



COPY

REGENT SUKOHARJO
PROVINCE OF CENTRAL JAVA
SUKOHARJO REGENCY REGULATIONS
NUMBER 84 OF 2018

ABOUT

INSTRUCTIONS FOR IMPLEMENTING REGIONAL REGULATIONS OF SUKOHARJO DISTRICT
NUMBER 21 OF 2017 CONCERNING MANAGEMENT OF REGIONAL GOODS

BY THE GRACE OF GOD ALMIGHTY

REGENT SUKOHARJO,

Considering: that in order to implement the provisions of Article 25, Article 33, Article 34 paragraph (5), Article 38, Article 45, Article 58, Article 67, Article 72, Article 102, Article 103 paragraph (3), Article 106 paragraph (7), Article 128 paragraph (5), Article 136 paragraph (2), Article 141 paragraph (5), Article 145 paragraph (2), Article 148 paragraph (2), Article 152 paragraph (6), Article 171 paragraph (3) Sukoharjo Regency Regional Regulation Number 21 of 2017 concerning Management of Regional Property, it is necessary to stipulate a Regent's Regulation concerning Implementation Guidelines Sukoharjo Regency Regional Regulation Number 21 of 2017 concerning Management of Regional Property;

Bearing in mind: 1. Law Number 13 of 1950 concerning the Establishment of Regency Areas within the Province of Central Java;

2. Law Number 17 of 2003 concerning State Finances (State Gazette of the Republic of Indonesia of 2003 Number 47 Supplement to State Gazette of the Republic of Indonesia Number 4286);

3. Law Number 1 of 2004 concerning State Treasury (State Gazette of the Republic of Indonesia of 2004 Number 5 Supplement to State Gazette of the Republic of Indonesia Number 4355);

4. Law Number 12 of 2011 concerning the Formation of Legislation (State Gazette of the Republic of Indonesia of 2011 Number 82, Supplement to the State Gazette of the Republic of Indonesia Number 5234);

5. Law Number 2 of 2012 concerning Land Acquisition for Development in the Public Interest (State Gazette of the Republic of Indonesia of 2012 Number 22 Supplement to State Gazette of the Republic of Indonesia Number 5280);

6. Law Number 5 of 2014 concerning State Civil Apparatus (State Gazette of the Republic of Indonesia of 2014 Number 6, Supplement to State Gazette of the Republic of Indonesia Number 5494);
7. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to State Gazette Number 5587), as amended several times, most recently by Law of the Republic of Indonesia Number 9 of 2015 concerning the Second Amendment to the Law -Law 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2015 Number 58, Supplement to the State Gazette of the Republic of Indonesia Number 5679);
8. Government Regulation Number 46 of 1971 concerning Sales of State Owned Official Vehicles (State Gazette of the Republic of Indonesia of 1971 Number 59 Supplement to State Gazette of the Republic of Indonesia Number 2967);
9. Government Regulation Number 40 of 1994 concerning State Houses (State Gazette of the Republic of Indonesia of 1994 Number 69 Supplement to State Gazette of the Republic of Indonesia Number 3573) as amended by Government Regulation Number 31 of 2005 (State Gazette of the Republic of Indonesia of 2005 Number 64 Supplement to State Gazette Republic of Indonesia Number 4515);
10. Government Regulation Number 40 of 1996 concerning Business Use Rights, Building Use Rights and Land Use Rights (State Gazette of the Republic of Indonesia of 1996 Number 58 Supplement to State Gazette of the Republic of Indonesia Number 3643);
11. Government Regulation Number 23 of 2005 concerning Management Guidelines for Public Service Agencies (State Gazette of the Republic of Indonesia of 2005 Number 48 Supplement to State Gazette of the Republic of Indonesia Number 4502) as amended by Government Regulation Number 74 of 2012 (State Gazette of the Republic of Indonesia of 2012 Number 171 Supplement to the State Gazette of the Republic of Indonesia Number 5340);
12. Government Regulation Number 58 of 2005 concerning Regional Financial Management (State Gazette of the Republic of Indonesia of 2005 Number 140 Supplement to State Gazette of the Republic of Indonesia Number 4578);
13. Government Regulation Number 50 of 2007 concerning Procedures for Implementing Regional Cooperation (State Gazette of 2007 Number 112 Supplement to State Gazette Number 4761);
14. Government Regulation Number 71 of 2010 concerning Government Accounting Standards (State Gazette of 2010 Number 123 Supplement to State Gazette Number 5165);

15. Government Regulation Number 27 of 2014 concerning Management of State/Regional Property (State Gazette of the Republic of Indonesia of 2014 Number 92, Supplement to State Gazette of the Republic of Indonesia Number 5533);
16. Government Regulation Number 84 of 2014 concerning Sales of State/Regional Property in the Form of Private Service Vehicles (State Gazette of the Republic of Indonesia of 2014 Number 305, Supplement to State Gazette of the Republic of Indonesia Number 5610);
17. Presidential Regulation Number 67 of 2005 concerning Government Cooperation with Business Entities in Providing Infrastructure;
18. Presidential Regulation Number 87 of 2014 concerning Implementing Regulations of Law Number 12 of 2011 concerning the Formation of Legislative Regulations (State Gazette of the Republic of Indonesia of 2014 Number 199);
19. Minister of Home Affairs Regulation Number 5 of 1997 concerning Treasury Claims and Regional Financial and Material Compensation Claims;
20. Minister of Home Affairs Regulation Number 80 of 2015 concerning the Formation of Regional Legal Products (State Gazette of the Republic of Indonesia of 2015 Number 2036);
21. Minister of Home Affairs Regulation Number 19 of 2016 concerning Management of Regional Property (State Gazette of the Republic of Indonesia of 2016 Number 547);
22. Sukoharjo Regency Regional Regulation Number 12 of 2016 concerning the Formation and Structure of Regional Apparatus (Sukoharjo Regency Regional Gazette of 2016 Number 12, Supplement to Sukoharjo Regency Regional Gazette Number 236);
23. Sukoharjo Regency Regional Regulation Number 21 of 2017 concerning Management of Regional Property (Sukoharjo Regency Regional Gazette of 2017 Number 21, Sukoharjo Regency Regional Gazette Supplement Number 261);

DECIDE :

To stipulate: REGENT'S REGULATION CONCERNING INSTRUCTIONS FOR IMPLEMENTING REGIONAL REGULATIONS OF SUKOHARJO DISTRICT NUMBER 21 OF 2017 CONCERNING MANAGEMENT OF REGIONAL OWNED GOODS.

PIG
GENERAL REQUIREMENTS

article 1

In this Regional Regulation, what is meant by:

1. The region is Sukoharjo Regency.
2. Regional Government is the administration of government affairs by the Regional Government and the Regional People's Representative Council according to the principle of autonomy and assistance duties with the principle of the widest possible autonomy within the system and principles of the Unitary State of the Republic of Indonesia as intended in the 1945 Constitution of the Republic of Indonesia.
3. Regional Government is the Regent as an element of regional government administrators who leads the implementation of government affairs which fall under the authority of the autonomous region.
4. The Regent is the Regent of Sukoharjo.
5. The Regional People's Representative Council, hereinafter abbreviated as DPRD, is a regional people's representative institution whose position is as an element of regional government administration.
6. Regional Secretary is the Regional Secretary of the Regency Sukoharjo.
7. Regional Property Manager, hereinafter referred to as Property Manager, is an official who is authorized and responsible for coordinating the management of regional property.
8. Regional Apparatus, hereinafter abbreviated as PD, is the supporting element of the Regent and the Regional People's Representative Council in the administration of Government Affairs which fall under the authority of the Region.
9. The Property Administration Officer is the head of the PD who has the function of managing regional property as a regional financial management official.
10. The user of the goods is an official holding authority use of regional property.
11. A work unit is a PD section that implements one or several programs.
12. Regional Revenue and Expenditure Budget, hereinafter abbreviated to APBD, is a regional annual financial plan determined by Regional Regulation.
13. Regional property is all goods purchased or obtained at the expense of the APBD or derived from other legitimate acquisitions.

14. Authorized User of Regional Property, hereinafter referred to as Authorized Property User, is the head of the work unit or official appointed by the Property User to use the regional property under his control as well as possible.
15. Property User Administration Official is an Official who carries out regional property administration functions for Property Users.
16. Regional Property Management, hereinafter referred to as Property Management, is an Official and/or General Functional Position who is entrusted with the task of managing goods.
17. Property Manager is an official who is entrusted with the task of receiving, storing, issuing and administering regional property to the Property Administration Officer.
18. User Property Management is a General Functional Position which is entrusted with the task of receiving, storing, issuing and administering regional property to Property Users.
19. Assistant Property Manager is a property administrator who assists in the administrative and technical preparation of administering regional property to the Property Manager.
20. Assistant Property User Administrator is a property administrator who assists in the administrative and technical preparation of administering regional property to Property Users.
21. Auxiliary Property Manager is the one who is entrusted with the task of receiving, storing, issuing, administering and being responsible for regional property belonging to the Property User Authority.
22. An appraiser is a party who carries out an independent assessment based on his/her competence.
23. Appraisal is an activity process to provide an opinion on the value of an appraisal object in the form of regional property at a certain time.
24. Government Appraiser is the Central Government Appraiser and Local Government Assessor.
25. Management of Regional Property is the entire activity which includes needs planning and budgeting, procurement, use, utilization and maintenance, assessment, security of transfer, destruction, deletion, administration and coaching, supervision and control.
26. Needs Planning is the activity of formulating detailed needs for regional goods to link past procurement of goods with current conditions as a basis for take future actions.

27. Regional Property Requirements Plan, hereinafter abbreviated as RKBMD, is a planning document for regional property needs for a period of 1 (one) year.
28. Use is an activity carried out by a property user in managing and administering regional property in accordance with the duties and functions of the relevant PD.
29. Utilization is the utilization of regionally owned goods that are not used for carrying out PD tasks and functions and/or optimizing regionally owned goods without changing the ownership status.
30. Rental is the use of regionally owned goods by another party for a certain period of time and receiving cash compensation.
31. Lend-to-use means the transfer of use of goods between the central government and regional governments or between regional governments for a certain period of time without receiving compensation and after the period ends, they are handed back to the Regent.
32. Utilization Cooperation, hereinafter abbreviated to KSP, is the utilization of regional property by other parties within a certain period of time in order to increase regional income or other sources of financing.
33. Build for Handover, hereinafter abbreviated as BGS, is the use of regional property in the form of land by another party by constructing buildings and/or facilities and their facilities, then utilized by the other party within a certain agreed period of time, to then be handed back the land along with buildings and/or facilities and their facilities after the end of the period.
34. Build Handover, hereinafter abbreviated as BSG, is the utilization of regional property in the form of land by another party by constructing buildings and/or facilities and their facilities, and after completion of the construction, they are handed over for use by the other party within a certain agreed period of time.
35. Infrastructure Provision Cooperation, hereinafter abbreviated as KSPI, is cooperation between the government and business entities for infrastructure provision activities in accordance with statutory provisions.
36. The Person in Charge of the Cooperation Project, hereinafter abbreviated as PJKP, is the Regent, or regionally owned business entity as the infrastructure provider or organizer based on statutory regulations.
37. Transfer is the transfer of ownership of regional property.
38. Sale is the transfer of ownership of regional property to another party by receiving compensation in the form of money.

39. Swap is the transfer of ownership of regional property carried out between the central government and regional governments, between regional governments, or between regional governments and other parties, by receiving primary compensation in the form of goods, at least with equal value.
40. A grant is a transfer of ownership of goods from the central government to regional governments, between regional governments, or from regional governments to other parties, without obtaining compensation.
41. Regional Government Capital Inclusion is the transfer of ownership of regionally owned goods which were originally unseparated assets into assets which are separated to be calculated as regional capital/shares in state-owned enterprises, regionally-owned enterprises, or other legal entities owned by the state.
42. Extermination is the act of destroying physically and/or use of regional property.
43. Removal is the act of removing regionally owned goods from the list of goods by issuing a decision from the authorized official to release the Property Manager, Property User and/or Property User Proxy from administrative and physical responsibility for the goods under their control.
44. Administration is a series of activities that include bookkeeping, inventory and reporting of regional property in accordance with statutory provisions.
45. Inventory is an activity to collect data, record and report the results of data collection on regional property.
46. Ownership documents are legal documents that are proof of ownership of regional property.
47. List of regionally owned goods is a list containing data on all regionally owned goods.
48. User goods list is a list containing data on regional goods used by each Property User.
49. List of Proxy User Goods is a list containing data on regional goods owned by each Proxy User.
50. A State House is a building owned by the Regional Government and functions as a residence or residence and a means of family development as well as supporting the implementation of the duties of regional government officials and/or civil servants.
51. Other parties are parties other than the Regional Government.

CHAPTER II

SCOPE

Section 2

The scope of this Regent's Regulation includes:

- a. procedures for implementing needs planning and regional property budgeting;
- b. procedures for implementing the use of regional property;
- c. utilization of regional property;
- d. forms of utilization of regional property;
- e. security and maintenance of regional property;
- f. assessment of regional property;
- g. transfer of regional property;
- h. removal of regional property;
- i. guidance, control and supervision;
- j. management of regional property in PD using the BLUD financial management pattern;
- k. regional property in the form of a state house;
- l. compensation and sanctions.

CHAPTER III

PROCEDURES FOR IMPLEMENTING REQUIREMENTS AND PLANNING
BUDGET FOR REGIONAL PROPERTYPart One
General

Article 3

Procedures for Implementing Needs Planning And Regional Property Budgeting includes:

- a. Preparation of RKBMD for Procurement of Regional Property for Property Users;
- b. Preparation of RKBMD for Maintenance of Property Areas for Goods Users;
- c. Review of RKBMD for Procurement of Regional Property by Property Managers
- d. Review of RKBMD Maintenance of Regional Property for Property Managers
- e. Preparation of RKBMD Changes; And
- f. Preparation of RKBMD for Emergency Conditions.

The second part
Procedures for Preparing Procurement RKBMD
Regional Property to Property Users

Article 4

- (1) The Property User Authority prepares RKBMD proposals for the procurement of regionally owned goods in the area of the Property User Authority he leads.
- (2) The Property User's Authority submits the Procurement RKBMD proposal as intended in paragraph (1) to the Property User no later than the second week of May.

Article 5

- (1) Property Users carry out a review of the Procurement RKBMD proposal submitted by the Property User Authority as intended in Article 4 paragraph (2) in the third week of May.
- (2) In reviewing the procurement RKBMD proposal submitted by the Property User Authority as intended in paragraph (1), the Property User includes the Property User Administration Official and the Property User Administrator to carry out the *review*

regarding the correctness and completeness of the proposed RKBMD Procurement.

- (3) Review of the Procurement RKBMD proposal submitted by the Property User Authority as intended in paragraph (1) is prioritized to ensure the correctness of the input data *for* preparing the proposal

RKBMD Procurement that at least considers:

a. Conformity to planning programs and standards includes:

1. standard of goods;
2. standard requirements; and/or
3. price standards.

b. availability of regional goods in the environment
Item User.

- (4) The results of the review of the Procurement RKBMD proposal submitted by the Property User Authorized as intended in paragraph (3) are used by the Property User in compiling RKBMD Procurement of regional goods at the User level Items that contain the least amount of information:

a. name of the Authorized Property User;

b. name of the Goods User;

c. program;

d. activity;

- e. data on the list of goods for the Property User and/or list of goods for the Proxy of the Property User; And
- f. approved procurement requirements plan.

Article 6

- (1) The results of the Property User's review of the Procurement RKBMD proposal submitted by the Property User's Authorized Person as intended in Article 5 paragraph (4) are signed by the Property User.
- (2) The Property User's Authority prepares the RKBMD for Procurement of regionally owned goods based on the results of the review as intended in paragraph (1) to be submitted to the Property User no later than the fourth week of May.

Part Three Procedures for Preparing Maintenance RKBMD Regional Property to Property Users

Article 7

- (1) The Property User Authority prepares RKBMD proposals for the maintenance of regional property in the area of the Property User Authority he leads.
- (2) The Property User's Authority submits the Maintenance RKBMD proposal as intended in paragraph (1) to the Property User no later than the second week of May.

Article 8

- (1) Property Users carry out a review of the Maintenance RKBMD proposal submitted by the Property User Authority as intended in Article 7 paragraph (2) in the third week of May.
- (2) In reviewing the maintenance RKBMD proposal, the Maintenance RKBMD proposal submitted by the Property User Authority as intended in paragraph (1), the Property User includes the Property User Administration Official and the Property User Administrator to conduct research on the correctness and completeness of the maintenance RKBMD proposal.
- (3) Review of the Maintenance RKBMD proposal submitted by the Property User Authority as intended in paragraph (2) is prioritized to ensure the correctness of the input data for *preparing* the maintenance RKBMD which at least refers to the list of goods of the Property User Authority which contains information regarding the goods being maintained .

- (4) The results of the review as intended in paragraph (3) used by Property Users in compiling RKBMD Maintenance of regional property at the Property User level that contains at least the following information:
- a. name of the Authorized Property User;
 - b. name of the Goods User;
 - c. name of the item being maintained;
 - d. proposed maintenance needs; And
 - e. approved regional property needs plan.

Article 9

- (1) The results of the Property User's review of the Maintenance RKBMD proposal submitted by the Property User's Authorized Person as intended in Article 8 paragraph (4) are signed by the Property User.
- (2) The Property User's Authority prepares the Maintenance RKBMD regionally owned goods based on the results of the review as intended in paragraph (1) to be delivered to the Property User no later than the fourth week of May.

Article 10

- (1) Property Users collect Procurement RKBMD and Maintenance RKBMD from the Proxy of Property Users which have been reviewed and signed by Property Users as intended in Article 7 paragraph (2) and Article 9 paragraph (2) to be submitted to the Property Manager.
- (2) Submission as intended in paragraph (1) is accompanied by a RKBMD cover letter signed by the Property User and goods data.
- (3) Data on goods as intended in paragraph (2) between other:
- a. monthly user item list report;
 - b. semi-annual user item list report;
 - c. annual user goods list report;
 - d. monthly management item list report;
 - e. semester management item list report;
 - f. annual management goods list report;
 - g. semi-annual regional property list report; And
 - h. annual regional property list report.
- (4) Submission of the Procurement RKBMD and Maintenance RKBMD as intended in paragraph (1) by the Property User to the Property Manager is carried out no later than the first week of June.

Part Four
 Procedures for Reviewing Procurement RKBMD
 Regional Property to the Property Manager

Article 11

- (1) Review of RKBMD Procurement of regional goods carried out against:
 - a. The relevance of the program to the planned output (*output*) Goods User;
 - b. Optimizing the use of regional property belonging to the Property User; And
 - c. The effectiveness of the use of regional property belonging to the Property User is in accordance with its intended purpose in order to support the PD's duties and functions.
- (2) Review of RKBMD Procurement of regionally owned goods as intended in paragraph (1) at least notice:
 - a. suitability of planning programs and standards in the Regional Work Plan and goods standards, needs standards and price standards; And
 - b. goods data as intended in Article 10 paragraph (3).
- c. The review of the RKBMD for the procurement of regionally owned goods as intended in paragraph (2) is outlined in the results of the review of the RKBMD for the procurement of regionally owned goods which at least contains:
 - a. name of the Authorized Property User;
 - b. name of the Goods User;
 - c. program;
 - d. activity;
 - e. data on the list of goods for the Property User and/or list of goods for the Proxy of the Property User; And
 - f. approved procurement requirements plan.
- d. In carrying out the review of regional property as referred to in paragraph (1), the Property Manager includes the Property Administration Officer and the Property Manager to prepare and provide consideration of the correctness and completeness of the RKBMD Procurement proposal which will be implemented no later than the second week of June.

Article 12

- (1) The results of the RKBMD review of the procurement of regionally owned goods from property users as intended in Article 11 paragraph (3) are signed by the property manager.

- (2) Property Users prepare the Procurement RKBMD based on the results of the review as intended in paragraph (1).
- (3) The Procurement RKBMD as intended in paragraph (2) is submitted by the Property User to the Property Manager no later than the third week of June.

Part Five
Procedures for Reviewing Maintenance RKBMD
Regional Property to the Property Manager

Article 13

- (1) Review of RKBMD Maintenance of regional property is carried out to carry out a review of data on regional property for which a maintenance plan is proposed.
- (2) Review of RKBMD Maintenance of regional property as intended in paragraph (1) at least pay attention to the goods list for the Goods User which contains information regarding the status of the goods and the condition of the goods.
- (3) Review of the RKBMD Maintenance of regional property as intended in paragraph (2) is outlined in the results of the review of the RKBMD Maintenance of regional property which at least contains:
 - a. name of the Authorized Property User;
 - b. name of the Goods User;
 - c. name of the item being maintained;
 - d. proposed maintenance needs; And
 - e. approved regional property needs plan.
- (4) In carrying out the review of regional property as referred to in paragraph (1), the Property Manager includes the Property Administration Officer and the Property Management Manager to prepare and give consideration to the correctness and completeness of the Maintenance RKBMD proposal which will be carried out no later than the second week of June.

Article 14

- (1) The results of the review of RKBMD maintenance of regional property from property users as intended in Article 13 paragraph (3) are signed by the property manager.
- (2) Property Users prepare Maintenance RKBMD based on the results of the review as intended in paragraph (1).
- (3) The Maintenance RKBMD as intended in paragraph (2) is submitted by the Property User to the Property Manager no later than the third week of June.

Article 15

- (1) RKBMD for Procurement and RKBMD for Maintenance of regionally owned goods from Property Users as intended in Article 12 paragraph (3) and Article 13 paragraph (3) are determined to be the RKBMD of the regional government by the Property Manager.
- (2) Procurement RKBMD and Maintenance RKBMD as intended in paragraph (1) are determined no later than the fourth week of June.

Part Six
Preparation of RKBMD Changes

Article 16

- (1) Property Users can make changes to the RKBMD.
- (2) Changes to the RKBMD as intended in paragraph (1) are carried out before the preparation of changes to the APBD.
- (3) Preparation of RKBMD as intended in Article 4 up to Article 15 applies *mutatis mutandis* to the preparation of changes to the RKBMD.

Part Seven
Preparation of RKBMD for Emergency Conditions

Article 17

- (1) In the event that after the deadline for submission of the RKBMD there is an emergency condition, the proposal to provide a budget for new needs (*new initiative*) and the provision of a base figure budget (*baseline*) in the framework of the procurement plan and/or maintenance plan for regional property is carried out based on the budgeting mechanism in accordance with the provisions legislation.
- (2) Emergency conditions as referred to in paragraph (1) include natural disasters and large-scale security disturbances.
- (3) The results of the proposed budget provision as intended in paragraph (1) must be reported by the Property User to the Property Manager at the same time as the submission of the Revised RKBMD and/or RKBMD for the following year.
- (4) The report as intended in paragraph (3) is used by the Property Manager as additional consideration in reviewing the RKBMD submitted by the Property User concerned in the Revised APBD for the relevant fiscal year and/or APBD for the following fiscal year.

CHAPTER IV
PROCEDURES FOR IMPLEMENTING THE USE OF REGIONAL OWNED GOODS

Part One
General

Article 18

Procedures for Implementing the Use of Regional Property include:

- a. Determination of the Use Status of Regional Property;
- b. Transfer of Use Status of Regional Property;
- c. Temporary Use of Regional Property; And
- d. Determination of the Status of Use of Regionally Owned Goods to be Operated by Other Parties.

The second part
Determination of the Use Status of Regional Property

Paragraph 1
Determination of the Status of Use of Regional Property by the Regent

Article 19

- (1) Property Users submit requests for determination of the status of use of regional property obtained from APBD expenses and other legitimate acquisitions to the Regent.
- (2) Submission of the application as intended in paragraph (1) is carried out after receipt of regional property based on the goods receipt document in the relevant budget year.
- (3) Applications for determining the status of use of regional property as intended in paragraph (2) are submitted in writing by the Property User to the Regent no later than the end of the relevant year.
- (4) The Regent issues a decision determining the status of use of regional property every year.

Article 20

- (1) Submission of an application for determining the status of use of regional property as intended in Article 19 paragraph (2) is accompanied by documents.
- (2) The document as intended in paragraph (1) for regional property in the form of land is a photocopy of the certificate.
- (3) Documents as intended in paragraph (1) for regional property in the form of buildings obtained from the APBD are:
 - a. photocopy of Building Construction Permit (IMB); And
 - b. photocopy of acquisition documents.

- (4) Documents as intended in paragraph (1) for regional property in the form of buildings obtained from other legitimate acquisitions are at least in the form of Minutes of Handover (BAST) documents.
- (5) Documents as intended in paragraph (1) for regional property in the form of land and buildings obtained from the APBD are:
 - a. photocopy of certificate;
 - b. photocopy of Building Construction Permit (IMB); And
 - c. photocopy of acquisition documents.
- (6) Documents as intended in paragraph (1) for regional property in the form of land and buildings from other legitimate acquisitions are at least in the form of Minutes of Handover (BAST) documents.
- (7) Documents as intended in paragraph (1) for regional property other than land and/or buildings which have documents namely:
 - a. photocopy of ownership documents; and/or
 - b. photocopy of acquisition documents.
- (8) Documents as intended in paragraph (1) for regionally owned goods which from the start of procurement are planned to be transferred by means of regional government capital participation, namely:
 - a. photocopy of budget implementation documents;
 - b. photocopy of ownership documents, for regional property in the form of land;
 - c. photocopy of Building Construction Permit (IMB), for regional property in the form of buildings; and/or
 - d. photocopy of acquisition documents.

Article 21

- (1) Excluded from the provisions as intended in Article 20 paragraph (2) and paragraph (5) letter a, if regional property in the form of land does not yet have a photocopy of the certificate, then the document in question can be replaced with:
 - a. deed of sale & purchase;
 - b. girik;
 - c. letter C;
 - d. statement letter of release of land rights;
 - e. certificate from the village head or village head, if any;
 - f. minutes of receipt related to the acquisition of goods; or
 - g. other documents equivalent to proof of ownership.

- (2) Excluded from the provisions as referred to in Article 20 paragraph (3) if regional property in the form of a building does not yet have an IMB and the acquisition documents can be replaced with a statement letter from the Property User stating that the building is used for carrying out PD duties and functions.
- (3) Excluded from the provisions as intended in Article 20 paragraph (5) if regional property in the form of land and buildings obtained from the APBD does not yet have a certificate, IMB, and the acquisition documents can be replaced with a statement letter from the Property User stating that the land and buildings These are used to carry out PD tasks and functions.
- (4) Excluded from the provisions as intended in Article 20 paragraph (7) if regional property other than land and buildings obtained from the APBD does not yet have ownership documents, then the documents in question can be replaced with a statement letter from the Property User stating that regional property other than the land and/or building is used to carry out PD duties and functions.
- (5) Unless the provisions as referred to in Article 20 paragraph (8) letter b, letter c, and letter d do not yet exist, then the application for the issuance of use status shall be accompanied by a statement letter from the relevant Property User stating that the goods are regionally owned goods. from the beginning the procurement was planned to be transferred by means of regional government capital participation.
- (6) Regionally owned goods that do not yet have ownership documents must still complete the processing of ownership documents even though the use status of regionally owned goods has been determined.

Article 22

- (1) Property Managers conduct research on applications for determining the use status of regionally owned goods from Property Users as intended in Article 19 paragraph (1).
- (2) The research as intended in paragraph (1) is carried out on the completeness and suitability of the required documents.
- (3) In the event that the results of the research as intended in paragraph (2) are not sufficient, the Property Manager can:
 - a. request additional information or data from Property Users who apply for determination of the status of use of regional property; and/or
 - b. carry out field checks.

- (4) Property Management activities as intended in paragraph (3) are carried out on regionally owned goods in the form of land and/or buildings as well as regionally owned goods other than land and/or buildings which have ownership documents or other valid documents.

Article 23

- (1) Based on the results of the research as intended in Article 22 paragraph (1), the Regent determines the status of use of regional property.
- (2) The status of the use of regional property as intended in paragraph (1) is determined by a Regent's Decree.
- (3) In the event that the Regent does not approve the Property User's application as intended in Article 19 paragraph (1), the Regent through the Property Manager issues a rejection letter to the Property User including reasons.

Paragraph 2

Determination of the Use Status of Regionally Owned Goods By Property Manager

Article 24

- (1) The Property Manager determines the status of use of goods based on the authority delegated by the Regent.
- (2) Determination of goods usage status by the Property Manager as intended in paragraph (1) with the mechanism:
 - a. the user of the goods submits a request for determination of the status of use of regionally owned goods obtained from APBD expenses and other legitimate acquisitions to goods manager.
 - b. Submission of the application as intended in letter a is carried out after receipt of regional goods based on goods receipt documents in the relevant fiscal year.
 - c. an application for determining the status of use of regional property is submitted in writing by the property user to the property manager no later than the end of the relevant year.
- (3) Submission of an application for determining the status of use of regional property as intended in paragraph (2) is accompanied by documents as intended in Article 20 and Article 21.
- (4) Regarding the application for determining the status of use of regional property as intended in paragraph (2), research is carried out in accordance with the provisions of Article 22.

