PENGADILAN TINGGI AGAMA PALANGKA RAYA
Jalan Cilik Riwut Km. 4,5 Palangka Raya 73112 Telp. (0536) 3222837 Fax. (0536) 3231746
Website : www.pta-palangkaraya.go.id
E-mail : pta_palangkaraya@yahoo.co.id / ptapraya@gmail.com

Nomor : W16-A/511/PL.01/III/2021
Lampiran : 1 (satu) set
Perihal : Identifikasi dan Verifikasi Data BMN Berupa Tanah Pada Mahkamah Agung RI dan Badan Peradilan Yang Berada Dibawahnya TA 2022

Palangka Raya, 31 Maret 2021

Kepada Yth.
Sekretaris Pengadilan Agama Se-Kalimantan Tengah

Assalamu'alaikum Wr. Wb.

Berdasarkan Surat Kepala Biro Perlengkapan Badan Urusan Administrasi Mahkamah Agung Republik Indonesia Nomor 105/BUA.4/PL.07/3/2021 tanggal 10 Maret 2021 perihal sebagaimana tersebut pada pokok surat, maka dengan ini Kami instruksikan agar Saudara mempedomani hal-hal sebagaimana tercantum pada surat terlampir.

Demikian surat ini disampaikan, untuk dilaksanakan. Terima kasih.

Wassalam
Sekretaris,

Hj. Laila Istiadah, S.Ag.
NIP. 19700822 200003 2 001

Tembusan kepada Yth:
1. Sekretaris Mahkamah Agung Republik Indonesia;
2. Kepala Biro Perlengkapan Badan Urusan Administrasi Mahkamah Agung RI;
3. Ketua Pengadilan Tinggi Agama Palangka Raya (sebagai laporan);
4. Ketua Pengadilan Agama Se-Kalimantan Tengah.

MAHKAMAH AGUNG RI
BADAN URUSAN ADMINISTRASI
JL. MEDAN MERDEKA UTARA NO.9-13 TELP.3843348,3810350,3457661 (Hunting)
TROMOL POS NO.1020 - JAKARTA 10110

Nomor	: 185/BUA.4/PL.03/3/2021	Jakarta, 10 Maret 2021
Sifat	: Segera	
Lampiran	: 1 (satu) set	
Perihal	: Identifikasi dan Verifikasi Data Barang Milik Negara Berupa Tanah Pada Mahkamah Agung RI dan Badan Peradilan Yang Berada Dibawahnya TA 2022.	

Kepada Yth.
1. Para Sekretaris Direktorat Jenderal di Lingkungan Mahkamah Agung RI;
2. Para Sekretaris Badan di Lingkungan Mahkamah Agung RI;
3. Para Sekretaris Pengadilan/Mahkamah Syariyah Tingkat Banding;
4. Para Sekretaris Pengadilan/Mahkamah Syariyah Tingkat Pertama.

di-
tempat

Sehubungan dengan Surat Direktur Jenderal Kekayaan Negara Kementerian Keuangan RI Nomor S-9/KN/KN.2/2021 tanggal 16 Februari 2021 hal Identifikasi dan Verifikasi Data Barang Milik Negara Berupa Tanah pada Kementerian/Lembaga dan Surat Direktur Jenderal Kekayaan Negara Kementerian Keuangan RI Nomor S-25/KN/KN.2/202 tanggal 16 November 2020 hal Persiapan Pelaksanaan Pensertipikatan BMN Berupa Tanah Tahun 2021 dan 2022 dan Surat Sekretaris Mahkamah Agung RI Nomor 562/SEK/PL.02/2/2021 tanggal 18 Februari 2021 tentang Penyampaian Daftar Nominatif Bidang Pensertipikatan BMN berupa Tanah TA 2021 dan menindaklanjuti hasil Monitoring dan Evaluasi Pelaksanaan Pensertipikatan BMN berupa tanah di Lingkungan Mahkamah Agung RI dan Badan Peradilan Yang Berada Di Bawahnya TA 2021 oleh Tim Auditor Badan Pengawasan Mahkamah Agung RI, dengan ini disampaikan beberapa hal antara lain:

