



Received: 10-06-2024
Accepted: 20-07-2024

International Journal of Advanced Multidisciplinary Research and Studies

ISSN: 2583-049X

The Role of the Regional Notary Supervisory Council in Supervising the Binding of Deeds at the Banda Aceh Municipal Notary Office

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Abstract

The Regional Supervisory Council (MPD) is responsible for directly overseeing notaries and conducting regular inspections of notary protocols. The notary protocol consists of various state archive documents that must be maintained by the notary. One important document included in the notary protocol is the minutes of the deed, which contains the signatures of the presenters, witnesses, and notary. These minutes of the deed must be bound into a book within one month, as required by Article 16 (1) letter g of the UUJN. This article states that the deeds must be bound in a book with a maximum of 50 deeds. If there are more than 50

deeds, they can be bound in multiple books, with each book indicating the number of minutes of the deed, as well as the month and year of publication on the cover. However, in practice, there are still many Notaries in the Banda Aceh Municipality who do not bind deeds as stated in Article 16 (1) letter g UUJN, where the Banda Aceh Municipal MPD has a role in supervising notary protocols, especially regarding the binding of deed minutes. The purpose of this writing is to examine and analyze the supervision carried out by the Banda Aceh Municipal MPD regarding the binding of deeds by Notaries in the Banda Aceh Municipality.

Keywords: Regional Supervisory Council (MPD), Deed Binding, Notary

Introduction

While carrying out their duties and positions, notaries are obliged to comply with Law No. 30 of 2004 which was later amended by Law No. 2 of 2014 concerning the Position of Notaries, hereinafter referred to as UUJN as the reference. The UUJN outlines a number of authorities, obligations and prohibitions for notaries, as stated in Article 15 of the UUJN, which states that notaries have the main authority to make deeds in authentic form where there are several limitations. Making deeds regarding all actions, agreements and provisions that are required by general regulations or that are in line with the wishes of the community.¹

The Civil Code, which is then abbreviated as the KUH Perdata, regulates the meaning of authentic deeds. Meanwhile, Article 1868 KUH Perdata states that an authentic deed is a deed made based on the provisions of the law before or by a public official who has authority in this matter at the place where the deed was made. Making an authentic deed can be done through a certain position. In this case, the position given the authority to make authentic deeds is Notary. Article 1 number 1 UUJN states that a Notary is a public official who, based on the UUJN and other laws, has the authority to make authentic deeds and other authorities. Public officials such as Notaries have a role in providing services to the public in relation to their authority in making authentic deeds,² namely authentic deeds regarding or related to a legal act or a certain legal event.³

¹ Habib Adjie, *Sanksi Perdata dan Administratif Terhadap Notaris Sebagai Pejabat Publik*, Bandung: Refika Aditama, 2018, hlm. 15.

² Selly Masdalia Pertiwi, "Tanggung Jawab Notaris terhadap Akta Otentik yang berakibat Batal Demi Hukum pada Saat Berakhir masa jabatannya" *Jurnal*, Program Magister Kenotariatan Universitas Udayana, 2017, hlm. 248.

³ Wirantia, Darmawan, Suhaimi, PPAT's Legal Responsibility for the Creation of Empty Deed, *Syiah Kuala Law Journal*, Volume 4(3), 2020, pp.351-368.

Notaries have the obligation to make a deed in the form of minutes of deed, minutes of deed are the original deed which includes the signatures of the presenters, witnesses and notary and keep it as part of the notary's protocol (Article 16 (1) letter b UUJN). Before the deed minutes are stored by a notary, the minutes must be bound within 1 (one) month, as stipulated in Article 16 (1) letter g UUJN which states that: "To bind the deeds made within one month into a book containing not more than 50 deeds, and if the number of deeds cannot be contained in one book, the deeds can be bound into more than one book, and record the number of minutes of the deed, month and year of publication on the cover of each book."

Binding the deed mentioned above is one of the administrative processes of a notary's office which must be carried out by a notary in accordance with applicable regulations. The administrative process in making deeds, especially binding deeds, is important, because the main process of a notary office and PPAT is making deeds,⁴ so the deed must be stored properly. When storing notary protocols, a careful process is required because these protocols can be scattered, lost and damaged.⁵ Considering that minutes of deeds are state archives that must be kept and safeguarded, the notary in making authentic deeds and storing them must follow UUJN provisions.

The role and authority of a notary is very important for legal traffic in people's lives, so the behavior and actions of notaries in carrying out their duties are easily misused, resulting in losses for society. Therefore, institutions for the development and supervision of notaries need to be made more effective. Supervision and guidance on the actions and behavior of the notary position is very necessary considering that their professional duties are very vulnerable to moral issues and ethical values. In this regard, from the perspective of law and the notary profession, it can be said that independence or independence is essentially bound and limited by certain guidelines. The signs that must be remembered and paid attention to in implementing notarial freedom are the legal regulations themselves.⁶

The government has regulated and supervised the work of the notary profession by establishing institutions, one of which is called the Regional Supervisory Council (MPD) as mandated by the UUJN.

The formation of the MPD in accordance with the provisions of the laws and regulations mentioned above is proof that the government maintains the true honor and dignity of the Notary profession. Notaries can be found on every highway in a city or on roads leading to districts and villages, so the presence of the MPD is very necessary,⁷

⁴ Fikri Akbar Hediato, "Sistem Informasi Administrasi pada Kantor Notaris dan PPAT HENDRO WINATA, SH" *Jurnal Kurawal*, Vol. 1, No. 1, 2018, hlm. 2.

⁵ Krishna Yudhakusuma Putra Munandar, "Pengembangan Sistem Pembukuan dan Administrasi Protokol Notaris (studi Kasus: Kantor Notaris DEWI ANDRIANI, S.H., M.H.)", *Jurnal*, Universitas Brawijaya, Vol.3, No.5, 2019, hlm. 5132.