- (5) Based on the results of the research as intended in paragraph (4), the Property Manager determines the use status of regionally owned goods.
- (6) In the event that the Property Manager does not approve the Property User's application as intended in paragraph (2), the Property Manager issues a rejection letter to the Property User including reasons.

Part Three
Transfer of Use Status of Regional Property

Article 25

- (1) Regional property may be subject to transfer of use status.
- (2) Transfer of use status as referred to in paragraph (1) is carried out based on:
 - a. Initiative from the Regent; And
 - b. Requests from Users of Old Items.

Article 26

- (1) The transfer of the use status of regionally owned goods based on the Regent's initiative as intended in Article 25 paragraph (2) letter a is carried out with prior notification to the Property User.
- (2) The transfer of the status of use of regionally owned goods as intended in Article 25 paragraph (2) letter b from Property Users to other Property Users for carrying out duties and functions is carried out based on the Regent's approval.
- (3) The transfer of use status as intended in paragraph (2) is carried out on regional property which is under the control of the Property User and is not used by the Property User concerned.
- (4) The transfer of use status as intended in paragraph (2) is carried out without compensation and is not followed by the procurement of replacement regional goods.

Article 27

- (1) The transfer of the use status of regionally owned goods based on a request from the old Property User as intended in Article 25 paragraph (2) letter b is carried out by submitting a written application by the Property User to the Regent.
- (2) Submission of the application as intended in paragraph (1) must at least contain:
 - a. data on regional property whose status will be transferred its use;
 - b. potential new Users of Goods; And
 - c. explanation and consideration of status transfer use of regional property.

- (3) Data on regional property as intended in paragraph (2) letter a, includes:
 - a. item code;
 - b. register code;
 - c. name of goods;
 - d. amount;
 - e. type;
 - f. acquisition value;
 - g. depreciation value;
 - h. book value;
 - i. location;
 - j. wide; And
 - k. year of acquisition.
- (4) Submission of the application as intended in paragraph (1) is accompanied by:
 - a. photocopy of the list of regional property as intended in paragraph (3);
 - b. a statement letter containing the willingness of the prospective new Property User to accept the transfer of regional property from the old Property User.

Article 28

- (1) Property Managers conduct research on applications for the transfer of the use status of regionally owned goods from Property Users as intended in Article 27 paragraph (1).
- (2) The research as intended in paragraph (1) is carried out on the completeness and suitability of the required documents.
- (3) In the event that the results of the research as intended in paragraph (2) are not sufficient, the Property Manager can:
 - a. request additional information or data from Property Users who apply for transfer of use status of regionally owned property; And
 - b. request confirmation from potential Users of the Goods new.

Article 29

- (1) Based on the results of the research as intended in Article 28, the Regent gives approval for the transfer of the use status of regional property.
- (2) The approval as intended in paragraph (1) is in the form of a Regent's Approval Letter.

- (3) The approval letter as intended in paragraph (2) must contain at least:
- a. data on regional property whose status will be transferred its use;
 - b. Users of old goods and users of new goods; And
 - c. obligations of users of old goods.
- (4) Obligations of users of old goods as intended in paragraph (3) letter c are:
- a. carry out the handover of regionally owned goods to new Property Users which are then stated in the Minutes of Handover (BAST); And
 - b. delete regionally owned goods that have been transferred from the list of goods to Property Users based on a decision letter for the removal of goods.
- (5) In the event that the Regent does not approve the Property User's application as intended in Article 27 paragraph (1), the Regent issues a rejection letter to the Property User accompanied by reasons.

Article 30

- (1) Based on the Regent's approval as intended in Article 29 paragraph (2), the old Property User shall hand over regional property goods to the new Property User.
- (2) Handover of regionally owned goods to new Property Users as intended in paragraph (1) no later than 1 (one) month from the approval for the transfer of use status of regionally owned goods as outlined in the Minutes of Handover (BAST).
- (3) Based on the Minutes of Handover (BAST) as referred to in paragraph (2), the old Property User makes a proposal for deletion to the Property Manager of regionally owned goods whose usage status is transferred to the new Property User from the list of goods at the Property User.
- (4) The proposal for deletion as intended in paragraph (3) is no later than 1 (one) week from the date of the Minutes of Handover (BAST).
- (5) The removal of regional property as intended in paragraph (3) is determined by the Property Management Decree.

Article 31

- (1) Minutes of Handover (BAST) as intended in Article 30 paragraph (2) and the Property Management Decision regarding the removal of regional property as intended in Article 30 paragraph (5) are reported to the Regent with a copy to the new Goods User no later than 1 (one) week after the decision to delete is determined.
- (2) Property Users in the administration of regionally owned goods shall make records based on the Regent's approval, Minutes of Handover (BAST), and the decision to write off regionally owned goods.

Part Four
Temporary Use of Regional Property

Article 32

- (1) Regional property whose use status has been assigned to Property Users can be used temporarily by other Property Users for a certain period of time without having to change the use status of the regional property after first obtaining the Regent's approval.
- (2) Temporary use of regional property as intended in paragraph (1) can be carried out for a period of:
 - a. a maximum of 5 (five) years and can be extended for regional property in the form of land and/or buildings;
 - b. a maximum of 2 (two) years and can be extended for regional property other than land and/or buildings.
- (3) Temporary use of regional property for a period of less than 6 (six) months is carried out without the approval of the Regent.

Article 33

- (1) The temporary use of regional property as referred to in Article 32 is stated in the agreement between the Property User and the temporary Property User.
- (2) Maintenance costs for regionally owned goods which arise during the period of temporary use as intended in paragraph (1) are borne by the Property User/Proxy of Property User who is temporarily using the regionally owned goods in question.

Article 34

- (1) Applications for temporary use of regional property are submitted in writing to the Regent.
- (2) The application as intended in paragraph (1) must contain at least:
 - a. data on regional property that will be used temporarily;
 - b. Property Users who will temporarily use regionally owned goods;
And
 - c. explanation and consideration of temporary use of regional property.
- (3) The application as intended in paragraph (1) must be accompanied by documents:
 - a. photocopy of the decision to determine the status of use of regional property; And
 - b. photocopy of the letter of request for temporary use of regionally owned goods from the Property User who will temporarily use regionally owned goods to the Property User.

Article 35

- (1) Property Managers conduct research on requests for temporary use as intended in Article 34 paragraph (1).
- (2) The research as intended in paragraph (1) is carried out on the completeness and suitability of the required documents.
- (3) In the event that the results of the research as intended in paragraph (2) are not sufficient, the Property Manager can:
 - a. request information from property users who apply for temporary use of regional property; And
 - b. request confirmation and clarification from Property Users who will temporarily use regionally owned goods.

Article 36

- (1) Based on the results of the research as intended in Article 35 paragraph (1), the Regent gives approval for the temporary use of regional property.
- (2) Approval as intended in paragraph (1) is carried out by issuing a letter of approval from the Regent.
- (3) The approval letter as intended in paragraph (1) contains at least:
 - a. data on regional property that will be used temporarily;

- b. Goods Users who temporarily use goods regional property;
 - c. the obligation of Property Users who temporarily use regionally owned goods to maintain and secure regionally owned goods that are used temporarily;
 - d. temporary period of use;
 - e. charging maintenance costs; And
 - f. Property User's obligation to follow through on the agreement.
- (4) In the event that the Regent does not approve the application as intended in Article 34 paragraph (1), the Regent issue a rejection letter to the Goods User including reasons.

Article 37

- (1) If the temporary use period for regional property has ended as intended in Article 32 paragraph (2), then:
- a. Temporary Property Users return goods belonging to the area to Property Users; or
 - b. the use status is transferred to Property Users who temporarily use regionally owned goods.
- (2) The mechanism for transferring the use status of regionally owned goods as intended in Article 25 to Article 31 applies mutatis mutandis to the mechanism for transferring the use status to temporary users as intended in paragraph (1) letter b.

Article 38

- (1) Temporary property users may apply for an extension of the temporary use period for regionally owned goods as intended in Article 32 paragraph (2).
- (2) The extension of time as intended in paragraph (1) is submitted by the Property User to the Regent no later than 3 (three) months before the temporary use period for regionally owned property ends.
- (3) The mechanism for submitting applications, research, approval and determination by the Regent as intended in Article 34 to Article 37 applies mutatis mutandis to the mechanism for submitting applications, research, approval and determination by the Governor/Regent/Mayor regarding the extension of the temporary use of regional property. .

Part Five
Determination of the Status of Use of Regional Property for
Operated by Other Parties

Article 39

- (1) Regional property whose use status has been determined by the Property User can be used for operation by other parties.
- (2) The use of regional property to be operated by other parties as intended in paragraph (1) is carried out in the context of carrying out public services in accordance with the duties and functions of the PD concerned.
- (3) The use of regional property to be operated by another party as intended in paragraph (2) is stated in the agreement between the Property User and the leadership of the other party.
- (4) Maintenance costs for regionally owned goods which arise during the period of use of regionally owned goods to be operated by another party are borne by the other party who operates the regionally owned goods.
- (5) Other parties who operate regionally owned goods it is prohibited to transfer the operation of regional property to other parties and/or transfer goods belonging to the area concerned.
- (6) The Regent can withdraw the determination of the status of regional property to be operated by another party in the event that the regional government will reuse it for the administration of the regional government or another party.

Article 40

- (1) An application for the use of regional property to be operated by another party is submitted in writing by the relevant Property User to the Regent.
- (2) Submission of the application as intended in paragraph (1) must at least contain:
 - a. regional property data;
 - b. other parties who will use regional property to operate;
 - c. the period of use of regionally owned goods operated by another party;
 - d. explanation and consideration of the use of regional property operated by other parties; And
 - e. material regulated in the agreement.
- (3) The application as intended in paragraph (1) shall be accompanied by the following documents:
 - a. photocopy of the decision to determine the status of use of regional property;

- b. photocopy of operation request letter from another party that will operate regional property to the Property User; And
 - c. photocopy of statement letter from another party who will operate regional property to the Property User.
- (4) A statement letter from another party as intended in paragraph (3) letter c is a statement from another party containing:
- a. regional property that will be operated within the framework of public services in accordance with the duties and functions of the PD/Work Unit;
 - b. bear all maintenance costs of regionally owned goods that arise during the period of operation of regionally owned goods;
 - c. not transfer the operation and/or transfer of regionally owned goods during the period of operation of regionally owned goods;
And
 - d. return regionally owned goods to the Property User, when the period of operation of regionally owned goods has been completed.

Article 41

- (1) Property Managers conduct research on applications for the use of regional property to be operated by other parties as intended in Article 40 paragraph (1).
- (2) The research as intended in paragraph (1) is carried out on the completeness and suitability of the required documents.
- (3) In the event that the results of the research as intended in paragraph (2) are not sufficient, the Property Manager can:
 - a. request information from Property Users who submit applications for the use of regional property operated by other parties;
 - b. request confirmation and clarification from other parties who will operate regional property;
 - c. seek information from other sources;
 - d. carry out field checks considering cost and benefit with analysis.

Article 42

- (1) Based on the results of the research as intended in Article 41 paragraph (2), the Regent determines the use of regional property to be operated by other parties.
- (2) The use of regional property to be operated by other parties as intended in paragraph (1) is determined by a Regent's Decree.

- (3) The Regent's Decree as intended in paragraph (2) contains at least:
- a. regional property data;
 - b. the period of use of regional property for other parties to operate;
 - c. other parties who will operate the property area;
 - d. obligations of other parties operating regionally owned goods; And
 - e. obligations of Goods Users.
- (4) The obligations of other parties operating regional property as intended in paragraph (3) letter d include maintaining and securing regional property which is operated.
- (5) Goods User Obligations as intended in paragraph (3) letter e include:
- a. follow up on the use of regional property to be operated by other parties with an agreement; And
 - b. carry out supervision and control over regional property operated by other parties.
- (6) In the event that the Regent does not approve the Property User's application as intended in Article 40 paragraph (1), the Regent issues a rejection letter to the Property User accompanied by reasons.

Article 43

- (1) The use of regional property by the Property User to be operated by another party is stated in the agreement signed by the Property User with the other party.
- (2) The agreement for the use of regional property to be operated by another party as intended in paragraph (1) is a maximum of 5 (five) years and can be extended.
- (3) The signing of the agreement as intended in paragraph (2) is carried out after the Regent's Decree is issued.

Article 44

The agreement for the use of regional property to be operated by another party as intended in Article 43 paragraph (1), at least contains:

- a. data on regional property that is the object;
- b. Goods User;
- c. other parties who operate regionally owned goods;
- d. allocation for the operation of regional property;
- e. period of operation of regional property;

- f. the rights and obligations of Property Users and other parties operating regionally owned property, including the obligations of such other parties to carry out security and maintenance of regionally owned property;
- g. termination of operation of regional property; And
- h. dispute resolution.

Article 45

- (1) Property Users can extend the use of regionally owned goods to be operated by other parties.
- (2) The extension as intended in paragraph (1) is submitted by the Property User to the Regent no later than 3 (three) months before the period for using regional property ends.
- (3) The provisions of Article 40 to Article 42 apply mutatis mutandis to the mechanism for requesting, researching and determining the extension of the period of use of regionally owned goods to be operated by other parties.

Article 46

Supervision and control over the implementation of the use of regional property is carried out in accordance with the provisions of statutory regulations.

Article 47

- (1) The use of regional property to be operated by another party ends if:
 - a. the end of the period for using regional property to be operated by another party, as stated in the agreement;
 - b. the agreement is terminated unilaterally by the User Goods;
 - c. other provisions in accordance with statutory provisions.
- (2) The Agreement can be terminated unilaterally by the Property User as intended in paragraph (1) letter b if:
 - a. other parties who operate regionally owned goods does not fulfill its obligations as stated in the agreement; or
 - b. there are conditions that result in the termination of the use of regional property to be operated by another party as stated in the agreement.
- (3) In terminating the operation of regionally owned goods based on the conditions as intended in paragraph (2), the Property User requests the Regent's approval.

Article 48

- (1) When the period for using regionally owned goods to be operated by another party has ended, the other party operating regionally owned goods returns the regionally owned goods to the Property User with a Handover Minutes (BAST).
- (2) Property Users report the end of the use of regionally owned goods to be operated by other parties as intended in paragraph (1) to the Regent no later than 1 (one) month from the signing of the Handover Minutes (BAST), by attaching a photocopy of the Handover Minutes (BAST).

CHAPTER V

UTILIZATION OF REGIONAL GOODS

Part One
General

Article 49

- (1) Utilization of regional property is carried out by:
 - a. Property Manager with the approval of the Regent, for regional property which is under the control of the Property Manager; And
 - b. Property User with the approval of the Property Manager, for regional property in the form of part of the land and/or building which is still used by the Property User, and other than land and/or buildings.
- (2) Utilization of regional property is carried out based on technical considerations taking into account regional interests and the public interest.
- (3) Regional property can be utilized as long as it does not interfere with the implementation of regional government duties and functions.
- (4) Utilization of regional property is carried out without requires DPRD approval.

Article 50

- (1) Costs for maintaining and securing regional property and implementation costs that are the object of utilization are borne by the utilization partner.
- (2) The costs of preparing the utilization of regional property until the appointment of a Utilization partner are charged to the APBD.
- (3) Regional income from the use of regional property is regional revenue that must be deposited in full into the Regional General Treasury account.

- (4) Regional income from the use of regional property in the context of providing public services in accordance with the duties and functions of the Regional Public Service Agency constitutes regional revenue which is deposited in its entirety into the cash account of the Regional Public Service Agency.
- (5) Regional income from the use of regional property
In addition to carrying out the duties and functions of the Regional Public Service Agency, regional revenues are deposited entirely into the Regional General Treasury account.

Article 51

- (1) Regional property that is the object of utilization is prohibited from being pledged as collateral or pawned.
- (2) Regionally owned goods which are objects of regional levies cannot be used as objects for the utilization of regionally owned goods.

The second part Utilization Partners

Article 52

Utilization Partners include:

- a. tenants, for the use of regional property in the form of rental;
- b. the borrower uses, for the use of regional property
in the form of Lending to Use;
- c. KSP partners, for the utilization of regional property in the form of KSP;
- d. BGS/BSG partners, for the utilization of regional property in the form of BGS/BSG; And
- e. KSPI partners, for the utilization of regional property in the form of KSPI.

Article 53

Utilization Partners as intended in Article 52 have the responsibility to:

- a. make payments for the use of property
areas according to the form of utilization;
- b. submit the results of implementation of appropriate utilization
provisions on forms of utilization;
- c. carry out security and maintenance of regional property which is utilized
and the results of the implementation of the utilization of regional
property;
- d. returning regional property after the end of implementation; And
- e. fulfill other obligations specified in the regional property utilization
agreement.

Article 54

- (1) Objects of utilization of regional property include:
 - a. land and/or buildings; And
 - b. other than land and/or buildings.
- (2) The object of utilization of regional property in the form of land and/or buildings as intended in paragraph (1) letter a, can be carried out in part or in whole.
- (3) In the event that the object of utilization of regional property is a portion of land and/or building as intended in paragraph (2), the area of land and/or building that is the object of utilization of regional property is equal to the area of the portion of land and/or building utilized.

Part Three
Selection and Determination of Utilization Partners
Regional Property

Article 55

Partner selection is based on the principles:

- a. carried out openly;
- b. attended by at least 3 (three) participants;
- c. obtain optimal benefits for the region;
- d. carried out by the selection committee that owns integrity, reliable and competent;
- e. good administration; And
- f. orderly reporting.

Article 56

- (1) Implementing the selection of utilization partners in the form of KSP at Goods Management or BGS/BSG consists of:
 - a. Property Manager; And
 - b. selection committee formed by the Property Manager.
- (2) Implementing the selection of utilization partners in the form of KSP on Goods Users consist of:
 - a. Goods User; And
 - b. selection committee, formed by Property Users.

Article 57

- (1) Partner selection is carried out through Tender.
- (2) In the case of utilization objects in the form of KSP is a special regional property, partner selection can be done through Direct Appointment.

Article 58

- (1) In selecting KSP or BGS/BSG Utilization partners, Property Managers/Property Users have the following duties and authorities:
- a. determine the general plan for the election, including the requirements for prospective partner participants and the work procedures of the election committee;
 - b. determine the election implementation plan, which includes:
 1. financial capabilities;
 2. technical specifications; And
 3. draft agreement.
 - c. determine the selection committee;
 - d. determine the schedule of the partner selection process based on proposals from the selection committee;
 - e. resolve disputes between prospective partner participants and the selection committee, in the event of differences of opinion;
 - f. cancel the Tender, in case:
 1. the election implementation is not in accordance with or deviates from the election documents;
 2. Public complaints regarding allegations of collusion, corruption and nepotism involving the election committee have been proven to be true;
 - g. assign partners;
 - h. supervise the storage and maintenance of partner selection documents;
And
 - i. report the results of the partner selection implementation to Regent.
- (2) In addition to the duties and authorities as intended in paragraph (1), if necessary, Property Managers/Property Users can:
- a. establish a support team; and/or
 - b. carry out other duties and authorities in his/her position as Property Manager/Property User.

Article 59

- (1) The selection committee consists of at least:
- a. chairman;
 - b. secretary; And
 - c. member.

- (2) The membership of the election committee as intended in paragraph (1) is an odd number determined according to need, at least 5 (five) people, consisting of:
 - a. elements from the Property Manager and can include elements from PD/other competent work units, for selecting partners for utilizing KSP for regionally owned goods at the Property Manager;
 - b. elements from Property Users and can include elements from PD/other competent work units, for the selection of KSP utilization partners for regionally owned goods among Property Users; And
 - c. elements from the Property Manager and can include elements from PD/other competent work units, for selecting BGS/BSG partners.
- (3) The election committee as intended in paragraph (1), is chaired by:
 - a. Elements of the Goods Manager, for selecting partners for KSP utilization of regionally owned goods at the Goods Manager or BGS/BSG; And
 - b. elements from Property Users, for selecting partners for KSP Utilization of regionally owned goods among Property Users.
- (4) Government Internal Oversight Apparatus are prohibited from being appointed as members of the election committee.

Article 60

- (1) Requirements that must be met to be appointed as an election committee:
 - a. have integrity, which is expressed in a pact integrity;
 - b. have responsibility and technical knowledge to carry out tasks;
 - c. have adequate knowledge in the field management of regional property;
 - d. able to make decisions and act decisively; And
 - e. does not serve as financial manager.
- (2) The requirements as intended in paragraph (1) at least include:
 - a. have the status of a regional government civil servant with the lowest class II/b or equivalent;
 - b. not currently undergoing disciplinary punishment; And
 - c. have the ability to work in groups in carrying out each task/work.

3. create an Integrity Pact letter;
 4. submit bid documents along with supporting documents; And
 5. have a permanent domicile and clear address.
- b. Technical requirements include at a minimum:
1. competent according to law;
 2. not included in the blacklist for government procurement of goods/services;
 3. have technical and managerial skills, experience and abilities;
And
 4. have human resources, capital, equipment and other facilities needed to carry out the work.
- (2) Officials/employees in the regional government or parties who have family relationships, whether with Property Managers/Property Users, Utilization Teams, or election committees, up to the third degree are prohibited from becoming potential partners.

Article 63

- (1) Property Managers/Property Users provide costs for the preparation and implementation of partner selection which are financed from the APBD, which includes:
- a. partner selection committee honorarium;
 - b. announcement costs, including announcement costs repeat;
 - c. document duplication costs; And
 - d. other costs required to support implementation of partner selection.
- (2) The honorarium for the partner selection committee as referred to in paragraph (1) letter a is determined by a Regent's Decree.

Part Four Tenders

Paragraph 1 General Principles

Article 64

Tenders are held to allocate the rights to utilize regional property to the right partners in order to realize efficient, effective and optimal utilization of regional property.

Article 65

Tender stages include:

- a. announcement;
- b. retrieval of election documents;
- c. submission of offering documents;
- d. opening of offering documents;
- e. qualification research;
- f. calling potential partner participants;
- g. implementation of tenders; And
- h. proposal of potential partners.

Paragraph 2
Announcement

Article 66

- (1) The election committee announces the tender implementation plan in the national mass media at least through national daily newspapers and regional government websites.
- (2) The announcement as intended in paragraph (1) is made at least 2 (two) times.
- (3) The announcement as intended in paragraph (2) contains at least:
 - a. name and address of Property Manager/Property User;
 - b. identity of goods belonging to the area of utilization object;
 - c. form of utilization;
 - d. designation of utilization objects; And
 - e. schedule and location for collecting election documents.

Paragraph 3
Retrieval of Election Documents

Article 67

- (1) Potential partner participants can take the election documents directly to the selection committee and/or download them from the website according to the time and place specified in the announcement.
- (2) The election committee makes a list of potential partner participants who collect election documents.

Paragraph 4
Submission of Bidding Documents

Article 68

- (1) Potential partner participants can take the election documents directly to the selection committee and/or download them from the website according to the time and place specified in the announcement.
- (2) The election committee makes a list of potential partner participants who collect election documents.

Paragraph 5
Opening of Offer Documents

Article 69

- (1) The opening of the offering document is carried out openly in the presence of prospective partner participants at the time and place specified in the selection document.
- (2) The opening of the offer document is stated in the minutes signed by the selection committee and 2 (two) witnesses from the prospective partner participants who are present.

Paragraph 6
Qualifying Research

Article 70

- (1) The selection committee carries out qualification research on potential partner participants who have submitted offer documents completely, correctly and on time to obtain partners who meet the qualifications and requirements to participate in the utilization tender.
- (2) The results of the qualification research are stated in an official report signed by the selection committee.

Paragraph 7
Calling of Prospective Partner Participants

Article 71

The selection committee calls prospective partner participants who are declared to have passed the qualifications to take part in the tender via written letter and/or electronic mail (*e-mail*).

Paragraph 8
Tender Implementation

Article 72

- (1) A tender is conducted to allocate the right to utilize regionally owned goods based on technical specifications determined by the Property Manager/Property User to the appropriate partners from potential partner participants who pass the qualifications as intended in Article 70 paragraph (1).

- (2) The tender as intended in paragraph (1) is carried out as long as there are at least 3 (three) potential partner participants who submit bids.
- (3) The results of the tender are stated in an official report signed by the selection committee and the prospective partner as the winner of the tender.

Paragraph 9
Proposing and Determining Utilization Partners

Article 73

- (1) The nomination of the tender winner as a potential utilization partner is submitted in writing by the selection committee to the Property Manager/Property User based on the minutes of the tender results.
- (2) The proposal as intended in paragraph (1) is attached election document.

Article 74

The Property Manager/Property User determines the tender winner as the utilization partner based on the selection committee's proposal, as intended in Article 73 paragraph (1) with a decision.

Paragraph 10
Failed Tender

Article 75

- (1) The selection committee declares the tender failed if:
 - a. there are no potential partner participants who have passed the qualifications;
 - b. found evidence/indications of unfair competition;
 - c. the election documents do not comply with this Regent's Regulation; or
 - d. prospective partners withdrew.
- (2) If the tender fails, no compensation will be given to prospective partner participants.

Paragraph 11
Re-tendering

Article 76

- (1) The selection committee declares a re-tender if:
 - a. The tender is declared failed as intended in Article 75 paragraph (1); or
 - b. less than 3 prospective partners participating in the Tender (three) participants.

- (2) For tenders declared by the selection committee as re-tenders, the selection committee shall immediately re-announce them in the national mass media and regional government websites.
- (3) In the case of a re-tender as intended in paragraph (2) there are at least 3 (three) potential partner participants, the process continues with a tender mechanism.

Paragraph 12
Direct Selection

Article 77

- (1) In the event that after the re-announcement is carried out as intended in Article 76 paragraph (2), the prospective partners participating in the re-tender consist of 2 (two) participants, then the selection committee declares the re-tender failed and then carries out direct selection.
- (2) Direct selection is carried out with 2 (two) potential partners who take part in the re-tender as intended in paragraph (1).
- (3) The direct selection stages consist of:
 - a. opening of offering documents;
 - b. negotiation; And
 - c. proposing partners to ~~Private~~ Property Managers/Property Users.
- (4) The process in the direct selection stage is carried out in the same way as the tender process as intended in Article 66.

Article 78

- (1) Negotiations are carried out regarding the technical implementation of the utilization and concept of agreement materials.
- (2) Apart from the matters referred to in paragraph (1), for the utilization of BGS/BSG, negotiations are also carried out regarding the portion of the regional government's share of the BGS/BSG objects that are utilized.
- (3) General provisions for the implementation of KSP or BGS/BSG, including changes that result in a decrease in fixed contributions and profit sharing for KSP utilization or annual contributions for BGS/BSG utilization are prohibited from being negotiated.
- (4) Everything discussed in the negotiation forum and the results of the negotiations are stated in the negotiation minutes signed by the selection committee and prospective partner participants.

Article 79

- (1) The selection committee conducts research on negotiation minutes by comparing the negotiation results of each potential partner participant.
- (2) The selection committee submits proposals for potential partner participants with the best negotiation results to the Property Manager/ Property User to be designated as partners.
- (3) The proposal as intended in paragraph (2) is accompanied by the basis for consideration and attached selection documents.

Paragraph 13
Direct Appointment

Article 80

- (1) In the event that after the re-announcement as referred to in Article 76 paragraph (2), the prospective partner participants who submitted a bid consist of only 1 (one) participant, then the selection committee declares the re-tender failed and then makes a direct appointment.
- (2) Direct appointment is made to 1 (one) prospective partner who takes part in the re-tender as intended in paragraph (1).
- (3) The direct selection stage process as intended in Article 77 applies mutatis mutandis to the process in the direct appointment stage.

Article 81

Stages of direct appointment and process in stages direct appointment as intended in Article 80 paragraph (2) and paragraph (3), apply mutatis mutandis to the direct appointment to the KSP of special regional property as intended in Article 58 paragraph (2).

CHAPTER VI
FORMS OF USE OF REGIONAL GOODS

Part One
General

Article 82

Forms of Utilization of Regional Property in the form of:

- a. Rent;
- b. Lease;
- c. KSP;
- d. BGS or BSG; And
- e. KSPI.

The second part
Rent

Paragraph 1
General Principles

Article 83

- (1) Rental of regionally owned goods is carried out with the aim of:
 - a. optimize the utilization of regional property that has not been/is not used in carrying out the duties and functions of regional government administration;
 - b. obtain the necessary facilities to support the duties and functions of Property Users; and/or
 - c. prevent the use of regional property by parties others illegally.
- (2) Rental of regional property is carried out as long as it is not detrimental to regional government and does not interfere with the implementation of the duties and functions of regional government administration.

