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DUE DILIGENCE IN THE EXECUTION OF OFFICE AND THE LEGAL CONSEQUENCES FOR NOTARIES

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Abstract

A notary is the only public official who has the authority to make authentic deeds relating to all creations and legal events desired by the parties or as determined by the applicable law and has the aim that all legal acts and events have the power as perfect evidence. This research aims to discuss the Notary's authority to carry out due diligence in carrying out his office duties and the Notary's responsibility regarding his authority to carry out legal counseling regarding the making of deeds. The research method used in this research is a normative legal research method. Notaries in carrying out Due Diligence apply the precautionary principle with the limitation that if documents or information occur that are incorrect because they are fake or falsified, the Notary is not qualified to violate his/her official duties. The Notary's responsibility regarding his authority to provide legal counseling regarding the making of deeds is stated in Article 15 paragraph (2) of the Law on the Position of Notaries which states that notaries have the authority to provide legal counseling in relation to making deeds. In providing legal counseling in connection with the making of a deed, it means that the Notary has the authority to provide legal counseling in relation to the deed he or she is making.

Keywords: Due Diligence; Notary Position; Legal Consequences

1. INTRODUCTION

The position of a Notary, commonly referred to as a notary, is the only public official who has the authority to make authentic deeds regarding all legal acts and events, whether desired by the parties or specified in statutory regulations with the aim that all such acts and events have a legal instrument. perfect proof (Putri, Anwary & Haiti, 2022).

The existence of notaries is regulated in Law Number 30 of 2004 concerning the Position of Notaries (hereinafter referred to as UUJN) which was later updated with Law Number 2 of 2014 concerning the Position of Notaries (hereinafter referred to as UUJNP) which is a statutory regulation that has been ratified and implemented as a guideline. carry out the duties of a Notary. (Arliman, 2015; Santoso, 2020).

To carry out his official duties, a notary is given authority as regulated in Article 15 UUJN paragraph (2) letter f if a Notary has

the authority to provide legal counseling in connection with the making of an agreed Deed.

Based on Article 15 above, the Notary has the authority to make authentic deeds as desired by the parties who make them or as required by statutory regulations by guaranteeing the correctness of the day, date, month and year the deed is made as a notary's responsibility for the deed he makes Putri et al., 2022). Other powers include, in addition to the authority as referred to in paragraph (1), the Notary also has the authority to certify signatures and determine the certainty of the date of private letters by registering them in a special book, recording private letters by registering them in a special book, making copies from originals. a private letter in the form of a copy containing a description as written and described in the letter in question, validating the suitability of the the photocopy original with providing legal counseling in relation to making Deeds, making Deeds relating to

land, making Deeds of auction minutes.

Of the powers possessed by a Notary in carrying out the above authority, one of them is the notary's authority to provide legal counseling in the context of making a deed in front of him as intended in article 15 paragraph (2) letter e. In the explanation of the UUJN/UUJNP there is no explanation regarding the purpose of the authority to provide legal counseling in the context of carrying out one's office, likewise in the literature there are no studies and writings that provide a definition or understanding of the authority to provide legal counseling related to making deeds before a Notary.

Notaries basically have the authority to carry out legal counseling regarding deeds they will make as regulated in Article 15 paragraph (2) letter e in UUJN/UUJN-P. Legal education carried out by notaries regarding the issuance of deeds is very necessary in explaining legal knowledge to the public regarding authentic deeds, therefore in forming a society that understands the law and realizes the law for its needs, because people's knowledge regarding the law is not the same among (Pernando, other 2022). imposition of penalties for Notaries who do not prioritize legal counseling explanations for clients when issuing a deed is often implemented, because implementation of the method of imposing sanctions or penalties must be based on a series of complaints for parties who have been given losses by the Regional Supervisory Council, as well as civil lawsuits between the parties. through the court where it is mandatory to explain the issuance of negligence values and those carried out by the Notary. Actions that are contrary to the law are actions that result in loss, and according to normative matters, these actions must be based on the provisions in Article 1365 of the Civil Code. The type of liability regulated in Article 1365 of the Civil Code is liabilitybased fault, its implementation can be monitored from the explanation of the article which contains conditions and negligence by the perpetrator to reach a decision where a person's actions are included in actions that are contrary to

In this case, the Notary has the authority to make deeds relating to land such as Sale and Purchase Agreements, Rental Agreements, Power of Attorney to Impose Mortgage Rights, Shared Road Use Agreements and other deeds related to

land.