⁶ Ahmad Kamil, *Filsafat Kebebasan Hakim*, Jakarta: Kencana Prenada Media Group, 2012, hlm. 50.

⁷ Ria Trisnomurt, "Tugas dan Fungsi Majelis Pengawas Daerah dalam Menyelenggarakan Pengawasan, Pemeriksaan, dan Penjatuhan Sanksi Terhadap Notaris", *Jurnal Notariil*, Vol. 2, No. 2, 2017, hlm129.

because the MPD is the spearhead of the supervisory board which carries out direct supervision of notaries, where if in carrying out their duties and positions they violate the UUJN, The notary may be reported to the MPD.⁸ This is very necessary in every city and region, namely supervision and guidance of the work of the Notary profession in accordance with the provisions of the UUJN in Article 1 (6) which states: "The Supervisory Council (including the MPD) is a body that has the authority and obligation to carry out guidance and supervision of notaries".

The existence of the MPD is at the forefront of monitoring and maintaining the dignity and morals of the notary profession. MPD is an extension of the government to monitor the extent to which notaries carry out their work for the community in providing legal assistance to all levels of society. In this case, based on Article 67 (1) UUJN, it is stated that the supervision of notaries is carried out by the Minister, the authority is carried out by the Ministry of Law and Human Rights (Kemenkumham), while the form of implementation is regulated in Article 67 (2) and (3) UUJN explains that in carrying out supervision as in paragraph (1) the minister forms a Supervisory Council with a total of 9 people, consisting of 3 government people, 3 organizations and 3 academics. The MPD is formed in the Regency/Municipality and MPD membership consists of the elements mentioned previously.⁹

The MPD's authority is explained in Article 70 UUJN, one of which is: "To carry out inspections of notary protocols periodically once a year or at any time deemed necessary." The supervision and guidance carried out by the MPD aims to ensure that notaries carry out their duties appropriately, ethically and in accordance with applicable regulations. MPD plays an important role in maintaining the quality of notary services as well as addressing potential legal violations or non-compliance with the code of ethics that may arise in practice. With the existence of an MPD in each region, it is hoped that the guidance and supervision of notaries can be more focused and targeted, this also supports the government's efforts to maintain public trust in the notary profession.

Head of the Legal Division of the Regional Office of the Ministry of Law and Defense in Aceh, Bukhari, said that the role of the supervisory council is very important in continuously developing and supervising the position of notary, this is because the position of notary is very important as the spearhead for ensuring legal certainty for people who use notary services.¹⁰

In carrying out inspections, the MPD has formed a regional supervisory board inspection team as regulated in Permenkumham No. 16 of 2021, the regional supervisory board inspection team carries out regular inspections at least

⁸ M Rabel Bahana, Suhaimi, Darmawan, The role of notaries in the application of know your service user (PMPJ) principles as the implementation of the precautionary principle, *International Journal of Multidisciplinary Research and Growth Evaluation*, Volume 4(3), Mai_June, 2023, pp. 505-511.

⁹ Abdul Fatah, "Bantuan Hukum di Daerah" *Jurnal Rechtsidee*, Vol. 2, No. 1, 2015, hlm. 78

¹⁰ <https://aceh.kemenkumham.go.id/berita-kanwil/berita-utama/optimalikan-pengawasan-notaris-mpd-banda-aceh-diharapkan-efektif-dan-profesional>, diakses pada tanggal 30 Oktober 2023, Pukul 15.00.

once a year of notaries which are published in the Minutes of Examination of the team covering the notary's office such as address and physical condition. Office, letter of appointment as a notary, minutes of notary's oath of office, certificate of notary's permission, notary's protocol consisting of minutes and register of deeds or repertory. By examining notary protocols, it is hoped that notaries will be more orderly and thorough in administering notary protocol books in accordance with UUJN.

Based on the results of interviews with Yessi Marina, there are indications that there are 47 Notaries in Banda Aceh City who are under the supervision of the Banda Aceh Municipal MPD.¹¹ The Banda Aceh Municipal MPD is an important body that has the authority to provide guidance and supervision of notaries in the Banda Aceh Municipality in carrying out their duties, in order to ensure that the implementation of the Banda Aceh Municipal notary's duties is on the right track, as regulated in the UUJN. However, what happened in the field was that there were indications that a notary was found not to bind the deeds he made in one month into a book and recorded the number of minutes, deeds, month and year of making them on the cover of each book. This also affected the deeds that were bound in one book. As explained in the notary's obligations in Article 16 (1) Letter g UUJN.

The Banda Aceh Municipal MPD has the authority as stated in Article 70 letter b UUJN, to carry out inspections of notary protocols, one of which is the minutes of the deed. The MPD must ensure that the notary in Banda Aceh City keeps the minutes of the deed in accordance with applicable regulations. The minutes of the deed must be bound within one month into a book as stated in Article 16 (1) letter g UUJN.

However, in reality there are 5 notaries in Banda Aceh Municipality who do not bind the minutes of the deed into a book. The deed minutes are a notarial protocol that must be kept and maintained by the notary in accordance with statutory regulations. As is known, authentic deeds have an important role, namely providing legal certainty to the parties concerned and having perfect evidentiary power. Therefore, the minutes of the deed as a notary protocol must be kept and maintained in accordance with the Notary Position Law, especially regarding binding the minutes of the deed into a book, so that if the notary is faced with any circumstances (died), it will be easier for the recipient of the notary protocol if one day required for a purpose can be easily searched and found.

