

Technical Assistance In Preparing Sales And Purchase Deeds (Ajb) In Improving Students' Understanding Of Law In The Notary & Ppat Office Of Palu City

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Abstract

Technical assistance in drafting sale and purchase deeds (AJB) provides a valuable learning opportunity for law students to grasp the legal procedures within a notary and land deed official (PPAT) office. This initiative is designed to deepen students' knowledge about the steps involved in drafting deeds, the necessary documentation, and the legal consideration relevant to land sale and purchase activities. Approaches employed include observing, engaging in practical exercises, and receiving mentorship from the notary and PPAT. The findings show that students acquire hands-on experience throughout the deed preparation phases, which include reviewing documents, verifying information, and finalizing the deed with signatures. In addition, students come to appreciate the significance of precision and adherence to legal standards in the deed drafting process. Thus, this technical support effectively enhances the skills and readiness of law students as they prepare to enter the fields of notarial and land-related professions

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1. INTRODUCTION

Indonesia is a country based on law and prioritizes the principles of legal certainty, justice, and benefits in every aspect of society. In the land sector, legal certainty is crucial because land has strategic economic and social value. Therefore, all legal actions related to land must comply with applicable legal regulations to avoid future disputes. One important tool for ensuring legal certainty is the existence of a Land Deed Official (PPAT). A PPAT is a public official authorized to draft authentic deeds related to certain legal actions related to land rights or ownership rights to apartment units. The deeds prepared by a PPAT not only serve as evidence but also serve as the basis for land registration at the Land Office, making them crucial in ensuring the legitimacy of land ownership.

Normatively, the regulations regarding Land Deed Officials (PPAT) originate from several interconnected regulations. One of these is Government Regulation Number 24 of 1997 concerning Land Registration, which requires that every transfer of land rights be evidenced by a deed drawn up by a PPAT. Furthermore, there is Government Regulation Number 37 of 1998 concerning the Regulations on the Position of PPAT, which was later

updated through Government Regulation Number 24 of 2016, which further regulates the position, duties, and authorities of PPATs.

In the latest developments, technical regulations regarding the implementation of PPAT duties have been further strengthened through various regulations from the Ministry of Agrarian Affairs and Spatial Planning/National Land Agency (ATR/BPN), such as Regulation of the Minister of ATR/BPN Number 3 of 2023 concerning the Issuance of Electronic Documents in Land Registration Activities, as well as updates made through Regulation of the Minister of ATR/BPN Number 9 of 2025, which adapts the digital land service system.

The development of these regulations shows that the land service system in Indonesia continues to adapt, particularly through the digitalization of services.

However, in practice, many people still lack knowledge of the legal and technical procedures related to land transfer. This leads to a heavy reliance on notary and land certificate (PPAT) services, and opens up the possibility of administrative errors and legal issues.

Furthermore, in the deed-making process, Land Deed Officials (PPATs) often face various challenges, such as data discrepancies, lack of necessary documents, and even falsification of information by certain parties. These situations can impact the validity of the deed and pose legal risks for the PPAT. Therefore, professionalism, caution, and an understanding of current regulations are crucial for PPATs in carrying out their duties.

In this regard, the Faculty of Law student internship program at a Notary and Land Deed Official (PPAT) office provides a valuable tool for directly understanding legal practices in the land sector. This activity not only provides students with practical experience but also serves as a form of community service through contributions to administrative assistance and legal awareness for the public.

Thus, it is hoped that this internship program can improve students' abilities while providing real benefits in supporting the creation of more efficient, transparent, and legal certainty-oriented legal services in the land sector.

2. IMPLEMENTATION METHOD

This community service activity employs a qualitative approach, aiming to gain a deeper understanding of social phenomena through direct observation of research subjects. This approach was chosen because it provides a comprehensive overview of legal service practices in notary and land tenure offices, particularly in the process of drafting deeds and regulating the transfer of land rights. The implementation of internship activities is carried out through several steps as follows:

- a. Preparation Stage: In this stage, students study various laws related to the positions of Notaries and PPAT, as well as understanding how to prepare deeds and legal services in the land sector.
- b. Implementation Phase: Students undertake an internship directly at a Notary and Land Deed Official (PPAT) office, engaging in various tasks, such as assisting with administration, entering data, observing the deed preparation process, and providing services to clients. In addition, students learn about the use of online land service systems for the transfer of land rights.
- c. Analysis Stage: Data collected during the internship activities were analyzed using qualitative descriptive methods, namely by explaining and interpreting data based on the facts encountered in the field, then connecting it with applicable theories and legal regulations.

- d. **Report Preparation Stage:** The final stage involves summarizing the results of the internship in a structured and scientific community service journal report. This qualitative method is expected to provide a clear understanding of legal service practices in Notary and Land Deed Official (PPAT) offices and the issues encountered during their implementation.