1. Program percepatan pensertipikatan BMN berupa tanah, telah berlangsung sejak tahun 2012 merupakan tindak lanjut dari Peraturan Bersama antara Menteri Keuangan RI Nomor 186/PMK.06/2009 dan Kepala Badan Pertanahan Nasional RI Nomor 24 Tahun 2009 tentang Pensertipikatan Barang Milik Negara berupa Tanah;
2. Salah satu temuan pemeriksaan Badan Pemeriksa Keuangan (BPK) RI pada Laporan Keuangan Pemerintah Pusat tahun 2019 yaitu Aset Tetap belum didukung dengan dokumen kepemilikan dengan nilai mencapai Rp. 16,68 Triliun yang harus segera ditindaklanjuti dengan dilakukan penertiban aset yang meliputi legalitas Aset Tetap pada seluruh Kementerian/Lembaga;
3. Sertipikasi BMN berupa tanah bertujuan untuk memberikan kepastian hukum atas BMN berupa tanah, memberikan perlindungan hukum tanah, melaksanakan tertib administrasi tanah, mengamankan fisik tanah. Adapun sesuai *road map* yang telah disusun, maka diharapkan kegiatan percepatan pensertipikatan BMN berupa tanah akan tuntas pada tahun 2022, yang artinya seluruh bidang tanah BMN pada Tahun 2022 sudah bersertipikat. Guna Penuntasan program tersebut, maka diperlukan data tanah yang akurat dan handal serta sesuai dengan kondisi dan fakta di lapangan, utamanya untuk tanah yang belum bersertipikat;
4. Barang Milik Negara berupa tanah yang dimiliki, tercatat pada Aplikasi SIMAK BMN dan SIMANTAP, digunakan untuk kegiatan operasional tusi dan/atau dinas jabatan serta dikuasai oleh satuan kerja pengadilan di seluruh Indonesia harus memiliki dokumen kepemilikan tanah berupa **Sertipikat Hak Pakai (SHP) atas nama Pemerintah Republik Indonesia cq. Mahkamah Agung RI**
5. Terdapat 19 (sembilan belas) bidang tanah pada 10 (sepuluh) wilayah dan 15 (lima belas) satuan kerja yang masuk ke dalam target program sertipikasi tanah pada TA 2021 yang dikoordinasikan oleh Kementerian Keuangan RI bersama Kementerian ATR/BPN RI dengan DIPA Kementerian ATR/BPN RI;

6. Terhadap seluruh satuan kerja yang belum masuk dalam program Pensertipikatan BMN berupa tanah TA 2021 agar segera berkoordinasi dengan KPKNL setempat guna mengusulkan seluruh bidang tanah yang belum bersertipikat untuk disertipikatkan pada tahun 2022 dan masuk ke dalam program Sertipikasi BMN berupa tanah pada TA 2022 pada DIPA Kementerian ATR/BPN RI dengan melaksanakan hal-hal berikut :
   a) Melaksanakan kegiatan identifikasi dan verifikasi data tanah bersama KPKNL setempat;
   b) Melakukan update data BMN berupa tanah pada aplikasi SIMANTAP dan Master Aset pada SIMAN dan menyampaikannya kepada KPKNL dan Biro Perlengkapan Badan Urusan Administrasi cq. Bagian Inventarisasi Kekayaan Negara sebagai tembusan;
   c) Menyiapkan kelengkapan dokumen pensertipikatan BMN pada tautan *https://bit.ly/Sertipikasi_BMN* (daftar kelengkapan terlampir) dapat berkoordinasi dengan KPKNL dan/atau Kantor Pertanahan ATR/BPN setempat;
7. Terhadap dokumen kepemilikan tanah sudah atau belum bersertipikat namun belum sesuai ketentuan **(bersertipikat Hak Pakai a.n. Pemerintah RI cq. Mahkamah Agung RI)** untuk memastikan tersedianya alokasi anggaran untuk persiapan dan/atau pendampingan pengukuran dan penunjukan batas patok tanah di lokasi dapat tersedia pada RKAKL TA 2022 agar satuan kerja dapat berkoordinasi kepada Biro Perencanaan dan Organisasai BUA Mahkamah Agung RI seperti :
   a) estimasi biaya balik/ganti nama dengan melampirkan perhitungan resmi dari Kantor Pertanahan ATR/BPN setempat'
   b) estimasi biaya petugas satker untuk melakukan pendampingan pengukuran tanah di lapangan;
   c) estimasi biaya lainnya yang relevan terkait dengan Sertipikasi BMN berupa Tanah.
8. Kepada satuan kerja tingkat Eselon I dan tingkat banding di tiap wilayahnya agar dapat turut serta melakukan monitoring dan pendampingan terhadap pelaksanaan kegiatan Sertipikasi Aset BMN berupa tanah terhadap satuan kerja.

Demikian kami sampaikan, atas perhatian dan kerja sama yang baik diucapkan terima kasih.

Kepala Biro Perlengkapan

ROSFIANA, S.H., M.H
NIP. 19640612 198703 2 003

Tembusan :
1. Sekretaris Mahkamah Agung RI;
2. Direktur Jenderal Kekayaan Negara Kementerian Keuangan RI;
3. Para Direktur Jenderal Badan Peradilan di Lingkungan Mahkamah Agung RI;
4. Para Kepada Badan di Lingkungan Mahkamah Agung RI;
5. Direktur Barang Milik Negara DJKN Kementerian Keuangan RI;
6. Kepala Badan Urusan Administrasi Mahkamah Agung RI;
7. Kepala Badan Pengawasan Mahkamah Agung RI;
8. Kepala Biro Perencanaan dan Organisasi BUA Mahkamah Agung RI;
9. Kepala Biro Keuangan BUA Mahkamah Agung RI;
10. Kepala Biro Perlengkapan BUA Mahkamah Agung RI;
11. Kepala Biro Umum BUA Mahkamah Agung RI;
12. Auditor Badan Pengawasan Mahkamah Agung RI.