Article 84

- (1) Regional property that can be rented is in the form of:
 - a. land and/or buildings that have been handed over by Property Users to the Regent;
 - b. part of the land and/or building which is still used by the Property User; and/or
 - c. other than land and/or buildings.
- (2) The rental of regionally owned goods as intended in paragraph (1) letter a is carried out by the Property Manager after obtaining the Regent's approval.
- (3) Renting of regionally owned goods as intended in paragraph (1) letters b and c is carried out by the Property User after obtaining approval from the Property Manager.
- (4) Other parties who can rent regional property, includes:
 - a. State-owned enterprises;
 - b. Regional owned enterprises;
 - c. Private; And
 - d. Other legal entities.
- (5) Private sector as intended in paragraph (4) letter c, between other:
 - a. individual;
 - b. civil partnership;
 - c. partnership firm;

- d. limited partnership;
- e. limited liability company;
- f. international/foreign institutions/organizations;
- g. foundation; or
- h. cooperative.

Paragraph 2
Rent time period

Article 85

- (1) The rental period for regionally owned goods is a maximum of 5 (five) years from the signing of the agreement and can be extended.
- (2) The rental period for regionally owned goods as intended in paragraph (1) can be more than 5 (five) years and can be extended for:
 - a. infrastructure cooperation;
 - b. activities with business characteristics that require a rental period of more than 5 (five) years; or
 - c. otherwise specified in the Law.
- (3) The rental period for regionally owned goods for activities with business characteristics that require more than 5 (five) years as intended in paragraph (2) letter b is carried out based on the calculation of the results of a review of the Lease carried out by a competent party.
- (4) The rental period as intended in paragraph (1) can be calculated based on the rental periodicity which is grouped as follows:
 - a. per year;
 - b. per month;
 - c. per day; And
 - d. per hour.
- (5) The rental period for regionally owned goods within the framework of infrastructure cooperation as referred to in paragraph (2) letter a is a maximum of 10 (ten) years and can be extended 1 (one) time.

Article 86

The scope of utilization of regional property in the framework of infrastructure cooperation can be carried out through leases guided by statutory provisions.

Paragraph 3
Rental Rate/Amount Formula

Article 87

- (1) The rental rate/amount formula for regionally owned goods is determined by the Regent:
 - a. for regional property in the form of land and/or buildings; And
 - b. for regional property in the form of land and/or buildings, guided by the regional property management policy.
- (2) The amount of rent, as referred to in paragraph (1) is the nominal value of rent for goods belonging to the area that is determined.
- (3) The amount of rent for regionally owned goods for KSPI as intended in Article 85 paragraph (2) letter a or for activities with business characteristics that require a rental period of more than 5 (five) years as intended in Article 85 paragraph (2) letter b can consider the economic value of each type of infrastructure.
- (4) Considering the economic value, as intended in paragraph (3), includes, among other things, considering the purchasing power/ability to pay of the community and/or the willingness to pay of the community.

Article 88

The rental rate formula for regional property is the product of:

- a. basic rental rate; And
- b. rental adjustment factors.

Article 89

- (1) Basic rental rate as intended in Article 88 letter a is the result of multiplying the index value of regional property with the area of land and/or buildings and the fair value of land and/or buildings
- (2) The basic rental rate as intended in paragraph (1), is differentiated for:
 - a. regional property in the form of land;
 - b. regional property in the form of buildings;
 - c. regional property in the form of land and buildings; And
 - d. regional property other than land and/or buildings.

- (3) The basic rental rates for regionally owned goods in the form of land and/or buildings as referred to in paragraph (2) letters a, b and c may include a formula for renting regionally owned goods in the form of building infrastructure.
- (4) The basic rental rate for regionally owned goods is determined by Regent.

Article 90

- (1) The basic rental rate for regionally owned goods in the form of land as intended in Article 89 paragraph (2) letter a is the product of:
 - a. land rent variable factor;
 - b. land area (Lt); And
 - c. land value (Nt).
- (2) The amount of the land rent variable factor as referred to in paragraph (1) letter a is determined by the Regent.
- (3) The land area as referred to in paragraph (1) letter b is calculated based on a picture of the situation/land map or land certificate.
- (4) Land value as intended in paragraph (1) letter c is the fair value of the land.

Article 91

- (1) The land area as intended in Article 89 paragraph (3) is calculated in square meters.
- (2) In the event that only part of the land is leased, the land area is as intended in Article 89 paragraph (3) is equal to the area of the part of the land being leased.
- (3) In the event that the use of part of the leased land has an impact on other parts of the land, then the land area as intended in Article 89 paragraph (3) may be added to a certain amount that is believed to be affected by the use.
- (4) Land value as intended in Article 89 paragraph (4) calculated in rupiah per square meter.

Article 92

- (1) The basic rental rate for regionally owned goods in the form of buildings as intended in Article 89 paragraph (2) letter b is the product of:
 - a. building rental variable factors;
 - b. building area (lb); And
 - c. building value.
- (2) In the case of building rental including building infrastructure, the basic building rental rate is added to the basic building infrastructure rental rate.

Article 93

- (1) The building rental variable factor as intended in Article 92 paragraph (1) letter a is determined by the Regent.
- (2) The building area as intended in Article 92 paragraph (1) letter b is the floor area of the building according to the drawing in square meters.
- (3) The building value as intended in Article 91 paragraph (1) letter c is the fair value of the building.

Article 94

- (1) In the event that only part of the building is rented, the building area as intended in Article 92 paragraph (1) letter b is the floor area of the part of the building that is rented.
- (2) In the event that the use of part of the building being rented has an impact on other parts of the building, then the building area as intended in Article 92 paragraph (1) letter b can be added to a certain amount of the building area which is believed to be affected by the use.
- (3) The value of the building as intended in Article 92 paragraph (1) letter c is calculated in rupiah per square meter.

Article 95

- (1) The basic rental rate for regionally owned goods in the form of parts of land and buildings as intended in Article 89 paragraph (2) letter c is the sum of:
 - a. basic land rental rates; And
 - b. basic building rental rate.
- (2) The calculation of the basic land rental rate as intended in paragraph (1) letter a applies mutatis mutandis to the provisions in Article 90 and Article 91.
- (3) The calculation of the basic building rental rate as intended in paragraph (1) letter b applies mutatis mutandis to the provisions in Article 92, Article 93 and Article 94.

Article 96

- (1) The basic rental rate for building infrastructure as intended in Article 89 paragraph (2) is the product of:
 - a. building infrastructure rental variable factors; And
 - b. building infrastructure value (Hp).
- (2) The building infrastructure rental variable factor as intended in paragraph (1) letter a is determined to be the same as the building rental variable factor.

- (3) The value of building infrastructure as referred to in paragraph (1) letter b is the fair value of building infrastructure.
- (4) The value of building infrastructure is calculated in rupiah.

Article 97

- (1) Rent adjustment factors as intended in Article 87 letter b includes:
 - a. type of tenant's business activities;
 - b. institutional form of tenancy; And
 - c. rental periodicity.
- (2) The rent adjustment factor as intended in paragraph (1) is calculated in percentage.
- (3) The rent adjustment factor as intended in paragraph (1) is determined by the Regent.

Paragraph 4
Type of Tenant's Business Activities

Article 98

The type of tenant's business activities as referred to in Article 96 paragraph (1) letter a is grouped into:

- a. business activities;
- b. non-business activities; And
- c. social activities.

Article 99

- (1) Business activity groups as referred to in Article 96 letter a is intended for profit-oriented activities, including:
 - a. trading;
 - b. service; And
 - c. industry.
- (2) Non-business activity groups as referred to in Article 96 letter b is intended for activities that attract compensation for goods or services provided but do not seek profit, including:
 - a. public interest services that charge a certain amount or have the potential for profit, both material and immaterial;
 - b. implementation of national education;
 - c. efforts to fulfill the needs of employees or facilities required to support the duties and functions of Property Users; And
 - d. other activities that meet non-business criteria.

- (3) Social activity groups as referred to in Article 96 letter c is intended for activities that do not attract compensation for the goods/services provided and/or are not profit-oriented, including:
- a. public interest services that do not charge fees and/or have no profit potential;
 - b. social activities;
 - c. religious activity;
 - d. humanitarian activities;
 - e. activities supporting government administration; And activity
 - f. other activities that meet social criteria.

Paragraph 5
Rental Agreement

Article 100

- (1) The rental of regionally owned goods is stated in a rental agreement signed by the lessee and:
- a. Regent, for regional property belonging to the Property Manager;
And
 - b. Property Manager, for regionally owned goods
is with the Goods User.
- (2) The rental agreement as intended in paragraph (1), contains at least:
- a. basis of agreement;
 - b. the parties bound by the agreement;
 - c. type, area or number of goods, rental amount, and term;
 - d. amount and term of rental, including periodicity
rent;
 - e. the lessee's responsibility for operational and maintenance costs
during the rental period;
 - f. rental allocation, including groups of types of business activities
and categories of institutional forms of tenants;
 - g. rights and obligations of the parties; And
 - h. other things deemed necessary.
- (3) The signing of the rental agreement as intended in paragraph (1) is carried out on stamped paper in accordance with the provisions of statutory regulations.
- (4) All costs incurred in making a rental agreement are borne by the tenant.

Paragraph 6
Rental Payments

Article 101

- (1) Proceeds from renting regionally owned goods are regional revenues and all must be deposited into the Regional General Treasury account.
- (2) Payment of rental money must be made at once in cash no later than 2 (two) working days before the signing of the regional property rental agreement.
- (3) Payment of rent as intended in paragraph (2) can be made by paying in cash to the revenue treasurer or depositing it into the Regional General Treasury account.
- (4) Payment of rent as intended in paragraph (2) and paragraph (3) is proven by submitting proof of deposit as one of the documents in the attachment which is an inseparable part of the rental agreement.

Article 102

- (1) With the exception of the provisions as intended in Article 101 paragraph (2), deposits of rent for regionally owned goods to KSPI can be made in stages with the approval of the Property Manager.
- (2) Property Management Approval as referred to in paragraph (1) must be reported to the Regent.
- (3) The payment of rent in stages as intended in paragraph (1) is stated in the Rental agreement.
- (4) Payment of rental money for regionally owned goods in stages as intended in paragraph (3) is carried out by calculating the present value of each stage of payment based on the amount of rent for regionally owned goods calculated in accordance with the provisions as intended in Article 87 to Article 98.
- (5) The calculation as intended in paragraph (4) can be ask for input from the Assessor.
- (6) Payment of rental money for regionally owned goods in stages as intended in paragraph (3) is carried out as long as the lessee does not have sufficient ability from a financial aspect to pay at once as proven by a statement letter.
- (7) The statement letter as intended in paragraph (6) is signed by the tenant which at least contains information regarding the inability and a statement of responsibility to pay in full in stages.

Paragraph 7
Extension of Rental Term

Article 103

- (1) The rental period for regionally owned goods can be extended with approval:
 - a. Regent, for regional property belonging to the Property Manager;
And
 - b. Property Manager, for regionally owned goods
is with the Goods User.
- (2) The tenant may submit a request for an extension of the rental period to:
 - a. Regent, for regional property to the Property Manager; And
 - b. Property Manager, for regionally owned goods
Item User.
- (3) Submission of an application for an extension of the rental period as intended in paragraph (2) is subject to the following conditions:
 - a. for a rental period of more than 1 (one) year, the application for extension must be submitted no later than 4 (four) months before the end of the rental period;
 - b. for a yearly rental period, the application must be submitted no later than 3 (three) months before the end of the rental period;
 - c. for a monthly rental period, the application must be submitted no later than 10 (ten) days before the end of the rental period;
 - d. For daily or hourly rental periods, the request must be submitted before the end of the rental period.
- (4) The application as intended in paragraph (3) letters a and b is submitted by completing the requirements as for the first rental application.
- (5) The procedures for submitting proposals for extending the rental period as referred to in paragraph (3) letters a and b are carried out using the mechanism as for submitting proposals for new leases.
- (6) Determination of the time period and its extension as intended in Article 85 paragraph (5) is carried out by considering:
 - a. characteristics of infrastructure types;
 - b. the need for infrastructure provision;
 - c. provisions for each type of infrastructure in statutory regulations;
And
 - d. other considerations from the Regent.

Paragraph 8
Termination of Lease

Article 104

The lease ends when:

- a. expiration of the rental period;
- b. the validity of the terms of cancellation according to the agreement which is followed up by the revocation of the rental agreement by the Regent or Property Manager;
- c. The Regent or Property Manager revokes the rental agreement in the context of supervision and control; And
- d. other provisions in accordance with statutory regulations.

Article 105

- (1) The lessee is obliged to hand over regional property at the end of the lease in good condition and suitable for optimal use according to its function and purpose.
- (2) The handover of regional property as intended in paragraph (1) is stated in the Minutes of Handover (BAST).
- (3) Property Managers/Property Users must check the goods belonging to the area being rented before signing the Minutes of Handover (BAST) to ensure the proper condition of the goods belonging to the area concerned.
- (4) The signing of the Minutes of Handover (BAST) as intended in paragraph (3) is carried out after all the tenant's obligations have been fulfilled.

Article 106

- (1) The rental can be carried out by the Property Manager or the Property User.
- (2) Procedures for Executing Rentals by Property Managers or Property Users as intended in paragraph (1), are further regulated by Regent's Regulations.

Paragraph 9
Rental Maintenance

Article 107

- (1) The tenant is obliged to carry out maintenance on the property rented area.
- (2) All maintenance costs as intended in paragraph (1) including costs arising from the use and utilization of regional property are the full responsibility of the lessee.

- (3) Maintenance as intended in paragraph (2) is intended to maintain the condition and repair of goods so that they are always in good condition and ready to be used efficiently and successfully.
- (4) Repairs to regional property as intended in paragraph (3) must be completed no later than the end of the rental period.
- (5) In the event that property belonging to the rented area is damaged due to *force majeure*, repairs can be carried out based on an agreement between the property manager/property user and the renter.

Paragraph 10
Changes in the Form of Regional Property

Article 108

- (1) Changes in the form of regional property are carried out with the approval of:
 - a. Regent, for regional property belonging to the Property Manager; And
 - b. Goods manager, for regionally owned goods is with the Goods User.
- (2) Changes in the form of regional property as intended in paragraph (1) are carried out without changing the basic construction of the building.
- (3) In the event that changes in the form of regionally owned goods as intended in paragraph (2) result in additions, the added part becomes regionally owned goods and is included in the Minutes of Handover (BAST) at the end of the rental period.

Paragraph 11
Compensation

Article 109

In the event that regional property other than the land and/or building being leased is lost during the rental period, the tenant is obliged to provide compensation in accordance with the provisions of the laws and regulations.

Paragraph 12
Sanction Fines

Article 110

Tenants are subject to administrative sanctions in the form of a warning letter if:

- a. the tenant has not handed over the property belonging to the rented area at the end of the rental period;

- b. repairs as intended in Article 107 paragraph (4) have not been carried out or are not expected to be completed before the end of the rental period; and/or
- c. the replacement as intended in Article 109 has not been completed no later than before the end of the rental period.

Article 111

- (1) In the event that the delivery, repair and/or replacement of regional property has not been carried out within 1 (one) month of the issuance of the warning letter as intended in Article 110, the tenant will be subject to administrative sanctions in the form of a warning letter.
- (2) In the event that the delivery, repair and/or replacement of regionally owned goods has not been carried out within 1 (month) since the issuance of the warning letter as intended in paragraph (1), the lessee will be subject to administrative sanctions in the form of a fine, as stipulated in statutory regulations.

Part Three

Procedures for Implementing Borrowing and Using Regional Property

Paragraph 1
General

Article 112

Borrowing to Use Regionally Owned Goods is carried out at:

- a. Property Manager; or
- b. Item User.

Paragraph 2

Procedures for Implementing Borrowing and Using Regional Property
In Goods Manager

Article 113

- (1) Prospective borrowers must submit a loan application use it with the Property Manager.
- (2) Property Managers conduct research on loan-to-use applications as intended in paragraph (1).
- (3) Research on loan-to-use applications as follows referred to in paragraph (2) includes:
 - a. certainty that it has not been used or does not exist use of regional property;
 - b. the purpose of using the loan-to-use object; And
 - c. loan-to-use period.
- (4) The research results as intended in paragraph (3) are the basis for the Regent's consideration in giving approval/rejection of the loan-to-use application.

Article 114

- (1) Based on the results of the research as intended in Article 113 paragraph (3), the Property Manager submits an application for loan-to-use approval to the Regent.
- (2) Minimum loan-to-use approval application load:
 - a. considerations underlying the loan application use;
 - b. borrower's identity;
 - c. the purpose of using the loan-to-use object;
 - d. details of the required loan-to-use object data; And
 - e. loan-to-use period.
- (3) If the loan-to-use object is land and/or a building or part of the land and/or building, detailed data on the loan-to-use object as intended in paragraph (2) letter d, includes the area and location of the land and/or building.
- (4) If the loan-to-use object is other than land and/or buildings, detailed data on the loan-to-use object as intended in paragraph (2) letter d, including name and number regional property.

Article 115

- (1) The Regent gives approval/rejection for a loan-to-use application by considering:
 - a. the requested regional property is not yet or is not being used for the duties and functions of the Property Manager; And
 - b. The requested regional property will be used to support the implementation of the central government/other regional governments.
- (2) If the Regent approves the loan-to-use application, the Regent issues a loan-to-use approval letter.
- (3) The Regent's approval letter as intended in paragraph (2), contains at least:
 - a. borrower's identity;
 - b. loan-to-use object data;
 - c. loan-to-use period; And
 - d. borrower's obligation to use.
- (4) If the Regent does not approve the loan-to-use application, the Regent issues a letter of refusal to borrow-to-use to the prospective borrower, accompanied by reasons.

Article 116

- (1) The implementation of borrowing and using regionally owned goods is outlined in a borrowing and using agreement signed by the Regent and the Borrower.
- (2) Agreement as intended in paragraph (1) followed up by handing over the loan-to-use object from the Property Manager to the borrower-to-use as outlined in the Minutes of Handover (BAST).

Article 117

- (1) During the loan-to-use period, the borrower is obliged to maintain and secure the loan-to-use object at a cost charged to the borrower.
- (2) Before the loan-to-use period ends, the borrower must notify the Property Manager of the intention to end or extend the loan-to-use.
- (3) In the event that the loan-to-use loan is to be extended, the borrower submits a request for an extension of the loan-to-use period to the Property Manager.
- (4) The Property Manager submits a request for approval for a loan extension to the Regent.
- (5) Submission of application for extension of loan-to-use approval as intended in paragraph (4) shall be accompanied by:
 - a. previous loan-to-use approval letter from the Regent;
 - b. a statement letter from the borrower that the loan-to-use object is still used to support the implementation of the central government/ other regional governments; And
 - c. a statement letter from the Property Manager that the implementation of the loan does not interfere with the implementation of the duties and functions of regional government administration.

Article 118

- (1) In the event that the borrower uses it, the loan will be terminated Before the loan period ends, the borrower must notify the Property Manager.
- (2) The borrower ends the loan as intended in paragraph (1) is stated in the Minutes of Handover (BAST).
- (3) The Goods Manager reports the Minutes of Handover (BAST) as intended in paragraph (2) to the Regent.

Paragraph 3
Procedures for Implementing Lending and Use
Regional Property to Property Users

Article 119

- (1) Prospective borrowers must submit a loan application used by Goods Users.
- (2) Property Users submit applications for loan-to-use approval as intended in paragraph (1) to the Regent through the Property Manager based on applications from prospective borrowers by attaching:
 - a. loan application letter from the prospective borrower use;
 - b. a statement letter from the Property User that the implementation of the loan does not interfere with the implementation of the duties and functions of regional government administration; And
 - c. loan-to-use object data, including goods identity cards, for goods belonging to regions that have goods identity cards.
- (3) Request for loan-to-use approval from the User Items containing the least:
 - a. considerations underlying the loan application use;
 - b. borrower's identity;
 - c. the purpose of using the loan-to-use object;
 - d. detailed data on the loan-to-use object required, including the area and location of land and/or buildings; And
 - e. loan-to-use period.

Article 120

- (1) Property Managers conduct research on applications for loan-to-use approval from Property Users as intended in Article 119 paragraph (2).
- (2) Research as intended in paragraph (1) includes:
 - a. certainty that it has not been used or does not exist use of regional property;
 - b. the purpose of using the loan-to-use object; And
 - c. loan-to-use period.
- (3) The results of the research as intended in paragraph (2) are submitted by the Regent as a basis for consideration of approval/rejection of the application for loan-to-use approval by the Regent.

Article 121

- (1) The Regent gives approval/rejection for a loan-to-use application by considering:
 - a. the regional property requested is in a condition that has not been or is not used for regional government duties and functions;
 - b. the requested regional property will be used to support the implementation of the central government/other regional governments; And
 - c. The loan-to-use period is a maximum of 5 (five) years from the signing of the loan-to-use agreement.
- (2) In the event that the Regent approves the loan-to-use application as intended in Article 119 paragraph (2), the Regent issue a loan-to-use approval letter that at least contains:
 - a. borrower's identity;
 - b. data on goods belonging to the loan-to-use area;
 - c. loan-to-use period; And
 - d. borrower's obligation to use.
- (3) In the event that the Regent does not approve the loan application as intended in Article 119 paragraph (2), The Regent, through the Property Manager, notifies the Property User along with the reasons.

Article 122

- (1) The implementation of the borrowing and use of regional property belonging to the Property User is outlined in the borrowing and use agreement between the Property Manager and the borrower.
- (2) The loan-to-use agreement as intended in paragraph (1) is followed up by handing over the loan-to-use object from the Property User to the usage-borrower as outlined in the Minutes of Handover (BAST).
- (3) During the loan-to-use period, the borrower is obliged to maintain and secure the loan-to-use object as intended in paragraph (2) at a cost charged to the borrower-to-use.
- (4) Before the loan-to-use period ends, the borrower must notify the Property User of the intention to end or extend the loan-to-use.
- (5) In the event that the loan-to-use loan is to be extended, the borrower submits a request for an extension of the loan-to-use period to the Property User.
- (6) The Property User submits a request for approval for a loan extension to the Regent through the Property Manager.

- (7) Submission of application for loan extension approval as intended in paragraph (6) shall be accompanied by:
- a. previous loan-to-use approval letter from the Regent;
 - b. a statement letter from the borrower that the loan-to-use object is still used to support the implementation of the central government/other regional governments; And
 - c. a statement letter from the Property User that the implementation of the loan-to-use service does not interfere with the implementation of the tasks and functions of regional government administration, in the event that the loan-to-use service is carried out by the Property User.

Article 123

- (1) In the event that the borrower uses it, the loan will be terminated
Before the loan period ends, the borrower must notify the Property User.
- (2) The borrower ends the loan
as intended in paragraph (1) is stated in the Minutes of Handover (BAST).
- (3) The Goods User reports the Minutes of Handover
(BAST) as intended in paragraph (2) to the Regent
through the Property Manager.

Part Four KSP

Paragraph 1 General Principles

Article 124

KSP for regionally owned goods with other parties is carried out in the context of:

- a. optimizing the usability and usability of regional property; and/or
- b. increase regional income receipts.

Article 125

- (1) KSP for regional property is implemented if there are no or insufficient funds in the APBD to meet the operational costs, maintenance and/or repairs required for the regional property being collaborated with.
- (2) KSP partners are determined through tenders, except for regionally owned goods of a special nature, direct appointment can be made.

- (3) Special regional property as intended in paragraph (2) has the following characteristics:
 - a. goods that have certain specifications in accordance with statutory provisions;
 - b. goods that have a special level of complexity such as airports, seaports, refineries, electrical installations, and dams/reservoirs;
 - c. goods cooperated in investment based on bilateral relations agreements between countries; or
 - d. other items determined by the Regent.
- (4) Direct appointment of KSP partners for special regional property as referred to in paragraph (2) is carried out by the Property Manager or Property User for State/Regional Owned Enterprises which have certain fields and/or work areas in accordance with the provisions of statutory regulations. .
- (5) KSP Partners must pay a fixed contribution every year during the specified operating period and deposit the profit sharing from KSP into the Regional General Treasury account.
- (6) The calculation of the amount of profit sharing contribution as intended in paragraph (5), which is part of the regional government, must pay attention to the comparison of the value of regional property which is used as the object of the KSP and other benefits received by the regional government with the value of the partner's investment in the KSP.

Article 126

- (1) During the operational period, KSP partners are prohibited from pledging or pawning regional property that is the object of KSP.
- (2) KSP preparation costs incurred by Property Managers or Property Users up to the appointment of a KSP partner are charged to the APBD.
- (3) KSP preparation costs that occur after the KSP partner is determined and KSP implementation costs are borne by the KSP partner.
- (4) Principal installments and costs incurred on KSP partner loans are borne by the KSP partner and are not taken into account in profit sharing.
- (5) Supervision of KSP implementation by KSP partners done by:
 - a. Property Manager, for regional goods owned by the Property Manager; And
 - b. Property Users, for regionally owned goods Item User.

Paragraph 2
KSP Implementing Party

Article 127

- (1) The parties that can implement KSP are:
 - a. Property Manager with the approval of the Regent, for regional property belonging to the Property Manager; or
 - b. Property User with the approval of the Property Manager, for goods belonging to the area that are in the possession of the Property User.
- (2) Approval of the Property Manager as intended in paragraph (1) letter b after receiving consideration from the Regent.
- (3) Parties who can become KSP partners for regionally owned goods includes:
 - a. State-owned enterprises;
 - b. Regional owned enterprises; and/or
 - c. Private, except individuals.

Paragraph 3
KSP object

Article 128

- (1) KSP objects include regional property in the form of:
 - a. land and/or buildings; And
 - b. other than land and/or buildings, which are in the hands of the Property Manager/Property User.
- (2) KSP objects for regional property in the form of land and/or buildings as intended in paragraph (1) letter a, can be carried out in part or in whole.

Paragraph 4
KSP results

Article 129

- (1) KSP results can be in the form of land, buildings, structures, as well as facilities and facilities provided by KSP partners.
- (2) Facilities and facilities resulting from KSP as referred to in paragraph (1), among others:
 - a. equipment and machines;
 - b. roads, irrigation and networks;
 - c. other fixed assets; And
 - d. other assets.
- (3) The KSP results as intended in paragraph (1) become part of the KSP implementation.

- (4) The KSP results as intended in paragraph (1) become regional property from the time they are handed over to the regional government in accordance with the agreement or at the end of the agreement.

Article 130

- (1) KSP results for regionally owned goods in the context of providing infrastructure consist of:
 - a. regional revenues that must be deposited during the KSP period for regionally owned goods; And
 - b. infrastructure and facilities resulting from KSP owned goods area.
- (2) Regional revenues as intended in paragraph (1) letter a consists of:
 - a. fixed contribution; And
 - b. profit sharing.

Article 131

- (1) In implementing KSP, KSP partners can make changes and/or additions to KSP results.
- (2) Changes and/or additions to the KSP results as intended in paragraph (1) are carried out by means of an addendum to the agreement.
- (3) The addendum to the KSP agreement as intended in paragraph (2) is intended to recalculate the amount of fixed contributions and profit sharing.
- (4) The amount of fixed contribution and profit sharing as intended in paragraph (3) is determined by the Team based on the calculation results.
- (5) The team as intended in paragraph (4) is determined:
 - a. Regent, for regional property in the form of land and/or buildings; or
 - b. Property Manager, for regional property other than land and/or buildings.
- (6) Changes and/or additions to the KSP results are carried out after obtaining the Regent's approval.

Paragraph 5
KSP Time Period

Article 132

- (1) The KSP period is a maximum of 30 (thirty) years after the agreement is signed and can be extended.
- (2) In the event that KSP on regional property is carried out for the provision of infrastructure, the KSP period is a maximum of 50 (fifty) years after the KSP agreement is signed and can be extended.

Article 133

- (1) Extension of the term is carried out by the KSP partner by submitting a request for approval for an extension of the KSP term no later than 2 (two) years before the term ends.
- (2) Extension of the term is carried out by consideration:
 - a. as long as it does not interfere with the implementation of the duties and functions of regional government administration; And
 - b. during the implementation of the previous KSP, KSP partners complied with KSP regulations and agreements.

Paragraph 6
KSP Agreement

Article 134

- (1) The implementation of KSP is outlined in the KSP agreement between the Regent or Property Manager and the KSP partner after the decision to implement KSP is issued by the Regent.
- (2) Agreement as intended in paragraph (1) signed by the KSP partner and:
 - a. Regent, for regional property belonging to the Property Manager; or
 - b. Property Manager, for regionally owned goods is with the Goods User.
- (3) The agreement as intended in paragraph (1) contains at least:
 - a. basis of agreement;
 - b. identity of the parties bound by the agreement;
 - c. KSP object;
 - d. KSP results in the form of goods, if any;
 - e. KSP allocation;
 - f. KSP period;
 - g. the amount of fixed contribution and profit distribution as well as the payment mechanism;
 - h. the rights and obligations of the parties bound by the agreement;
 - i. provisions regarding the end of KSP;
 - j. penalty; And
 - k. dispute resolution.
- (4) The KSP agreement as intended in paragraph (3) is set out in the form of a Notarial Deed.

