUNT  
ON THE TAKING OF OATH FOR PPAT POSITION  
NO. ....**

**CATHOLIC RELIGION**

On this day, the .....th day of .....in the year .....,I, who by virtue of Decision of the State Minister for Agrarian Affairs/Head of the National Land Affairs Agency No. .... Dated .....have been appointed as a PPAT with the operation area .....has taken an oath as follows :

"IN THE NAME OF THE ONLY ONE GOD ALMIGHTY I DO DECLARE AND PLEDGE"

- \* "that I, for being appointed as a PPAT, shall be faithful and fully abide by the Pancasila, the 1945 Constitution and the Government of the republic of Indonesia."
- \* "that I shall abide all regulations on land affairs and other regulations related to the PPAT affairs and rules and other legislation in force."
- \* "that I shall perform my duties honestly, neatly, accurately and quite consciously, with full responsibility, and neutrally."
- \* "that I shall always keep secret the contents of the deeds drawn up in my presence and the protocol, for which I am responsible, which according to its nature or based on rules and legislation shall be kept secret."
- \* "that I, for being appointed in my position as a PPAT, either directly or indirectly for whatever kind of pretext or reason, shall never grant or promise to grant something to anyone, and neither shall I grant nor promise to grant something to whoever else."

THE OATH IS PRONOUNCED OF THE PRESENCE OF  
HEAD OF THE LAND AFFAIRS OFFICE  
IN REGENCY/MUNICIPALITY

THE OATH TAKING PERSON

.....

(.....)

(.....)

THE PERSONS VALIDATING THE OATH,  
"ROKHANIWAN" (catholic Priest),

( ..... )  
Witnesses, ( ..... )

**ATTACHMENT IV.d TO :** Regulation of the State Minister for Agrarian Affairs/Head of the National Land Affairs Agency No. 4 of 1999 dated March 30, 1999) on the Implementing Provision on Government Regulation No. 37 of 1998 on the Regulation of the Position of the Land Conveyancer (For Hindus).

**ACCOUNT  
ON THE TAKING OF OATH FOR PPAT POSITION  
NO. ....  
HINDU RELIGIOUS**

On this day, the .....th day of .....in the year ....., I, who by virtue of Decision of the State Minister for Agrarian Affairs/Head of the National Land Affairs Agency No. .... dated .....have been appointed as a PPAT with the operation area .....has taken an oath as follows :

"OM ATAH PARAMAWISESA, I SWEAR"

- \* "that I, for being appointed as a PPAT, shall be faithful and fully abide by the Pancasila, the 1945 Constitution and the Government of the Republic of the Republic of Indonesia."
- \* "that I shall abide all regulations on land affairs and other Regulations related to the PPAT affairs and rules and other legislation in force."
- \* "that I shall perform my duties honestly, neatly, accurately and quite consciously, with full responsibility, and neutrally."
- \* "that I shall always keep secret the contents of the deeds drawn up in my presence and the protocol, for which I am responsible, which according to its nature or based on rules and legislation shall be kept secret."
- \* "that I, for being appointed in my position as a PPAT, either directly or indirectly for whatever kind of pretext or reason, shall never or promise to grant something to anyone, and neither shall I grant nor promise to grant something to whoever else."

THE OATH IS PRONOUNCED  
IN THE PRESENCE OF  
HEAD OF THE LAND AFFAIRS OFFICE  
IN REGENCY/MUNICIPALITY

THE OATH TAKING PERSON

.....  
( ..... )

( ..... )

THE PERSONS VALIDATING THE OATH,  
"ROKHANIWAN" (Hindu Priest),

( ..... )  
Witnesses,  
( ..... )

**ATTACHMENT IV.e TO :** Regulation of the State Minister for Agrarian/Head of the National Land Affairs Agency No. 4 of 1999 dated March 30, 1999) on the Implementing Provision on Government Regulation No. 37 of 1998 on the Regulation of the Position of the land Conveyancer (For Buddhists).

**ACCOUNT  
ON THE TAKING OF OATH FOR PPAT POSITION  
No. ....  
BUDDHIST RELIGION**

On this day, the .....th day of .....in the year .....I, who by virtue of Decision of the State Minister for Agrarian Affairs/Head of the National Land Affairs Agency No. .... dated ....., have been appointed as a PPAT with the operation area .....has taken an oath as follows :

**"IN THE NAME OF SANG HYANG ADIH BUDHA I SWEAR"**

- \* "that I, for being appointed as a PPAT, shall be faithful and fully abide by the Pancasila, the 1945 Constitution and the Government of the republic of Indonesia."
- \* "that I shall abide all regulations on land affairs and other regulations related to the PPAT affairs and rules and other legislation in force."
- \* "that I shall perform my duties honestly, neatly, accurately and quite consciously, with full responsibility, and neutrally."
- \* "that I shall always keep secret the contents of the deeds drawn up in my presence and the protocol, for which I am responsible, which according to its nature or based on rules and legislation shall be kept secret."
- \* "that I, for being appointed in my position as a PPAT, either directly or indirectly for whatever kind of pretext or reason, shall never grant or promise to grant something to anyone, and neither shall I grant nor promise to grant something to whoever else."