DOKUMEN PERSYARATAKAN PERMOHONAN SERTIPIKAT HAK ATAS TANAH BMN

1. Fotokopi legalisir KTP pemohon atau kuasanya;
2. Fotokopi Legalisir Peraturan (perpres) pembentukan kementerian/Lembaga penerima manfaat kegiatan atau akta pendiriannya;
3. Asli surat permohonan hak pakai;
4. Asli surat pernyataan penguasaan fisik bidang tanah bermaterai Rp. 10.000;
5. Asli surat pernyataan tidak ada sengketa bermaterai Rp. 10.000;
6. Asli surat keterangan kepala desa yang menyatakan kebenaran kepemilikan tanah dan tidak ada sengketa bermaterai Rp. 10.000;
7. Asli surat pernyataan telah memasang tanda batas bermaterai Rp. 10.000;
8. Foto bukti bahwa tanda batas/patok pada tiap-tiap sudut bidan tanah telah terpasang;
9. Asli surat kuasa penunjukkan batas bermaterai Rp. 10.000;
10. Fotokopi SPPT PBB tahun terakhir,
11. Fotokopi Legalisir Kartu Inventaris Barang-A (tanah),
12. Denah lokasi bidang tanah;
13. Fotokopi legalisir bukti perolehan tanah (akta/surat pelepasan hak/surat penyerahan tanah/dll) (dokumen asli tersebut akan diminta saat penyerahan sertipikat);
14. Surat kehilangan dari kepolisian (bila bukti perolehan tanah hilang);
15. Surat ukur/peta bidang tanah (bila ada);
16. Berkas/dokumen pendukung lainnya (bila ada).

KOP SURAT INSTANSI

Nomor :
Lampiran : ... Berkas
Perihal : Permohonan Hak Pakai

Kepada Yth.
Menteri Agraria dan Tata Ruang/
Kepala Badan Pertanahan Nasional
u.p Kepala Kantor Pertanahan Kabupaten/Kota .....
di .....

Yang bertanda tangan dibawah ini .... , dalam hal ini bertindak untuk dan atas nama Kementerian ..... dengan ini mengajukan Permohonan Hak Pakai dengan keterangan sebagai berikut :

A. MENGENAI DIRI PEMOHON
1. Nama dan Umur : .....
2. Kewarganegaraan : .....
3. Pekerjaan/Jabatan : .....
4. Tempat tinggal/kedudukan : .....
5. Akte Pendirian/Peraturan Badan Hukum : .....

B. MENGENAI TANAH YANG DIMOHON
1. Letaknya : a. Jalan : .....
   b. Desa : .....
   c. Kecamatan : ....
   d. Kabupaten : ....
2. Luas : ..... m^2
3. Batas-batas bidang tanah : a. Utara : ....
   b. Timur : .. ..
   c. Selatan : . ...
   d. Barat : ....
4. Status tanah : Tanah Negara/Milik/Adat
5. Jenis tanah : Pertanian/Non Pertanian
6. Penggunaan tanah : .....
7. Dasar Penguasaan/Perolehan : ....

C. TANAH LAIN YANG DIPUNYA SIPEMOHON
1. ....
2. ....

D. SURAT-SURAT YANG DILAMPIRKAN
1. ....
2. ....
3. ....
4. ....
5. ....

Apabila permohonan tersebut dikabulkan, pemohon bersedia memenuhi syarat-syarat yang telah dan akan ditetapkan oleh Pemerintah.

... ., ..., 2021
A.N Kementerian .. ..
Kepala .....

.....
NIP .....

SURAT PERNYATAAN PENGUASAAN FISIK
BIDANG TANAH (SPORADIK)

Yang bertanda tangan dibawah ini :
Nama : ....
Tempat, Tgl Lahir : ....
Pekerjaan : .. ..
No. KTP : ....
Alamat : ....

Dalam hal ini bertindak atas nama : Satker ..... selaku Pengguna/Barang Milik Negara/Barang Milik Kementerian/Lembaga .....

Dengan ini menyatakan bahwa saya dengan itikad baik telah menguasai sebidang tanah terletak di ;
Jalan : .....
Desa : .....
Kab/Kota : .....
NIB : .....
Luas : ..... m^2
Status Tanah : Tanah Negara/Milik/Adat
Dipergunakan untuk : .....

Batas-batas tanah :
Sebelah Utara : .....
Sebelah Timur : .....
Sebelah Selatan : .....
Sebelah Barat : .....

Bidang tanah tersebut diperoleh dari ..... sejak tahun ..... yang sampai saat ini saya kuasai secara terus menerus, tidak dijadikan/menjadi jaminan sesuatu hutang dan tidak dalam masalah/sengketa.
Surat Pernyataan ini saya buat dengan sebenarnya dengan penuh tanggung jawab secara perdata maupun pidana dan apabila dikemudian hari terdapat unsur-unsur ketidakbenaran dalam surat pernyataan ini bersedia sertipikatnya dibatalkan atau diproses hukum sesuai dengan peraturan yang berlaku dan saya bersedia untuk mengangkat sumpah bila diperlukan.
Apabila pernyataan ini tidak benar saya bersedia untuk dituntut dihadapan pihak-pihak yang berwenang.