- (5) The KSP agreement is signed after the KSP partner submits proof of deposit of the first fixed contribution payment to the Property Manager/ Property User.
- (6) Proof of deposit of the first fixed contribution payment as referred to in paragraph (5) is one of the documents in the attachment which is an inseparable part of the KSP agreement.

Paragraph 7
Fixed Contribution and Profit Sharing

Article 135

- (1) KSP Partners are required to deposit:
 - a. fixed contribution; And
 - b. KSP profit sharing.
- (2) Deposits as intended in paragraph (1) are made every year during the KSP period.
- (3) The fixed contribution as intended in paragraph (1) letter a and the distribution of KSP profits as intended in paragraph (1) letter b, constitute regional revenue.
- (4) The amount of fixed contribution and distribution of KSP profits as referred to in paragraph (1) is determined by the Regent.
- (5) In KSP regionally owned goods in the form of land and/or buildings, part of the fixed contribution and profit sharing may be in the form of buildings and their facilities which are built in one unified plan.
- (6) Some of the fixed contributions and distribution of profits in the form of buildings and facilities as intended in paragraph (5) are not KSP objects.

Article 136

- (1) The value of the building and its facilities as part of the fixed contribution and profit sharing contribution as intended in Article 135 paragraph (5) is a maximum of 10% (ten percent) of the total receipt of the fixed contribution and profit sharing during the KSP period.
- (2) Buildings constructed at the cost of a portion of the fixed contribution and profit sharing from the initial procurement are regional property.
- (3) The amount of the fixed contribution and the percentage of KSP profit sharing for regionally owned goods in the form of land and/or buildings and part of the land and/or buildings is determined from the calculation results of the Team formed by the Regent, and/or considering the results of the assessment. based on

- (4) The amount of the fixed contribution and the percentage of KSP profit sharing for regionally owned goods in the form of land and/or buildings is determined from the calculation results of the Team formed by the Property Manager, based on and/or considering the results of the assessment.

Article 137

- (1) The calculation of fixed contributions is the result of multiplication from:
- a. the percentage of fixed contribution; And
 - b. fair value of regional property that is the object of the KSP.
- (2) The percentage of fixed contribution as referred to in paragraph (1) letter a is determined by the Regent from the results of the Team's calculations based on and/or considering the results of the assessment.
- (3) The fair value of regionally owned goods within the framework of KSP as intended in paragraph (1) letter b is based on:
- a. results of appraisals by Government Appraisers or Public Appraisers appointed by the Regent, for regional property in the form of land and/or buildings;
 - b. the results of the assessment by a team appointed by the Regent and may involve an appraiser appointed by the Regent, for regional property other than land and/or buildings.
- (4) If there is a value of regionally owned goods that is different from the fair value resulting from the assessment as intended in paragraph (3) letter a, in the context of utilizing regionally owned goods the fair value resulting from the assessment as intended in paragraph (3) letter a is used.

Article 138

- (1) The percentage amount of the fixed contribution for implementing the KSP as intended in Article 137 paragraph (1) letter a increases every year, which is calculated based on the first year's fixed contribution by taking into account the estimated inflation rate.
- (2) The amount of increase in the percentage of fixed contributions as referred to in paragraph (1) is determined in the KSP implementation agreement and stated in the KSP agreement.

Article 139

- (1) Calculation of profit sharing is carried out by consider:
- a. local government investment value;
 - b. KSP partner investment value; And
 - c. risks borne by KSP partners.

- (2) The calculation of profit distribution as intended in paragraph (1) is determined by the Regent from the results of the Team's calculations based on and/or considering the results of the assessment.
- (3) The amount of regional government investment value as intended in paragraph (1) letter a is based on the fair value of regionally owned goods which are the objects of the KSP.
- (4) The amount of KSP partner investment value as referred to in paragraph (1) letter b is based on the investment estimate in the KSP proposal.

Article 140

- (1) The amount of profit sharing can be reviewed by Regent in the event that the actual investment issued by KSP partners is lower than the estimated investment as stated in the agreement.
- (2) Investment realization as referred to in paragraph (1), is based on the results of the audit carried out by an independent auditor.

Article 141

- (1) KSP on regional property can be carried out for operationalize regional property.
- (2) Operational KSP on regionally owned goods as intended in paragraph (1) is not the use of regionally owned goods operated by other parties.
- (3) If the KSP partner only operates regionally owned goods, the share of profits that is the share of the KSP partner is determined by the Regent based on a certain percentage of the amount of profit obtained by the KSP partner related to the implementation of the KSP.

Article 142

- (1) If the KSP partner for regionally owned goods for the provision of infrastructure is in the form of a State/Regional Owned Enterprise, the fixed contribution and profit sharing remitted to the regional government can be set at a maximum of 70% (seventy percent) of the proceeds
KSP Team calculations as intended in Article 131 paragraph (3).
- (2) Determination of fixed contributions and profit distribution as intended in paragraph (1) is based on the financial condition of the State/Regional Owned Enterprise and the results of the KSP business feasibility analysis.
- (3) The amount of fixed contribution and profit distribution as intended in paragraph (1) is determined by the Regent.

Paragraph 8
Fixed Contribution Payment and Profit Sharing

Article 143

- (1) Payment of the first year's fixed contribution to the Regional General Treasury account by the KSP partner must be made no later than 2 (two) working days before signing the KSP agreement.
- (2) Payment of the following year's fixed contribution is deposited into the Regional General Treasury account no later than the date specified in the agreement and is carried out every year until the end of the KSP agreement.
- (3) Payment of fixed contributions as intended in paragraph (1) and paragraph (2) is proven by proof of deposit.

Article 144

- (1) The distribution of profits from the implementation of the previous year's KSP must be deposited into the Regional General Treasury account no later than the date specified in the agreement and carried out every year until the end of the KSP agreement.
- (2) Profit sharing payments as referred to in paragraph (1) are made by KSP partners based on the Regent's approval.

Paragraph 9
Procedures for Implementing KSP for Regional Property
Who Lies with the Goods Manager

Article 145

Stages of implementing KSP on regional property belonging to the Property Manager include:

- a. initiative or request;
- b. administrative research;
- c. Team formation and assessment;
- d. calculation of the amount of regional revenue from KSP in the form of fixed contributions and profit sharing percentages;
- e. partner selection;
- f. issuance of decisions;
- g. signing the agreement; And
- h. implementation.

Article 146

KSP for regional property belonging to the Manager Goods can be carried out based on:

- a. Regent's initiative; or
- b. request from another party.

Article 147

- (1) The Regent's initiative regarding KSP for regionally owned goods as referred to in Article 146 letter a, is expressed in the form of a recommendation for KSP for regionally owned goods.
- (2) The Regent's initiative as intended in paragraph (1) may originate from the needs plan submitted by the Property User/Proxy of Property User.

Article 148

- (1) Applications from other parties as intended in Article 146 letter b are proposed to the Regent.
- (2) The application as intended in paragraph (1) must contain at least:
 - a. background of the application;
 - b. KSP allocation plan;
 - c. KSP period; And
 - d. proposed amount of regional revenue from KSP.
- (3) The application as intended in paragraph (1) is accompanied by:
 - a. data on regional property for which KSP is planned;
 - b. KSP applicant data;
 - c. KSP business plan proposal; And
 - d. other information relating to the KSP proposal.
- (4) Other information as intended in paragraph (3) letter d, including:
 - a. General Regional Spatial Plan and city planning; And
 - b. proof of ownership or equivalent documents.
- (5) Completeness of information as intended in paragraph (4) does not apply to KSP in the context of operationalizing regional property.

Article 149

- (1) Property Managers carry out administrative research on regional property documents which will be carried out by KSP.
- (2) Documents as intended in paragraph (1) include:
 - a. proof of ownership or equivalent documents;
 - b. regional property management documents; And
 - c. regional property administration documents.

Article 150

If the results of the administrative research as intended in Article 149, regional property can be carried out by KSP, Regent:

- a. form a KSP Team; And
- b. assign an appraiser through the Property Manager to carry out an assessment of regional property which will be carried out by KSP in order to determine the fair value of the regional property in question.

Article 151

- (1) In the case of regionally owned goods, KSP can be carried out as intended in Article 150, then the Regent form a KSP Team.
- (2) The KSP Team is tasked with:
 - a. prepare details of building and facility requirements that will be tendered if the KSP is based on the Regent's initiative and not in the context of operationalizing regional property;
 - b. calculate the amount of regional revenue from KSP based on and/or considering the assessment results;
 - c. prepare KSP agreements;
 - d. prepare Handover Minutes (BAST) of KSP objects from Property Managers to KSP partners; And
 - e. carry out other activities assigned by Regent.
- (3) In carrying out the tasks as intended in paragraph (2), the KSP Team can include competent PD/technical Work Units.

Article 152

- (1) In order to determine the feasibility of the KSP business, the Regent can assign an appraiser or other competent party to carry out:
 - a. analysis of the use of regional property to be carried out by KSP; or
 - b. business feasibility analysis of the KSP proposal.

- (2) Assessment results as intended in Article 150 letter b and the analysis report as intended in paragraph (1) are submitted to the Regent as part of determining the implementation of the KSP.

Article 153

- (1) Based on the analysis report as intended in Article 152 paragraph (1) and/or considering the fair value assessment report for regional property, the KSP Team calculates the amount of the fixed contribution and the percentage of profit sharing.
- (2) The calculation of the fixed contribution amount and profit sharing percentage by the KSP Team as intended in paragraph (1) is carried out in accordance with the provisions as regulated in Article 133 to Article 142.
- (3) In the event that the proposed fixed contribution amount and profit sharing percentage submitted by another party is greater than the calculation results of the KSP Team as intended in paragraph (2), the fixed contribution amount and profit sharing percentage determined in the KSP agreement is the same as the proposed contribution amount, fixed and percentage of profit sharing proposed by other parties.
- (4) The fixed contribution amount and profit sharing percentage as referred to in paragraph (1) are used as the lowest limit values in the implementation of KSP partner selection.

Article 154

The selection of KSP partners is carried out by the selection committee as intended in Article 56 based on the provisions as intended in Articles 55 to Article 63.

Article 155

- (1) The Regent issues a decision on the implementation of KSP.
- (2) Decision to implement KSP as referred to in paragraph (1) contains at least:
 - a. KSP object;
 - b. KSP allocation;
 - c. regional revenues from KSP;
 - d. KSP partner identity; And
 - e. KSP period.

Article 156

- (1) Based on the decision to implement the KSP as intended in Article 155, the parties as intended in Article 134 paragraph (1) signing the KSP Agreement carried out no later than 1 (one) year from the effective date of the KSP implementation decision.
- (2) If within a period of 1 (one) year after the decision to implement the KSP is determined it is not followed up by signing a KSP agreement, the decision to implement the KSP as intended in Article 155 is declared invalid.
- (3) The signing of the agreement as intended in paragraph (1), is carried out after the KSP partner shows proof of payment of the first year's fixed contribution.

Article 157

- (1) KSP Partners must implement KSP as follows specified in the KSP agreement.
- (2) If the KSP is not carried out for the purpose of operationalizing regional property, then when the construction is completed, the KSP partner is obliged to:
 - a. hand over the KSP building and its facilities which are part of the fixed contribution and profit sharing as intended in Article 134 paragraph (5);
 - b. can immediately operationalize the KSP results that are built in accordance with the KSP agreement.

Paragraph 10

Procedures for Implementing KSP for Regional Property
Which Lies with the User of the Goods

Article 158

Stages of implementing KSP on regional property belonging to Property Users include:

- a. application;
- b. administrative research;
- c. Team formation and assessment;
- d. calculation of contribution amount and profit sharing percentage;
- e. agreement;
- f. partner selection;
- g. issuance of decisions;
- h. signing the agreement; And
- i. implementation.

Article 159

- (1) The application as intended in Article 158 letter a is submitted by the Property User to obtain approval from the Property Manager.
- (2) The application as intended in paragraph (1) must contain at least:
 - a. background of the application;
 - b. KSP allocation plan;
 - c. KSP period; And
 - d. proposed amount of regional revenue from KSP.
- (3) The application as intended in paragraph (1) is accompanied by:
 - a. data on potential KSP partners;
 - b. KSP business plan proposal;
 - c. data on regional property that will be used as an object KSP; And
 - d. statement letter from the Property User.
- (4) The statement letter from the Property User as intended in paragraph (3) letter d confirms that:
 - a. Regional property that will become a KSP object is not being used in the context of carrying out PD duties and functions; And
 - b. Implementation of KSP for regional property will not interfere with the implementation of the PD's duties and functions.
- (5) In the event that the Property User proposes the appointment of a KSP partner through the direct appointment mechanism as intended in Article 125 paragraph (4), then the application submission from the Property User to the Property Manager as intended in paragraph (1) shall be accompanied by data on the prospective KSP partner.
- (6) Data on prospective KSP partners as intended in paragraph (5) includes:
 - a. Name;
 - b. address;
 - c. Taxpayer Identification Number (NPWP);
 - d. institutional form, type of business activity, photocopy of Business License/Business Permit or similar, for prospective KSP partners in the form of legal entities/business entities.

Article 160

- (1) Approval of the KSP application as intended in Article 159 paragraph (1) is given by the Property Manager based on the partner selection committee report and the KSP Team report taking into account the assessment results.

- (2) If the Property Manager does not approve the KSP request, the Property Manager shall notify the Property User with reasons.
- (3) The granting of approval as intended in paragraph (1) is carried out by the Property Manager by issuing a letter of approval.
- (4) The Approval Letter as intended in paragraph (3) contains at least:
 - a. KSP object;
 - b. KSP allocation;
 - c. the value of regional property that is the object of the KSP as the amount of government investment value;
 - d. minimum fixed contribution amount;
 - e. minimum profit sharing percentage; And
 - f. KSP period.
- (5) Based on the KSP Approval Letter as intended in paragraph (4), the Regent shall determine the decision to implement the KSP.
- (6) Based on the KSP implementation decision as intended in paragraph (5), the parties as intended in Article 134 paragraph (1) sign the KSP agreement no later than 1 (one) year from the effective date of the KSP implementation decision.
- (7) The KSP approval letter from the Property Manager is declared invalid if within a period of 1 (one) year after it is determined it is not followed up by signing the KSP agreement letter.
- (8) The signing of the agreement as intended in paragraph (6), is carried out after the KSP partner shows proof of payment of the first year's fixed contribution.

Article 161

Provisions for implementing KSP for regionally owned goods that are in the hands of Property Managers as intended in Articles 149 to Article 158 apply mutatis mutandis to implementing KSP for regionally owned goods that are in the hands of Property Users.

Paragraph 11 Extension of Existing KSP Term For Property Managers and Property Users

Article 162

The KSP period for regionally owned goods held by the Property Manager can be extended.

Article 163

- (1) An application for an extension of the KSP period for regional property belonging to the Property Manager is submitted by the KSP partner to the Regent no later than 2 (two) years before the end of the KSP period.
- (2) The application as intended in paragraph (1) is accompanied by:
 - a. KSP extension proposal;
 - b. data and condition of KSP objects; And
 - c. proof of deposit of fixed contributions and profit sharing in the last 5 (five) years.
- (3) The Regent examines the application as intended in paragraph (1), and evaluates the feasibility of extending the implementation of the KSP which is already underway.
- (4) If based on the results of the research as intended in paragraph (3), the Regent approves the proposal to extend the KSP period, then the Regent:
 - a. form a KSP Team; And
 - b. assign an appraiser to calculate the value of regional property that will be used as a KSP object, the amount of the fixed contribution, and the percentage of KSP profit sharing.
- (5) The tasks of the KSP Team as intended in paragraph (4) letter a include:
 - a. prepare a KSP extension agreement;
 - b. calculate the amount of the fixed contribution and the percentage of KSP profit sharing based on and/or taking into account the results of the Assessment; And
 - c. carry out other activities assigned by Regent.

Article 164

- (1) In order to determine the feasibility of extending the KSP implementation period as intended in Article 163 paragraph (3), the Regent through the Property Manager may assign an appraiser or competent party to conduct an analysis of the feasibility of extending the KSP implementation.
- (2) The appraiser or competent party as intended in paragraph (1) submits a report on the feasibility analysis of the extension which is the result of the implementation of duties to the Regent through the Property Manager.
- (3) The KSP Team as intended in Article 163 paragraph (5) submits a report on the results of the implementation of its duties to the Regent via the Property Manager.

- (4) If the report on the results of the implementation of the KSP Team's duties as intended in paragraph (3) indicates that the request for an extension of the KSP period cannot be approved, the Regent issues a letter of rejection of the extension of the KSP period addressed to the KSP partner accompanied by reasons.
- (5) If the report on the results of the implementation of the KSP Team's duties as intended in paragraph (3) indicates that the request for an extension of the KSP period can be approved, the Regent issues a letter of approval for the extension of the KSP period addressed to the KSP partner.
- (6) Based on the letter of approval for the extension of the KSP term as referred to in paragraph (5), the KSP Team prepares an agreement for the extension of the KSP term as well as preparing the necessary technical matters.
- (7) Extension of the KSP period as intended in paragraph (6) applies when the KSP agreement is signed between the Regent and the KSP partner.

Article 165

The KSP period for regional property belonging to the Property User can be extended.

Article 166

- (1) An application for an extension of the KSP period for regional property belonging to the Property User is submitted by the KSP partner to the Property User.
- (2) The application as intended in paragraph (1) shall be attached:
 - a. KSP extension proposal;
 - b. data and condition of KSP objects; And
 - c. proof of deposit of fixed contributions and profit sharing in the last 5 (five) years.

Article 167

- (1) Property Users carry out administrative research on requests for extension of the KSP period submitted by KSP partners as intended in Article 166 paragraph (1).
- (2) Based on the results of the administrative research as intended in paragraph (1), the Property User submits a request for approval for an extension of the KSP period to the Property Manager.
- (3) Application for extension of the KSP period as intended in paragraph (2), is attached:
 - a. KSP extension proposal;
 - b. data and condition of KSP objects; And

- c. proof of deposit of fixed contributions and profit sharing in the last 5 (five) years.
- (4) If based on the results of the research as intended in paragraph (1), the Property Manager agrees to the proposal to extend the KSP period, then the Property Manager:
 - a. form a KSP Team; And
 - b. assigning an Appraiser.

Article 168

- (1) The KSP Team as intended in Article 167 paragraph (4) letter a is tasked with, among others:
 - a. prepare a KSP extension agreement;
 - b. calculate the amount of the fixed contribution and the percentage of KSP profit sharing based on and/or taking into account the assessment results;
 - c. carry out other activities assigned by Goods Manager.
- (2) The KSP Team as intended in paragraph (1) submits a task implementation report to the Property Manager.
- (3) If the results of the implementation of the KSP Team's duties as intended in paragraph (2) show that the request for an extension of the KSP period cannot be approved, the Property Manager issues a letter of rejection of the extension of the KSP period addressed to the KSP partner accompanied by reasons.
- (4) If the results of the implementation of the KSP Team's duties as intended in paragraph (2) show that the request for an extension of the KSP period can be approved, the Property Manager issues a letter of approval for the extension of the KSP period addressed to the KSP partner.
- (5) Based on the approval for the extension of the KSP term as referred to in paragraph (4), the KSP Team prepares an agreement for the extension of the KSP term as well as preparing the necessary technical matters.

Article 169

- (1) The appraiser as intended in Article 167 paragraph (4) letter b is tasked with calculating the value of regional property that will be used as a KSP object, the amount of the fixed contribution and the percentage of KSP profit sharing.
- (2) The appraiser as intended in paragraph (1) submits an assessment report which is the result of carrying out his duties to the Property Manager.

Article 170

- (1) In order to determine the feasibility of extending the KSP implementation period for an extension request as intended in Article 166, the Property Manager may assign an appraiser or competent party to conduct an analysis of the feasibility of extending the KSP implementation.
- (2) The extension of the KSP period is valid at the time the KSP agreement is signed between the Property Manager and the KSP partner.

Article 171

- (1) In the event that the Regent or Property Manager does not approve the request for an extension of the KSP period, the KSP object and its facilities and facilities are handed over to the Regent or Property Manager at the end of the KSP period as regulated in the KSP agreement.
- (2) Handover of KSP objects and their facilities and infrastructure as intended in paragraph (1), is carried out with a Handover Minutes (BAST) between KSP partners and:
 - a. Regent, for regional property belonging to the Property Manager;
or
 - b. Property Manager, for regionally owned goods
is with the Goods User.

Part Four

Procedures for Implementing BGS/BSG

Paragraph 1

Procedures for Implementing BGS/BSG on Regional Property
In the form of land owned by the property manager

Article 172

Stages of implementing BGS/BSG on regional property belonging to the Property Manager, include:

- a. initiative or request;
- b. administrative research;
- c. Team formation and Assessment;
- d. calculation of the amount of regional revenue in the form of annual contributions and the percentage of BGS/BSG results that are used directly for government duties and functions;
- e. partner selection;
- f. issuance of decisions;
- g. signing the agreement; And
- h. implementation.

Article 173

BGS/BSG for regional property belonging to the Manager Goods can be carried out based on:

- a. Regent's initiative; or
- b. request from another party.

Article 174

- (1) Regent's initiative on BGS/BSG regionally owned goods as intended in Article 173 letter a, stated in the form of BGS/BSG recommendations for regional property.
- (2) The Regent's initiative as intended in paragraph (1) may originate from the needs plan submitted by the Property User.

Article 175

- (1) Applications from other parties as intended in Article 173 letter b, are proposed to the Regent containing:
 - a. background of the application;
 - b. BGS/BSG allocation plan;
 - c. BGS/BSG term; And
 - d. proposed annual contribution amount.
- (2) The application as intended in paragraph (1), is accompanied by:
 - a. data on regional property submitted for BGS/BSG;
 - b. BGS/BSG applicant data;
 - c. BGS/BSG business plan proposal;
 - d. other information relating to the BGS/BSG proposal, including information regarding:
 1. General Regional Spatial Plan and arrangement city; And
 2. proof ownership is or documents that equal.

Article 176

- (1) The amount of the annual contribution and the percentage of BGS/BSG proceeds that are used directly for government duties and functions are calculated by the BGS/BSG Team based on and/or considering the fair value of regional property and analysis from the Assessor.
- (2) Calculation of BGS/BSG results which are used directly for government duties and functions, is carried out by the BGS/BSG Team.

- (3) If necessary, the Regent through the Property Manager can assign an Appraiser to calculate the BGS/BSG results which are used directly for government duties and functions.
- (4) The amount of annual contribution and BGS/BSG results used directly for government duties and functions is the lowest limit value in the implementation of partner selection.
- (5) The amount of the annual contribution and BGS/BSG results used directly for government duties and functions as intended in paragraph (4) is determined by the Regent.

Article 177

- (1) BGS/BSG Partners must carry out the construction of buildings and facilities in accordance with those specified in the BGS/BSG agreement.
- (2) If the BGS/BSG partner has completed the construction of the building and facilities as intended in paragraph (1), then:
 - a. partners submit BGS/BSG results which are used directly for carrying out government duties and functions as specified in the BSG/BSG agreement;
 - b. partners can directly operationalize BGS results built in accordance with the BGS agreement; And
 - c. Partners submit BSG results to the Regent.
- (3) BSG results as intended in paragraph (2) letter c is a regional property.

Article 178

Provisions regarding the implementation of KSP for regionally owned goods as intended in Article 146 to Article 157 apply mutatis mutandis to the implementation of BGS/BSG which is in the hands of the Property Manager.

Paragraph 2

Procedures for Implementing BGS/BSG on Regional Property
In the form of land that is in the possession of the property user

Article 179

- (1) Regional property in the form of land which is in the possession of the Property User may be subject to BGS/BSG based on:
 - a. Goods User initiative; or
 - b. request from another party.
- (2) Property User Initiatives regarding the implementation of BGS/BSG for regionally owned goods as intended in paragraph (1) letter a, are submitted in the form of a letter requesting the implementation of BGS/BSG addressed to the Regent.

- (3) Requests from other parties as intended in paragraph (1) letter b, are submitted in the form of a letter requesting the implementation of BGS/BSG addressed to Item User.
- (4) The application as intended in paragraph (3) contains among others:
 - a. background of the application;
 - b. BGS/BSG allocation plan;
 - c. BGS/BSG term;
 - d. proposed annual contribution amount; And
 - e. proposed percentage of BGS/BSG results used directly for government duties and functions.

Article 180

- (1) The Property User submits a request for approval BGS/BSG regarding the request of another party as intended in Article 179 paragraph (3) to the Regent, who load:
 - a. background of the application;
 - b. BGS/BSG allocation plan;
 - c. BGS/BSG term;
 - d. proposed annual contribution amount; And
 - e. proposed percentage of BGS/BSG results used directly for government duties and functions.
- (2) The application as intended in paragraph (1) is accompanied by:
 - a. data on regional property submitted for BGS/BSG;
 - b. BGS/BSG applicant data;
 - c. BGS/BSG proposal;
 - d. data on regional property that will be carried out by BGS/BSG; And
 - e. Other information relating to the BGS/BSG proposal.
- (3) Data on regional property as referred to in paragraph (2) letter d, confirms that:
 - a. regional property that will be carried out by BGS/BSG is not being used in the context of carrying out the main tasks and functions of the PD/work unit; And
 - b. implementation of BGS/BSG for regionally owned goods will not interfere with the implementation of the PD's duties and functions.
- (4) Other information related to the BGS/BSG proposal as intended in paragraph (2) letter e, includes information regarding:
 - a. General Regional Spatial Plan and city planning;
And
 - b. proof of ownership or equivalent documents.

- (5) If the BGS/BSG application submitted by the Property User is not based on an application from the BGS/BSG applicant, then the BGS/BSG application to the Regent does not need to be accompanied by data on the BGS/BSG applicant as intended in paragraph (2) letter b.
- (6) Based on the Property User's request as intended in paragraph (1) and paragraph (5), the Property Manager shall carry out administrative research on regional property which will be carried out by BGS/BSG.
- (7) The Property Manager submits the results of the research as intended in paragraph (6) to the Regent.

Article 181

- (1) Based on the results of administrative research as intended in Article 180 paragraph (7), the Regent can give approval or rejection to the BGS/BSG application.
- (2) If the Regent does not approve the BGS/BSG application, the Regent issues a rejection letter which is delivered to the Property User accompanied by reasons.
- (3) If the Regent approves the BGS/BSG application, the Regent issue a letter of approval.
- (4) The approval letter as intended in paragraph (3) contains the Regent's approval and the Property User's obligation to hand over regionally owned goods that will be used as BGS/BSG objects to the Regent.
- (5) The handover of the BGS/BSG object to the Regent as intended in paragraph (4), is stated in the Minutes of Handover (BAST).

Article 182

- (1) Determination of details of building and facility requirements to be built on BGS/BSG objects is determined by the Regent based on joint consideration between the Property Manager and the Property User.
- (2) The provisions for the implementation of KSP as intended in Articles 159 to Article 178 apply mutatis mutandis to the implementation of BGS/BSG for regionally owned goods on land belonging to the Property User which has been handed over by the Property User to the Regent.

Paragraph 2
BGS/BSG Term

Article 183

- (1) The maximum term of BGS/BSG is 30 (thirty) years since the agreement was signed.
- (2) The BGS/BSG period as intended in paragraph (1) is only valid for 1 (one) agreement and cannot be extended.

Paragraph 3

Procedures for Implementing KSPI on Regional Property
In Goods Manager

Article 184

Stages of implementing KSPI on regional property belonging to the Property Manager include:

- a. application;
- b. administrative research;
- c. Team formation and assessment;
- d. calculation of the amount of regional revenue from KSPI in the form of distribution of excess profits;
- e. issuance of decisions;
- f. handover of regional property from the Regent to Person in charge of the KSPI project;
- g. partner selection;
- h. signing the agreement;
- i. implementation;
- j. security and maintenance;
- k. partial payment of excess profits, if
There is; And
- l. termination.

Article 185

- (1) KSPI for regional property belonging to the Property Manager can be carried out based on a request from the Property Manager submitted in writing to the Regent.
- (2) The application as intended in paragraph (1) must at least contain data and information regarding:
 - a. identity of the GCA, including the basis for determining/ appointment;
 - b. background of the application;
 - c. regional property goods proposed for KSPI, including the type, value and quantity of regional property goods;
 - d. KSPI allocation plan;
 - e. KSPI time period; And
 - f. Estimated amount of excess profit distribution (*clawback*).