THE OATH PRONOUNCED  
IN THE PRESENCE OF  
HEAD OF THE LAND AFFAIRS OFFICE  
IN REGENCY/MUNICIPALITY  
( .....)

THE OATH TAKING PERSON

( .....)

( .....)

THE PERSONS VALIDATING THE OATH.  
"ROKHANIWAN" (Buddhist Priest),

( .....)  
Witnesses,

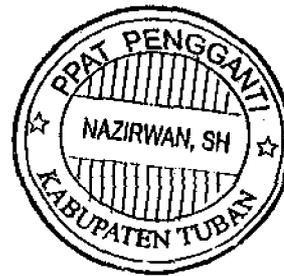
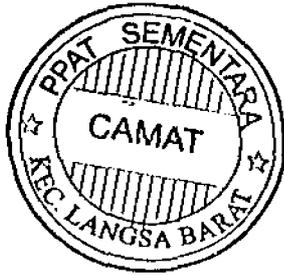
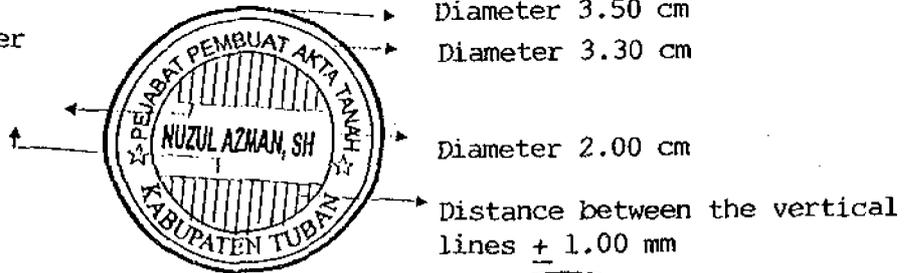
( .....)

( .....)

**ATTACHMENT V TO :** Regulation of the State Minister for Agrarian Affairs/Head of the national land Affairs Agency No. 4 of 1999 dated March 30, 1999) on the Implementing Provision on Government Regulation No. 37 of 1998 on the Regulation of the Position of the Land Conveyancer.

**SAMPLE OF STAMP OF POSITION**

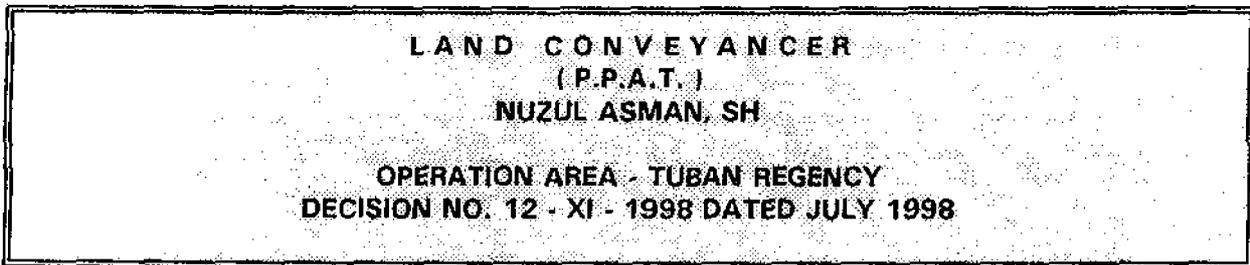
Distance between the upper and lower horizontal lines 1.50 cm.