Bearing in mind that the MPD has a role in supervising the inspection of notary protocols, especially regarding the binding of deed minutes, which are state documents that must be maintained in accordance with applicable regulations. The MPD has an important role in supervising the office of notaries as the spearhead for ensuring legal certainty for people who use notary services. Therefore, we are interested in researching and analyzing this problem in writing a thesis entitled "The Role of the Regional Supervisory Council in Supervising the Binding of Notarial Deeds in the Municipality of Banda Aceh".

¹¹ Yessi Marina, Anggota Majelis Pengawas Daerah Kota Banda Aceh, Wawancara tanggal 01 Desember 2023.

Research Methods

This research is normative and empirical juridical research. Normative legal research is also called doctrinal research, namely legal research carried out by examining library materials or secondary data.¹² In this case, law is often conceptualized as written law or as rules/norms that serve as a benchmark for human behavior.¹³

Empirical legal research is a type of legal research that analyzes and studies the operation of law in society. The operation of law in society can be studied from the aspect of law formation from a sociological perspective, which means legal research that examines law by conceptualizing it as actual behavior, as an unwritten social phenomenon, which is experienced by everyone in social life. Values of justice in the application of law in society, legal history, responsive legal research, legal problems in society, effective implementation of legal rules.¹⁴

In this research, the type of empirical juridical legal research is to get answers to the first and third problem formulations, while the normative type of juridical legal research is to get answers to the second problem formulation. This research was carried out using several approaches, namely:

- a. According to Peter Mahmud Marzuki, the Statute Approach is carried out by examining all regulatory laws related to the problem being handled. The Legislative Approach is an approach using regulations.¹⁵
- b. Case Approach: The case approach in normative research aims to study the application of legal norms or rules in legal practice. This type of approach is usually used regarding cases that have already received a decision. These cases have empirical meaning, but in normative research, these cases can be studied to obtain an overview of the impact of the normative dimensions of a legal rule in legal practice, as well as using the results of the analysis as input in legal explanations.¹⁶
- c. Sociological Legal Approach, sociological analysis based on legal approach methods and functions, which in essence contains elements such as the instrumental approach of legal sociology. Law as social control and law as a tool to change society, which is a benchmark for the norms or rules that live in society, whether these norms are obeyed or violated, if they are violated, then how are the sanctions given to those who commit the violation.¹⁷

This research was conducted in the Banda Aceh Municipal Region, specifically at the Banda Aceh Municipal MPD Office and the Notary in the Banda Aceh Municipality. The research population is:

¹² Soerjono Soekanto dan Sri Mamudji, Op.cit, hlm. 13.

¹³ Amiruddin dan H Zainal Asikin. *Pengantar Metode Penelitian Hukum*. Jakarta: Raja Grafindo Persada, 2006, hlm. 118.

¹⁴ Muhaimin, *Metode Penelitian Hukum*, Mataram University Press, 2020, hlm. 80.

¹⁵ Mukti Fajar dan Yulianto Achmad, *Dualisme Penelitian Hukum Normatif dan Empiris*, Pustaka Pelajar, Yogyakarta, 2010, hlm. 157.

¹⁶ *Ibid*, hlm. 157.

¹⁷ Elistia, SE, M.M, "Sosiologi Hukum Berdasarkan Metode Pendekatan dan Fungsi Hukum", *Jurnal*, Universitas Esa Unggul, hlm. 1.

- a. Banda Aceh Municipal Regional Supervisory Council (MPD);
- b. Notary in Banda Aceh Municipality.
- c. Head of the Legal Division of the Ministry of Law and Human Rights in the Municipality of Banda Aceh;
- d. Legal academic.

The data required is primary data and secondary data. Primary data was collected in several ways, such as surveys taking place in the field and conducting interviews with MPD and notaries. For this reason, in carrying out primary data collection, especially for qualitative research, you can rely on samples rather than having to conduct research from the total population.

Next is secondary data, which is data collected, processed and presented by other parties. Both the form and content of secondary data have been formed and filled in by previous researchers so that subsequent researchers have no supervision over the collection, management, analysis or construction of data.

The legal materials that have been collected, both primary legal materials and secondary legal materials, are then analyzed using descriptive techniques and argumentative techniques. Descriptive analysis technique means describing what is real about a condition.

Furthermore, data analysis in this research uses qualitative analysis methods, namely descriptive research that attempts to describe symptoms, events, events that are happening now. Through descriptive analysis, the author tries to describe events that are the center of attention derived from all the data that has been collected, both through library research and field research so that it can become input for research.

Results and Discussion

1. Supervision carried out by the Banda Aceh Municipality regional supervisory council regarding the binding of deeds

The Notary Supervisory Council is also tasked with carrying out inspections, providing sanctions and imposing penalties on notaries who violate them. The function of the Notary Supervisory Council is to ensure that notaries carry out their official duties in accordance with applicable legal and ethical regulations, so that the rights, authority and obligations given to notaries are carried out in a predetermined manner.

Apart from the role of the Notary Supervisory Council, Article 70 letter g UUJN states that the public also has an important role in reporting violations committed by notaries to the Supervisory Council regarding alleged violations of the notary code of ethics or UUJN. By involving active community participation, it can help increase the effectiveness of supervision of notaries and protect the rights of people who need notary services.¹⁸

Articles 67 to 81 of the Law on Notary Positions (UUJN) regulate legal means for supervising notaries. This supervision includes the behavior of the notary and the implementation of the notary's office. Article 67 UJN determines that the Minister is responsible for supervising

notaries. To carry out these supervisory duties, the Minister formed a Notary Supervisory Council. Each Notary Supervisory Board consists of 9 people who are divided into three elements, namely:

- a. Government Elements: Consists of three people appointed by the Minister. This element represents the government in supervising notaries.
- b. Notary Organization Elements: Consists of three people from notary organizations. This element represents the notary profession in supervision of fellow notaries.
- c. Expert/Academic Element: Consists of three people who are experts or academics in the legal field. This element provides an independent perspective and expertise in supervising notaries.