At the stage before the deed is made, due diligence is generally carried out. Due diligence here is an investigation, audit or review activity to confirm facts and details related to something that is being considered.

The purpose of due diligence is to examine assets and liabilities, assess risks in the business, and identify other areas for further investigation into the risks that will be faced by the Parties. In the activities to be carried out, generally due diligence is carried out on the object that will be stated in a deed.

Due diligence activities, for example due diligence on land objects, do not only check the validity of the documents, but also include coming to the location and checking all the documents down to the land zoning of the object to be rented and stating that the object can be rented and/ or purchased so that it meets the activity criteria. companies to become investment objects.

Regarding the authority of the Notary in providing legal counseling as regulated in the Notary's Position Law, there is no legal certainty as to whether the Notary is required or not to carry out Due Diligence or due diligence before making a deed by the Notary as desired by the Parties.

2. METHOD

The type of research used in this research is normative legal research using a conceptual approach and a statutory approach. The sources of legal materials used are primary legal material sources in form of applicable laws regulations, secondary legal materials, namely based on literature, articles, legal journals and others related to the problem and tertiary legal materials, namely taking legal materials from Indonesian dictionary. The research was carried out by studying the literature to obtain legal materials and using document study techniques where the collection of legal materials was clarified based on primary legal materials. After the primary legal materials and legal materials have been secondary collected, the legal materials will be processed and analyzed using argumentative legal material analysis techniques and presented in descriptive analysis (I. W. K. J. Utama, 2022; I. W. K. J. U. Utama, 2019).

3. RESULT AND DISCUSSION

Notary's authority to carry out due diligence in carrying out his duties

Implementing the Notary's precautionary principle in providing legal counseling regarding the preparation of the deed is often considered carrying out due diligence. The precautionary principles generally carried out by notaries include:

- 1. Introduce the parties based on the identity shown to the Notary;
- 2. Ask, then listen and observe the wishes of the parties with questions and answers;
- 3. Examine documentary evidence relating to the wishes of the parties;
- 4. Provide suggestions and create a deed framework to fulfill the wishes of the parties;
- 5. Fulfill all obligations in carrying out the duties of a Notary such as reading, signing, providing copies, and filing minutes;
- 6. Carry out other obligations related to the implementation of the duties of the Notary position.

In practice, disputes often occur because Notaries do not implement the principle of prudence in carrying out their official duties. To avoid conflicts in the future, a Notary needs to implement the principle of caution in making authentic deeds.

In carrying out their official duties, Notaries not only carry out work mandated by law but also carry out a very important social function, namely being responsible for carrying out the trust placed in them by the general public they serve. A Notary must also adhere to the Notary's Code of Ethics and is also obliged to uphold the Notary's Code of Ethics and professional behavior, having namely moral integrity, avoiding anything that is not good, being honest, polite, not solely because of monetary considerations and holding adhere to the professional code of ethics in which all the behavior that a must determined Notary have is (Muhammad, 2006).

According to Article 16 paragraph (1) letter (a) UUJN, a Notary must be honest, independent, impartial, and safeguard the interests of parties involved in legal actions. The Law on the Position of Notaries does not regulate criminal sanctions against Notaries, however, in practice it is found that a legal action or

violation committed by a Notary regarding an authentic deed he or she has made is qualified as a criminal act. According to Habib Adjie, although the Law on the Position of Notaries does not mention the application of criminal sanctions, if a legal action for violations committed by a Notary contains elements of forgery due to deliberate/negligence in the preparation of an authentic letter/deed whose contents are false, then After being imposed with administrative sanctions/professional code of ethics for the position of Notary and civil sanctions, it can then be withdrawn and qualified as a criminal act committed by the Notary who proves that there is evidence of deliberate involvement in committing the crime of falsifying an authentic deed (Immanuella & Hoesin, 2022).

The reading of a deed by a Notary is a condition for the authenticity of a deed and is an obligation of the notary as regulated in Article 16 paragraph (1) letter m UUJN, namely to read the Deed in front of an audience attended by at least 2 (two) witnesses, or 4 (four) a special witness for the making of the Deed of Will privately, and signed at that time by the presenter, witness, and Notary (Wirahutama, 2018). The reading of the presenter, deed by a notary is mandatory in every authentic deed and the provisions for reading and signing are an integral part of the deed's inauguration. This is a form of justice for the parties and the Notary himself. Reading a deed is a very important thing because it is related to proof, especially the strength of the formal proof itself, where the notarial deed must have and provide legal certainty regarding the statements or certainty that everything that has been included and described in the deed is true and appropriate. with the wishes or things that have been desired by the parties (Pratama et al., 2021)