Article 186

- (1) The application as intended in Article 186 paragraph (2) is accompanied by supporting documents in the form of:
 - a. pre-feasibility study proposal (*pre-feasibility study*) KSPI project;
 - b. statement of willingness to become PJKP KSPI; And
 - c. letter of feasibility for infrastructure provision from the Ministry/ Institution and/or Technical Service in accordance with the provisions of statutory regulations.
- (2) Statement letter as intended in paragraph (1) letter b contains at least:
 - a. data and information regarding PJKP KSPI;
 - b. basis for appointment/determination;
 - c. regional property that is planned to be used as a KSPI object;
 - d. willingness and ability to become PJKP KSPI; And
 - e. willingness to carry out the KSPI process in accordance with statutory provisions.

Article 187

- (1) The Regent carries out administrative research on the application KSPI submitted by PJKP.
- (2) If based on the results of administrative research as intended in paragraph (1) it shows that regional property can be carried out by KSPI, the Regent:
 - a. forming the KSPI Team; And
 - b. assign an appraiser to carry out an assessment of regional property which will be carried out by KSPI to determine the fair value of regional property concerned. To use

Article 188

- (1) KSPI Team as intended in Article 187 paragraph (2) Letter a has an odd number and consists of, among others:
 - a. Property Manager;
 - b. Representatives from the relevant PD; And
 - c. Representative from PD in charge of goods management belongs to the region.
- (2) The duties of the KSPI Team as intended in paragraph (1) includes:
 - a. carry out a study of regional property proposed to be a KSPI object;

- b. conducting a study of the amount of regional revenue from KSPI, based on the distribution of excess profits obtained from those determined when the agreement began (*clawback*); And
 - c. carry out other activities assigned by Regent.
- (3) All costs required to carry out the KSPI Team's duties are charged to the APBD.
 - (4) The KSPI Team can ask for input from the Assessor or competent party in order to carry out the task.

Article 189

- (1) Calculation of the amount of excess profit distribution (*clawback*) carried out by the KSPI Team.
- (2) Determination of the amount of excess profit distribution (*clawback*) as referred to in paragraph (1) is carried out by considering the results of the study from the KSPI Team formed by the Regent.
- (3) Calculation of distribution of excess profits (*clawback*) as intended in paragraph (1) is carried out by considering, among other things:
 - a. local government investment value;
 - b. KSPI partner investment value;
 - c. risks borne by KSPI partners; And
 - d. infrastructure characteristics.
- (4) The Regent determines the amount of the Government's share in the distribution of excess profits (*clawback*) by considering the calculations of the KSPI Team as referred to in paragraph (1) in the KSPI approval letter.
- (5) The amount of the regional government's share in the distribution of excess profits (*clawback*) determined by the Regent as intended in paragraph (2) is included in the tender document.

Article 190

- (1) The Regent issues a KSPI Decree if the KSPI application is deemed appropriate, taking into account the results of the KSPI Team's implementation of their duties.
- (2) The KSPI decision as intended in paragraph (1) contains at least:
 - a. data on regional property that is the object of KSPI;
 - b. infrastructure KSPI, including group/type allocation;
 - c. the amount of distribution of excess profits (*clawback*);
 - d. KSPI period for regional property; And
 - e. appointment of PJKP KSPI over regional property.

- (3) Copy of the KSPI Decision as referred to in paragraph (2) submitted to the Property Manager.
- (4) If the KSPI application is deemed inappropriate, the Regent notify the applicant along with the reasons.

Article 191

- (1) The Regent hands over regional property which is the object of KSPI to the PJKP for providing infrastructure based on the decision as intended in Article 191 paragraph (1).
- (2) The handover of the KSPI objects as intended in paragraph (1) is stated in the Minutes of Handover (BAST) signed by the Regent and the PJKP providing infrastructure for regionally owned goods.
- (3) The handover of KSPI objects to the PJKP for providing infrastructure as intended in paragraph (1) is only within the framework of KSPI for regionally owned goods and not as a transfer of ownership of regionally owned goods.

Article 192

- (1) PJKP for providing infrastructure for regional property shall determine KSPI partners based on the results of tenders from cooperation projects in accordance with the provisions of laws and regulations in the field of government cooperation in providing infrastructure.
- (2) The determination of KSPI partners is reported by the PJKP for providing infrastructure for regional property to the Regent no later than 1 (one) month after the date of determination.

Article 193

- (1) PJKP Infrastructure Provision signs a KSPI agreement with KSPI partners determined from the tender results.
- (2) The signing of the KSPI agreement shall be carried out no later than 2 (two) years from the effective date of the KSPI Decision.

Article 194

- (1) Based on the KSPI agreement as intended in Article 191 paragraph (1), PJKP provides infrastructure hand over regional property that is the object of KSPI to KSPI partners.
- (2) The handover of regional property which is the object of KSPI as intended in paragraph (1) is stated in the Minutes of Handover (BAST) signed by the PJKP for Infrastructure Provision and KSPI partners.
- (3) The handover of regionally owned goods which are the objects of KSPI as intended in paragraph (1) is only for the purpose of utilizing regionally owned goods and not as a transfer of ownership of regionally owned goods.

Article 195

- (1) PJKP Infrastructure Provision reports the implementation of the signing of the KSPI agreement as intended in Article 193 paragraph (1) and the handover of regional property to KSPI partners as intended in Article 194 paragraph (1) to the Regent by attaching a copy of the KSPI agreement and a copy of the Minutes of Handover (BAST).
- (2) If the time period has passed and the agreement has not been signed, the KSPI Decision as intended in Article 193 paragraph (2) is declared invalid.
- (3) Excluding the provisions as intended in paragraph (2), as long as the time expired is not caused by something done by the KSPI partner, the signing of the agreement is carried out no later than 3 (three) years from the entry into force of the KSPI decision on regional property.

Article 197

KSPI for regional property ends in the event that:

- a. the end of the KSPI period for regional property;
- b. termination of the KSPI agreement on regional property unilaterally by the Regent; or
- c. other provisions in accordance with statutory provisions.

Article 198

- (1) Unilateral termination by the Regent as intended in Article 196 letter b, can be carried out in the case of a KSPI partner with regional property:
 - a. not paying the distribution of excess profits from KSPI on regional property that was determined at the time the agreement began (*clawback*); or
 - b. does not fulfill obligations other than those referred to in letter a as stated in the agreement.
- (2) Termination of the KSPI as intended in paragraph (1) can be carried out by the Regent based on the written considerations of the Property Manager and/or Property User.

Article 198

- (1) Unilateral termination of the KSPI agreement by the Regent as intended in Article 196, begins with the issuance of the first written warning to KSPI partners by the Regent.

- (2) If the KSPI partner does not carry out the first warning as intended in paragraph (1) within 30 (thirty) days from the issuance of the first written warning, the Regent will issue a second written warning.
- (3) If the KSPI partner does not carry out the second warning as intended in paragraph (2) within 30 (thirty) days from the issuance of the second written warning, the Regent issues a third written warning which is the final warning.
- (4) If the KSPI partner does not carry out the third warning as intended in paragraph (3) within 30 (thirty) days from the issuance of the third written warning, the Regent issues a letter terminating KSPI.
- (5) The letter of warning as intended in paragraph (1), paragraph (2) and paragraph (3) as well as the letter of termination as intended in paragraph (4) shall be copied to the PJKP.
- (6) KSPI Partners must submit KSPI objects to the Regent with a copy from the PJKP based on the KSPI termination letter for regional property as intended in paragraph (4) within a maximum period of 30 (thirty) days after receiving the KSPI agreement termination letter.

Paragraph 4
Procedures for Implementing KSPI on Regional Property
On Item Users

Article 199

Procedures for implementing KSPI for managers from Article 183 up to Article 197 applies mutatis mutandis to procedures for implementing KSPI for Property Users.

Article 200

The Regent carries out administrative research on regional property belonging to the Property User by attaching a statement letter from the Property User that the regional property which is the object of the KSPI is not being used or does not interfere with the implementation of the Property User's duties and functions.

CHAPTER VII

SECURITY AND MAINTENANCE OF REGIONAL PROPERTY

Part One
Security

Paragraph 1
General

Article 201

- (1) Property Managers, Property Users and/or Property Users' proxies are obliged to safeguard regional property under their control.

(2) Security of regional property as intended in paragraph (1), includes:

- a. physical security;
- b. administrative security; And
- c. legal safeguards.

(3) Physical security as intended in paragraph (2) letter a is carried out on objects:

- a. Land Security;
- b. Buildings and/or structures;
- c. official vehicles;
- d. Country house;
- e. regional property in the form of supplies; f. regional property other than land, buildings and/or structures, official vehicles, state houses and inventory items; And
- g. regional property in the form of intangible goods.

Paragraph 2
Land Security Procedures

Article 202

(1) Physical land security is carried out by:

- a. put up land marks by building a fence limit;
- b. installing land ownership signs; and/or
- c. take care.

(2) Physical security as intended in paragraph (1) is carried out by considering the financial capacity of the regional government and the condition/location of the land concerned.

Article 203

Land administration security is carried out by:

- a. collect, record, store and administer documents proving land ownership in an orderly and safe manner.
- b. carry out the following steps:
 - 1. complete proof of ownership and/or keep the land certificate;
 - 2. make a goods identity card;
 - 3. carry out an inventory/census of regional property once in 5 (five) years and report the results; And
 - 4. record in the List of Goods Managers/Users of Goods/Authorized Users.

Article 204

Legal safeguards are provided for:

- a. land that does not yet have a certificate; And
- b. land that already has a certificate but is not yet in the name of the regional government.

Article 205

The construction of the boundary fence as intended in Article 202 paragraph (1) letter a cannot yet be carried out due to budget limitations, so the installation of land location marks is carried out through the construction of land boundary marker stakes.

Article 206

The land ownership certificate as intended in Article 202 paragraph (1) letter b, is made with the following provisions: a. made from

- material that is not easily damaged;
- b. written as a sign of ownership;
- c. image of the regional government symbol; And
- d. other information deemed necessary.

Article 207

(1) Legal security for land that does not yet have a certificate as intended in Article 204 letter a is carried out by:

- a. If regionally owned goods are supported by initial documents of ownership, including *Letter C*, sale and purchase deed, grant deed, or other equivalent documents, then the Property Manager/Property User and/or Property User's Attorney immediately submits an application for the issuance of a certificate on behalf of the government.
area to the National Land Agency/local Regional Office of the National Land Agency/local Land Office in accordance with the provisions of statutory regulations; And
- b. If regional property is not supported by ownership documents, the property manager/property user and/or property user's attorney will try to obtain initial ownership documents such as land history.

(2) Legal security for land that has been certified but is not yet in the name of the regional government as intended in Article 204 letter b is carried out by the Property Manager/Property User and/or Proxy of the Property User immediately submitting an application for a change in the name of the land title certificate to the local land office. be on behalf of the local government.

Paragraph 3
Procedures for Building and/or Building Security

Article 208

- (1) Physical security of buildings and/or structures is carried out with:
- a. build building and/or structure guardrails;
 - b. put up a sign of ownership in the form of a name plate;
 - c. take anticipatory action to prevent/cope with fires;
 - d. Buildings and/or structures that have a strategic function or are located in a certain location with the task and function of providing direct services to the community can install *Closed-Circuit Television* (CCTV); and/or
 - e. provide security units with a number according to the function and designation of the building and/or structure according to the condition of the location of the building and/or structure.
- (2) Physical security of regional property in the form of buildings and/or structures as intended in paragraph (1) is carried out by taking into account the priority scale and financial capacity of the regional government.
- (3) The priority scale as intended in paragraph (2) is between other:
- a. building use function;
 - b. building location; And
 - c. elements of the strategic value of the building.

Article 209

Security of building and/or structure administration is carried out by collecting, recording, storing and administering in an orderly and orderly manner the following documents:

- a. ownership documents in the form of a Building Construction Permit (IMB);
- b. decision to determine the status of building use and/or building;
- c. list of User Authorized Items in the form of buildings and/or building;
- d. list of User Goods in the form of buildings and/or building;
- e. list of Management Goods in the form of buildings and/or structures;
- f. Minutes of Handover (BAST); And
- g. other relevant documents required.

Article 210

Legal protection of buildings and/or structures:

- a. carry out building construction permits (IMB), for buildings that do not yet have a building construction permit (IMB); And
- b. proposes the determination of use status.

Paragraph 3

Procedures for Securing Official Vehicles

Article 211

(1) Official vehicles consist of:

- a. Individual official vehicles, namely motorized vehicles used for office holders:
 - 1. Regent; And
 - 2. Deputy Regent.
- b. Official official vehicles, namely vehicles provided and used by officials for office operational activities;
- c. Operational service vehicles are provided and used for special operational services, field and general services.

(2) Physical security of official vehicles is carried out against:

- a. Individual Service Vehicles;
- b. Office Service Vehicles; And
- c. Operational Service Vehicle.

Article 212

(1) Physical security of individual official vehicles as intended in Article 210 paragraph (2) letter a is carried out by making a Handover Minutes (BAST) of the vehicle between the Property User/Proxy of Property User who administers the individual official vehicle and the Official who uses the individual vehicle service.

(2) The Minutes of Handover (BAST) as referred to in paragraph (1) contain clauses including:

- a. statement of responsibility for the vehicle with information, including the license plate number, brand, year of assembly of the vehicle, item code for individual service vehicles, and details of equipment attached to the vehicle;
- b. statement of responsibility for the official vehicle with all risks attached to the official vehicle;

- c. a statement to return the vehicle after the end of the period of use or the term of office has ended to the Property User/Proxy of Property User who administers the individual official vehicle;
 - d. the return of the official individual vehicle is handed over at the end of the term of office as stated in the vehicle handover minutes.
- (3) The return of official individual vehicles as intended in paragraph (2) letter d is stated in the handover report.
 - (4) Loss of an Individual Official Vehicle is the responsibility of the person in charge of the vehicle with sanctions in accordance with statutory regulations.

Article 213

- (1) Physical security of official official vehicles as intended in Article 211 paragraph (2) letter b is carried out by making a Handover Minutes (BAST) of vehicles between:
 - a. Property Manager with Property Users using Service Vehicles of the Property User's Position;
 - b. Property User with Property User Authority who uses the Property User Authority's vehicle; And
 - c. Property User/Proxy of Property User with officials using official official vehicles.
- (2) The Minutes of Handover (BAST) as referred to in paragraph (1) contain clauses including:
 - a. statement of responsibility for the vehicle with information including: license plate number, brand, year of assembly of the vehicle, item code, and details of equipment attached to the vehicle;
 - b. statement of responsibility for the official vehicle with all risks attached to the official vehicle of that position;
 - c. statement to return the vehicle after the period of use has expired or the term of service has expired; And
 - d. The return of the official official vehicle is handed over at the end of the term of office as stated in the vehicle handover minutes.
- (3) The return of official official vehicles as intended in paragraph (2) letter d is stated in the handover report.
- (4) Loss of an official official vehicle is the responsibility of the person in charge of the vehicle with sanctions in accordance with statutory provisions.

Article 214

- (1) Physical security of operational service vehicles as intended in Article 211 paragraph (2) letter c is carried out by making a statement of responsibility for the operational service vehicles in question and signed by the Property User/Proxy of Property User with the person in charge of the operational service vehicles.

- (2) Statement of responsibility as intended paragraph (1) contains, among other things:
 - a. registration number, brand, year of assembly of the vehicle, item code and equipment of the vehicle;
 - b. statement of responsibility for operational service vehicles with all risks attached to said service vehicles;

 - c. statement to return the service vehicle immediately after the period of use ends;
 - d. the return of operational service vehicles is stated in the handover report; And
 - e. store operational service vehicles in the designated place.

- (3) If the official vehicle is lost as a result of error or negligence or deviation from the provisions, the official/person in charge who uses the official vehicle as the person in charge of the official vehicle will be subject to sanctions in accordance with the provisions of the statutory regulations.

Article 215

Security for the administration of official vehicles is carried out by collecting, recording, storing and administering in an orderly and orderly manner the following documents:

- a. proof of motor vehicle owner (BPKB);
- b. photocopy of vehicle registration certificate (STNK);
- c. Minutes of Handover (BAST);
- d. maintenance card;
- e. goods list data; And
- f. other relevant documents required.

Article 216

Legal safeguards for Official Vehicles include:

- a. processing all motor vehicle ownership documents, such as BPKB and STNK, including payment of Motor Vehicle Tax (PKB); And

- b. processing Compensation Claims imposed on parties responsible for the loss of motorized official vehicles.

Paragraph 4
Procedures for Security of State Houses

Article 217

- (1) Property Managers/Property Users/Proxy of Property Users are prohibited from abandoning the state house.
- (2) Physical security of state houses is carried out, including:
 - a. installation of stakes; and/or
 - b. installation of nameplates.
- (3) Installation of nameplates as intended in paragraph (2) letter b includes elements, including:
 - a. local government logo; And
 - b. name of local government.

Article 218

- (1) Each state house is provided with stakes made from materials that are not easily damaged, with length and height adjusted to local conditions.
- (2) Every state house has an ownership name plate installed local government.

Article 219

- (1) Physical security of regional property in the form of a state house is carried out by making a Minutes of Handover (BAST) of the state house.
- (2) Minutes of Handover (BAST) as intended in paragraph (1) are carried out by:
 - a. Property User/Proxy of Property User who administers a state house with state officials or certain office holders who use the state house of certain state officials or office holders;
 - b. Property User/Proxy of Property User who administers the state house with the Property Manager who uses the Property Manager's state house;
 - c. Property Manager with Property Users who use the Property User's country house;
 - d. Property Users with Property User Proxy who use the home of the Property User Authority; And
 - e. Property User/Proxy of Property User with the person in charge of the state house who is under the control of the Property User/Proxy of Property Manager.

- (3) The Minutes of Handover as referred to in paragraph (2) contain, among other things:
- a. statement of responsibility for the state house with information on the type of class, area, item code for the state house, and item code for the facilities/infrastructure of the state house in the event that the state house is equipped with facilities/infrastructure in it;
 - b. statement of responsibility for the country house with all the risks attached to the country house;
 - c. statement to return the state house after the term of the Occupancy Permit (SIP) expires or the term of office has ended to the Property User/Proxy of Property User;
 - d. Return of the state house which is handed back at the end of the term of office or the expiration of the Occupancy Permit (SIP) to the Property Manager/Property User/Proxy of Property User;
 - e. Return of facilities/infrastructure if the state house is equipped with facilities/infrastructure according to the Minutes of Handover (BAST) and handed back at the end of the term of office or the expiration of the Occupancy Permit (SIP) to the Property Manager/Property User/Proxy of Property User; And
 - f. The handover is stated again in the Minutes of Handover (BAST).

Article 220

- (1) The obligations of state house occupants include, among others:
- a. maintain the state house properly and responsibly, including carrying out minor repairs to the state house concerned; And
 - b. hand over the state house in good condition to the authorized official no later than 1 (one) month from the date of receipt of the decision to revoke the Occupancy Permit (SIP).
- (2) Residents of state houses are prohibited from:
- a. changing part or all of the shape of the house without written permission from the authorized official at the relevant PD;
 - b. using a state house is not in accordance with its function and purpose;
 - c. lending or renting a state house, either in part or in whole, to another party;
 - d. hand over the state house, either in part or in whole, to another party;
 - e. guarantee a state house or use a state house as collateral or part of debt coverage in any form; And

- f. occupying a state house in the same area for each husband/wife who has the status of a Civil Servant.

Article 221

- (1) Determination of the Use Status of regional property in the form of state houses is determined by the Regent.
- (2) The right to occupy a state house applies as stipulated in the Occupancy Permit (SIP), unless otherwise specified in the decision to revoke the Occupancy Permit (SIP).

Article 222

The classification of country houses is as follows:

- a. Group I;
- b. Group II; And
- c. Group III.

Article 223

- (1) Occupancy Permit (SIP) for class I state houses determined by the Property Manager.
- (2) The Occupancy Permit (SIP) for class II and class III state houses is determined by the Property User.
- (3) The Occupancy Permit (SIP) as intended in paragraph (3) and paragraph (4) must at least include:
 - a. Employee name/official name, Employee Identification Number (NIP), and position of prospective state house occupant;
 - b. validity period of occupancy;
 - c. a statement that the occupant is willing to fulfill the obligations attached to a state house.
 - d. issue revocation of Occupancy Permit (SIP) to residents, which is carried out:
 - 1. no later than 1 (one) month from the time of death, for residents who pass away;
 - 2. no later than 1 (one) month from the decision to dismiss, for residents who quit of their own accord or who are subject to a disciplinary penalty of dismissal;
 - 3. no later than 2 (two) weeks from the time the violation is proven, for residents who violate the prohibition on occupying the state house they live in; And
 - 4. no later than 6 (six) months before the retirement date, for residents who are entering retirement age.

Article 224

- (1) Class I state house occupants who no longer hold office must hand over their state house.
- (2) Occupants of class II and class III state houses no longer inhabit or occupy state houses because:
 - a. transferred (mutation);
 - b. the occupancy permit based on the Occupancy Permit (SIP) has expired;
 - c. quit of one's own accord;
 - d. quit due to retirement; or
 - e. dismissed honorably or dishonorably.

Article 225

- (1) Husbands/wives/children/other heirs of occupants of Class II state houses and Class III state houses who pass away are obliged to hand over the state house they occupied no later than 2 (two) months from the time of receipt of the decision to revoke the Occupancy Permit (SIP).).
- (2) Revocation of Occupancy Permit (SIP) for Class I state houses is carried out by the Property Manager.
- (3) Revocation of SIP for class II and class III state houses is carried out by the Property User administering the relevant state house with the approval of the Property Manager.

Article 226

- (1) If there is a dispute regarding the occupancy of a class I state house, class II state house and class III state house, then the Property Manager/ Property User concerned shall carry out a settlement and report the results of the settlement to the Regent.
- (2) In implementing dispute resolution as intended in paragraph (1), the person concerned may request assistance from the relevant PD/PD work unit.

Article 227

Security of the administration of regional property in the form of state houses is carried out by collecting, recording, storing and administering documents in an orderly and orderly manner, including:

- a. certificate or certificate of land rights;
- b. Occupancy Permit (SIP);
- c. the Regent's decision regarding the determination of the state house group I, group II or group III;

- d. building drawings/leggers ;
- e. goods list data; And
- f. decision to revoke the Occupancy Permit (SIP).

Paragraph 5
Procedures for Securing Regional Property
In the form of inventory items

Article 228

Physical security of inventory items is carried out, including:

- a. placing goods according to the frequency of expenditure of the type of goods;
- b. provide a fire extinguisher in the warehouse/storage area, if necessary;
- c. provide a place to store goods;
- d. protect the warehouse/storage area;
- e. add goods handling infrastructure in the warehouse, if necessary;
- f. periodically count physical inventory; And
- g. safeguard inventory.

Article 229

Security of administration of inventory items is carried out, including:

- a. inventory book;
- b. item card;
- c. Minutes of Handover (BAST);
- d. minutes of physical inspection of goods;
- e. Goods Distribution Order (SPPB);
- f. semi-annual/annual inventory reports of Goods Users/Authorized Goods Users;
- g. Other relevant supporting documents required.

Article 230

Legal security for inventory items is carried out by processing claims for compensation imposed on parties responsible for loss of inventory items due to negligence, in accordance with statutory provisions.

Paragraph 6
Procedures for securing regional property other than land,
Buildings and/or Structures, State Houses,
And Stock Items That Have
Handover Minutes Document

Article 231

Physical security of regional property in the form of other than land, buildings and/or structures, state houses, and inventory items which have handover documents is carried out by storing the goods in a designated place within the office environment.

Article 232

Administrative security of regional property in the form of other than land, buildings and/or structures, state houses, and inventory items that have a Handover Minutes document

Receive (BAST) is carried out, among other things:

- a. purchase invoice;
- b. Handover Minutes document (BAST);
- c. Other relevant supporting documents required.

Article 233

Legal safeguarding of regional property in the form of land, buildings and/or structures, state houses, and inventory items which have a Handover Minutes (BAST) document is carried out by processing Compensation Claims imposed on the parties responsible for the loss of goods in accordance with the provisions of the legislation.

Paragraph 7
Procedures for Securing Regional Property
In the form of intangible goods

Article 234

Physical security of regional property in the form of intangible goods is carried out by:

- a. limiting the provision of access codes to only certain parties authorized to operate an application; And
- b. add *security systems* to applications that are considered strategic by the local government.

Article 235

Security of administration of regional property in the form of goods intangible as intended in paragraph (1) through:

- a. collect, record, store and administer in an orderly and orderly manner the following documents:
 1. Minutes of Handover (BAST);
 2. license; And
 3. Other relevant supporting documents required.
- b. apply for copyright and license to the agency or party with authority.

Article 236

- (1) Proof of ownership of regional property must be stored in an orderly and safe manner.
- (2) Storage of proof of ownership of regional property carried out by the Property Manager.

Article 237

The Regent can determine insurance or coverage policies in order to safeguard certain regional property by considering the regional financial capacity.

The second part
Maintenance

Article 238

Property Managers, Property Users and Property Users' proxies are responsible for the maintenance of regional property under their control.

Paragraph 1
Procedures for Maintaining Regional Property

Article 239

- (1) Maintenance as intended in Article 237 guided by the list of maintenance needs for regional property.
- (2) The list of maintenance needs for regional property as intended in paragraph (1) is part of the list of needs for regional property.

Article 240

- (1) Authorized Property Users are required to make a List of Goods Maintenance Results within their authority.
- (2) The Property User's Authority reports the results of property maintenance as intended in paragraph (1) in writing to the Property User for periodic research every six months/per semester.
- (3) Property Users or appointed officials examine the report as intended in paragraph (2) and compile a list of the results of property maintenance carried out in 1 (one) Fiscal Year.
- (4) The list of property maintenance results prepared by property users or appointed officials as intended in paragraph (3) is material for evaluating the efficiency of maintaining regional property.
- (5) Research report as intended in paragraph (2) carried out against:
 - a. expenditure budget and realization of maintenance expenditure;
And
 - b. performance targets and realization of maintenance performance targets.
- (6) Property Users report/submit a List of Goods Maintenance Results to the Property Manager periodically.

Article 241

- (1) In the context of orderly maintenance of each type of goods belonging to the area, the maintenance/maintenance record card is carried out by the goods administrator/auxiliary goods administrator.
- (2) Maintenance/maintenance card as intended in paragraph (1) contains:
 - a. name of goods;
 - b. the specifications;
 - c. maintenance date;
 - d. type of work or maintenance;
 - e. goods or materials used;
 - f. maintenance cost;
 - g. the party carrying out the maintenance; And
 - h. anything else needed.

CHAPTER VIII
ASSESSMENT OF REGIONAL PROPERTY

Article 242

- (1) The assessment/appraisal committee carries out price estimates for regionally owned goods that have been removed from the list of regionally owned goods with follow-up sales.
- (2) The assessment/appraisal as intended in paragraph (1) is as follows:
 - a. Regional property in the form of buildings/demolition of buildings is guided by the applicable regulations for building appraisal.
 - b. Regional property in the form of motorized vehicles is guided by the applicable regulations for vehicle appraisal.
 - c. Regional property goods in the form of office and household equipment as well as scrap metal are guided by the price of used goods.
 - d. Regional property in the form of other fixed assets is guided by market prices at the time of appraisal/appraisal.

CHAPTER IX
TRANSFER OF REGIONAL GOODS

Part One
General Principles

Article 243

- (1) Regional property that is not needed for the implementation of regional government tasks can be transferred.
- (2) Forms of transfer of regional property include:
 - a. sale;
 - b. exchange;
 - c. grant; or
 - d. regional government capital participation.

The second part
Procedures for Selling Regional Property

Paragraph 1
Procedures for Selling Regionally Owned Goods to Property Managers

Article 244

The sale of regionally owned goods held by the Property Manager is carried out based on:

- a. Regent's Initiative; or
- b. Application of other parties.

Article 245

- (1) Sales of regionally owned goods to the Property Manager begin with making a sales plan which includes, among other things:
 - a. regional property data;
 - b. sales considerations; And
 - c. consideration of technical, economic and juridical aspects by the Property Manager.
- (2) The Property Manager submits a sales proposal to the Regent accompanied by a sales plan as intended in paragraph (1).

Article 246

- (1) The Regent conducts research on the sales proposal as intended in Article 245 paragraph (2).
- (2) In conducting research as intended in paragraph (1), the Regent forms a Team to conduct research.
- (3) Research as intended in paragraph (2) includes:
 - a. administrative data research; And
 - b. physical research.