Furthermore, Article 68 UJN states that the Notary Supervisory Council mentioned in Article 67 (2) consists of three types of supervisory council, namely:¹⁹

- a. **Regional Supervisory Council:** Supervises notaries at the regional level. This assembly is tasked with monitoring notary activities in certain areas within the regional scope.
- b. **Regional Supervisory Council:** Supervises notaries at the regional level. This assembly has broader authority and supervises notaries in a larger area.
- c. **Central Supervisory Council:** Supervises notaries at the central level. This assembly has the highest authority and responsibility in supervising notaries throughout the region.

Supervision carried out by the supervisory council on notaries in carrying out their official duties, especially regarding the administration of the notary's office, is carried out by the Regional Supervisory Council or abbreviated as MPD. MPD supervises so that notaries carry out their positions in accordance with applicable regulations.

The role played by the Banda Aceh Municipality MPD is in carrying out supervision by carrying out verification and inspection where the MPD can verify and inspect the process of binding notarial deeds. They can examine documents related to binding, including notarial deeds, supporting files, and binding procedures carried out by notaries.²⁰

In its verification and inspection role, the Banda Aceh Municipality MPD has the task of examining documents related to binding notarial deeds. During supervision, the MPD checks bound and unbound notarial deeds. This includes checking whether the deed meets formal requirements, such as the notary's signature, stamp and other mandatory information. MPD can also compare the contents of the notarial deed with supporting documents to ensure the consistency and accuracy of the information contained in the deed.

The Banda Aceh Municipality Regional Supervisory Council also checked the supporting files that complete the binding of the notarial deed. This includes documents such as power of attorney letters, identity of the parties involved,

¹⁸ Trimurti, Rina. "Peran Majelis Pengawas Notaris Dalam Menindak Lanjuti Pelanggaran Hukum Yang Dilakukan Notaris Di Provinsi Jawa Tengah." *Kultura: Jurnal Ilmu Hukum, Sosial, dan Humaniora* 2, no. 5 (2024): 83-92.

¹⁹ Toruan, Henry Donald Lbn. "Legalitas Keberadaan Majelis Pengawas Notaris Dan Majelis Kehormatan Notaris." *Jurnal Penelitian Hukum De Jure* 20, no. 3 (2020): 435-458.

²⁰ *Wawancara*, Nurdhani, Majelis Pengawas Daerah Kota Banda Aceh, Pada Tanggal 26 Mei 2024

proof of ownership, or other documents relevant to the notarial deed to be bound. MPD will verify the validity and authenticity of these documents and ensure that they comply with applicable legal requirements.

The MPD can also examine the procedures carried out by the notary in binding the deed. They will verify whether the notary has followed the established procedures, such as the preparation stages, signing process, deed numbering, and delivery to interested parties and MPD will ensure that the notary has carried out the binding in accordance with applicable laws and regulations. In this binding, the notary in the Banda Aceh area on average binds 50 deeds.²¹

By verifying and examining documents and binding procedures for notarial deeds, MPD can ensure that binding is carried out with integrity and compliance with legal provisions. This action also helps maintain public confidence in the accuracy and validity of the notarial deed produced.

Violations or non-compliance by notaries in carrying out their office, such as not keeping deed minutes properly and not binding deed minutes, they have the authority to provide guidance and take steps to enforce discipline. MPD can carry out further investigations into violations committed by notaries, collect evidence, and report to MPW to be given sanctions. These can be in the form of reprimands, warnings, temporary suspension of notary permits, revocation of notary permits, or other disciplinary actions in accordance with regulations and laws - valid invitation. However, currently the Banda Aceh Municipality MPD has never submitted a report to the MPW regarding notaries who do not bind deeds as stated in Article 16 letter g, so notaries in Banda Aceh Municipality are not subject to sanctions as stated in Article 16 number 11, namely written warnings, temporary dismissal, honorable dismissal and dishonorable dismissal.

2. Implementation of supervision of Notaries and the Obstacles Faced

The implementation of supervision by the MPD in the Municipality of Banda Aceh involves various steps and challenges in carrying out the supervisory function of notaries in the area. The Banda Aceh Municipal MPD is responsible for carrying out supervision of notaries in the Banda Aceh Municipality. They monitor notary compliance in carrying out the binding of notarial deeds, check the procedures and rules that are followed, and ensure that the notary's actions comply with ethical standards and professional integrity.

In carrying out supervision, the MPD has the responsibility to monitor and supervise notary activities in the Municipality of Banda Aceh. MPD regularly monitors notaries' compliance with applicable laws, regulations and guidelines. They carry out evaluations and check whether the notary has followed the established procedures, as well as ensuring the existence and accuracy of related documents. MPD checks the procedures and rules followed by notaries in binding notarial deeds. They ensure that the notary has complied with applicable legal requirements, including identification of the parties involved, proof of the validity of the transaction, as well as disclosure of relevant information in the notarial deed.

Banda Aceh Municipal MPD in supervising notaries such as conducting periodic checks on notary protocols 1 (one) time in 1 (one) year. In carrying out supervision, the MPD formed an inspection team consisting of three inspection teams based on each MPD element. During the inspection, the things that are checked are the minutes of the deed, the register of deeds or repertory, the legalization book and the warmerking book, the register of the names of the presenters or klapper, the register of protests, the register of wills and other register books that must be kept by the notary based on the provisions legislation.

The inspection team must check the condition of the notary's office, procedures for storing deed minutes, monthly reports, the number of deeds made in a day does not exceed 20 deeds, the number of notary employees and office facilities. Apart from that, the inspection team also ensures that the minutes of deeds kept by the notary have been bound by stating the month the deed was made and the total number of deeds made in that month. The results of the examination by the examination team must be included in the inspection report in order to evaluate and assess the notary's level of compliance with UUJN and the notary code of ethics, and the results of this evaluation are taken into consideration in providing guidance and supervision of notaries.