Saksi- saksi :
1. Nama : ... .
   Tempat, Tgl Lahir : ... .
   Pekerjaan : ... .
   No. KTP : .....
   Alamat : .....

2. Nama : .....
   Tempat, Tgl Lahir : .....
   Pekerjaan : .....
   No. KTP : .....
   Alamat : .....

Saksi- Saksi :

...., ... 2021
Yang Membuat Pernyataan

1. ..... ( )

Materai
10.000

2. ..... ( )

.....
NIP. .....

Mengetahui :
Kepala Desa .....

KOP SURAT INSTANSI

SURAT PERNYATAAN

Yang bertanda tangan dibawah ini :

Nama :

NIP :

Jabatan : ……. selaku Pengguna/Barang Milik Negara/Barang Milik Kementerian/Lembaga ……

Dengan ini menyatakan dengan sesungguhnya sebagai berikut :

1. Bahwa Kementerian/Lembaga …… …. telah menguasai secara fisik bidang tanah seluas …… m^2, sejak tahun …… Berdasarkan jual beli/pelepasan hak/hibah/tukar menukar/okupasi …….. yang terletak di Jalan …….. Desa …… Kecamatan …… Kabupaten/Kota …… . Provinsi Aceh yang dipergunakan untuk ……..
2. Bahwa bidang tanah tersebut telah terdaftar dalam Daftar Barang Pengguna Kementerian/Lembaga …… dengan Register tanggal …… Nomor …… .
3. Bahwa bidang tanah tersebut tidak ada permasalahan/sengketa dengan pihak lain.

Demikian Surat Pernyataan ini dibuat dengan sebenarnya untuk memenuhi ketentuan Pasal 51 Peraturan Menteri Negara Agraria/Kepala Badan Pertanahan Nasional Nomor 9 Tahun 1999.

……, …… ……. 2021

Yang Menyatakan

Materai
10.000

… ……

NIP. ……

KOP DESA

SURAT KETERANGAN
NOMOR : ……

Yang bertanda tangan dibawah ini Keuchik Desa …….. Kecamatan ……. .. Kabupaten ……. Provinsi Aceh dengan ini menerangkan sebagai berikut :

1. Bahwa sebidang tanah terletak di Desa …… Kecamatan ……. Kabupaten/Kota ……. Provinsi Aceh Kementerian/Lembaga ……. telah menguasai secara fisik bidang tanah seluas ……. m², dengan batas-batasnya :
   a. Sebelah Utara dengan ……..
   b. Sebelah Timur dengan .. …….
   c. Sebelah Selatan dengan ……..
   d. Sebelah Barat dengan ……
   Benar dikuasai secara fisik oleh Kementerian/Lembaga ……. Yang dipergunakan untuk ……
2. Bahwa sepanjang sepengetahuan kami bidang tanah tersebut tidak ada permasalahan/sengketa dengan pihak lain.

Demikian Surat Keterangan ini dibuat untuk dipergunakan seperlunya

……., …… 2021
Yang Menerangkan

Materai
10.000

……

KOP SURAT INSTANSI

SURAT PERNYATAAN
TELAH MEMASANG TANDA-TANDA BATAS (PATOK)

Yang bertanda tangan dibawah ini :

Nama :

NIP :

Jabatan : ..... selaku Pengguna/Barang Milik Negara/Barang Milik Kementerian/Lembaga .....

Dengan ini menyatakan dengan sesungguhnya sebagai berikut :

1. Bahwa Satker ..... telah memasang tanda-tanda batas (patok) secara tetap pada sudut-sudut bidang tanah yang dimohon secara jelas berupa pipa besi/pipa paralon/kayu sesuai dengan Pasal 22 Peraturan Menteri Negara Agraria/Kepala Badan Pertanahan Nasional Nomor 3 Tahun 1997.
2. Bahwa bidang tanah tersebut terletak di Jalan .... Desa ..... Kecamatan ..... Kabupaten/Kota ..... Provinsi Aceh.
3. Bahwa Satker ..... bersedia mendampingi Petugas yang melaksanakan pengukuran pada batas-batas bidang tanah tersebut.
4. Bahwa Satker ..... bersedia menghadirkan unsur perangkat desa dalam proses pengukuran pada batas-batas bidang tanah tersebut.

Demikian Surat Pernyataan ini dibuat dengan sebenarnya.

...., ... 2021
Yang Menyatakan

Materai
10.000

.....
NIP. .....

KOP SURAT INSTANSI

SURAT KUASA
PENUNJUKKAN TANDA-TANDA BATAS

Yang bertanda tangan dibawah ini :

Nama : .....

NIP : ....

Jabatan : ..... selaku Pengguna/Kuasa Pengguna Barang Milik Negara/Barang Milik Kementerian/Lembaga .....

Memberikan kuasa khusus penunjukkan tanda-tanda batas bidang tanah kepada :

Nama : ....

NIP : ....

Jabatan : .....