Subject And Location Of Activities

This activity is for students of the Law Study Program of Tadulako University class of 2023 who participated in an impactful internship program. The number of participants was 3 students. The location of the internship activity was at the Notary & PPAT Office of Zukfika S.H., M.Kn which is one of the Notary & PPAT offices located in the Palu area, Central Sulawesi. Located at Jalan Sis Aljufri No. 79, Palu City. Especially in the legal section as a work unit that makes authentic deeds. This location was chosen because it can strengthen the analytical competency of law students through the process of verification and evaluation of legal products, specifically the creation of Deeds of Sale and Purchase.

Data Collection Techniques

Collection techniques: Information in technical assistance activities for the preparation of Deeds of Sale and Purchase (AJB) is obtained through various methods to obtain accurate and relevant data. The following techniques are used:

1. Observation (Direct Observation) is conducted by directly observing the deed creation process at the Notary and Land Deed Official (PPAT) offices. Students oversee every step, from document review and data verification to the preparation and signing of the deed. This method provides a realistic picture of practices in the notary and land affairs fields. Observation is a primary technique in qualitative research for directly obtaining factual data (Sugiyono, 2017).
2. Face-to-face interviews were conducted with notaries, PPATs, and office staff to gain in-depth information regarding deed-making procedures, challenges encountered, and solutions implemented in practice. This technique allows for in-depth data collection from sources directly involved (Moleong, 2018).
3. Documentation is conducted by collecting data in the form of archives, sample deeds, and other supporting documents related to the Deed of Sale and Purchase process. Furthermore, documentation includes activity notes during the mentoring process, which can be used as material for evaluation and report preparation. Documentation techniques serve to complement and strengthen data from observations and interviews.

By using various data collection techniques, it is hoped that the information obtained will be comprehensive, valid, and can holistically reflect the process of making a sale and purchase deed at the Notary and PPAT office.

5. RESULTS

In the field of notaries and land, drafting a Deed of Sale and Purchase (AJB) is a crucial tool for ensuring legal certainty in the transfer of land rights. As explained in the introduction and implementation methods, this technical assistance activity aims to provide students with practical knowledge regarding the deed creation process in accordance with applicable legal regulations. Observations, interviews, and documentation conducted at the Notary and Land Deed Official (PPAT) offices yielded findings that are not only descriptive but also demonstrate the relationship between legal theory and practice.

a) Technical Process for Making a Sale and Purchase Deed

The process of creating a Deed of Sale and Purchase (AJB) is carried out through systematic, sequential steps, namely checking the completeness of documents, verifying the identity of the parties involved, checking the legal status of the land being the object, preparing the draft deed, and signing the deed before the PPAT. These steps are not only administrative but also have important legal implications. In practice, document verification is a very important stage because it is directly related to the validity of the object and legal subject in the transaction. Data inconsistencies or negligence in the examination can cause legal defects in the drafted deed. This demonstrates that accuracy and caution are the main principles in carrying out the duties of a PPAT.

Furthermore, this technical implementation reflects the application of principles in land registration, such as legal certainty and prudence. Therefore, every step in creating a Deed of Sale and Purchase (AJB) must be carried out professionally to avoid potential future disputes. There are several stages in submitting a deed of sale and purchase:

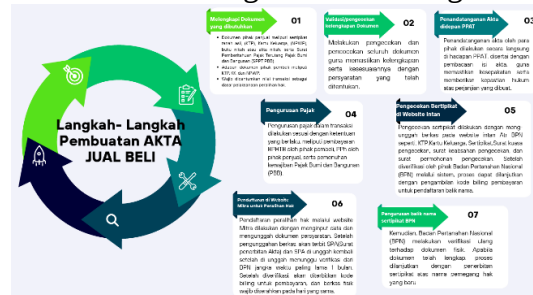


Figure 5.1: Flowchart of the stages of making a sale and purchase deed

Source: <https://cibangsa.com/index.php/causa/article/view/3181/2736>

In the process of creating a Deed of Sale and Purchase, the certificate that has been transferred to the name is issued. The Notary & PPAT Office of Zulfikar, SH., M.Kn., involves students in the activity, which focuses on the Deed of Sale and Purchase process.