Article 247

- (1) Administrative research as intended in Article 246 paragraph (3) letter a is carried out to examine:
 - a. status and proof of ownership, picture of the situation including land location, area, land acquisition value, and item identity data, for data on regional property in the form of land;
 - b. year of acquisition, type of construction, area, building acquisition value, book value, and item identity data, for data on regional property in the form of buildings; And
 - c. year of acquisition, quantity, acquisition value, book value, and item identity data, for regional property data in the form of other than land and/or buildings.
- (2) Physical research as intended in Article 246 paragraph (3) letter b is carried out by matching the physical items belonging to the region to be sold with administrative data as intended in paragraph (1).
- (3) The results of the research as intended in paragraphs (1) and (2) are outlined by the Team in the Research Minutes for further submission to the Regent via the Property Manager.

Article 248

- (1) Based on the Research Minutes as intended in Article 247 paragraph (3), the Regent, through the Property Manager, assigns an Appraiser to carry out an assessment of regional property to be sold.
- (2) The results of the assessment as intended in paragraph (1) are used as the basis for determining the sales limit value of regionally owned goods.

Article 249

- (1) The Property Manager submits an application for approval for the sale of regionally owned goods to the Regent.
- (2) If the sale of regionally owned goods as intended in paragraph (1) requires DPRD approval, the Regent must first submit an application for approval of the sale to the DPRD.
- (3) Submission of application for approval as intended in paragraph (2) is carried out against:
 - a. land and/or buildings;
 - b. other than land and/or buildings worth more than IDR 5,000,000,000 (five billion rupiah).
- (4) If the Regent's approval as referred to in paragraph (1) or DPRD approval as intended in paragraph (2) exceeds the time limit for the assessment results, then before the sale is carried out it must first reassessment is carried out.
- (5) If the results of the reassessment as intended in paragraph (4) are higher, or the same, or lower than the results of the previous assessment submitted to the DPRD as intended in paragraph (2), the Regent does not need to submit a new application for approval for the sale of regional property. to the DPRD.
- (6) The Regent reports the results of the reassessment as intended in paragraph (5) to the DPRD.

Article 250

- (1) The Regent determines regional property to be sold based on the results of the research as outlined in the Research Minutes as intended in Article 247 paragraph (3) and approval as intended in Article 249 paragraph (1) and paragraph (2).
- (2) The sales decision as intended in paragraph (1) contains at least:
 - a. data on regional goods to be sold;
 - b. acquisition value and/or book value of regional property;
And
 - c. sales limit value of regionally owned goods.

Article 251

- (1) If the decision to sell by the Regent as intended in Article 250 paragraph (1) is a sale of regionally owned goods carried out by auction, the Property Manager submits a request for the sale of regionally owned goods by auction to the State Property and Auction Services Office.
- (2) If the sales decision by the Regent as intended in Article 250 paragraph (1) is a sale of regionally owned goods carried out without an auction, the Property Manager shall sell regionally owned goods directly to prospective buyers.
- (3) The sale of regionally owned goods as intended in paragraph (1) and paragraph (2) shall be carried out by handing over the goods based on:
 - a. auction minutes, if regional property is sold carried out by auction; And
 - b. sale and purchase deed, if selling regionally owned goods carried out without an auction.

Article 252

- (1) The handover of goods as intended in Article 251 paragraph (3) is stated in the Minutes of Handover (BAST).
- (2) Based on the Minutes of Handover (BAST) as intended in paragraph (1), the Property Manager submits a proposal for the removal of regionally owned goods to the Regent.

Paragraph 2
Procedures for Selling Regional Property
On Item Users

Article 253

- (1) Sales of regionally owned goods to Property Users begin with preparing a sales application, including:
 - a. regional property data;
 - b. sales considerations; And
 - c. consideration of technical, economic and juridical aspects by the Goods User.
- (2) The Property User through the Property Manager submits a sales proposal as intended in paragraph (1) to the Regent.
- (3) Procedures for selling regionally owned goods to Property Managers as intended in Articles 246 to Article 252 apply mutatis and mutandis to procedures for selling regionally owned goods to Property Users.

Article 254

- (1) The handover of goods for sale of regionally owned goods to the Property User is stated in the Minutes of Handover (BAST).
- (2) Based on the Minutes of Handover as referred to in paragraph (1), the Property User submits a proposal for the removal of regionally owned goods to the Property Manager.

Paragraph 3

Procedures for Selling Official Vehicles to Individuals
State Officials, Former State Officials And
State Civil Service Employees (ASN)

Article 255

- (1) Conditions for individual official vehicles that can be sold without auction to state officials and former state officials are:
 - a. must be at least 4 (four) years old:
 1. starting from the date, month and year of acquisition, for acquisition in new condition; or
 2. counting the date, month and year of manufacture, for acquisitions other than those in number 1.
 - b. is no longer used for carrying out tasks.
- (2) The conditions for individual official vehicles that can be sold without auction to ASN employees are that they must be at least 5 (five) years old:
 - a. starting from the date, month and year of acquisition, for acquisition in new condition; or
 - b. starting from the date, month and year of manufacture, for acquisitions other than those stated in letter a.

Article 256

- (1) Individual official vehicles can be sold without going through auction to:
 - a. state officials;
 - b. former state official; or
 - c. ASN employees.
- (2) State officials as intended in paragraph (1) letter a, namely:
 - a. Regent; And
 - b. Vice-regent.

- (3) Former State Officials as intended in paragraph (1) letter b, namely:
 - a. Former Regent; And
 - b. Former Deputy Regent.
- (4) State Civil Apparatus (ASN) employees as referred to in paragraph (1) letter c are Middle High Leadership Positions.
- (5) The position of Middle High Leadership as referred to in paragraph (4) is Provincial Regional Secretary.

Article 257

- (1) Conditions for State Officials who can purchase individual official vehicles without going through an auction are:
 - a. has had a work period or service period of 4 (four) years or more consecutively, starting from the date of appointment as a State Official;
 - b. is not currently or has never been charged with a criminal offense that carries a minimum prison sentence of 5 (five) years.
- (2) Continuously as referred to in paragraph (1) letter a means continuously serving a term of office at the same agency or at a different agency.

Article 258

- (1) The State Official submits an application for the sale of an individual official vehicle in the last year of the State Official's term of office.
- (2) The last year of the State Official's term of office as referred to in paragraph (1) is the last year of the State Official's term of office in accordance with the provisions of statutory regulations.
- (3) Individual official vehicles sold without auction shall be a maximum of 1 (one) unit of vehicle for 1 (one) State Official, for each sale made.

Article 259

- (1) Former State Officials who can purchase official individual vehicles without going through an auction meet the following requirements:
 - a. has had a work period or service period of 4 (four) years or more consecutively, starting from the date of appointment as a State Official until the end of the term of office;
 - b. have never purchased an individual official vehicle without going through an auction while the person concerned was serving as a State Official;

c. is not currently or has never been charged with a criminal offense that carries a minimum prison sentence of 5 (five) years; And

d. not be dishonorably dismissed from his position.

(2) Continuously as referred to in paragraph (1) letter a means continuously serving a term of office at the same agency or at a different agency.

Article 260

(1) Individual official vehicles sold without auction to former State Officials are a maximum of 1 (one) unit of vehicle for 1 (one) former State Official, for each sale made.

(2) A former State Official submits an application for the sale of an individual official vehicle no later than 1 (one) year after the end of the term of office of the State Official concerned.

Article 261

(1) ASN employees who can purchase individual official vehicles without going through an auction meet the following requirements:

a. have had a period of service or service for 15 (fifteen) years or more consecutively, starting from the date of appointment as a civil servant;

b. has held a Middle High Leadership Position for a minimum of 5 (five) years; And

c. is not currently or has never been charged with a criminal offense that carries a minimum prison sentence of 5 (five) years.

(2) A term of office of at least 5 (five) years as intended in paragraph (1) letter b is a term of office either in the same agency or in a different agency as a Middle High Leadership Position.

Article 262

Property Users determine the selling price of individual official vehicles sold to former/State Officials
State Officials/ASN Employees which are carried out without going through an auction with the following conditions:

a. vehicles aged 4 (four) years to 7 (seven) years, the selling price is 40% (forty percent) of the fair value of the vehicle;

b. vehicles with an age of more than 7 (seven) years, the selling price is 20% (twenty percent) of the fair value of the vehicle.

Article 263

Payment for the sale of regional property in the form of individual official vehicles without auction is made by:

- a. lump sum payment, for State Officials/former Officials Country;
- b. payment in installments for a maximum of 2 (two) years, for ASN employees.

Article 264

Payments as intended in Article 262 are made through deposits into the Regional General Treasury account:

- a. no later than 1 (one) month from the effective date of the sales approval letter, for lump sum payment; And
- b. according to the mechanism stipulated in the agreement between the Property User and ASN employees, for installment payments.

Article 265

If payment for the sale of individual official vehicles as intended in Article 264 has not been paid in full, then:

- a. The vehicle still has status as property area;
- b. the vehicle is still used for official purposes;
- c. repair/maintenance costs are the responsibility of State Officials/former State Officials or ASN Employees; And
- d. The vehicle is prohibited from being transferred, rented, lent or guaranteed to other parties.

Article 266

- (1) State Officials and former Officials who do not comply requirements as intended in Article 263 letter a, Article 264 letter a, and Article 265, revoke the right to purchase individual official vehicles.
- (2) ASN employees who do not fulfill the provisions as intended in Article 263 letter b, Article 264 letter b, and Article 265 will have their right to purchase individual service vehicles revoked and the installments paid cannot be returned.
- (3) Individual service vehicles that are canceled from being purchased by State Officials/former State Officials as intended in paragraph (1), and by ASN Employees as intended in paragraph (2), are reused for carrying out their duties.

Article 267

- (1) The costs that have been incurred by the regional government for repairs to individual official vehicles that will be purchased within a period of 1 (one) year prior to the sale approval, are borne by the State Official or ASN Employee who purchases the individual official vehicle and must be paid in addition to the price sale as intended in Article 262.
- (2) The costs incurred by the regional government for repairs as intended in paragraph (1) are costs other than routine maintenance of individual official vehicles.

Article 268

- (1) State Officials or ASN Employees who have previously purchased an individual official vehicle, may purchase another 1 (one) unit of individual official vehicle without going through an auction after a period of 10 (ten) years from the first purchase.
- (2) The repurchase of individual official vehicles as intended in paragraph (1) can be carried out as long as the State Official is still active as a State Official on an ongoing basis.

Article 269

- (1) Sales of official individual vehicles that are sold without going through an auction as intended in Article 255, begins with the submission of a sales application by:
 - a. State Official, in the last year of the State Official's term of office;
 - b. Former State Official, no later than 1 (one) year after the end of the term of office of the State Official concerned;
 - c. ASN employees.
- (2) Submission of the application as intended in paragraph (1) submitted by:
 - a. State Officials to Property Users;
 - b. Former State Official to Regent; And
 - c. ASN employees to goods users.
- (3) Application Letter as intended in paragraph (2) includes, among other things:
 - a. personal data, in the form of name, position, address, and place/ date of birth; And
 - b. reason for requesting individual vehicle purchase service.

Article 270

- (1) Application Letter as intended in Article 269 paragraph (3) is accompanied by supporting documents.
- (2) Supporting documents as intended in paragraph (1) for State Officials/ former State Officials, include:
 - a. photocopy of appointment decision letter for State Officials or dismissal decision letter for former State Officials;
 - b. photocopy of identity card;
 - c. a statement letter stating that he has never purchased or has ever purchased an official individual vehicle without an auction after a period of 10 (ten) years since the first purchase for a State Official;
 - d. in the event that a State Official proposes to repurchase an official individual vehicle without an auction, attached is a photocopy of the decision letter of appointment as a State Official on an ongoing basis for a period of 10 (ten) years from the first purchase of the official individual vehicle as intended in letter c;
 - e. a statement letter stating that he had never purchased an official individual vehicle without going through an auction when the person concerned was a State Official for former State Officials;
And
 - f. a statement stating that he is not currently or has never been charged with a criminal offense with the threat of a prison sentence of at least 5 (five) years.
- (3) Supporting documents as intended in paragraph (1) for ASN employees, including:
 - a. photocopy of the decision letter of appointment as Provincial Regional Secretary;
 - b. photocopy of the decision letter for the appointment of Civil Servant Candidates;
 - c. photocopy of identity card;
 - d. a statement stating that he has never purchased or has ever purchased an individual official vehicle without an auction after a period of 10 years since the first purchase; And
 - e. a statement stating that he is not currently or has never been charged with a criminal offense with the threat of a prison sentence of at least 5 (five) years.

Article 271

- (1) Based on the Application Letter as intended in Article 269 paragraph (3), the Property User prepares a sales application, including:
 - a. administrative data on individual official vehicles; And

- b. explanation and considerations for vehicle sales service individuals without going through an auction.
- (2) In the event that the preparation of the sales application as intended in paragraph (1) has been completed, the Property User through the Property Manager submits a sales proposal to the Regent as the holder of authority to manage regional property accompanied by:
- a. photocopy of Motor Vehicle Ownership Book (BPKB);
 - b. photocopy of Vehicle Registration Certificate (STNK);
 - c. application letter and supporting documents as intended in Article 270 paragraph (2) and paragraph (3);
 - d. details of costs incurred by the regional government for repairs to individual official vehicles to be purchased within a period of 1 (one) year prior to the sales approval; And
 - e. a statement letter from the user of the goods that a replacement vehicle is available.
- (3) The Regent conducts research on the proposed sales application as intended in paragraph (2).
- (4) In conducting research as intended in paragraph (3), the Regent forms a Team to:
- a. carry out feasibility research on the reasons and considerations for requests for the sale of regional property;
 - b. carry out physical research, by matching the physical body of individual official vehicles to be sold with administrative data.
- (5) The results of the research as intended in paragraph (4) are stated in the minutes of the research results for further submission to the Regent via the Property Manager.
- (6) The Regent, through the Property Manager, assigns an Appraiser to carry out an assessment of individual official vehicles to be sold.
- (7) The results of the assessment as intended in paragraph (6) are used as the basis for determining the sales limit value of regionally owned goods.

Article 272

- (1) The Property Manager submits an application for sales approval based on the results of the research and assessment as intended in Article 271 paragraph (5) and paragraph (7) to the Regent within the limits of his authority.
- (2) If the Regent's approval as intended in paragraph (1) exceeds the time limit for the assessment results, then before the sale is carried out a re-assessment must first be carried out.

- (3) The Regent approves and determines individual official vehicles to be sold based on the results of research and assessment as intended in paragraph (1) and paragraph (2), containing at least:
- a. individual official vehicle data;
 - b. acquisition value;
 - c. book value;
 - d. selling price of individual official vehicles; And
 - e. details of the costs that have been incurred by the regional government for repairs to individual official vehicles that will be purchased within a period of 1 (one) year prior to the sales approval as intended in Article 267 paragraph (1) for State Officials and ASN employees.
- (4) In the event that the Regent does not approve the sale of individual official vehicles without going through the Regent's auction notify the applicant in writing via the Property Manager.
- (5) Based on the determination as intended in paragraph (3), the Property Manager sells individual official vehicles to State Officials/former State Officials.
- (6) Based on the determination as intended in paragraph (3), the Property User prepares an individual official vehicle sales agreement signed by the Regent with ASN employees.
- (7) The agreement as intended in paragraph (6) contains at least:
- a. ASN employee identity;
 - b. individual official vehicle data;
 - c. form of payment and term; And
 - d. rights and obligations of both parties.

Article 273

- (1) State officials make payments to the General Treasury Region, consisting of:
- a. purchase individual official vehicles according to the selling price of individual official vehicles as intended in Article 262; And
 - b. costs that have been incurred by the regional government for repairs to individual official vehicles that will be purchased within a period of 1 (one) year prior to the sales approval as intended in Article 270 paragraph (1).
- (2) Former State Officials make payments to the Regional General Treasury according to the selling price of individual official vehicles as intended in Article 262.

- (3) ASN employees make payments to the Regional General Treasury, consist of:
- a. purchase individual official vehicles according to the selling price of individual official vehicles as intended in Article 262; And
 - b. costs that have been incurred by the regional government for repairs to individual official vehicles that will be purchased within a period of 1 (one) year prior to the sales approval as intended in Article 267 paragraph (1).
- (4) Handover of goods is carried out after payment has been paid in full as evidenced by a certificate of full payment from the Property Manager/Property User.
- (5) Property Managers/Property Users submit proposals for the removal of regionally owned goods as a follow-up to the handover of goods as intended in paragraph (4).
- (6) Property Managers and Property Users supervise and control the sale and write-off of individual official vehicles in accordance with their respective duties, functions and authorities in accordance with the provisions of statutory regulations.
- (7) Individual official vehicles that are not sold using the mechanism as regulated in Article 262 and are not used for carrying out duties, can be sold at auction.

Article 274

The exchange is carried out by the goods manager after obtaining the Regent's approval in accordance with his authority.

Part Three Procedures for Exchanging Saerah's Goods

Paragraph 1 Procedures for Exchanging Regional Property In Goods Manager

Article 275

- (1) The exchange of regional goods belonging to the Property Manager is carried out based on:
- a. the need for the Goods Manager to carry out exchanges; or
 - b. Exchange request from:
 1. Central Government;
 2. Other Regional Governments;
 3. State/Regional Owned Enterprises or other government-owned legal entities owned by the state;

- 4. Village Government; or
- 5. Private.

(2) Private sector as referred to in paragraph (1) letter b number 5 is a private party, whether in the form of a legal entity or individual.

Article 276

(1) The implementation of an exchange of regionally owned goods based on the needs of the property manager as intended in Article 275 letter a, begins with the formation of a Team by the Regent to conduct research regarding the possibility of carrying out an exchange based on considerations.

- a. to meet needs operational
government administration;
- b. to optimize regional property; And
- c. there are no funds available in the APBD.

(2) The exchange as intended in paragraph (1) is carried out if the regional government cannot provide replacement land and/or buildings.

(3) Apart from the consideration as intended in paragraph (1), exchange can be carried out:

- b. if regional property in the form of land and/or buildings is no longer in accordance with regional spatial planning or city planning;
- c. to unite regional goods that are scattered;
- d. in the context of implementing central government/regional government strategic plans;
- e. to obtain/provide road access, if the object of exchange is regionally owned goods in the form of land and/or buildings; and/or
- f. has fallen behind in technology according to needs, conditions or provisions of laws and regulations, if the object of exchange is regional property other than land and/or buildings.

(4) Research as intended in paragraph (1) includes:

- a. research into the feasibility of exchange, both from technical, economic and juridical aspects;
- b. administrative data research; And
- c. physical research.

- (5) Administrative research as intended in paragraph (2) letter b is carried out to research:
- a. usage status and proof of ownership, picture of the situation including land location, area, designation, item code, register code, item name and acquisition value, for data on regional property in the form of land;
 - b. year of manufacture, item code, register code, item name, building construction, area, ownership status, location, acquisition value and book value, for data on regional property in the form of buildings;
 - c. year of acquisition, item code, register code, name of item, quantity, acquisition value, book value, condition of item, and proof of vehicle ownership for data on regional property in the form of land and/or buildings.
- (6) Physical research as intended in paragraph (2) letter c is carried out by matching the physical items belonging to the region to be exchanged with administrative data as intended in paragraph (3).
- (7) Research results as intended in paragraphs (3) and (4) stated in the research minutes.
- (8) The team submits minutes of research results as intended in paragraph (5) to the Regent for the determination of regional property as objects of exchange.

Article 277

- (1) Based on the determination as intended in Article 276 paragraph (6), the Property Manager shall prepare detailed plans for replacement goods as follows:
- a. Land includes the area and location for which it is intended in accordance with regional spatial planning;
 - b. buildings include: type, area and construction of buildings as well as supporting facilities and infrastructure;
 - c. other than land and buildings, it includes the quantity, type of goods, condition of goods and specifications of goods.
- (2) Property Managers carry out an assessment of regional property in the form of land and/or buildings in the context of utilization or transfer carried out by:
- a. Government Appraiser; or
 - b. Public Appraiser appointed by the Regent.
- (3) Public Appraisers, as referred to in paragraph (2) letter b, are Appraisers other than Government Appraisers who have an Appraisal practice permit and are members of an Appraiser association recognized by the government.
- (4) The assessment of regional property as intended in paragraph (2) is carried out to obtain a fair value in accordance with the provisions of statutory regulations.

- (5) The fair value as intended in paragraph (4) obtained from the appraisal results is the responsibility of the Appraiser.
- (6) The assessment of regional property other than land and/or buildings in the context of transfer utilization is carried out by a team appointed or by the Regent and may involve an appraiser appointed by the Regent.
- (7) The team as intended in paragraph (6) is a price estimation committee whose elements consist of the relevant PD/Work Unit.
- (8) The appraiser as intended in paragraph (6) is an appraiser Government or Public Appraiser.
- (9) The assessment of regional property as intended in paragraph (6) is carried out to obtain a fair value in accordance with the provisions of statutory regulations.
- (10) If the assessment as intended in paragraph (9) is carried out by the Property User without involving an Appraiser, then the results of the assessment of regional property are only an estimated value.
- (11) The results of the assessment of regional property as intended in paragraph (7) are determined by the Regent.

Article 278

- (1) Based on the results of the assessment as intended in Article 277 paragraph (3), the Regent determines the exchange partner.
- (2) The Regent issues the minimum exchange decision load:
 - a. exchange partners;
 - b. goods belonging to the area to be released;
 - c. the fair value of regional property to be released which is still valid on the date the decision is issued; And
 - d. details of plans for replacement goods.
- (3) The Property Manager submits a request for approval exchange with the Regent.
- (4) In the event that an exchange requires DPRD approval, the Regent must first submit a request for exchange approval to the DPRD.
- (5) Based on the exchange agreement letter as intended in paragraph (3) and paragraph (4), the Regent and the exchange partner sign the exchange agreement.

- (6) After signing the exchange agreement as intended in paragraph (5), the exchange partner shall carry out:
 - a. construction work/procurement of replacement goods in accordance with the exchange agreement, for exchange of regional property in the form of land and/or buildings.
 - b. the work of carrying out the work of procuring replacement goods in accordance with the exchange agreement including completing the necessary administrative documents, exchanging regional property in the form of land and/or buildings.

Article 279

- (1) The Regent forms a Team to monitor the implementation of the procurement/development of replacement goods based on supervisory consultant reports and field research.
- (2) Before handing over the relinquished regional property, the Property Manager shall carry out an assessment as intended in Article 277 of the suitability of the replacement goods as stated in the exchange agreement.
- (3) In the event that the results of the assessment as referred to in paragraph (2) show that there is a discrepancy in the specifications and/or quantity of replacement goods with the exchange agreement, the exchange partner is obliged to complete/repair the discrepancy.
- (4) In the event that the exchange partner's obligation to complete/repair as intended in paragraph (3) cannot be fulfilled, the exchange partner is obliged to deposit the difference in value of regionally owned goods and replacement goods into the Regional General Treasury account.
- (5) The Regent forms a Team to research the completeness of documents for replacement goods, including proof of ownership, as well as preparing a Minutes of Handover (BAST) to be signed by the Goods Manager and exchange partner.

Article 280

- (1) Based on the exchange agreement as intended in Article 278 paragraph (5) the Property Manager shall hand over the goods, which is stated in the Minutes of Handover (BAST).

- (2) Based on the Minutes of Handover (BAST) as referred to in paragraph (1), the Property Manager submits a proposal for the removal of regionally owned goods that are released from the Manager's list of goods to the Regent and the Property Manager records and submits an application for determining the use status of the replacement goods as goods belongs to the region.

Article 281

- (1) The implementation of the exchange of regionally owned goods based on a request from the party as intended in Article 275 letter b, begins with submitting a written request to the Regent.
- (2) The application as intended in paragraph (1) is accompanied by supporting data in the form of:
- a. details of allocation;
 - b. type/specification;
 - c. location/technical data;
 - d. estimated value of replacement goods; And
 - e. anything else needed.
- (3) Implementation of exchange of regionally owned goods based on the needs of the Property Manager as intended in Article 276 to Article 280 applies mutatis mutandis to the implementation of the exchange regionally owned goods based on requests from parties as intended in Article 277 paragraph (4).

Paragraph 2

Procedures for Implementing an Exchange

On Item Users

Article 282

- (1) The Property User submits a request for approval exchange with the Regent through the Property Manager, accompanied by:
- a. explanation/exchange considerations;
 - b. statement letter regarding the need for an exchange signed by the Goods User;
 - c. Regional regulations regarding regional spatial planning or city planning;
 - d. administrative data on regional property released; And
 - e. details of plans for replacement goods requirements.

- (2) Administrative data on regional property that is released as intended in paragraph (1) letter d, including:
- a. usage status and proof of ownership, picture of the situation including land location, area, item code, register code, item name and acquisition value, for regional property in the form of land;
 - b. year of manufacture, item code, register code, item name, building construction, area, ownership status, acquisition value and book value, for regional property in the form of buildings;
 - c. year of acquisition, item code, register code, name of item, quantity, acquisition value, book value, condition of item, and proof of vehicle ownership, for regional property in the form of land and/or buildings.
- (3) Details of plans for replacement goods requirements as follows referred to in paragraph (1) letter e, includes:
- a. area and location whose designation is in accordance with regional spatial planning, for regional property in the form of land;
 - b. type, area and building construction plans, as well as supporting facilities and infrastructure, for regional property in the form of buildings; and/or
 - c. quantity, type of goods, condition of goods and specifications of goods for regionally owned goods other than land and/or buildings.
- (4) Implementation of exchange of regionally owned goods with the Property Manager as intended in Article 277 up to Article 281 paragraph (1) applies mutatis mutandis to the exchange of regionally owned goods with Property Users.
- (5) Based on the Minutes of Handover (BAST), the Property User submits a proposal to delete regionally owned goods that are released from the User's Property List to the Property Manager and the Property User records and submits an application for determining the use status of the replacement goods as regionally owned goods.

Paragraph 3
Handover Agreement and Minutes

Article 283

- (1) The exchange is stated in the agreement.
- (2) The agreement must at least contain:
- a. party identity;
 - b. type and value of regional property;
 - c. specifications of replacement goods;
 - d. clause that the ownership documents for replacement goods are in the name of the regional government;
 - e. the period of delivery of the exchange object;

- f. rights and obligations of the parties;
 - g. provisions in the event of *force majeure*;
 - h. penalty; And
 - i. dispute resolution.
- (3) The exchange agreement is signed by the exchange partner with the Regent.

Article 284

- (1) The handover of regional property and replacement goods is stated in the Minutes of Handover (BAST) as intended in Article 281 paragraph (1).
- (2) The Minutes of Handover (BAST) as intended in paragraph (1) are signed by the exchange partner and the Goods Manager.
- (3) The signing of the Minutes as intended in paragraph (2) shall be carried out no later than 1 (one) month after the date of signing the exchange agreement for replacement goods which are ready to be used on the date the exchange agreement is signed.
- (4) The signing of the Minutes as intended in paragraph (2) shall be carried out no later than 2 (two) years after the date of signing the exchange agreement for replacement goods which are not ready for use on the date the exchange agreement is signed.
- (5) Signing of the Minutes of Handover (BAST) can only be carried out if the exchange partner has fulfilled all the provisions and all clauses stated in the exchange agreement.

Article 285

The Regent has the authority to cancel the Swap Agreement unilaterally if the Minutes of Handover (BAST) are not signed by the time limit as intended in Article 284 paragraph (3) and paragraph (4).

Part Four

Procedures for Granting Regional Property

Paragraph 1

Procedures for Granting Regional Property to Property Managers

Article 286

- (1) Implementation of grants of regional property located in Goods Management is carried out based on:
- a. Regent's initiative; or
 - b. application from the party who can receive the Grant.

- (2) Parties who can receive grants as intended in paragraph (1) letter b are:
- a. social institutions, cultural institutions, religious institutions, humanitarian institutions, or non-commercial educational institutions based on the deed of establishment, articles of association/bylaws, or a written statement from a competent technical agency that the institution concerned is the institution in question;
 - b. Central government;
 - c. other local governments;
 - d. village government;
 - e. individuals or communities affected by natural disasters with low income community (MBR) criteria in accordance with statutory provisions;
or
 - f. other parties in accordance with statutory provisions.
- (3) Providing grants to village governments as intended in paragraph (2) letter d is carried out in the event that:
- a. Ownership of local-scale regional property in the village can be donated to the village; b. Village property that has been taken from the village by the district/city government is returned to the village, except for those that have been used for public facilities.