Untuk menunjukkan kepada petugas yang melaksanakan pengukuran dan pemeriksaan tanah pada Kantor Pertanahan Kabupaten/Kota ....., letak tanah dan titik-titik sudut batas bidang tanah yang telah terpasang tanda-tanda batas (patok) untuk dilakukan pengukuran keliling dan pemeriksaan tanah guna kepentingan permohonan hak pakai atas nama Kementerian/Lembaga .. ..

Demikian Surat Kuasa ini dibuat dengan sebenarnya.

....., ... 2021
Kepala .....

Materai
10.000

.....
NIP. .....

Peta/Skot
Situasi Bidang Tanah

U

Jalan : .....

Desa : .....

Kecamatan : .....

Kabupaten : .....

LEGENDA

Kepala Satker

.....

.....

NIP. .....

Lokasi tanah berbatasan dengan :

a. Utara : .....

b. Selatan : .....

c. Barat : .....

d. Timur : .....

Tanda Batas/Patok yang telah dipasang berjumlah : .....

[illegible]

[illegible]

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Kepala Satuan Kerja

Nama
NIP

REKAPITULASI JUMLAH BIDANG DAFTAR NOMINATIF BELUM SERTIPIKASI
PADA MAHKAMAH AGUNG RI DAN BADAN PERADILAN YANG BERADA DIBAWAHNYA
DALAM RANGKA PENUNTASAN PENSERTIPIKATAN BMN BERUPA TANAH

[illegible]																			

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

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KEMENTERIAN AGRARIA DAN TATA RUANG/
BADAN PERTANAHAN NASIONAL
KANTOR PERTANAHAN KABUPATEN BANGKA

Jalan Diponegoro Nomor 14 Telepon (0717) 92483 Sungailiat - Bangka

Sungailiat, 31 Maret 2020

Nomor : HP.02.04/303-19.01.300/III/2020
Sifat : -
Lampiran : 1 (satu) berkas
Perihal : Estimasi Biaya dan Syarat-syarat ganti nama sertipikat tanah Rumah Dinas

Yth. Ketua Pengadilan Negri Sungailiat
di -
Sungailiat

Menanggapi surat dari Ketua Pengadilan Negri Sungailiat Nomor W7-U2/1020/PL.02/3/2020 Tanggal 13 Maret 2020 perihal sebagaimana tersebut pada pokok surat diatas dengan ini disampaikan bahwa berdasarkan Sistem Komputerisasi Kegiatan Pertanahan Kabupaten Bangka Biaya untuk permohonan balik nama instansi pemerintah Untuk Sertipikat Hak Pakai No. 011 dengan Luas Bidang tanah 1.500 M^2 diproses melalui kegiatan Pendaftaran Tanah Pertama Kali dengan rincian biaya sebagai berikut :

No.	Uraian Pekerjaan	Biaya (Rp)
1.	Pelayanan Pengukuran dan Pemetaan Bidang Tanah	400.000
2.	Pelayanan Pemeriksaan Tanah - Panitia	410.000
	Jumlah (Rp)	810.000

Dan untuk persyaratan Pendaftaran Tanah Pertama Kali adalah sebagai berikut :

1. Formulir permohonan yang sudah diisi dan ditandatangani pemohon atau kuasanya diatas materai cukup;
2. Surat kuasa apabila dikuasakan;
3. Fotocopy identitas pemohon dan kuasa apabila dikuasakan;
4. Surat Pernyataan Aset;
5. Berita acara dan Surat Hibah dari Pemirintah daerah;
6. Sertipikat Asli HP No. 011;
7. Fotocopy persyaratan diatas sebanyak 3 rangkap.

Demikian yang dapat disampaikan.

Kepala Kantor Pertanahan
Kabupaten Bangka

Ir. Sugeng
NIP. 19620614 198503 1 006

PENGADILAN NEGERI/HUBUNGAN INDUSTRIAL/TIPIKOR/PERIKANAN AMBON KELAS IA
JL. SULTAN HAIRUN NO.1 AMBON
TELP.(0911) 352462,353061,321304 Fax.355477
AMBON - 97126

Ambon, 3 Februari 2021

Nomor : W27 U1/306/PL 02/2/2021
Lampiran : -
Perihal : Permintaan Anggaran Pendampingan Pensertipikatan Barang Milik Negara (BMN) Berupa Tanah

Kepada :

Yth . Kepala Biro Perlengkapan Mahkamah Agung RI

Di –

Jakarta.

Dengan Hormat,

Dalam rangka proses Pensertipikatan Barang Milik Negara (BMN) Berupa Tanah yang akan dilaksanakan di Tahun 2021 ,bersama ini dengan hormat kami mohon agar Satuan Kerja Pengadilan Negeri Ambon dapat diberikan anggaran pendampingan pembuatan pensertipikatan oleh Pegawai/Petugas Badan Pertanahan Nasional Masohi untuk mengukur tanah Tempat Sidang di Banda Naira Maluku Tengah yang belum memiliki sertifikat Tanah, sesuai dengan surat Kementerian Keuangan Republik Indonesia Direktorat Jenderal Kekayaan Negara dan Kementerian Agraria dan Tata Ruang/Badan Pertahanan Nasional Republik Indonesia kepada Pengadilan Negeri Ambon yang akan dilaksanakan di Tahun 2021