In implementing the sanctions given to notaries who do not fulfill their obligations as regulated in statutory regulations, the MPD provides direct warnings when carrying out inspections. However, if the warning given does not make the notary carry out his obligations, the MPD coordinates and reports the violation to the Regional Supervisory Council (MPW) to impose sanctions on the violators.

In the event of a violation of a notary's position, the Banda Aceh Municipal MPD applies rules regarding procedures for examining public reports regarding alleged violations of the UUJN and the Notary Code of Ethics, which are regulated in Ministerial Regulation Number M.02.PR.08.10 of 2004, where It is stated in Article 20 of the Ministerial Regulation that no later than 5 (five) working days after the report is received. In relation to alleged violations caused by public reports, the report must be made in writing accompanied by evidence that can be accounted for and shown to the MPD first. After the report is received by the MPD, the MPD first carries out an inspection and ensures its truth, however, if the report is not reported verbally and does not have sufficient evidence, then the Banda Aceh City MPD will not follow up.

However, in the case of violations committed by a notary that do not originate from public reports, the MPD will give a direct warning and if the notary does not heed it, the MPD will give a report to the MPW where the MPW can impose sanctions, such as a notary who does not keep the minutes of the deed properly, does not record them. complete repertory book and not binding the deed, to date the Banda Aceh Municipal MPD has never given a warning other than a verbal warning to the notary who did not bind the deed, and the Banda Aceh Municipal MPD has never given a report to the notary who did not bind the deed to MPW.

Sanctions are a coercive tool, apart from punishment, also for complying with provisions stipulated in statutory regulations, sanctions can also be interpreted as a coercive tool as a punishment if you do not comply with an

²¹ Nurdhani, Wakil Majelis Pengawas Daerah Kota Banda Aceh, Pada Tanggal 26 Mei 2024

agreement.²² Sanctions aimed at notaries also act as awareness that in carrying out their official duties they have violated the provisions regarding the implementation of notary public duties as stated in the UUJN.²³

Apart from that, the sanctions given to notaries are also to protect the public from notarial actions that could be detrimental to the public, for example in the case of notaries who do not store minutes of deeds irregularly and do not bind deeds, which can cause the security of deeds and documents to not be guaranteed. The UUJN which regulates the office of notary contains provisions that are coercive or constitute an imperative legal rule to be enforced against notaries who have committed violations in carrying out their office.

The supervision that has been carried out by the Banda Aceh Municipal MPD as described above does not result in notaries carrying out their obligations in accordance with the applicable regulations. There are still 5 notaries in the Banda Aceh Municipality who do not bind the minutes of deeds as stated in Article 16 letter g UUJN. The lack of MPD in terms of providing firm action to the notary means the notary does not carry out his obligations. The Banda Aceh Municipality MPD has not yet submitted a report to the MPW regarding notaries who do not bind deeds.

Apart from its implementation, this could also be an obstacle for the MPD in supervising the binding of the Deed, namely as follows:²⁴

1. Lack of legal awareness among several Banda Aceh Municipal notaries, especially administrative irregularities in binding deeds;
2. Limited time for MPD to carry out supervision;
3. Each Banda Aceh Municipal notary does not have a vision and program;
4. Facilities and infrastructure are inadequate and currently it is still based in the MPW Secretariat office at the Aceh Regional Office of the Ministry of Law and Human Rights;
5. Minimal implementation provisions regarding supervision to support supervisory performance.

3. Factors that Cause the Banda Aceh Municipal Notary Not to Bind the Deed

Binding of deeds is regulated in Article 16 letter g UUJN which states that a notary has the obligation to bind the deeds he makes within 1 (one) month into a book containing no more than 50 (fifty) deeds, and if the number of deeds is not contained in one book, the deed can be bound into more than one book, and record the number of minutes of the deed, month and year of creation on each book cover.

Binding generally means pieces of paper that are arranged and assembled so that they form a book and so on,²⁵ but the binding mentioned in Article 16 letter g, the notary in carrying out his duties is different, because the UUJN does not specifically regulate the procedures for binding the

minutes of a deed. Carried out by a notary. Binding of deed minutes carried out by Azhar, Notary in Banda Aceh, binding by collecting the deed minutes completely and putting them together then stitching the deed minutes with a maximum of 50 (fifty) deeds, but the stitched deeds have not been recorded with a cover, because if later When the minutes of the deed are needed, they can be used easily, such as if the minutes of the deed are needed to be taken to court or there is a need to ask for a photocopy of the minutes of the deed, if they have been recorded in the way described in the general sense of binding the deed and have been recorded in 50 (five) tens) of the deed, then it makes it difficult for the notary to provide a photocopy of the minutes of the deed.²⁶

Binding deeds is part of the administration of a notary's office and is the obligation of a notary in carrying out his duties, especially in maintaining notarial protocols which are state documents. Based on interviews with several notaries in the Municipality of Banda Aceh, Notaries in carrying out their duties have different policies, especially regarding the binding of deeds carried out by notaries in the Municipality of Banda Aceh. The said person binds the deed within a maximum of 6 (six months), and in carrying out the binding of the deed the notary uses the services of a deed binder because not all notaries have expertise in binding or recording minutes of deeds, there are no rules governing this matter. So the notary uses the services of a deed binder who will come to his office.