specific understanding of substance of the meaning of due diligence, according to Henry Campbell Black, is "The diligence reasonably expected from, and ordinarily exercised by, a person who seeks to satisfy a legal requirement or to discharge an obligation." Once translated, the meaning is "Reasonable diligence expected of, and usually exercised by, a who seeks to fulfill requirements or discharge obligations." The legal requirements in the definition above must of course be carried out by 'someone" who actually meets qualifications for that purpose. In this case, if it is related to Notaries as people whose profession is to provide legal services, then the Notary profession is highly expected to carry out Due Diligence (Kurnia et al., 2022).

Diligence or Due Diligence, according to the Big Indonesian Dictionary, based on the meaning of each word, namely Test is "a test to find out the quality of something (sincerity, skill, endurance, etc.) and Complete which means "finished (after being poured out; no longer flowing). complete; complete (complete): brief and clear Literally, Due Diligence can be interpreted as a thorough examination. This means that when making a deed, the Notary must carry out a thorough examination of the information required in making it the deed, starting from the subject, object, related documents, etc. Meanwhile, due diligence needed as an effort to obtain information data related to plans for making an agreement/legal act. The objectives of conducting due diligence include: (Rambe, 2011)

- 1. obtain legal status or legal explanation for documents audited or examined;
- 2. Checking the legality of a legal entity/business entity;
- 3. Checking the level of compliance of a legal entity/business entity;
- 4. Provide legal views or legal certainty in a policy implemented by the company.

In examining documents deemed necessary and material in connection with the transaction to be carried out, the assumptions are as follows:

- 1. That the documents examined are authentic and if only a copy of the document is shown, the copy must be in accordance with the original;
- 2. That the signature contained in a document, whether authentic or a copy, is an authentic sign of the person mentioned in the document;
- 3. That until the legal examination report is issued, the documents, statements and statements submitted to the advocate are correct, complete and have not undergone any changes;
- 4. The examination is carried out through question and answer

As a public official who holds a position of trust given to him by the State and society, of course all the Notary's actions must be accountable to his profession, his clients, society, and also in the eyes of the law because in carrying out his official duties, it is not impossible for the Notary to be faced with disputes related to making notarial deeds or other authorities mandated to him by law. Of course, the legal consequences received by the Notary and the responsibility imposed on him if there is an error in making a deed by the Notary. This is because the legal consequences received by a Notary really depend on the actions concerned. If the responsibilities carried out by Notaries are equalized for all Notaries, it will certainly lead to injustice.

The position of a notary or his presence is required by legal regulations with the aim of helping and serving the public who need authentic written evidence regarding the circumstances of events or legal actions. On this basis, those appointed as notaries must have the enthusiasm to serve the community, and for this service, people who feel served by a notary in accordance with their official duties, can provide an honorarium to the notary. Therefore, a notary does not mean anything if the public does not need it. The principle of prudence is a principle which states that notaries in carrying out their functions and positions are obliged to apply the principle of prudence in order to protect the interests of the public entrusted to them. The aim implementing the precautionary principle is none other than so that the notary always correct instructions. follows the implementing the precautionary principle, it is hoped that public trust in notaries will remain high, so that people are willing and do not hesitate to use notary services. An action must be taken and prepared with careful consideration Ariesta Rahman, 2018).

The forms of the principle of prudence (prudentiality principle) that a notary should carry out in the process of making a deed are, recognizing the identity of the person presenting, carefully verifying the data of the subject and object of the person appearing, giving a grace period in processing the deed, acting carefully, accurately and Be careful in the process of making the deed, fulfill all the technical requirements for making the deed and report if there are indications of money laundering in transactions at the notary, forms of precautionary principles like this should be mandatory for notaries so that later the notary can prevent legal problems from arising. to the authentic deed he made at a later date.

Legal remedies that can be taken by parties who suffer losses due to the notary's inaccuracy include:

- 1. If a party feels that it has been disadvantaged due to the notary's negligence in carrying out his office, that party can claim compensation, costs and interest by filing a lawsuit in the district court.
- 2. Another legal remedy is to report to the Regional Supervisory Council so that the Notary concerned is subject to sanctions.

The process of imposing sanctions on Notaries who are subject to legal sanctions is by filing a lawsuit with the district court. The process of imposing sanctions on Notaries who are subject to ethical sanctions in Article 9 of the Code of Ethics.