Untuk diketahui bahwa Pengadilan Negeri Ambon telah melengkapi dokumen pendukung sebagai persyaratan pembuatan pensertipikatan BMN Berupa Tanah dan rincian anggaran pendampingan (Terlampir)

Demikian disampaikan ,atas perhatiannya diucapkan terima kasih

SEKRETARIS

Mesty Kusuma Inggsy Ely, SE.SH

MAHKAMAH AGUNG
BADAN URUSAN ADMINISTRASI
MALUKU

a. No. SIB : 3
b. Kd Barang : 2.01.01.04.001.3

KARTU IDENTITAS BARANG
(K I B)

BIDANG : T A N A H
KELOMPOK : TANAH PERSIL
SUB KELOMPOK : TANAH UNTUK BANGUNAN TEMPAT KERJA
SUB-SUB KELOMPOK : Tanah Bangunan Kantor Pemerintah

NAMA UAKPB : PENGADILAN NEGERI AMBON
KODE UAKPB : 005.01.31.099706.000.KD

I. UNIT BARANG

1.Luas tanah seluruhnya : 1,000 M2
2.Luas tanah untuk bangunan : 250 M2
3.Luas tanah untuk sarana lingkungan (jalan, taman dll) : 0 M2
4.Luas tanah Kosong : 750 M2
5.Lokasi :
Propinsi : MALUKU
Kota/Kabupaten *) : KAB. MALUKU TENGAH
Kecamatan : Banda Neira
Kelurahan/Desa *) : Dwiwarna
Jalan : Jl. Dr. Mohammad Hatta
RT/RW/RK : -/-/-
6.Tanda-tanda Batas Tanah :
- Utara : Jalan Raya
- Timur : Jalan Raya
- Selatan : Jalan Raya
- Barat : Tanah Negara
7.Dokumen Kepemilikan : Keputusan / Peraturan Desa
a. Nomor : 108/SKK/ND/WX/2013
b. Tanggal : 28 Oktober 2013
c. Penerbit : Pemerintah Negeri Dwiwarna

II. PENGADAAN

1.Cara Perolehan : Saldo Awal
2.Dari : APBN
3.Tgl. Perolehan : 01-01-1981
4.- Harga per M2 : Rp 51,000
- Hrg Seluruhnya : Rp 51,000,000
- Dasar Harga : Harga Perolehan
5.Sumber Dana : APBN
No :
Tgl. -

IV. NILAI/ HARGA LAINNYA

1. Nilai Buku
- Harga per M2 : Rp 347,083
- Hrg Seluruhnya : Rp 347,083,000
2. Nilai Wajar
- Harga per M2 : Rp 0
- Hrg Seluruhnya : Rp 0
3. NJOP
- Harga per M2 : Rp 0
- Hrg Seluruhnya : Rp 0

III. UNIT PENGGUNA

1.Nama Unit : Pengadilan Negeri Klas IA Ambon
2.Alamat : Jl. Dr. Mohammad Hatta

Disetujui Tgl. : 15-02-2021
Nama pejabat : NIRWATY.K.ELY, SE.SH
Jab. Struktural : SEKRETARIS
Tanda tangan dan stempel

IV. CATATAN PENGISI

1. Status Penggunaan : Digunakan sendiri untuk operasional
2. Digunakan oleh/ untuk *) : Tempat Sidang/Zitting Plaats

Diisi Tgl. : 15-02-2021
Nama : NOORIBAH WAREMBOEN PERSULT.ESSY.SH
Jabatan : KASUB UMUM DAN KEUANGAN
Tanda Tangan dan stempel

*) Coret yang tidak perlu

KEMENTERIAN AGRARIA DAN TATA RUANG/

BADAN PERTANAHAN NASIONAL REPUBLIK INDONESIA

KANTOR PERTANAHAN KABUPATEN MALUKU TENGAH

Jalan R.A Kartini No. 13 Telp (0914) 22862

Masohi, 11 Mei 2018

Nomor : 239/11 - 81.01 / V / 2018

Sifat :

Lamp : 1 (Satu) berkas

Perihal : Penyampaian Estimasi Biaya
Proses Penerbitan Sertipikat

Kepada,

Yth. Ketua Pengadilan Negeri

DI

Ambon

Dengan hormat,

Menindak lanjuti surat saudara no. W27-U1/831/PL.02/V/2018 tanggal 8 Mei 2018 dengan ini kami sampaikan estimasi biaya proses sertipikat (daftar terlampir)

Demikian di sampaikan, atas perhatianya kami ucapkan terima kasih

A.n. Kepala Kantor Pertanahan
Kabupaten Maluku Tengah
Kepala Seksi Pengadaan Tanah

KANTOR PERTANAHAN KABUPATEN MALUKU TENGAH

[illegible]MAN, S. SIT
NIP. [illegible] 19970E 1 001

31/5 - 18
[illegible] 14, [illegible]