The same thing is done by Gita Melisa, Bachelor of Laws, Master of Notary, Notary in Banda Aceh Municipality, using a deed binding service which will be called to her office, but the notary does not have a certain time limit for carrying out the binding, because it is impossible to bind it if it takes months. He hasn't reached 50 (fifty) deeds in a month, so he has to wait for more deeds to use deed binding services, because these services are usually imported from outside the area. Notary Office Internal Policies, Every notary office has internal policies that regulate their practices. These policies may include deed binding procedures, the types of deeds they accept, or certain restrictions set by the notary's office. such as a notary's office may decide not to bind deeds involving certain types of transactions or subjects due to their complexity or the legal risks involved. Another thing is that the notary's office does not bind deeds if they have not reached 50 deeds to be bundled or bound.²⁷

In contrast to what is done by Oti Pertiwi, Bachelor of Laws, Master of Notary, Notary in Banda Aceh Municipality, the systematics carried out in binding deeds are carried out once a year, the notary ensures first before binding the deed the completeness of the document or document which is a means of proving physical data and juridical data documents. Some ineligible deed conditions may include:²⁸

- a. **Incomplete Information:** The proposed deed may be incomplete in terms of required information. For example, if the document does not include all necessary

²² N.E.Algra, H.R.W.Gokkel, *Kamus Istilah Hukum Fockema Andreae, Belanda-Indonesia*, Jakarta: Binacipta, 1983, hlm. 496.

²³ Habib Adjie, *Sanksi Perdata dan Administratif terhadap notaris sebagai pejabat public*, Bandung: PT. Refika Aditama, 2008, hlm. 32.

²⁴ Nurdhani, *Majelis Pengawas Daerah Kota Banda Aceh, Wawancara Tanggal 26 Mei 2024.*

²⁵ Kamus Besar Bahasa Indonesia

²⁶ Azhar, SpN, *Notaris di Kota Banda Aceh, Wawancara tanggal 30 Mei 2024.*

²⁷ Gita Melisa, *Notaris Daerah Kota Banda Aceh, Wawancara tanggal 26 Mei 2024*

²⁸ Oti Pertiwi, *Notaris di Kota Banda Aceh, Wawancara tanggal 30 mei 2024.*

- details about the parties involved, the object of the agreement, or the provisions regulated by law;
- b. **No Signatures or Witnesses:** A valid deed usually requires the signatures of the parties involved as well as witnesses present at the time of signing. If the document does not have the required signature or is not witnessed in accordance with legal requirements, the notary may refuse to do so;
 - c. **Bewijs Material Disadvantages:** The proposed deed must be supported by adequate evidence. If the document does not provide sufficient evidence to support the claims or statements made therein.

Notaries have the responsibility to ensure that the deeds they bind meet all legal requirements. If there are discrepancies or deficiencies in the documents to be bound, the notary will not bind the minutes of the deed until the document is completed.²⁹ Notaries have a professional responsibility to ensure that every deed they bind meets the requirements set by applicable laws or regulations.³⁰

Binding deeds into bundles containing a maximum of 50 (fifty) deeds is a notary's obligation to keep notarial protocols. The notary protocol is a state archive, automatically a notary is obliged to look after the state archive and must keep it neatly and orderly, so that if a problem occurs and requires minutes of the deed, by binding it with a cover that has the deed number written on it and the month the deed was made, it makes it easier for the notary. in searching for the required deed minutes.³¹

Notaries often have busy schedules and high workloads. Sometimes, they may not have enough time or resources to carry out the binding of a particular deed within the specified time.³² Limited time or resources is a situation where the notary faces problems in terms of the availability of time or resources needed to carry out the binding of the deed within the specified time.

Based on interviews with 5 notaries in Banda Aceh Municipality, there are several factors that hinder notaries from binding deeds:

- 1) Lack of expertise in binding deeds, so you have to use a deed binding service, where if you use this service you have to wait for a large number of deed minutes to be collected;
- 2) The number of deeds does not reach a large number, so you have to wait for a large number of deeds to be collected;
- 3) The notary must first ensure that before binding the document, the document is complete;
- 4) Notaries often have busy schedules due to the large number of requests for services from clients. Notaries have pre-scheduled appointments and must fulfill their responsibilities to those clients. In this situation, the

notary may not have enough time to handle additional binding of the deed within the specified time.

- 5) High workload, notary duties are not only limited to binding deeds, but also include other tasks such as research, consultation with clients, and preparation of legal documents. A high workload can affect the notary's time availability to carry out additional deed binding.³³

However, apart from several factors that hinder notaries from binding deeds, notaries as state officials must uphold the rules regulated by UUJN in carrying out their duties. Based on several interviews with notaries in Banda Aceh Municipality, many notaries face obstacles in binding deeds, where the deed should be bound, so that the minutes of the deed are well preserved.

4. Efforts Made by the Notary to Organize Office Administration

The position of notary is an institution created by the state. Placing a notary as a position and profession that is deliberately created by legislation for certain needs and functions (certain authority) and is sustainable as a permanent work environment.³⁴

Notaries have the responsibility to maintain orderly and efficient administration in their offices. Notaries can develop and implement structured systems and procedures to manage office administration. This can include internal guides or guidelines that explain how to carry out daily tasks, document management, appointment scheduling, and other administrative tasks. By having clear procedures, the notary can ensure that all tasks are carried out consistently and efficiently.

In setting systems and procedures for managing office administration, notaries in Banda Aceh Municipality have different systems for realizing good office administration. Notaries in carrying out office administration systems and procedures such as notaries carry out binding as mandated by UUJN, namely binding if there are already 50 deeds in each notary's office. It varies how long it takes them to collect the 50 deeds, some up to a year, some even less than a year, this guide is the basis notary in binding.³⁵ Deeds must be bound to maintain good data collection and filing in copying all existing deeds.³⁶

Notaries need to have an organized system for managing documents related to their work. This includes documents such as deeds, letters, contracts, and other files. In this setting, the notary can establish clear filing procedures, such as using a sequential numbering system to facilitate document search and recovery, as well as maintaining the security and confidentiality of sensitive documents.³⁷ In addition to the specific tasks associated with notary work, there are also general administrative tasks that need to be handled within the office. This could include managing

²⁹ Irfandi, Dicky, Mohamad Fajri Mekka Putra, and Siti Hajati Hoesin. "Tanggung Jawab Notaris dalam Pembuatan Cover Note Berkaitan dengan Perjanjian Kredit (Studi Kasus Cover Note No: 209/Sk-Nf/Xii/2013 Dibuat oleh Notaris FMO di Cikarang, Bekasi)."