Notary is a profession that plays a big role in disclosing beneficial ownership. As Presidential Regulation Number 13 of 2018 concerning Implementation of the Principle of Recognizing the Beneficial Owners of Corporations in the Context of Preventing Eradicating Crimes of Money Laundering and Terrorism Financing Crimes regulates that the corporation's obligation to convey information regarding beneficial owners to the authorized agencies can be carried out by a Notary. In relation to this, Regulation of the Minister of Law and Human Rights Number 9 of 2017 concerning the Application of the Principles of Recognizing Service Users for Notaries has regulated that Notaries are one of the professions that are obliged to apply the Principles of Recognizing Service Users. The application of this principle includes the Notary's obligation to identify the beneficial owners of corporate and other engagements. Notaries are one of the Reporting Parties who are required to report Suspicious Financial Transactions to the Financial Transaction Reporting and Analysis Center based on Government Regulation Number 43 of 2015 concerning Reporting Parties in the Prevention and Eradication of Money Laundering Crimes. This provision was promulgated because Notary Public is a profession that is considered vulnerable to being exploited by perpetrators of money laundering crimes to hide or disguise the origin of assets resulting from criminal acts by hiding behind the confidentiality provisions of professional relationships with Service of professional relationships with Service Users which are regulated in accordance with regulatory provisions. legislation.

Provisions in Government Regulation Number 43 of 2015 regulate that

- professions which must apply the principle of recognizing Service Users and are included in the Reporting category, one of which is Notaries, are obliged to report the following matters:
- 1. Financial transactions that deviate from the profile, characteristics or transaction pattern habits of the Service User concerned;
- 2. Financial transactions by Service Users which are reasonably suspected to have been carried out with the aim of avoiding Reporting of the transactions in question which must be carried out by the Reporting Party in accordance with the provisions of laws and regulations governing the prevention and eradication of money laundering crimes;
- 3. Financial transactions carried out or canceled using assets suspected to be derived from the proceeds of criminal acts; or
- 4. Financial transactions requested by the PPATK to be reported by a Notary because they involve assets suspected of originating from the proceeds of criminal acts.

Even though Presidential Regulation Number 13 of 2018 stipulates that the responsibility for conveying information about beneficial owners rests with the corporation, Notaries are required to apply the Principle of Knowing Service Users, which at least includes identification, verification and monitoring of Service User transactions. The notary is obliged to obtain information on the beneficial owner in the event that the Service User is a corporation or other form of engagement. Notaries are required to carry out deeper identification if the beneficial owner has a relatively high level of risk of money laundering or terrorist financing. Notaries are required to report to PPATK regarding suspicious financial transactions carried out in the interests of or for and on behalf of service users, namely the purchase and sale of property, management of money, securities and/or other financial service products, management of checking accounts, savings deposit accounts, accounts. , and/or securities accounts; operation and management of companies and/or establishment, purchase and sale of legal entities.

The notary's position as a reporter in potential suspicious financial transactions is an effort to prevent the crime of money laundering. This does not violate the principle of confidentiality of the notary's

office, but is an application of the precautionary principle. The function of a notary appointed by the state is to serve the public in the field of civil law so as not to harm the state by efforts to disguise money resulting from criminal acts. So the role and function of a notary is needed in preventing criminal acts of money laundering by reporting to the Financial Transaction Reports and Analysis Center (PPATK) when they become aware of suspicious financial transactions related to the deed they have made.

Notary's Responsibilities Regarding His Authority to Provide Legal Counseling Regarding the Making of Deeds

Legal counseling carried out by a Notary to clients who will only make deeds to them. Notary legal counseling can be done by providing a correct understanding of the person present. The notary must explain the contents of the authentic deed that has been made. Not everyone who makes an authentic deed to a notary can understand the deed properly. Notaries do not receive honoraria for providing legal counseling to clients. The role of morality factors is prioritized in legal counseling provided by a notary. This will prevent the notary from abusing the authority he has, so that it does not harm the parties and does not harm the notary himself. The parties can be harmed as a result of this, because a deed that is not made in accordance with the stipulated provisions can result in the deed becoming illegal, defective, juridically SO that things contained in the deed can become null and void. Meanwhile, notaries can also suffer losses because notaries are required to be responsible for losses incurred or incurred by the parties, by paying losses, interest and fines that arise due to the notary's mistakes. The legal education provided by the notary is very useful for both the notary and the parties who will make the deed. This use is to provide legal certainty in making a deed, where the parties will understand the legal provisions that are mandatory in fulfilling the making of a deed, so that no legal violations occur because the notary has informed them through legal counseling. Apart from that, the notarial deed made must have evidentiary power.