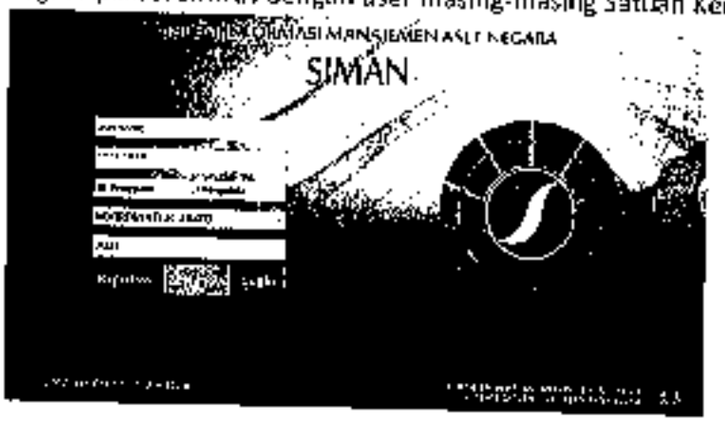
Lampiran

RINCIAN BIAYA PEMBUATAN SERTIPIKAT
PENGADILAN NEGERI AMBON
DI BANDA

Kode	Uraian Kegiatan	Volume	Harga	Jumlah
1	2	3	4	5
I	Pembuatan Sertipikat Pengadilan Negeri Ambon di Banda			**48.810.000**
A	Pengukuran dan Proses Hak			**570.000**
	[Biaya PNBP]			**570.000**
	➢ Biaya Pengukuran	1.000 M2	180.000	180.000
	➢ Biaya Proses Hak	1.000 M2	390.000	390.000
B	Pekerjaan Lapangan			**48.240.000**
	Petugas Pengukuran			**26.800.000**
	➢ Transportasi Masohi – Banda PP (5 org)	5 OT	1.200.000	6.000.000
	➢ Uang Harian (5 org x 7 hari)	35 OH	380.000	13.300.000
	➢ Penginapan (5 org x 5 hari)	25 OP	300.000	7.500.000
	Petugas Tim Peneliti			**21.440.000**
	➢ Transportasi Masohi – Banda PP (4 org)	4 OT	1.200.000	4.800.000
	➢ Uang Harian (4 org x 7 hari)	28 OH	380.000	10.640.000
	➢ Penginapan (4 org x 5 hari)	20 OP	300.000	6.000.000

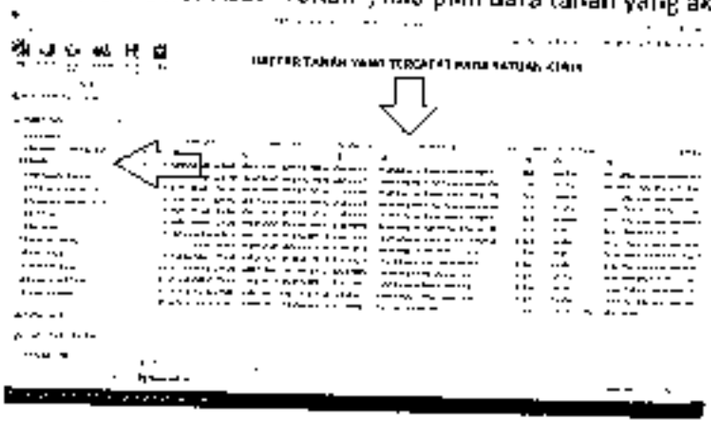
PETUNJUK *UPDATE* DATA DOKUMEN
SERTIPIKASI BMN BERUPA TANAH PADA MASTER ASET SIMAN