³⁰ Gita Melisa, Notaris di Kota Banda Aceh, *Wawancara* Tanggal 26 Mei 2024

³¹ Ahmad Rifqi, Notaris di Kota Banda Aceh, *Wawancara* tanggal 30 mei 2024

³² Musfah, Jejen. *Analisis Kebijakan Pendidikan Mengurai Krisis Karakter Bangsa*. Prenada Media, 2018, hlm 20.

³³ Oti Pertiwi, Notaris Daerah Kota Banda Aceh, *Wawancara* tanggal 26 Mei 2024.

³⁴ Bagir Manan, *Hukum Positif Indonesia*, UII Press, Yogyakarta, 2004, hlm. 15

³⁵ Ahmad Rifqi, Notaris Daerah Kota Banda Aceh, *Wawancara* tanggal 26 Mei 2024

³⁶ Azhar, Notaris Daerah Kota Banda Aceh, *Wawancara* tanggal 26 Mei 2024

³⁷ Ahmad Rifqi, Notaris Daerah Kota Banda Aceh, *Pada* tanggal 26 Mei 2024

inventory, managing office finances, handling telephone calls, or managing electronic mail. In this arrangement, the notary can establish clear procedures regarding how these tasks should be carried out, including the use of relevant tools or software to facilitate their implementation.³⁸

Notary office administration involves managing important and sensitive documents. Notaries can adopt a regular and organized filing system to manage these documents. For example, using a clear numbering or classification system, storing documents in a secure physical or electronic format, and maintaining compliance with applicable data protection regulations.³⁹

In arranging document organization for notary office administration, there are several things that can be done to ensure orderly and organized document management. Here is a more specific explanation:

- a. Keep the minutes of the deed in an orderly manner, after the minutes of the deed have been signed by the presenter, then the minutes of the deed are collected along with the document and collected first, after the minutes of the deed have been collected within 1 month then the deed is immediately bound.
- b. Notaries can use a clear numbering or classification system to identify and group documents. For example, documents can be assigned a unique number or use a code that describes a specific document type or category. This makes it easier to search and retrieve required documents when needed, and helps maintain continuity and consistency in archiving.
- c. Documents can be stored in physical or electronic format, depending on the notary's preferences and needs. If documents are stored in physical format, the notary can use a shelving system or clearly labeled cabinets to store and organize the documents. If documents are stored in electronic format, the notary can use a directory structure or electronic document management system to store and index the documents in an orderly manner.
- d. Documents managed by notaries often contain sensitive and confidential information. Therefore, it is important to maintain the security of these documents. Notaries may adopt security measures, such as the use of physical security systems for physical documents, such as key rooms or locked safes. For electronic documents, notaries can use data encryption, strong passwords, and limited access based on the user's level of need and access rights.
- e. Compliance with Data Protection Regulations: Notaries must ensure that their document management complies with applicable data protection regulations. This includes protecting clients' personal data and maintaining the confidentiality of sensitive documents. Notaries must understand and follow the applicable privacy and data protection regulations in their jurisdiction, such as the General Data Protection Regulation (GDPR) in the European Union or data privacy laws in their respective countries.

Notaries can use relevant software and technology to support office administration. For example, they can use office management software to manage appointments, send reminders, or track documents. Implementing the right technology can help notaries improve office administration efficiency, reduce human error, and increase data security.

Notaries can use office management software designed specifically for their administrative needs. The software can include features such as appointment management, calendar scheduling, sending reminders, and document tracking. By using this software, notaries can manage their schedules more efficiently, avoid overlapping appointments, and ensure that all scheduled tasks are carried out in a timely manner.⁴⁰

Notaries can utilize electronic document management systems to store, organize and manage documents in digital format. This system can enable notaries to easily search for and access required documents, as well as set access permissions to maintain document security and confidentiality. Additionally, electronic document management systems can also facilitate collaboration between team members, with the ability to share documents securely and make joint revisions.

Notaries need to ensure high levels of information security and data protection. To do so, they can adopt technological security measures, such as using data encryption, implementing strong passwords, and ensuring that their networks and systems are protected with the latest firewalls and security devices. In addition, notaries must also comply with applicable data protection regulations and adopt strict privacy policies to protect clients' personal data.

Notaries may conduct periodic internal audits to evaluate the effectiveness of office administration and identify areas where improvement is needed. These audits may include checking compliance with office rules and policies, identifying potential risks or nonconformities, and improving existing systems and procedures.⁴¹

Internal audit is an evaluation process carried out by a notary in his office environment to evaluate the effectiveness of office administration. Through internal audits, notaries carry out checks on compliance with office rules and policies, identify potential risks or non-conformities, and make improvements to existing systems and procedures.

Internal audits include checking compliance with office rules and policies. This involves assessing employee compliance with established administrative procedures. The goal is to ensure that office activities are within applicable legal and ethical boundaries.

Apart from that, internal audits also aim to identify potential risks or discrepancies in office administration. In this case, the notary checks for weaknesses in the system or procedures that could cause errors in the future. By identifying these risks, the notary can take the necessary preventive steps.