If a Notary does not provide good and correct legal education regarding this matter, then the Notary can harm the people who appear to him. This is of course not appropriate when linked to the

theory of legal protection. The role of the Notary in providing legal counseling must be to provide an explanation of the actual legal situation in accordance with the provisions of the law, explain the rights and obligations of each party, in order to achieve a high and correct legal awareness in society, honestly, impartially, and with full of responsibility. Before the Notary provides legal counseling, the Notary must understand the problem being questioned by the client, so that the Notary does not provide a wrong explanation (Satjipto, 2006).

Related to the role and authority of the Notary in providing legal counseling to the parties who will make the deed obligatory to the Notary, so that the Notary can understand properly and correctly every will, desire and problem that is questioned and/or submitted by the parties to the Notary with the aim that the The parties feel that they are given legal services in the form of good legal services from a Notary who is a public official and has high professionalism. Legal counseling which is a form of legal service by a Notary is very much needed by the community because it will have a big influence on the results of the deed made by the Notary, so as not to cause conflict after the deed is signed (Sholiha, 2019).

A Notary who does not provide legal services in the form of legal counseling to the parties when the deed is disputed at a later date and causes loss to one of the parties and it can be proven that the Notary's negligence of the obligations of the Notary is true, then the Notary can be subject to sanctions in accordance with Article 16 paragraph (11) UUJN and for deeds that do not comply with procedures for making deeds which should have the power of private evidence.

A legal relationship is a relationship whose consequences are regulated by law. When the presenter comes to the notary to have his actions or deeds formulated into an authentic deed in accordance with the authority of the notary, and then the notary makes a deed at the request or desire of the presenter, then in this case it provides a basis for the notary and the presenter that a legal relationship has occurred. Therefore, the Notary must guarantee that the deed made is in accordance with the legal rules that have been determined, so that the interests of the person concerned are protected by the deed. With such a legal relationship, it is necessary to determine the position of the

legal relationship which is the beginning of the notary's responsibility.

Notaries as public officials are required to be responsible for carrying out their authority by providing legal counseling to the parties before the deed is executed. If the deed made later contains a dispute then this needs to be questioned, whether the deed was the Notary's fault or the fault of the parties who did not provide the documents truthfully and the parties provided incorrect information beyond the knowledge of the Notary or whether there was an agreement made between the Notary with one of the facing parties. So that the deed made by the Notary does not contain legal defects in the future, due to the Notary's mistake in not providing legal counseling first. himself, the Notary must provide responsibility both morally and legally (A.R., 2011).

The provisions of the Law on the Position of Notaries do not clearly regulate witnesses if a Notary does not provide legal counseling. In its implementation, an official carries out an action outside or exceeds his authority, then his action will be considered an unlawful act. Likewise with Notaries, Notaries are obliged to know the limits of their authority. Apart from the authority they have, Notaries also have obligations that they must fulfill in carrying out their official duties as well as prohibitions that must not be carried out. If these three things are violated, the Notary concerned will receive sanctions in accordance with the provisions stipulated in the Notary Position Law (Arif Kurnia & Ma'ruf, 2018).

This means that a Notary must not only understand the process of making a deed but also carry out one of his powers, namely providing legal counseling regarding the making of a deed in front of him so that the parties have a clear understanding regarding the agreement they will make and the deed that is made is not relegated to being a private deed when It can be proven that the Notary did not provide clear enough legal advice regarding the deed he made.

4. CONCLUSION

A Notary can carry out Due Diligence with the aim of verifying the subject and object data of the agreement, limited to documents brought by the parties before the Notary, so that before the deed is made, it is very important that a deed that will be made by the parties before the notary does not become a case or

detrimental to the future with the limitation that if documents or information occur that are incorrect because they are fake or falsified, the Notary is not qualified to violate his/her official duties.

The Notary's responsibility regarding his authority to carry out legal counseling regarding the making of deeds is contained in Article 15 paragraph (2) of the Law in relation to the deeds he makes. In connection with this authority, problems can arise if in the future the legal counseling provided by the Notary is then followed up by the parties, in making the deed but it turns out the deed is declared void and contrary to the Laws and Regulations. Legal counseling can be providing out correct carried by understanding to those involved. A Notary must be able to explain the contents of the authentic deed he has made because in reality not everyone who makes an authentic deed to a Notary can truly understand the deed properly correctly.

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