Article 287

- (1) Implementation of grants of regional property to Property Managers based on the Regent's initiative as intended in Article 286 letter a, begins with formation of a team by the Regent to conduct research.
- (2) Research as intended in paragraph (1) includes:
- a. administrative data research; And
 - b. physical research.
- (3) Administrative data research as referred to in paragraph (2) letter a is carried out to examine:
- a. status and proof of ownership, picture of the situation including land location, area, item code, register code, item name, acquisition value, and designation, for data on regional property in the form of land;
 - b. year of manufacture, construction, area, item code, register code, item name, acquisition value, book value, and ownership status for regional property data in the form of buildings;

- c. year of acquisition, technical specifications/identity, proof ownership, item code, register code, item name, acquisition value, book value, and amount for regional property data in the form of land and/or buildings; And
 - d. data on potential grant recipients.
- (4) In conducting research on data on potential grant recipients as intended in paragraph (3) letter d, the Team can provide clarification to the authorized and competent agencies regarding the suitability of data on potential grant recipients.
 - (5) Physical research as referred to in paragraph (2) letter b is carried out by matching the physical items belonging to the region to be donated with administrative data as intended in paragraph (3).
 - (6) The results of the research as intended in paragraph (3), paragraph (4) and paragraph (5) are stated in the research minutes.
 - (7) The team submits minutes of research results to the Regent to determine regional property as the object of the grant.
 - (8) In the event that based on the research minutes as intended in paragraph (7) the Grant can be implemented, the Regent through the Property Manager, request a statement of willingness to accept grants from potential grant recipients.

Article 288

- (1) The Property Manager submits a request for approval grant to the Regent.
- (2) In the event that a grant requires approval from the DPRD, the Regent First submit an application for grant approval to the DPRD.
- (3) If the grant application is approved by the Regent as intended in paragraph (1) or approved by DPRD as intended in paragraph (2), Regent determine grant implementation decisions, which at least contain:
 - a. grant recipients;
 - b. grant object;
 - c. acquisition value and book value of goods subject to depreciation, for land and/or buildings;
 - d. acquisition value and book value of goods subject to depreciation, for other than land and/or buildings; And
 - e. grant allocation.

Article 289

- (1) Based on the decision to implement the Grant as intended in Article 298 paragraph (3), the Regent and the grant recipient sign the grant text.
- (2) The grant text as intended in paragraph (1) contains at least:
 - a. identity of the parties;
 - b. the type and value of the goods being donated;
 - c. purpose and allocation of grants;
 - d. rights and obligations of the parties;
 - e. clause transferring responsibilities and obligations to the grantee; And
 - f. dispute resolution.
- (3) Based on the grant text as intended in paragraph (2), the Property Manager hands over regional property to the grant recipient as outlined in the Minutes of Handover (BAST).
- (4) Based on the Minutes of Handover (BAST) as intended in paragraph (3), the Property Manager submits a proposal to write off regional property that has been donated.

Article 290

- (1) Implementation of grants of regional property to property managers based on requests from parties who can receive grants as intended in Article 285 letter b, begins with the submission of the application by the applicant to the Regent.
- (2) The application as intended in paragraph (1) contains:
 - a. applicant data;
 - b. reason for request;
 - c. grant allocation;
 - d. type/specification/name of goods belonging to the area requested to be granted;
 - e. number/area/volume of goods belonging to the area in question ask for a grant;
 - f. location/technical data; And
 - g. letter of statement of willingness to accept the grant.

Article 291

- (1) Based on the application as intended in Article 290 paragraph (1), the Regent forms a Team to conduct research.

- (2) Procedures for research up to the handover of grant implementation based on the Regent's initiative as intended in Article 287 to Article 289 apply mutatis mutandis to research procedures up to the handover of grant implementation based on the request of the applicant as stated in referred to in Article 290.
- (3) If the grant application is not approved, the Regent, through the Property Manager, notifies the party applying for the grant, including the reasons.

Paragraph 2
Procedures for Implementing Regional Property Grants
On Item Users

Article 292

- (1) Implementation of grants of regional property to Property Users begins with the formation of an Internal Team at PD by Goods Users to conduct research.
- (2) Research as intended in paragraph (1) includes:
- a. administrative data research; And
 - b. physical research.
- (3) Administrative data research as referred to in paragraph (2) letter a is carried out to examine:
- a. status and proof of ownership, picture of the situation including land location, area, item code, register code, item name, acquisition value, and designation, for data on regional property in the form of land;
 - b. year of manufacture, construction, area, item code, register code, item name, acquisition value, book value, and ownership status for regional property data in the form of buildings;
 - c. year of acquisition, technical specifications/identity, proof of ownership, item code, register code, name of item, acquisition value, book value, and amount for data on regional property in the form of land and/or buildings; And
 - d. data on potential grant recipients.
- (4) Physical research as referred to in paragraph (2) letter b is carried out by matching the physical items belonging to the region to be donated with administrative data as intended in paragraph (3).
- (5) The results of the research as intended in paragraph (3) and paragraph (4) are stated in the research report and then submitted by the Team to the Property User.

- (6) Based on the minutes of research results as intended in paragraph (5), the Property User submits a grant application to the Property Manager containing:
- a. data on potential grant recipients;
 - b. reasons for granting;
 - c. data and documents on land and/or buildings;
 - d. grant allocation;
 - e. year of acquisition;
 - f. status and proof of ownership;
 - g. acquisition value;
 - h. type/specification of regional property requested to be donated;
And
 - i. location.
- (7) Submission of the application letter as intended in paragraph (6) is accompanied by a statement of willingness to receive the grant.

Article 293

Procedures for researching regional property to be donated which are in the hands of the Property Manager as intended in Article 287 apply mutatis mutandis to procedures for research on applications submitted by Property Users to the Property Manager as intended in Article 292.

Article 294

- (1) The Property Manager submits a request for approval grant to the Regent.
- (2) In the event that a grant requires approval from the DPRD, the Regent First submit an application for grant approval to the DPRD.
- (3) If the Grant application is approved by the Regent as intended in paragraph (1) or approved by the DPRD as intended in paragraph (2) the Regent determines the implementation of the grant, which at least includes:
 - a. grant recipients;
 - b. grant object;
 - c. acquisition value and book value of goods subject to depreciation, for land and/or buildings;
 - d. acquisition value and book value of goods subject to depreciation, for other than land and/or buildings; And
 - e. grant allocation.

- (4) If the Grant application is not approved, the Governor/Regent/Mayor through the Property Manager issues a rejection letter to the Property User who submitted the application accompanied by the reasons.
- (5) Based on the determination of the implementation of the Grant as intended in paragraph (3), the Property Manager and the grant recipient sign the grant text.
- (6) The grant text as intended in paragraph (5) contains at least:
 - a. identity of the parties;
 - b. the type and value of the goods being donated;
 - c. purpose and allocation of grants;
 - d. rights and obligations of the parties;
 - e. clause transferring responsibilities and obligations to the grantee;
And
 - f. dispute resolution.
- (7) Based on the grant text as intended in paragraph (5), the Property Manager will hand over regional property to the grant recipient as outlined in the Minutes of Handover (BAST).
- (8) Based on the Minutes of Handover (BAST) as intended in paragraph (7), the Property User submits a proposal for the removal of regional property that has been donated.

Article 295

Implementation of grants of regional property in the form of land and/or buildings and other than land and/or buildings whose procurement is planned to be donated from the start follows the provisions of statutory regulations.

Part Five Procedures for Regional Government Capital Inclusion On Regional Property

Paragraph 1 Procedures for Regional Government Capital Inclusion On Regional Property to the Property Manager

Article 296

- (1) The Property Manager carries out the assessment by assigning:
 - a. Appraiser as intended in Article 277, for land and/or buildings that will be used as objects of capital participation;
 - b. The team is appointed by the Regent and may involve an Appraiser as intended in Article 277, for other than land and/or buildings that will be used as objects of capital participation.

- (2) The Property Manager conveys the results of the assessment to Regent.
- (3) The Regent forms a Team to conduct research to:
 - a. results of investment feasibility analysis carried out in accordance with statutory provisions;
 - b. administrative data, including: year of acquisition, technical specifications/identity, proof of ownership, item code, register code, item name, and acquisition value or book value;
 - c. suitability of regional government capital investment objectives.
- (4) The team conducts a joint study with potential recipients of regional government capital participation and/or related PD, which is stated in the study results document.
- (5) If based on the results of the study as intended in paragraph (4), regional government capital participation is feasible, then the prospective recipient of regional government capital participation submits a statement of willingness to accept regional government capital participation originating from regionally owned goods.
- (6) The team submits the study results documents as intended in paragraph (4) and a statement of willingness to accept regional government capital participation as intended in paragraph (5) to the Regent.

Article 297

- (1) The Property Manager submits an application for approval of regional government capital participation to the Regent.
- (2) In the event that regional government capital participation requires DPRD approval, the Regent must first submit a request for approval to the DPRD.
- (3) If the application is not approved by the Regent as intended in paragraph (1) or not approved by the DPRD as intended in paragraph (2), the Regent through the Property Manager notifying potential recipients of capital participation accompanied by reasons.
- (4) If the application for regional government capital participation in regionally owned goods is approved by the Regent as intended in paragraph (1) or approved by the DPRD as intended in paragraph (2), the Regent shall determine the decision on regionally owned goods to be included as capital participation.
- (5) The Property Manager prepares a draft Regional Regulation concerning regional government capital participation by involving the relevant PD.
- (6) The Draft Regional Regulation concerning regional government capital participation as referred to in paragraph (5) is submitted to the DPRD for joint discussion and is subsequently stipulated as a Regional Regulation concerning capital participation.

Article 298

- (1) Based on Regional Regulations concerning Regional Government Capital Inclusion as intended in Article 298 paragraph (6), Property Managers carry out regional government capital participation guided by the Regent's decision as intended in Article 298 paragraph (4).
- (2) Based on regional regulations and Regent's decisions as referred to in paragraph (1), the Property Manager carries out a handover with the recipient of Regional Government Capital Participation as outlined in the Minutes of Handover (BAST).

Article 299

Based on the Minutes of Handover as intended in Article 298 paragraph (2), the Property Manager submits a proposal elimination of regional property that has been used as regional government capital participation.

Paragraph 2

Procedures for Regional Government Capital Inclusion
On Regional Property to Property Users

Article 300

- (1) The participation of regional government capital which from the beginning of the procurement is planned to be used as regional government capital participation, shall be the User Goods through the Goods Manager submit a proposal to The Regent is accompanied by considerations and complete data in the form of:
 - a. administrative data, including:
 1. document planning and/or document budget;
 2. realization value of budget implementation; And
 3. decision to determine use status.
 - b. documents resulting from investment feasibility analysis regarding capital participation in accordance with statutory provisions.
- (2) Inclusion of regional government capital directed at optimizing regional property, then the proposal is submitted by Property Users through Property Managers to the Regent accompanied by consideration and completeness of data in the form of:
 - a. administrative data, including year of acquisition, technical specifications/identity, proof of ownership, item code, register code, item name, and acquisition value or book value;
 - b. document of investment feasibility analysis results regarding capital participation in accordance with statutory provisions.

- (3) Procedures for regional government capital participation regarding the appraisal up to the handover of goods included as regional government capital participation are in the hands of the Property Manager as intended in Article 296 to Article 298 apply mutatis mutandis to the appraisal up to the handover of the goods to be included as local government capital participation that rests with the user of the goods.

Article 301

Based on the Minutes of Handover (BAST), property users submit proposals for the removal of regionally owned goods which has been used as regional government capital participation.

CHAPTER X

DESTRUCTION OF REGIONAL PROPERTY

Part One General

Article 302

Destruction of regional property is carried out by:

- a. Goods User; or
- b. Goods management.

The second part Procedures for Destruction of Goods Users

Article 303

- (1) The Property User submits an application for the destruction of regional property to the Regent.
- (2) The application as intended in paragraph (1) must contain at least:
 - a. considerations and reasons for extermination; And
 - b. data on goods belonging to areas proposed for destruction.
- (3) Data on regional property as referred to in paragraph (2) letter b includes, among other things:
 - a. item code;
 - b. register code;
 - c. name of goods;
 - d. year of acquisition;
 - e. item specification;
 - f. condition of goods;
 - g. the amount of goods;
 - h. proof of ownership for regional property which must be accompanied by proof of ownership;
 - i. acquisition value; And
 - j. book value for regional property that can be depreciated.

- (4) Submission of the application as intended in paragraph (1) accompanied by supporting documents in the form of:
- a. statement letter from the Property User/Proxy of Property User which at least contains:
 1. identity of the Property User/Proxy of Property User;
And
 2. a statement that regional property cannot be used, cannot be utilized, and/or cannot be transferred or for other reasons in accordance with the provisions of statutory regulations.
 - b. photocopy of proof of ownership, for regionally owned goods which must be accompanied by proof of ownership;
 - c. goods identity card, for regionally owned goods which must be equipped with a goods identity card; And
 - d. photos of items belonging to the area where destruction is proposed.

Article 304

- (1) The Property Manager conducts research on the application for the Destruction proposal as intended in Article 303.
- (2) Research as intended in paragraph (1) includes:
 - a. research into the feasibility of consideration and reasons for requests for the destruction of regional property;
 - b. administrative data research; And
 - c. physical research.
- (3) Administrative data research as intended in paragraph (2) letter b is carried out to examine, among other things:
 - a. item code;
 - b. register code;
 - c. name of goods;
 - d. year of acquisition;
 - e. item specification;
 - f. condition of goods;
 - g. the amount of goods;
 - h. proof of ownership for regional property which must be accompanied by proof of ownership;
 - i. acquisition value; and/or
 - j. book value, for regional property that can be depreciated.
- (4) Physical research as intended in paragraph (2) letter c is carried out by matching the physical items belonging to the region to be destroyed with administrative data as intended in paragraph (3).

- (5) Property Manager submit the results of the research as intended in paragraph (2) to the Regent as material for consideration of approval for the destruction of regional property.

Article 305

- (1) If the request for the destruction of regional property is not approved, the Regent notifies the Property User through the Property Manager who submitted the request accompanied by reasons.
- (2) If the request for the destruction of regional property is approved, the Regent issues a letter of approval for the destruction of regional property.
- (3) The approval letter for the destruction of regional property as intended in paragraph (2) must at least contain:
- a. data on regional property approved for destruction, which at least includes item code, register code, name of item, year of acquisition, item specifications, condition of item, number of items, acquisition value, and book value for regional property that can be depreciated; And
 - b. Property User's obligation to report the implementation of destruction to the Regent.

Article 306

- (1) Based on the approval letter for the destruction of regionally owned goods as intended in Article 306 paragraph (2), the Property User shall destroy regionally owned goods.
- (2) The implementation of the destruction as intended in paragraph (1) is stated in the Minutes of Destruction and carried out no later than 1 (one) month from the date of issuance of the letter of approval for the destruction of regional property by the Regent as intended in Article 306 paragraph (2).
- (3) Based on the Minutes of Destruction as intended in paragraph (2), Property Users submit proposals for the elimination of regionally owned goods.

Part Three

Procedures for Destruction for Property Managers

Article 307

- (1) Submission of an application for the destruction of regional property carried out by the Property Manager to the Regent.
- (2) The material content of the destruction request letter to the Property User and the completeness of the supporting documents as intended in Article 303 paragraph (2), paragraph (3) and paragraph (4) apply mutatis mutandis to the material content of the destruction request letter and the completeness of the supporting documents to the Manager. Goods.

Article 308

- (1) The Regent conducts research on the application for extermination proposals as intended in Article 307.
- (2) Procedures for research on applications for the destruction of regionally owned goods on Property Users as intended in Article 304 paragraph (2), paragraph (3) and paragraph (4) apply mutatis mutandis to procedures for research on applications for the destruction of regionally owned goods on Managers Goods.
- (3) If the request for the destruction of regional property is not approved, the Regent shall notify the Property Manager along with the reasons.
- (4) If the request for the destruction of regional property is approved, the Regent issues a letter of approval for the destruction of regional property.
- (5) The approval letter for the destruction of regional property as intended in paragraph (4) must at least contain:
 - a. data on regional property approved for destruction, which at least includes item code, register code, name of item, year of acquisition, item specifications, condition of item, number of items, acquisition value, and book value for regional property that can be depreciated; And
 - b. Property Manager's obligation to report the implementation of destruction to the Regent.

Article 309

- (1) Based on the approval for the destruction of regionally owned goods as intended in Article 307 paragraph (4), the Property Manager shall destroy regionally owned goods.
- (2) Implementation of the destruction as referred to in paragraph (1) is stated in the minutes of destruction and implemented no later than 1 (one) month from the date of approval for the destruction of regional property from the Regent.
- (3) Based on the minutes of destruction as intended in paragraph (2), the Property Manager submits a proposal for the elimination of regional property.

CHAPTER XI

REMOVAL OF REGIONAL PROPERTY

Part One
General Principles

Article 310

Removal of regional property includes:

- a. deletion from the List of User Items and/or List of User Authorized Items;
- b. deletion from the Manager's Goods List; And
- c. removal from the Regional Property List.

The second part
Implementation of Removal of Regional Property
On Goods Users and/or Proxy of Goods Users

Article 311

- (1) Deletion due to delivery of regionally owned goods to the Regent carried out by the Property User/Proxy of Property User.
- (2) The write-off as intended in paragraph (1) is carried out after the Property Manager issues a decision to write off regional property.
- (3) The decision as referred to in paragraph (2) shall be issued by the Property Manager no later than 1 (one) month from the date of Handover Minutes (BAST) of submission to the Regent.
- (4) Property Users report the removal of regionally owned goods as intended in paragraph (1) to the Regent, by attaching:
 - a. deletion decision; And
 - b. Minutes of Handover (BAST) handed over to Regent.
- (5) Based on the decision to write off as intended in paragraph (3), the Property Manager shall make adjustments to the recording of regionally owned goods in the register of regionally owned goods.

Article 312

- (1) Changes to the List of User Property and/or List of Property User Proxy as a result of handing over regional property to the Regent must be included in the Semester Report and Annual Report of Property User and/or Property User Proxy.
- (2) Changes to the Regional Property List as a result of the transfer of regional property from the Property User to the Regent must be included in the semester report and annual report.

Article 313

- (1) Deletion due to the transfer of the status of use of regionally owned goods to another Property User is carried out by the Property User/Proxy of Property User.
- (2) The write-off as intended in paragraph (1) is carried out after the Property Manager issues a decision to write off regional property.

- (3) The decision to write off regionally owned goods as intended in paragraph (2) shall be issued no later than 1 (one) month by the Property Manager from the date of the Minutes of Handover (BAST) of the transfer of the use status of regionally owned goods.
- (4) Property Users submit a write-off report to the Regent by attaching:
 - a. deletion decision; And
 - b. Minutes of Handover (BAST) of status transfer use of regional property.
- (5) Based on the decision to write off as intended in paragraph (3), the Property Manager shall make adjustments to the recording of regionally owned goods in the register of regionally owned goods.

Article 314

- (1) Changes to the List of User Property and/or List of User Authorized Property as a result of the transfer of use status of regionally owned property must be included in the semi-annual report and annual report of Property User and/or Property User Authorized Person.
- (2) Changes to the list of regionally owned goods as a result of the transfer of the use status of regionally owned goods must be included in the half-yearly regionally owned property report and the annual report.

Article 315

- (1) Removal due to the transfer of regionally owned goods is carried out by the Property User/Proxy of Property User.
- (2) The write-off as intended in paragraph (1) is carried out after the Property Manager issues a decision to write off regional property.
- (3) The decision as referred to in paragraph (2) is issued no later than 1 (one) month by the Property Manager from the date of the Minutes of Handover (BAST).
- (4) The decision to write off regionally owned goods due to the transfer of regionally owned goods is conveyed to the Property User accompanied by:
 - a. Auction Minutes and Minutes of Handover (BAST), in the event that the transfer is carried out in the form of an auction sale;
 - b. Minutes of Handover (BAST), in the event that the transfer is carried out in the form of sale without auction, exchange, and regional government capital participation; And
 - c. Handover Minutes and grant manuscripts, in the event that the transfer is carried out in the form of a grant.

- (5) Property Users submit the write-off report as intended in paragraph (4) to the Regent by attaching:
 - a. Deletion Decision; And
 - b. Handover Minutes, Auction Minutes, and Manuscripts Grant.
- (6) Based on the decision to delete as intended in paragraph (3), the Property Manager deletes regionally owned goods from the List of Regionally Owned Goods.

Article 316

- (1) Changes to the List of User Goods and/or List of User Authorized Goods as a result of deletion due to transfer must be included in the User's goods report/semi-annual and annual User Authorized goods report of the Goods User and/or Proxy of Property User.
- (2) Changes to the List of Regional Property as a result of the elimination of alienation must be ~~included~~ ^{reported} in the semester report and annual report.

Article 317

- (1) Deletion is due to a court decision which has obtained permanent legal force and no other legal remedies have been taken by the Property User/Proxy of the Property User.
- (2) Property Users submit a request for the removal of regionally owned goods to the Property Manager which at least includes:
 - a. considerations and reasons for deletion; And
 - b. Data on regional property requested to be written off includes year of acquisition, item code, register code, item name, type, identity, condition, location, book value, and/or acquisition value.
- (3) The application for the removal of regional property as intended in paragraph (2) shall at least be accompanied by:
 - a. copy/photocopy of court decision that has been legalized/validated by an authorized official; And
 - b. photocopy of ownership document or equivalent document.
- (4) Property Managers conduct research on applications for the removal of regional property from Property Users as intended in paragraph (2).

- (5) Research as intended in paragraph (4).
includes:
- a. research data and documents on regional property;
 - b. research into the contents of court decisions regarding regional property as the object of court decisions that have obtained permanent legal force and there are no other legal remedies; And
 - c. field research (*on site visit*), if necessary.
- (6) Field research as intended in paragraph (5) letter c is carried out to ensure suitability between regional property which is the object of a court decision and regional property which is the object of a request for deletion.
- (7) Based on the results of the research as intended in paragraph (5), the Property Manager submits a request for approval to the Regent.

Article 318

- (1) If the request is for the removal of regional property as intended in Article 317 paragraph (2) is not approved, the Regent through the Property Manager notifies the Property User accompanied by reasons.
- (2) If the application for the removal of regional property is approved, the Regent issues a letter of approval for the removal of regional property.
- (3) The approval letter for the deletion of regional property as intended in paragraph (2) contains data on regional property that is approved for deletion, including:
- a. item code;
 - b. register code;
 - c. name of goods;
 - d. year of acquisition;
 - e. technical specifications/identity;
 - f. condition of goods;
 - g. amount;
 - h. acquisition value;
 - i. book value for regional property subject to depreciation; And
 - j. Property User's obligation to report the implementation of the Removal to the Regent through the Property Manager.

Article 319

- (1) Based on the approval of the Regent, the Property Manager issues a decision to write off the goods.
- (2) The decision to delete as intended in paragraph (1) is the basis for the Property User/Proxy of Property User to delete regionally owned goods from the User Property List and/or the User Authorized Property List.
- (3) The decision to remove regional property as intended in paragraph (1) shall be issued no later than 1 (one) month by the Property Manager from the date of approval for the deletion of regional property from the Regent.
- (4) Property Users report deletion to the Regent by attaching a decision to remove regional property.
- (5) Based on the decision to delete as intended in paragraph (3), the Property Manager deletes regionally owned goods from the List of Regionally Owned Goods.

Article 320

Deletion as intended in Article 317, Article 318 and Article 319 is only carried out because of a court decision which has obtained permanent legal force and there are no other legal remedies.

Article 321

- (1) Changes to the List of User Property and/or List of Property User Proxy as a result of a court decision which has obtained permanent legal force must be included in the semi-annual report and annual report of the Property User and/or Proxy of Property User.
- (2) Changes to the Register of Regional Property as a result of a court decision that has obtained legal force must still be included in the semester report and annual report.

Article 322

- (1) Removal due to implementing statutory provisions begins with submission request for the removal of regional property by the Property User to the Regent through the Property Manager.
- (2) The application as intended in paragraph (1) must contain at least:
 - a. considerations and reasons for deletion; And

- b. data on regional property requested to be written off, which at least includes the year of acquisition, item code, register code, item name, type, identity, condition, location, book value, and/or acquisition value.
- (3) Property Managers conduct research on applications for the removal of regional property from Property Users as intended in paragraph (1).
- (4) Based on the research as intended in paragraph (3), the Property Manager submits a request for approval to the Regent.

Article 323

- (1) If the Regent approves the application as intended in Article 322 paragraph (4), the Regent issues a letter of approval for deletion.
- (2) Letter of approval for the removal of regional property as intended in paragraph (1) contains at least:
 - a. data on regionally owned goods approved for write-off, which at least includes the year of acquisition, goods code, register code, name of goods, technical specifications/identity, type, condition, quantity, book value, and/or acquisition value; And
 - b. Property User's obligation to report the implementation of the write-off to the Regent.
- (3) Based on the Regent's approval as intended in paragraph (1), Property Users shall delete regionally owned goods from the List of Property Users and/or the List of User Authorized Property based on the Property Manager's deletion decision.
- (4) The decision to write off regional property as referred to in paragraph (3) is issued no later than 1 (one) month by the Property Manager from the date of the Regent's approval.

Article 324

- (1) Property Users report the deletion of regional property to the Regent, by attaching the deletion decision issued by the Property Manager as intended in Article 323 paragraph (4).
- (2) Based on the decision to delete as intended in Article 323 paragraph (4), the Property Manager deletes regionally owned goods from the List of Regionally Owned Goods.

Article 325

- (1) Changes to the List of User Property and/or List of Property User Proxy as a result of implementing the provisions of statutory regulations must be included in the semi-annual report and annual report of the Property User and/or Proxy User of Property.
- (2) Changes to the List of Regional Property as a result of implementing the provisions of statutory regulations must be included in the semi-annual report and annual report.

Article 326

- (1) Removal of regionally owned goods due to destruction of Property Users is carried out by Property Users/Proxy of Property Users.
- (2) The deletion of regionally owned goods as intended in paragraph (1) is carried out after the Property Manager issues a decision to write off regionally owned goods.
- (3) The decision to eliminate regional property as referred to in paragraph (2) is issued by the Property Manager no later than 1 (one) month from the date of the destruction event report.
- (4) The property user submits a write-off report to the Regent by attaching the write-off decision as intended in paragraph (2) and the minutes of destruction as intended in paragraph (3).
- (5) Based on the decision to write off as intended in paragraph (3), the Property Manager will write off regionally owned goods on the List of Regionally Owned Goods.

Article 327

- (1) Changes to the List of User Goods and/or List of User Proxy's Goods as a result of destruction must be included in the semi-annual report and annual report of the goods user or the goods user's proxy.
- (2) Changes to the List of Regional Property as a result of destruction must be included in the semester report and annual report.

Article 328

- (1) Deletion for other reasons is carried out by the User Goods/Authorization of Goods Users.

- (2) Property Users submit a request for the removal of regionally owned property to the Regent through the Property Manager which includes at least:
- a. considerations and reasons for deletion; And
 - b. Data on regional property requested to be written off includes year of acquisition, item code, register code, item name, type, identity, condition, location, book value, and/or acquisition value.
- (3) An application for the removal of regional property as intended in paragraph (2) may be submitted for the following reasons:
- a. lost due to theft; b. burn, shrink, evaporate, melt, expire, die for animals/fish/plants; or
 - c. force *majeure*.

Article 329

- (1) An application for the removal of regional property on the grounds that it was lost due to theft as intended in Article 328 paragraph (3) letter a must be accompanied by:
- a. certificate from the Police; And
 - b. a statement letter from the Property User/Proxy of Property User which at least contains:
 1. identity of the Property User/Proxy of Property User;
 2. a statement regarding the truth of the application and that the items belonging to the area were lost due to theft and cannot be found; And
 3. a statement if at a later date evidence is found that regional property has been removed referred to as a result of an element of negligence and/or deliberate action on the part of the Official using/responsible for regionally owned goods/Property Management, it is possible that the person concerned will be subject to sanctions in accordance with the provisions of statutory regulations.
- (2) Applications for the removal of regional property on the grounds of burning, shrinking, evaporating, melting, expired, dead animals/fish/plants as intended in Article 328 paragraph (3) letter b must be accompanied by:
- a. identity of the Property User/Proxy of Property User;
 - b. statement from the Property User/Property User's Attorney regarding the truth of the application submitted.
 - c. a statement from the Property User/Authorized Property User that the property belonging to the area has burned, shrunk, evaporated, melted, expired, or killed animals/fish/plants; And
 - d. the statement letter as intended in letter c is accompanied by the results of the inspection/research report.

- (3) Applications for the removal of regional property on the grounds of *force majeure* as intended in Article 328 paragraph (3) letter c must be accompanied by:
- a. certificate from the authorized agency:
 1. regarding the occurrence of *force majeure*; or
 2. regarding the current condition of the goods due to *force majeure*.
 - b. a statement that the regional property has been affected by *force majeure* from the Property User/Proxy of the Property User.

Article 330

- (1) Property Managers conduct research on applications for the removal of regional property from Property Users as intended in Article 328 paragraph (3).
- (2) Research as intended in paragraph (1) includes:
- a. research the feasibility of consideration and reasons for the request for deletion;
 - b. research administrative data on at least item codes, register codes, item names, year of acquisition, specifications/identity of regionally owned goods, determination of usage status, proof of ownership for regionally owned goods which must be accompanied by proof of ownership, book value and/or acquisition value; And
 - c. physical examination for requests for deletion for reasons as intended in Article 452 paragraph (3) letters b and c if necessary.
- (3) Based on the results of the research as intended in paragraph (1), the Property Manager submits a request for approval to the Regent for the removal of regional property for other reasons.

