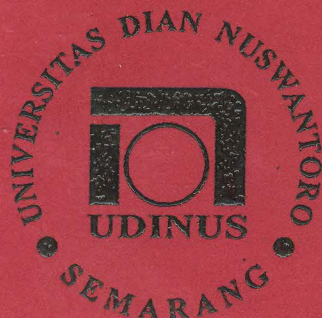


# **THE PROCEDURES OF ISSUEING LAND PROPERTY RIGHT DECREE AT NATIONAL LAND AGENCY IN SEMARANG MUNICIPALITY**

**PAPER**

Presented in partial fulfilment of the requirements  
for the completion of Diploma III English Program  
specialized in office management.



By :

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**FACULTY OF LANGUAGES AND LETTERS  
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SEMARANG  
2003**



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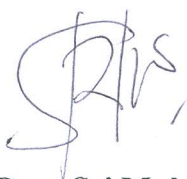
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## PAGE OF APPROVAL

This paper has been approved by the Board of Examiners, Diploma III English Program , Faculty of Languages and Letters, Dian Nuswantoro University on August 12, 2003.

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## ABSTRACT

This study entitled "The Procedures of Issueing Land Property Right Decree at National Land Agency in Semarang Municipality", is the result of field study conducted for one month (from 17<sup>th</sup> February 2003 to 14<sup>th</sup> March 2003) at National Land Agency in Semarang Municipality. The study is purposed to describe the procedures of issueing land property right decree applied at National Land Agency in Semarang Municipality.

The relevant data for this paper were collected through interview, observation, and library research. The interview method was conducted with the employees who are competent with the job of land property right, the observation method was executed by understanding the activities of issueing land property right and library research was obtained from books and literatures related to the land property right.

From the data analysis, it can be concluded that the procedures of land property right at National Land Agency include:

1. Receiving the application.
2. Recording the data from the applicant.
3. Calling the applicant to complete the information and to pay cost cash advance.
4. Printing out right proposal data.
5. Preparing meeting schedule.
6. Conducting the land checking.
7. Preparing Report of Data Processing and recording the data in the manuscript of decree.
8. Applying the decree to the Head of Sub Section, Head of Section and Head of National Land Agency.
9. Giving the number and date and entering in the computer.
10. Publishing the decree and returning to the applicant.



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