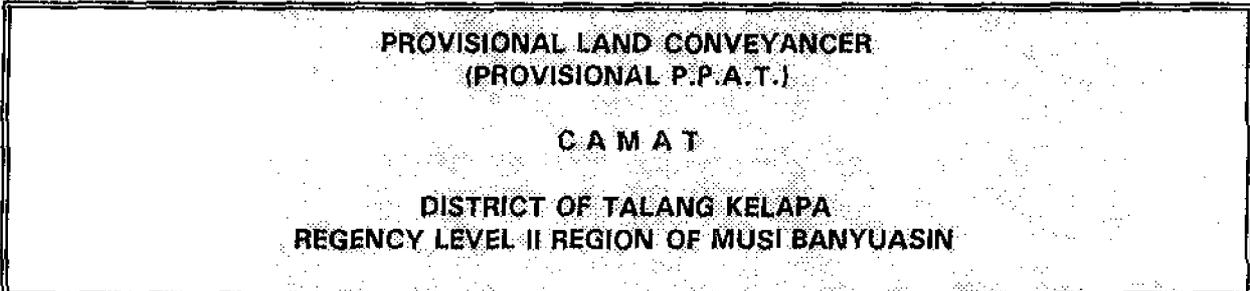
**ATTACHMENT VI TO :**

**SAMPLE OF NAME BOARD OF POSITION**

1. Appointed land Conveyancer ( Conveyancing Official ) :



2. Provisional Land Conveyancer (Camat) :



## ATTACHMENT VII TO :

## SAMPLE OF OFFICE LETTER HEAD/ENVELOPE

NUZUL AZMAN, SH  
LAND CONVEYANCER

Jl. Brigjen Katamso No. 17  
Yogyakarta, 55112, Phone (0274) 511348

## ATTACHMENT VIII TO :

## COLUMNS IN RECORD BOOK OF PPAT DEEDS

| Serial Number | Deed |      | Form of legalization | Name, Addresses        |                     |
|---------------|------|------|----------------------|------------------------|---------------------|
|               | No.  | Date |                      | The party transferring | The party receiving |
| 1             | 2    | 3    | 4                    | 5                      | 6                   |
|               |      |      |                      |                        |                     |

| Type & Number of Rights | Location of Land and Building | Area (m <sup>2</sup> ) |          | Price of Transaction of Obtainment/Transfer of Rights (Rp. 000) |
|-------------------------|-------------------------------|------------------------|----------|---|
|                         |                               | Land                   | Building |   |
| 7                       | 8                             | 9                      | 10       | 11  |
|                         |                               |                        |          |   |

| SPPT<br>NOP/<br>YEAR | PBB<br>NJOP<br>(Rp.000) | SSP  |       | SSB  |       | Remark |
|----------------------|-------------------------|------|-------|------|-------|--------|
|                      |                         | Date | (Rp.) | Date | (Rp.) |        |
| 12                   | 13                      | 14   | 15    | 16   | 17    | 18     |
|                      |                         |      |       |      |       |        |

**ATTACHMENT IX TO :**

**FORM OF DECISION ON THE LEAVE OF PPAT \*)  
DECISION .....**

**NUMBER : .....**

**ON**

**APPROVAL FOR IMPLEMENTATION OF THE LEAVE AND THE APPOINTMENT  
OF Alternate LAND CONVEYANCER OF .....**

**.....**

**THE HEAD OF : .....**

**Reading :** Your letter of application dated ..... No. .... regarding application for the leave of PPAT and your appointment as a Alternate PPAT;

**Considering :**

- a. that the applicant under Decision ..... No. .... dated ..... has been appointed as a PPAT with the operation area .....
- b. that the PPAT concerned intends to take leave for ..... as from ..... up to ....., and while taking the leave the PPAT concerned has proposed Mr. .... as his Alternate;
- c. that therefore, it is necessary to issue a Decision on the Granting of Approval for the Implementation of the Leave and the Appointment of an Alternate PPAT.

**Bearing in mind :**

- 1. Act No. 5 of 1960;
- 2. Government Regulation No. 37 of 1998;
- 3. Presidential Decree No. 26 of 1988;
- 4. Presidential Decree No. 101 of 1998;
- 5. Presidential Decree No. 122/M/1998;
- 6. Regulation of the State Minister for Agrarian Affairs/Head of the National land Affairs Agency No. 3 of 1997;
- 7. Regulation of the State Minister for Agrarian Affairs/Head of the National land Affairs Agency No. 4 of 1999;

**H A S D E C I D E D :**

**To stipulate :**

**FIRST :** to grant approval to Mr. .... to take leave for .... as from the date ..... up to .....

**SECOND :** to appoint Mr. .... employee of PPAT office ..... as a Alternate PPAT during the leave of the PPAT concerned;

**THIRD :** the new Alternate PPAT can perform his function after taking a PPAT profession oath/pledge in the presence of Head of the local Land Affairs Office, unless the person concerned has once taken an oath as an Alternate of the same PPAT for the same operation area;

**FOURTH :** the hand-over/take-over of the PPAT protocol shall be carried out by each party at the latest on the day the Alternate PPAT starts to perform his profession and one day after the PPAT terminates his leave,

**FIFTH :**

- 1. the record book of the deeds of the PPAT substituted shall continue to be used by the Alternate PPAT;
- 2. the Alternate PPAT shall use his own profession (ooffice) stamp;

3. the Alternate PPAT shall have the obligations to submit the specimens of his initial, signature and imprint of his office seal/stamp to the Head of the Regional Office of the National Land Affairs Agency in Province ....., the Head of the Land Affairs Office in ..... the Mayor of ..... and the Chairman of District Court .....