1). Activity Stage

Students carry out activities by completing documents for the process of making a Deed of Sale and Purchase, where the process of making it has several stages, starting from the process of completing documents, Checking Validation, signing the Deed in front of the PPAT, Tax Administration, Checking the Certificate on the Intan Website, Registration on the Partner Website for Transfer of Rights and Administration of Change of Name of the Certificate to the National Land Agency (BPN). The following are the stages of activities that the students go through:

Preparation Stage: In the process of preparing a Deed of Sale and Purchase, students are first given guidance on how to prepare the Deed by office staff. Through this guidance, students receive guidance on the procedures and stages of the Deed of Sale and Purchase process. The following steps should be considered:

1. Complete the seller and buyer documents, the seller's data includes a photocopy of the certificate owner's identity card (KTP), a photocopy of the spouse's identity card (KTP), a photocopy of the family card, a photocopy of the taxpayer identification number (NPWP), a photocopy of the marriage certificate, the original certificate, a photocopy of the latest year's land and building tax (PBB), a photo of the location and coordinates, and a coretax account is required. The buyer's data includes a photocopy of the resident identity card (KTP), a photocopy of the family card, and a photocopy of the taxpayer identification number (NPWP). The transaction value must be included as the basis for the transfer of rights.

2. Validate and match all documents to ensure their completeness and compliance with the specified requirements.
1. The signing of the Deed by the parties is carried out directly in front of the PPAT, to ensure agreement and provide legal certainty regarding the agreement made.
2. Tax administration in transactions is carried out in accordance with applicable provisions, including payment of land and building transfer fees (BPHTB) by the buyer, payment of income tax (PPh) by the seller, and fulfillment of land and building tax (PBB) obligations.
3. Certificate verification is performed by uploading documents to the National Land Agency (BPN) website, including a Resident Identity Card (KTP), Family Card, certificate, power of attorney, verification authorization letter, and verification request letter. After verification by the National Land Agency (BPN) through the system, the process can continue by retrieving the billing code for the name change registration.
4. Registration for the transfer of rights through the Partner website is done by inputting data and uploading the required documents. After uploading the files, a Deed Issuance Letter (SPA) will be issued. This letter will be re-uploaded after verification. A billing code will be issued for payment, and the physical files must be submitted on the same day.
5. The National Land Agency (BPN) re-verifies the physical documents. Once the documents are complete, the process continues with the issuance of a certificate in the name of the new rights holder.

Implementation Stage: To carry out community service or work practice activities, students have been directly involved in administrative activities and assistance in the process of making a Sale and Purchase Deed (AJB).

2) Results Obtained In The Process Of Preparing A Sales And Purchase Deed

By involving students in the Deed of Sale and Purchase Making Process, the implementation of internship activities at the Notary & PPAT Office Zulfikar S.H., M.Kn for 3 months and 22 days provided tangible results for students. Through the Deed of Sale and Purchase Making Process activities, students began to show improvements in administrative skills and critical and logical thinking skills in preparing the Deed of Sale and Purchase.

b) Duties of PPAT in Guaranteeing the Validity of Deeds

Land Deed Officials (PPATs) serve as public officials authorized by the state to draft official deeds related to the transfer of land rights. This mentoring activity demonstrates that the PPAT's role extends beyond drafting deeds, including overseeing the validity of documents and the legality of transactions.

The PPAT is responsible for ensuring that the parties to a transaction have legal capacity, that the object being traded is not in dispute, and that all administrative requirements have been met. This demonstrates the PPAT's preventive role in preventing future legal issues.

Legally, deeds prepared by a PPAT (Private Land Officer) have strong evidentiary force, so errors in the drafting process can have significant consequences for the parties involved. Therefore, the professionalism and integrity of the PPAT are crucial to ensuring the quality of the resulting deeds.

c) Legal Consequences If Procedures Are Not Followed

One important aspect identified in this activity is the legal consequences if the deed-making procedures are not followed correctly. Based on a review of relevant journals, deeds that are not prepared according to procedures can lose their evidentiary value and may even be declared invalid.

Furthermore, non-compliance with procedures can also give rise to legal liability for the PPAT, both administratively and legally. This demonstrates that adherence to procedures is not merely a formality, but a legal obligation that must be strictly adhered to.

From a practical perspective, these findings provide an understanding that each stage in the deed creation process has crucial legal significance and cannot be ignored. Therefore, implementing the correct procedures is crucial for maintaining the deed's validity and protecting the interests of all parties.

d) Effectiveness of Technical Assistance in the Practical Learning Process

Technical guidance activities have been proven to have a positive effect on deepening students' understanding of the deed-making process. Students not only gain theoretical insight but also engage in hands-on experiences that strengthen their understanding of legal procedures.

By actively engaging in the administrative and technical aspects, students can appreciate the complexity of notarial work, including the importance of accuracy, responsibility, and professional ethics. This demonstrates that practice-oriented learning methods are more effective than purely theoretical ones.

In addition, this activity also supports students in strengthening their legal analysis skills, especially in detecting potential problems that may arise in practice. The technical assistance carried out shows an increase in students' practical understanding, especially in terms of document verification, deed preparation, and understanding of land law procedures.

This finding is in line with Pratama's (2022) research, which states that the direct mentoring method, namely learning by doing, is more effective in improving students' technical understanding in the legal field compared to teaching through lectures.