Article 329

- (1) If the application for deletion as intended in Article 328 paragraph (3) is not approved, the Regent notify the Property User through the Property Manager accompanied by reasons.
- (2) If the application for deletion as intended in Article 328 paragraph (3) is approved, the Regent issues a letter of approval for the deletion of regional property.
- (3) The approval letter for the deletion of regional property as intended in paragraph (2) contains data on regional property that is approved for deletion, which at least includes:
- a. item code;
 - b. register code;
 - c. name of goods;

- d. year of acquisition;
 - e. technical specifications/identity;
 - f. item condition;
 - g. amount;
 - h. acquisition value;
 - i. book value for regional property subject to depreciation; And
 - j. Property User's obligation to report the implementation of the write-off to the Regent.
- (4) Based on the Regent's approval as intended in paragraph (3), the Property Manager shall determine the decision to write off no later than 1 (one) month from the date of approval.
- (5) Property Users delete regionally owned goods from the User's Property List and/or User's Authorized Property List based on the Deletion Decision as intended in paragraph (4).

Article 332

- (1) Property Users submit a write-off report to the Regent by attaching a decision to write off regionally owned goods as intended in Article 330 paragraph (4).
- (2) Based on the decision to delete as intended in Article 330 paragraph (4), the Property Manager deletes regionally owned goods from the List of Regionally Owned Goods.
- (3) Changes to the List of User Property and/or List of Property User Proxy as a result of other reasons must be included in the semi-annual report and annual report of the Property User and/or Proxy User of Property.
- (4) Changes to the List of Regional Property as a result of other reasons must be included in the semester report and annual report.

Part Three Implementation of Removal of Regional Property In Goods Manager

Article 333

- (1) Write-off due to delivery of regionally owned goods to Property Users is carried out by the Property Manager.
- (2) Deletion as intended in paragraph (1) carried out after the Regent issues a decision to remove regional property.

- (3) The decision to remove regional property as referred to in paragraph (2) is issued no later than 1 (one) month by the Regent from the date of the Minutes of Handover (BAST) delivery to the User of the Goods.
- (4) The Property Manager submits the write-off report to the Regent by attaching the write-off decision and Handover Minutes (BAST) delivery to the User of the Goods as intended in paragraph (3).
- (5) Based on the decision to write off as intended in paragraph (3), the Property Manager shall make adjustments to the recording of regionally owned goods on the Register of Regionally Owned Goods.

Article 334

- (1) Changes to the Manager's Property List as a result of handing over regional property to Property Users must be included in the semi-annual report and the property manager's annual report.
- (2) Changes to the List of Regionally Owned Goods as a result of handing over regionally owned goods to Property Users must be included in the semester report and annual report.

Article 335

- (1) Write-off due to the transfer of regional property to another party is carried out by the Property Manager.
- (2) The deletion as intended in paragraph (1) is carried out after the Regent issues a decision to delete regional property.
- (3) The decision to remove regional property as referred to in paragraph (2) is issued no later than 1 (one) month by the Regent from the date of the Minutes of Handover (BAST).
- (4) The Property Manager submits the write-off report to the Regent by attaching the write-off decision accompanied by:
 - a. Auction Minutes and Minutes of Handover (BAST), if the transfer is carried out in the form of an auction sale;
 - b. Minutes of Handover (BAST), if transfer is carried out in the form of sale without auction, exchange and local government capital participation; And
 - c. Minutes of Handover (BAST) and grant text, if the transfer is carried out in the form of a grant.
- (5) Based on the decision to delete as intended in paragraph (3), the Property Manager deletes regionally owned goods from the List of Regionally Owned Goods.

Article 336

- (1) Changes to the Manager's List of Goods as a result of the transfer of regionally owned goods must be included in the Property Manager's semi-annual and annual goods report.
- (2) Changes to the Regional Property List as a result of the transfer of regional property must be included in the half-yearly and annual regional property report.

Article 337

- (1) Removal is due to a court decision which has obtained permanent legal force and no other legal remedies have been taken by the Property Manager.
- (2) The Property Manager submits a request for deletion to the Regent which at least includes:
 - a. considerations and reasons for deletion; And
 - b. data on regional property requested to be written off, at least includes the year of acquisition, item code, register code, item name, type, identity, condition, location, book value, and/or acquisition value.
- (3) The application for the removal of regional property as intended in paragraph (2) shall at least be accompanied by:
 - a. copy/photocopy of court decision that has been legalized/validated by an authorized official; And
 - b. photocopy of ownership document or equivalent document.
- (4) The Regent conducts research on applications for the removal of regional property from the Property Manager as intended in paragraph (3).
- (5) Research as intended in paragraph (4) includes:
 - a. research data and documents on regional property;
 - b. research into the contents of court decisions regarding regional property as the object of court decisions that have obtained permanent legal force and no other legal remedies are available; And
 - c. field research (*on site visit*), if necessary, to ensure compatibility between regional property that is the object of a court decision and regional property that is the object of the request for deletion.
- (6) If the request for removal of regional property is not approved, the Regent shall notify the Property Manager along with the reasons.
- (7) If the application for the removal of regional property is approved, the Regent issues a letter of approval for the removal of regional property.

- (8) The approval letter for the removal of regional property as intended in paragraph (7) must at least contain:
- a. data on regionally owned goods approved to be written off, at least including item code, register code, item name, acquisition, technical specifications/identity, type, condition, quantity, book value, and/or acquisition value; And
 - b. Property Manager's obligation to report the implementation of the write-off to the Regent.

Article 338

- (1) Based on the Regent's approval as intended in Article 338 paragraph (7), the Regent issues a decision to write off the goods.
- (2) Based on the decision to delete goods as intended in paragraph (1), the Property Manager deletes regionally owned goods from the Manager's List of Goods.
- (3) The decision to remove regional property is issued by the Regent as intended in paragraph (1) no later than 1 (one) month from the date of approval.
- (4) The Property Manager submits a write-off report to the Regent by attaching the decision to write off regional property.
- (5) Based on the decision to delete as intended in paragraph (3), the Property Manager deletes regionally owned goods from the List of Regionally Owned Goods.

Article 339

Deletion as intended in Article 337, Article 338 and Article 339 is only carried out because of a court decision which has obtained permanent legal force and there are no other legal remedies.

Article 340

- (1) Changes to the Manager's list of goods as a result of a court decision that has obtained legal force must still be included in the semi-annual report and the goods manager's annual report.
- (2) Changes to the Register of Regional Property as a result of a court decision that has obtained legal force must still be included in the semester report and annual report.

Article 341

- (1) Removal of regional property due to implementing statutory provisions begins with submitting an application for the deletion of regional property from the Property Manager to the Regent.
- (2) The application as intended in paragraph (1) must contain at least:
 - a. considerations and reasons for deletion; And
 - b. data on regional property requested to be written off, which at least includes the year of acquisition, item code, register code, item name, type, identity, condition, location, book value and/or acquisition value.
- (3) The Regent conducts research on the application for the removal of regional property from the Property Manager as intended in paragraph (1).
- (4) Research as intended in paragraph (3) includes:
 - a. research data and documents on regional property;
 - b. research on statutory regulations related to regional property; And
 - c. field research (*on site visit*), if necessary, to ensure compatibility between regional property which is the object of statutory regulations and regional property which is the object of the request for deletion.

Article 342

- (1) If the Regent approves the research results as intended in Article 341 paragraph (4), the Regent issues a letter of approval for deletion.
- (2) Letter of approval for deletion as intended in paragraph (1) contains at least:
 - a. data on regionally owned goods approved to be written off, which at least includes item code, register code, item name, technical specifications/identity, condition, quantity, book value, and/or acquisition value;
 - b. Property Manager's obligation to report the implementation of the write-off to the Regent.
- (3) Based on the Regent's approval as intended in paragraph (1), the Property Manager deletes regionally owned goods from the List of Property Managers based on the Regent's decision to delete them.
- (4) The decision to remove regional property as intended in paragraph (3) is issued by the Regent no later than 1 (one) month from the date of approval.

Article 343

- (1) The Property Manager submits the write-off report to the Regent by attaching the write-off decision.
- (2) Based on the decision to delete as intended in Article 341 paragraph (4) the Property Manager deletes regionally owned goods from the List of Regionally Owned Goods.

Article 344

- (1) Changes to the List of Property Managers as a result of implementing the provisions of statutory regulations must be included in the semi-annual report and annual report of the property manager.
- (2) Changes to the List of Regional Property as a result of implementing the provisions of statutory regulations must be included in the semester report and annual report.

Article 345

- (1) Removal of regional property due to destruction by the Property Manager is carried out in accordance with the provisions of statutory regulations.
- (2) The write-off as intended in paragraph (1) is carried out by the Property Manager after the Regent issues a decision to write off regional property.
- (3) The decision to eliminate regional property as intended in paragraph (2) is issued by the Regent no later than 1 (one) month from the date based on the minutes of the destruction.
- (4) The Property Manager submits the write-off report to the Regent by attaching the write-off decision as intended in paragraph (2) and the destruction report as intended in paragraph (3).
- (5) Based on the decision to delete as intended in paragraph (3), the Property Manager deletes regionally owned goods from the List of Regionally Owned Goods.

Article 346

- (1) Changes to the Manager's Property List as a result of Destruction must be included in the semi-annual report and the property manager's annual report.
- (2) Changes to the Regional Property List as a result of the destruction of regional property must be included in the semester report and annual report.

Article 347

- (1) Deletion due to other reasons is carried out by the Manager Goods.
- (2) The Property Manager submits a request for the removal of regional property to the Regent which at least contains:
 - a. considerations and reasons for deletion; And
 - b. data on regional property requested to be written off, which includes item code, register code, item name, register number, year of acquisition, specifications, identity, item condition, location, book value, and/or acquisition value.
- (3) An application for the removal of regional property as intended in paragraph (2) may be submitted for the following reasons:
 - a. lost due to theft;
 - b. burn, shrink, evaporate, melt, expire, die for animals/fish/plants; and/or
 - c. force *majeure*.
- (4) Applications for the removal of regional property on the grounds that they were lost due to theft as intended in paragraph (3) letter a must be accompanied by:
 - a. Certificate from the Police;
 - b. Certificate from the Property Manager containing at least:
 1. identity of the Property Manager;
 2. a statement regarding the truth of the application and that the items belonging to the area were lost due to theft and cannot be found; And
 3. a statement that if at a later date evidence is found that the removal of the regional property in question was due to elements of negligence and/or deliberate action by the official using/responsible for the regional property/property administrator, then it does not rule out the possibility that the person concerned will be subject to sanctions in accordance with the provisions of the regulations. legislation.
- (5) Applications for the removal of regional property on the grounds of burning, shrinking, evaporating, melting, expired, dead animals/fish/plants as intended in paragraph (3) letter b must be accompanied by:
 - a. identity of the Property Manager;
 - b. statement from the Property Manager regarding the correctness of the application submitted;

- c. a statement that regional property has been burned, shrunk, evaporated, melted, expired, or killed animals/fish/plants; And
 - d. the statement letter as intended in letter c is accompanied by the results of the inspection/research report.
- (6) Applications for the removal of regional property due to *force majeure* as intended in paragraph (3) letter c must be accompanied by:
- a. certificate from the authorized agency:
 - 1. regarding the occurrence of *force majeure*;
or
 - 2. regarding the current condition of the goods due to *force majeure*; And
 - b. a statement that property belonging to the area has been affected *force majeure*.
- (7) The Regent conducts research into the application for the removal of regional property from the Property Manager as intended in paragraph (3).
- (8) Research as intended in paragraph (7) includes:
- a. research the feasibility of consideration and reasons for the request for deletion;
 - b. research administrative data on at least the year of acquisition, specifications/identity of regionally owned goods, determination of usage status, proof of ownership for regionally owned goods which must be accompanied by proof of ownership, book value and/or acquisition value; And
 - c. physical examination for requests for deletion for the reasons as intended in paragraph (3) letters b and c if necessary.

Article 348

- (1) If the application for deletion as intended in Article 347 paragraph (3) is not approved, the Regent notify the Property Manager accompanied by reasons.
- (2) If the application for deletion as intended in Article 347 paragraph (3) is approved, the Regent issues a letter of approval for the deletion of regional property.
- (3) The approval letter for the deletion of regional property as intended in paragraph (2) contains data on regional property that is approved for deletion, which at least includes:
 - a. item code;
 - b. register code;
 - c. name of goods;
 - d. year of acquisition;
 - e. technical specifications/identity;

- f. condition of goods;
 - g. amount;
 - h. acquisition value;
 - i. book value for regional property subject to depreciation; And
 - j. Property Manager's obligation to report the implementation of the write-off to the Regent.
- (4) Based on the Regent's approval as intended in paragraph (2), the Regent shall determine the decision to delete no later than 1 (one) month from the date of approval.
- (5) The Property Manager deletes regionally owned goods from the Manager's Property List based on the deletion decision as intended in paragraph (4).

Article 349

- (1) The Property Manager submits a write-off report to the Regent by attaching the decision to write off regional property.
- (2) Based on the decision to delete as intended in Article 348 paragraph (4), the Property Manager deletes regionally owned goods from the List of Regionally Owned Goods.
- (3) Changes to the List of Regional Property as a result of other reasons must be included in the semester report and annual report.

Part Four

Removal of Regional Property from the Regional Property List

Article 350

Deletion of Regionally Owned Goods from the Register of Regionally Owned Goods is the result of the consolidation of reports on the deletion of regionally owned goods from property users/user authorities goods.

CHAPTER XII

GUIDANCE, CONTROL AND SUPERVISION

Part One

Coaching

Article 351

The Regent provides guidance on the management of regional property and establishes regional property management policies.

The second part
Supervision and Control

Article 352

Supervision and control of the management of regional property is carried out by:

- a. Property Users through monitoring and control;
and/or
- b. Property Manager through monitoring and investigation.

Article 353

- (1) Property Users monitor and control the use, utilization, transfer, administration, maintenance and security of regional property under their control.
- (2) The implementation of monitoring and control as intended in paragraph (1) for the PD Work Unit is carried out by the Property User Authority.
- (3) Property Users and Proxy of Property Users may request the government's internal supervision apparatus to conduct follow-up audits of monitoring and control results as intended in paragraph (1) and paragraph (2).
- (4) Property Users and Property User Proxies follow up on the audit results as intended in paragraph (3) in accordance with the provisions of statutory regulations.

Article 354

- (1) Property Managers carry out monitoring and investigation of the use, utilization and transfer of regionally owned goods, in the framework of controlling the use and transfer of regionally owned goods in accordance with the provisions of statutory regulations.
- (2) The monitoring and investigation as intended in paragraph (1) can be followed up by the Property Manager by asking the government's internal supervision apparatus to conduct an audit of the implementation of the Use, utilization and transfer of regionally owned goods.
- (3) The results of the audit as intended in paragraph (2) are submitted to the Property Manager for follow-up in accordance with the provisions of statutory regulations.

CHAPTER XIII
MANAGEMENT OF REGIONAL GOODS IN PD YANG
USING AGENCY'S FINANCIAL MANAGEMENT PATTERNS
REGIONAL PUBLIC SERVICES

Article 355

- (1) Regional property used by the Regional Public Service Agency is regional property that is not separated to carry out the activities of the relevant Regional Public Service Agency.
- (2) The management of regional property as referred to in paragraph (1) is guided by the provisions of laws and regulations regarding the management of Regional Property, except for goods which are managed and/or fully utilized to carry out public service activities in accordance with the duties and functions of the Regional Public Service Agency. guide the provisions of laws and regulations regarding Regional Public Service Bodies.

CHAPTER XIV
REGIONAL OWNED GOODS IN THE FORM OF A STATE HOUSE

Part One
General Principles

Article 356

A state house is a regional property which is intended as a residence or residence and a means of providing guidance and supporting the implementation of the duties of officials and/or civil servants of the relevant regional government.

The second part
Procedures for Transferring State Home Rights

Article 357

- (1) Transfers in the form of selling state houses can only be carried out on regional property in the form of class III state houses.
- (2) Sales of regional property in the form of state houses as intended in paragraph (1) are carried out to legal residents.
- (3) The sale of regional property in the form of state houses as intended in paragraph (1) is carried out using a non-auction mechanism.
- (4) Sales of regionally owned goods in the form of state houses as intended in paragraph (1) can only be carried out on state houses that are not in a state of dispute.

Article 358

- (1) Sales of class III state houses are carried out by the Property Manager after first obtaining approval from the Regent.
- (2) The sale of regional property in the form of a class III state house as intended in paragraph (1) is carried out in the form of a transfer of title to a class III state house.
- (3) If the proposed sale of regional property in the form of a class III state house is approved, the Regent issue a letter of approval for the sale of regional property in the form of a class III state house.
- (4) In the event that the proposed sale of regional property in the form of a class III state house is not approved, the Regent issue a letter of rejection of the proposed sale of regional property in the form of a class III state house accompanied by the reasons.

Article 359

- (1) Submission of a proposal for the sale of regional property in the form of class III state houses is made by the User of class III state houses to the Regent, accompanied by at least the following data and documents:
 - a. a statement letter from the user of class III state house property stating that the state house proposed for sale is not in a state of dispute;
 - b. decision to determine the status of a class III state house;
 - c. transfer approval and status determination use of regional property;
 - d. Occupancy Permit (SIP) for class III state house;
 - e. *picture/ledger*, location, year of acquisition, land area and class III state house building; And
 - f. statement of feasibility of transferring title to a class III state house from the user of class III state house property.
- (2) Users of class III state housing goods are fully responsible for the truth and validity of data and documents as intended in paragraph (1).

Article 360

- (1) The state house whose rights can be transferred is a class III state house that is 10 (ten) years old or more and is not in a state of dispute.
- (2) The age of the state house as referred to in paragraph (1), is calculated based on the determination of status or transfer of status by the Regent.
- (3) The state house as intended in paragraph (1) and paragraph (2) can only have its rights transferred to the occupant at the request of the occupant through the Property User/Proxy of Property User.

- (4) Residents of class III state houses can apply for transfer if they have worked for 10 (ten) years or more as civil servants of the regional government concerned.
- (5) In the event that a husband and wife each receive an Occupancy Permit (SIP) to occupy a class III state house, then the transfer of rights as intended in paragraph (1) can only be granted to one of the husband and wife concerned and has never been purchase or obtain housing and/or land facilities from the government based on statutory provisions.
- (6) Regional government civil servants who have obtained houses and/or land from the government, can no longer submit applications for transfer of rights to class III state houses.
- (7) The transfer of rights to a class III state house to its occupants is determined by the Regent.

Article 361

- (1) Residents of class III state houses can apply for the transfer of rights to Property Users must meet the following requirements:
 - a. The local government civil servants concerned:
 - 1. have a minimum of 10 (ten) years of service year;
 - 2. have a valid Occupancy Permit (SIP); And
 - 3. have never purchased or obtained housing and/or land facilities from the government based on applicable laws and regulations.
 - b. Retired civil servants of the local government concerned;
 - 1. receive a pension from the State;
 - 2. have a valid Occupancy Permit (SIP); And
 - 3. have never purchased or obtained housing and/or land facilities from the government, based on applicable laws and regulations.
 - c. The widow/widower of the local government civil servant concerned:
 - 1. is still entitled to receive pension benefits from the State, who:
 - a) the deceased husband/wife at least have a service period of 10 (ten) years; or
 - b) the working period of the deceased husband/wife plus the period of time since the person concerned became a widow/widower totaling at least 10 (ten) years.

2. have a valid Occupancy Permit (SIP); And
 3. have never purchased or obtained house and/or land facilities based on applicable laws and regulations.
- d. Widows/widowers of heroes, whose husband/wife is declared a hero based on applicable laws and regulations:
1. are still entitled to receive pension benefits from Country;
 2. have a valid Occupancy Permit (SIP); And
 3. have never purchased or obtained housing and/or land facilities from the government based on statutory regulations.
- e. State officials, widows/widowers of state officials:
1. are still entitled to receive pension benefits from Country;
 2. have a valid Occupancy Permit (SIP); And
 3. have never purchased or obtained housing and/or land facilities from the government based on applicable laws and regulations.
- (2) If the occupant of a class III state house as intended in paragraph (1) dies, then an application for the transfer of rights to the state house in question may be submitted by the legitimate child of the occupant concerned.
- (3) If the civil servant of the regional government concerned/the resident concerned as intended in paragraph (2) dies and has no legitimate children, then the state house returns to the regional government.
- (4) Upon the application as intended in paragraph (1)
The Property User submits a proposal for the sale of a class III state house to the Regent.
- (5) The Regent carries out research and studies as material for consideration of the Regent's approval of the application submitted by residents of class III state houses as intended in paragraph (4).

Article 362

- (1) The Regent, through the Property Manager, assigns an Appraiser to carry out an assessment of the class III state house to be transferred and the results of the assessment are reported to the Regent.
- (2) In carrying out research and studies as intended in Article 361 paragraph (5), the Regent can form a Team.

- (3) The results of the research and study are included in the Minutes and submitted to the Regent as material for consideration of approval for the sale of class III state houses.
- (4) The Regent approves and determines the transfer of class III state house rights based on the considerations as intended in paragraph (1) and paragraph (3).
- (5) Approval as intended in paragraph (4) is carried out by issuing a letter of approval and determination by issuing a decision letter.
- (6) The implementation of the sale of regional property in the form of a class III state house in the form of a transfer of rights must be reported to the Regent by attaching a copy of the decision on the transfer of rights to a state house and the determination of the price of a class III state house after the issuance of the decision as intended in paragraph (5).
- (7) In the event that the Regent does not approve the submission of the application as intended in Article 361 paragraph (1), the Regent shall notify the user of class III state house property along with the reasons for this to be conveyed to the user of class III state house property.

Article 363

- (1) Based on the approval as intended in Article 362 paragraph (5) the Regent determines the price of the house and its land based on the results of the assessment.
- (2) The price of class III state houses as intended in paragraph (1) is set at 50% (fifty percent) of the fair value.

Article 364

- (1) The transfer of a class III state house is carried out by
how to rent and buy.
- (2) The Regent signs a house rental purchase agreement
group III countries.
- (3) Payment of the price of a class III state house can be carried out in installments and deposited into the Regional General Treasury.
- (4) If the house whose rights are transferred is subject to a spatial plan as intended in paragraph (1), payment can be made in cash.
- (5) The first installment payment is set at a minimum of 5% (fifty percent) of the price of a Class III state house and is paid in full when the rental purchase agreement is signed, while the remainder is paid in installments over a period of at least 5 (five) years and a maximum of 20 (twenty) years and in accordance with statutory provisions.

Article 365

- (1) Residents who have paid the price of the state house in full group III and its land, obtain:
 - a. handover of home ownership rights; And
 - b. relinquishment of land rights.
- (2) Residents who have obtained the transfer of ownership rights and relinquishment of land rights as intended in paragraph (1), are required to submit an application for land rights in accordance with the provisions of the applicable laws and regulations.
- (3) Relinquishment of land rights and/or handover of house ownership rights as well as removal from the list of regional property determined by the Regent's decision.
- (4) The Regent submits a decision letter to hand over the ownership of the house and release the rights to the land to the occupant who has paid in full the price of the house and the price of the land in accordance with the hire purchase agreement as intended in Article 365 paragraph (2).
- (5) Residents who have obtained a decision letter to hand over house ownership rights and release land rights as intended in paragraph (4) are required to submit an application for the right to obtain a land rights certificate to the local Land Office in accordance with the provisions of statutory regulations.
- (6) Decree on handover of house ownership rights and release of land rights to be followed up with removal from the Regional Property List.

Part Three
Country House Removal

Article 366

- (1) The deletion of regional property in the form of a state house is carried out based on the deletion decision issued by:
 - a. Item Manager for deletion from the Item List User/Authorized User of Goods; And
 - b. Regent for removal from the List of Regional Property Management Property.
- (2) Removal of regional property in the form of state houses as intended in paragraph (1) includes:
 - a. removal of regional property in the form of class I state houses and class II state houses from the List of Property Users/Authorized Users to the Regent or other Property Users/Authorized Users;

- b. removal of regionally owned goods in the form of class III state houses from the list of User/Authorized User's goods to the Regent or other Property Users/Authorized Property Users of class III state houses; or
 - c. abolition of regional property in the form of state houses from the Register of Regional Property.
- (3) The removal of regional property in the form of state houses as intended in paragraph (2) letter a is carried out as a follow-up to:
- a. submission to the Regent;
 - b. transfer of usage status to another Goods User;
 - c. change of use status to an office building; or
 - d. Other causes which can normally be reasonably expected to be the cause of deletion, include natural disasters or being affected by *force majeure*.
- (4) The removal of regional property in the form of state houses as intended in paragraph (2) letter b is carried out as a follow-up to:
- a. submission to the Regent;
 - b. transfer of usage status to another Property User/Proxy of Property User;
 - c. sale of class III state houses;
 - d. Other causes which can normally be reasonably expected to be the cause of deletion, include natural disasters or being affected by *force majeure*.
- (5) Removal from the Regional Property List as intended in paragraph (2) letter c is carried out as a follow-up to:
- a. sale of class III state houses; or
 - b. Other causes which can normally be reasonably expected to be the cause of deletion, include exposure to natural disasters, or being affected by *force majeure*.

Article 367

The deletion of regional property in the form of a state house as intended in Article 367 is carried out after the decision to delete it is issued by:

- a. Property Manager for regionally owned goods in the form of class I state houses and class II state houses, for deletion from the list of User/User Authorized goods;
- b. Property Manager of class III state houses, for removal from the List of Property of Users/Authorized Users of class III state houses; or
- c. Regent, for removal from the Manager's list of goods Goods.

Article 368

- (1) The Property Manager submits a report on the implementation of the write-off to the Regent by attaching the decision to delete the list of User/User Authorized goods as intended ~~from~~ Article 368 letters a and b.
- (2) The Property Manager submits a report on the implementation of write-offs due to the sale of class III state houses to the Regent by attaching:
 - a. decision to remove from the list of goods of Users/Authorized Users of class III state houses;
 - b. decision to hand over house ownership rights and relinquish rights to class III state house land; And
 - c. hire purchase agreement.

Article 369

The value of regional property in the form of state houses written off is the value stated in:

- a. Manager Item List/User Item List/Register User Authorized Items; or
- b. List of Regional Property.

Part Four
State House Administration

Article 370

- (1) Administration of regional property in the form of state houses includes bookkeeping, inventory and reporting activities.
- (2) Property Users/Authorized Property Users and Property Managers administer regional property in the form of state houses.
- (3) The administration as intended in paragraph (1) is a complement to the administration of regional property, including:
 - a. change of usage status;
 - b. change of group status;
 - c. functional shift;
 - d. sale of class III state houses; And
 - e. deletion.

Article 371

- (1) Inventory for the administration of regional property in the form of state houses is carried out at least once every 5 (five) years.

- (2) The inventory as intended in paragraph (1) is carried out to collect administrative and physical data on regional property in the form of state houses at least including:
 - a. proof of land and building ownership;
 - b. usage status;
 - c. residential status;
 - d. value and area of land and buildings;
 - e. address, location, and building type; And
 - f. building condition
- (3) The results of the inventory as intended in paragraph (1) are reported by the Property Manager and/or Property User/Proxy of Property User to the Regent.

Article 372

- (1) Reporting in the context of administering regional property in the form of state houses is carried out every semester and annually.
- (2) Property Users prepare semi-annual and annual reports on regional property in the form of state houses as part of reporting regional property.
- (3) Reporting as intended in paragraph (2) is carried out on bookkeeping and inventory activities of regional property in the form of state houses.

Part Five Supervision and Control of State Houses

Article 373

Property Users supervise and control regional property in the form of state houses under their control.

CHAPTER XV COMPENSATION AND SANCTIONS

Article 374

- (1) Any regional losses resulting from negligence, misuse/violation of the law regarding the management of regional property are resolved through claims for compensation in accordance with the provisions of statutory regulations.
- (2) Any party that causes regional losses as intended in paragraph (1) may be subject to sanctions in accordance with the provisions of statutory regulations.

CHAPTER XVI
CLOSING

Article 375

This Regent's Regulation comes into force on the date of promulgation.

So that everyone can know about it, this Regent's Regulation is ordered to be promulgated by placing it in the Regional Gazette of Sukoharjo Regency.

Stipulated in Sukoharjo on
December 31 2018 REGENT OF
SUKOHARJO,

signed

Promulgated in Sukoharjo on
December 31 2018

REGIONAL SECRETARY
SUKOHARJO DISTRICT,

signed

AGUS SANTOSA

WARDOYO WIJAYA

REGIONAL NEWS SUKOHARJO DISTRICT
YEAR 2018 NUMBER 85