SIXTH : In case the person concerned in performing his duties does not abide by the rules and legislation in force, and brings about losses to someone, the community, the government or the state, or breaches the discipline against prohibitions or obligations or obligations as PPAT, a sanction shall be imposed on him according to regulations and legislation in force.

SEVENTH : This Decision shall come into force as from ..... ON CONDITION : that it is subject to rectification in case of error in the future.

EIGHTH : If it turns out later that there is evidently a mistake in this decision, it will be rectified accordingly.

Stipulated at : .....

On : .....

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

ATTACHMENT X TO : MINUTES ON EXAMINATION OF PPAT OPERATIONAL OBLIGATIONS

On this day, the ..... th day of .....in the year ....., we, the undersigned :

- 1. Name : ..... NIP : ..... Position : ..... Location of Duties : Land Affairs Office in Regency/Municipality ..... 2. Name : ..... NIP : ..... Position : ..... Location of Duties : Land Affairs Office in regency/Municipality .....

by virtue of a mandate from the Land Affairs Office in Regency/Municipality ..... No. .... Dated ..... has carried out an examination on the implementation of the PPAT office duties as follows:

- Name of the PPAT/provisional PPAT : ..... - Place, Date of Birth : ..... - Operation Area with the following results : .....

I. Period of Examination :

These Minutes of Examination contain the findings of examination on the implementation of the PPAT's operational obligations as from ..... (date of the latest examination or

date of the start of implementation of the PPAT's duties) up to ..... (date of examination).

II. Record Book of Deeds (Article 26 of Government Regulation No. 37 of 1998) :

1. Record Book of Deeds kept or not kept; kept/not kept yes/no
2. Record Book of Deeds kept according to the format determined :
3. Filling out of Record Book of Deeds :
  - a. deeds not yet recorded found : ..... pieces
  - b. incomplete recording of columns : ..... items \*)
  - c. unclear recording of columns : ..... items \*)
  - d. other matters disagreeing with the provisions : ..... \*)

\*) : Explanation/specification described in Other Matters.

III. The binding of deeds and \*warkah\* (Article 25 of Government Regulation No. 37 of 1998) :

1. Total deeds drawn up during examinations period : ..... pieces  
( Deeds No..... Year ..... to No..... Year ..... )
2. Total deeds available : ..... pieces
3. Total deeds lost/not available : ..... pieces
4. Total deeds broken : ..... pieces
5. Total files of deeds : ..... pieces
6. Total deeds bound : ..... pieces
7. Total deeds not yet bound : ..... pieces
8. Letters which according to the provisions must be but are not attached to the deeds found : yes/no
9. Deed supporting \*warkah\*
  - a. \*warkah\* bound or not : bound/not bound
  - b. total files of deed supporting \*warkah\* : ..... files
  - c. deed supporting \*warkah\* not yet bound : ..... files
  - d. total deed supporting \*warkah\* lost : ..... files

IV. The sending of PPAT deeds (non SKHNT deeds) to Land Affairs office (Articles 40, 44, and 51 of Government Regulation No. 24 of 1997) :

1. Deeds without receiving proofs from Land Affairs Office found : ..... pieces
2. The deeds without receiving proofs according to the PPAT concerned :
  - a. sent to Land Affairs Office to receivers of rights : ..... pieces
  - b. receiving sheets lost : ..... pieces

c. Not/not yet sent to Land Affairs Office for the following reasons : ..... pieces

3. Deeds whose delivery are rejected by Land Affairs Office as they are not complete and are completed now : ..... pieces  
The problems :

.....  
.....

V. Other/Matters :

.....  
.....  
.....

These Minutes of PPAT Examination are drawn up in two sets, one set for the PPAT concerned and one set to the Local Land Affairs Office.

Knowing and justifying the results of above findings, the PPAT,

1.

The Examiners :

.....  
.....

2.

( ..... )

.....  
.....

Remark :

In case the PPAT is not prepared to co-sign, the matter shall be recorded by the Examiners in the space of the PPAT's signature by mentioning the reasons.

ooo000ooo