Furthermore, this activity also prepares students for the workforce, particularly in the notary and land sectors. Sari and Putra (2021) stated that mentoring activities in a real-world work environment can develop practical competencies and increase students' confidence in understanding legal procedures in practice. Thus, technical mentoring not only provides additional insight but also enhances students' professional readiness in the legal field.



Figure 5.1: Process of making a Deed of Sale and Purchase

e) Analysis of the Relationship between Theory and Practice

From the overall results of the activity, it can be concluded that there is a strong correlation between the legal theory taught in class and practice in the field. The process of preparing a Deed of Sale and Purchase carried out by a Land Deed Official (PPAT) is a direct application of legal provisions in the land sector.

However, in practice, the application of theory is not always smooth, influenced by various factors such as completeness of documents, the circumstances of the parties, and

the administrative situation on the ground. This demonstrates that legal practice is more complex than theory.

This technical guidance activity also serves as a means of transferring knowledge from practitioners to students who will become legal practitioners. Kurniawan (2020) stated that practice-based service plays a crucial role in connecting theory with legal practice.

Furthermore, Rahmawati (2023) emphasized that guidance in the field of notary can improve students' understanding of complex legal procedures, especially in the process of making valid deeds.

On the other hand, Nugroho (2022) explains that combining on-campus learning with field experience is an effective strategy to improve the quality of law graduates who are ready to enter the workforce.

Therefore, technical guidance activities in the preparation of AJB not only provide short-term benefits in the form of understanding the procedures, but also have a long-term impact in building students' professional competence in the legal field.

f) Problems and Challenges in Making a Sale and Purchase Deed

One of the main problems encountered is the incompleteness of the required documents from all parties. In some situations, documents such as land certificates, identification documents, and other supporting documents are incomplete or do not match the data registered at the land office. This delays the deed preparation process, as the Land Deed Official (PPAT) must ensure the validity of all documents before the deed can be drawn up. Vigilance in document review is crucial to avoid future disputes.

Furthermore, discrepancies between legal data and physical land data are also a common problem. Discrepancies between the information on certificates and actual conditions on the ground can hamper the verification process. This indicates that the land administration system still faces challenges in maintaining data accuracy and consistency.

Another problem is the lack of understanding among the relevant parties regarding the legal procedures involved in deed preparation. Many individuals are unaware of the importance of each step, so they view the deed preparation process as merely an administrative task. In reality, each step has significant legal implications. This lack of understanding often leads to errors in document preparation and transaction processing.

Furthermore, there are challenges related to the complexity of the administrative procedures that must be followed. The AJB (Deed of Sale and Purchase) process involves several stages that require precision and time, such as certificate inspection, tax payments (BPHTB and PPh), and validation at relevant institutions. This complexity often makes it challenging for students to understand the overall workflow during the mentoring process.

Furthermore, in practice, potential deviations from procedures have been identified, arising from factors such as time pressure or the need for parties to expedite the transaction process. Based on relevant journal studies, deviations in deed preparation procedures can reduce the evidentiary value of the deed and create legal liability for the PPAT as the authorized official.

From these various challenges, it can be concluded that drafting a Deed of Sale and Purchase requires not only an understanding of the procedures but also thoroughness, integrity, and compliance with applicable regulations. Therefore, the role of the Land Deed Official (PPAT) as a public official is crucial in ensuring that each stage is carried out correctly and in accordance with applicable law.

Therefore, technical guidance activities are crucial as a bridge between theory and practice. Through hands-on experience, students can understand how the law is applied in practice and develop adaptive skills to deal with various situations in the field.



Figure 5.3: Sharing regarding obstacles in making a sale and purchase deed

6. CONCLUSION

Technical assistance in drafting Deeds of Sale and Purchase (AJB) at Notary and Land Offices (PPAT) demonstrates the critical role of practical learning in enhancing students' understanding and skills in the legal field, particularly in notarial and land affairs. By directly participating in the deed-making process, students gain a comprehensive understanding of each necessary step, from document verification and data validation to drafting and signing the deed.

The implementation of this activity, complemented by observation, interviews, and document collection methods, has proven to produce accurate data and provide a meaningful learning experience for students. Furthermore, the role of Notaries and Land Deed Officials (PPAT) is crucial in ensuring that all processes comply with existing legal regulations, ensuring that the resulting deeds are legally binding and provide certainty for all parties involved.

Although various challenges arise during implementation, such as time constraints and complex documentation, with direct mentoring and guidance, students can gradually overcome these obstacles. Therefore, this activity not only improves academic abilities but also fosters professionalism, thoroughness, and responsibility in students' legal practice.

Overall, technical assistance in preparing a Deed of Sale and Purchase (AJB) is an effective method for connecting theory and practice in legal education and provides a positive contribution in preparing students to be ready and competent in entering the world of work.

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