1. Login Aplikasi SIMAN dengan user masing-masing Satuan Kerja



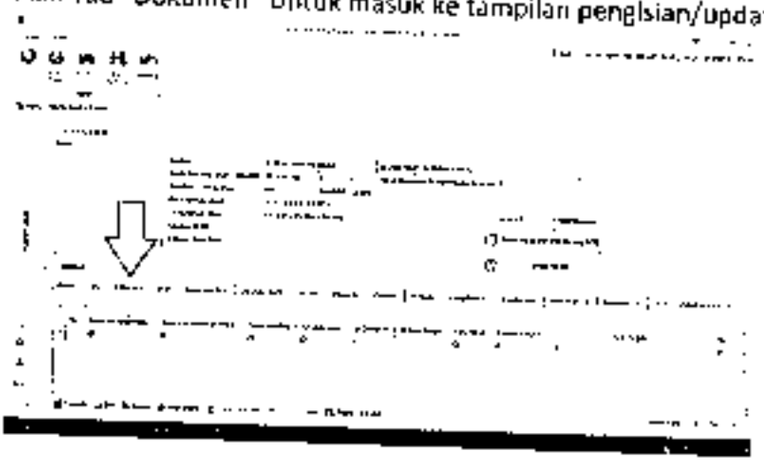
2. Pilih Plug-In Master Aset

3. Klik Data Master Aset "Tanah", lalu pilih data tanah yang akan di-*update*

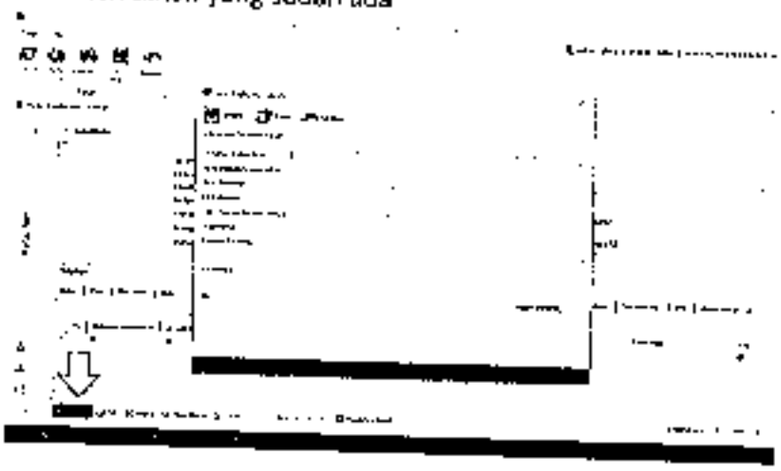


DJKN

4. Pilih Tab "Dokumen" Untuk masuk ke tampilan pengisian/update Dokumen tanah



5. Pilih "Tambah" untuk mengisi data dokumen tanah, atau "Edit" untuk meng update data dokumen tanah yang sudah ada



6. Pengisian *field* "Dokumen Kepemilikan", diisi sesuai dokumen kepemilikan tanah terakhir yang ada, dengan kategori dokumen sebagai berikut :
   a. **Bersertipikat atas nama Pemerintah RI c.q K/L (Sertipikat)**
      untuk tanah yang sudah bersertipikat atas nama Pemerintah RI cq. Kementerian/Lembaga yang menguasai
   b. **Bersertipikat atas nama K/L (Sertipikat)**
      untuk tanah yang sudah bersertipikat namun masih atas nama Kementerian/Lembaga, Kementerian/Lembaga c.q. Satuan Kerja, maupun atas nama Satuan Kerja
   c. **Bersertipikat atas nama pihak ketiga (Sertipikat)**
      untuk tanah yang sudah bersertipikat namun masih atas nama pihak lain
   d. **Surat Pelepasan Hak (Tidak Bersertipikat)**
   e. **Akta Jual Beli (Tidak Bersertipikat)**
   f. **Dokumen Pengadaan Tanah (Tidak Bersertipikat)**
   g. **Petok D/Girik/Letter C (Tidak Bersertipikat)**

h. **Keputusan/Peraturan Desa (Tidak Bersertipikat)**

i. **Bukti Kepemilikan Lainnya (Tidak Bersertipikat)**
untuk tanah belum bersertipikat dengan dokumen selain poin d s.d h sebagaimana disebut di atas

j. **Tidak Ada Dokumen Kepemilikan**
untuk tanah tanpa dokumen

7. Pengisian *field* "Jenis Dokumen Kepemilikan" otomatis terisi setelah *field* "Dokumen Kepemilikan" pada poin 6 telah terisi.
8. *Field* "Jenis Sertipikat" hanya dapat diisi bila isian *field* "Dokumen Kepemilikan" adalah salah satu dari Bersertipikat atas nama Pemerintah RI c.q. K/L, Bersertipikat atas nama K/L, ataupun Bersertipikat atas nama Pihak Ketiga. Adapun Jenis Sertipikat yang dapat dipilih sebagai berikut :
   a. **Sertipikat Hak Pakai (SHP)**
   b. **Sertipikat Hak Milik (SHM)**
   c. **Sertipikat Hak Guna Usaha (SHGU)**
   d. **Sertipikat Hak Guna Bangunan (SHGB)**
9. "Nomor Dokumen" hanya dapat dilakukan input untuk tanah dengan status dokumen kepemilikan Sertipikat, untuk diisi dengan Nomor Sertipikat dari tanah dimaksud. Nomor dokumen tanah dengan status dokumen kepemilikan selain sertipikat dapat diisi di *field* "Keterangan".
10. "Tanggal Dokumen-Berlaku Sampai" hanya dapat dilakukan input untuk tanah dengan status dokumen kepemilikan Sertipikat, untuk diisi dengan tanggal penerbitan Sertipikat, dan tanggal masa berlakunya (apabila ada). Untuk tanggal dokumen dan tanggal masa berlakunya (apabila ada) tanah dengan status dokumen kepemilikan selain sertipikat dapat diisi di *field* "Keterangan".
11. "Atas Nama" diisi dengan atas nama pemegang hak dari dokumen yang ada.
12. "Instansi Penerbit" hanya dapat dilakukan input untuk tanah dengan status dokumen kepemilikan Sertipikat, untuk diisi dengan Kantor Pertanahan penerbit Sertipikat dimaksud. Untuk instansi penerbit tanah dengan status dokumen kepemilikan selain sertipikat dapat diisi di *field* "Keterangan".
13. "Keterangan" dapat diisi dengan keterangan atau informasi lain yang diperlukan terkait tanah.
14. "Unggah Dokumen" untuk mengunggah file *softcopy* dari Dokumen Tanah.
15. Klik "Simpan" apabila data-data sudah terisi/terupdate.

-TERIMA KASIH-

DJKN