³⁸ Azhar, Notaris Daerah Kota Banda Aceh, *Wawancara* tanggal 26 Mei 2024

³⁹ Malik, Alfian. *Pengantar Bisnis jasa pelaksana konstruksi*. Penerbit Andi, 2010, hlm. 20.

⁴⁰ Makarim, Edmon. "Modernisasi Hukum Notaris Masa Depan: Kajian Hukum Terhadap Kemungkinan Cyber Notary di Indonesia." *Jurnal Hukum dan Pembangunan*, Vol. 41, No. 3, 2011, hlm. 466-499.

⁴¹ Oti Pertiwi, Notaris di Kota Banda Aceh, *Wawancara* tanggal 30 mei 2024.

Internal audits also involve evaluation of existing systems and procedures. The aim is to assess the efficiency and effectiveness of the systems and procedures used in office administration. If weaknesses or shortcomings are found, the notary can make necessary improvements or changes to improve the performance and efficiency of office administration.

During internal audits, notaries may also discover discrepancies between actual practices and established policies and procedures. This may include violations of data security policies, unauthorized use of office resources, or violations of professional ethics. The discovery of this nonconformity allows the notary to take necessary corrective action and provide advice or training to employees to comply with established policies.

After completing the internal audit, the notary prepares recommendations for improvement based on the audit findings. These recommendations include changes or improvements to systems, increased employee training, or improvements to administrative procedures. The goal is to increase efficiency, reduce risks, and ensure that office administration runs smoothly.

Notaries have the responsibility to protect the confidentiality and security of client data. Therefore, they need to take appropriate steps to prevent unauthorized access or misuse of data. This can include adopting strict security policies, using data encryption, limiting access to sensitive information, and performing regular data backups.

One important step is to use data encryption. Encryption involves converting data into a format that cannot be read by unauthorized parties. By using encryption, client data can be protected when stored or when data is transmitted over the network.

Notaries also need to limit access to sensitive information to authorized parties. This can be done by implementing a strong authorization system, where each employee only has access to data that is relevant to their tasks. Additionally, the use of physical access controls such as access cards or room locking is also important to prevent unauthorized access to areas containing sensitive data.

Regular security monitoring and updates are also necessary. Notaries must monitor network activity and update software with the latest security patches. By monitoring and updating, notaries can detect and overcome potential security threats that may arise.

Apart from that, notaries also need to back up data regularly. Data backup is carried out to avoid unwanted data loss due to hardware failure, malware attacks, or other disasters. By having a backup copy separate from the primary system, the notary can restore data quickly if necessary.

In maintaining data security, notaries must also maintain the confidentiality of client information. They must ensure that only authorized persons have access to client data and must maintain the confidentiality of such information in accordance with professional ethics and applicable laws.

Overall, notaries must take appropriate steps to protect the confidentiality and security of their clients' data. By implementing strict security policies, using data encryption, limiting appropriate access, performing regular data backups, and performing consistent security monitoring and updates, notaries can maintain clients' trust and fulfill their responsibilities in maintaining data security.

Conclusion

MPD has a role in carrying out supervision by carrying out Notary inspections which can be carried out once a year and if necessary. The MPD can verify and examine notary protocols, one of which is the minutes of the deed, the minutes of the deed are state documents which must be well maintained by the notary and the MPD must ensure that the notary carries out his position in accordance with the applicable regulations. In the event of a violation committed by a notary, the MPD gives a verbal warning and directions to the notary, but if the notary does not heed it then the MPD provides a report to the MPW regarding the violation. Where MPW has the authority to impose sanctions on Notaries. However, in terms of binding deeds, the Banda Aceh Municipal MPD has never submitted a report to the MPW regarding notaries who do not bind deeds, so notaries in the Banda Aceh Municipality have never received administrative sanctions from MPW related to deed binding. The legal consequences if the notary does not bind the deed he has made in accordance with what is stated in article 16 paragraph 1 letter g UUJN states that binding the deed he has made within 1 month into a book, then the notary has been negligent in carrying out his duties, so the notary must be responsible and can be subject to sanctions civil and/or administrative. The legal consequence is that the notary must be responsible for carrying out compensation to the injured parties if at any time the parties need the minutes of the deed as evidence, but if the minutes of the deed are not kept in accordance with applicable regulations, this can result in the minutes of the deed and the documents being damaged/lost., as stated in Article 1365 KUH Perdata states that every act that violates the law and causes loss to another person, requires the person who caused the loss through his fault to compensate for the loss. So the notary can be said to be negligent in maintaining the notary protocol by not binding the deed in accordance with the rules stated in the UUJN.

Several factors that hinder notaries from binding deeds are that not all notaries have the expertise to bind deeds into books and the minutes of the deeds cannot be taken out of the office due to the considerable risk that they have to use the services of a deed binder and have to collect a lot of deeds. There are also notaries who have limited time, and the notary must first ensure that the minutes of the deed are complete and then bound.

Suggestions

MPD can take corrective steps against notaries who commit violations. This could take the form of stricter supervision of notaries, providing additional training or education, or coaching to help notaries correct inappropriate practices. MPD can also play a role in providing education and guidance to notaries regarding binding notarial deeds. They can provide direction, training, or advice to notaries in order to improve understanding and quality of notarial deed binding. In the event of a violation, MPD should be able to provide a report to MPW, even if it is a small matter, where MPD is a form of government in supervising notaries as state officials in carrying out their positions in accordance with applicable regulations.

Storing notary protocols is quite a big problem for notaries because this is a responsibility and this is not easy because

of the imperfect rules regarding the storage of minutes of deeds, especially binding, preferably UUN, an inevitability that must be changed, especially in relation to the storage of minutes of deeds.

It is hoped that the notary will not be negligent in binding the deeds, when the number of deeds has reached 50 deeds and within a maximum period of 6 (six) months the deeds have been bound.

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