

UNITED ARAB EMIRATES  
MINISTRY OF JUSTICE



الإمارات العربية المتحدة  
وزارة العدل

## User Manual

# E-Notary System

**Issuance of spitting Image from previous deed**

Version 1.0



## Submission of transactions

It is possible to apply for the services of a notary public in three ways as follows:

1. From unified Gate available via the following link:

<https://unifiedgate.moj.gov.ae/UnifiedGate/Login.aspx>

The customer logs in through the unified Gate or with the UAE PASS

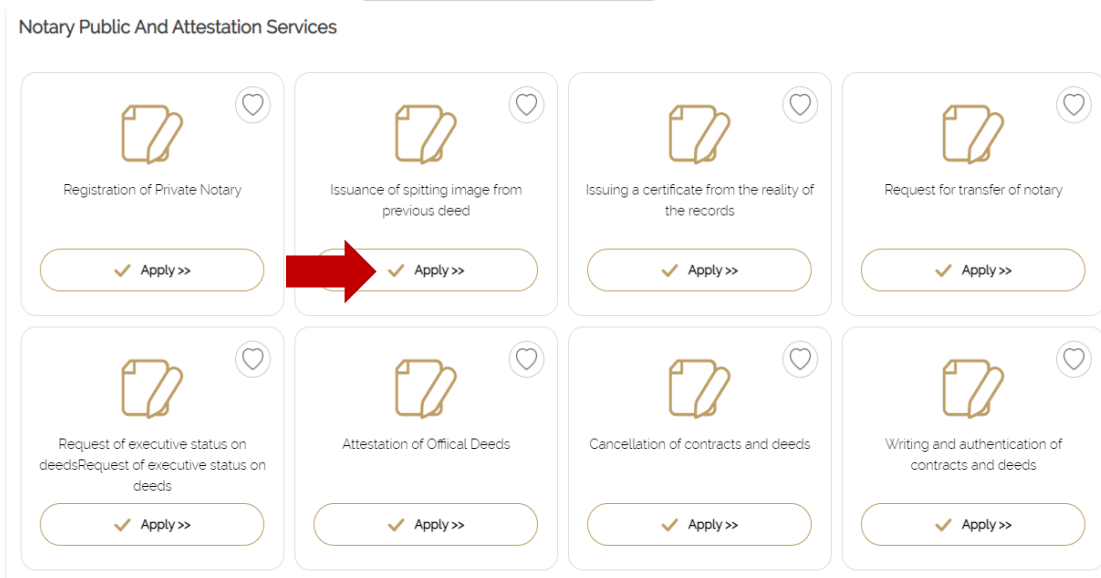
The image shows the login page for the Unified Gate For Electronic Services. The page has a white background with a light gray border. At the top, it says "Unified Gate For Electronic Services" in a bold, orange font, followed by "Please Login Here" in a smaller, gray font. Below this, there are two main sections: "Get Started with Unified Gate" on the left and "Get Started with UAE PASS" on the right. The left section contains a login form with fields for "Email" and "Password", a "Remember Me" checkbox, a "Forgot Password" link, a red "Login" button, and links for "Forgot Registered E-Mail? Click Me" and "Not registered yet? Register now". The right section features a "Sign in with UAE PASS" button with a fingerprint icon, followed by text explaining that UAE PASS is a single trusted digital identity for all citizens, residents, and visitors. It also includes a link to the user manual from "Here".

The customer clicks on the list of services and chooses notary public and attestations

The image shows the services menu of the Unified Gate For Electronic Services. At the top, there is a "EXPLORE THE MENU" button. Below it, a horizontal menu bar contains several options: "MY APPLICATIONS", "OUR SERVICES" (highlighted with a red box), "EDIT PROFILE" (with the user name "Samer Ali Hasan"), "MY FAVORITES", and "CHANGE PASSWORD". Under the "OUR SERVICES" section, there are five service categories: "CASES REGISTRATION SERVICES", "PERSONAL STATUS SERVICES", "LEGAL PROFESSIONS SERVICES", "NOTARY PUBLIC AND ATTESTATION SERVICES" (highlighted with an orange underline), and "OTHER SERVICES". At the bottom of the menu, there is a search bar with the placeholder text "Find data by a key word" and a "Clear" button. Below the search bar, the text "Notary Public And Attestation Services" is displayed.



## Among the services of the notary public and attestations, we choose the service of Issuance of spitting Image from previous deed



The application screen appears:

Issuance of spitting image from previous deed

Progress: 1 Create, 2 Review, 3 Interview, 4 Pay, 5 Done

Document Type: PHOTO COPY

Templates: Photo copy

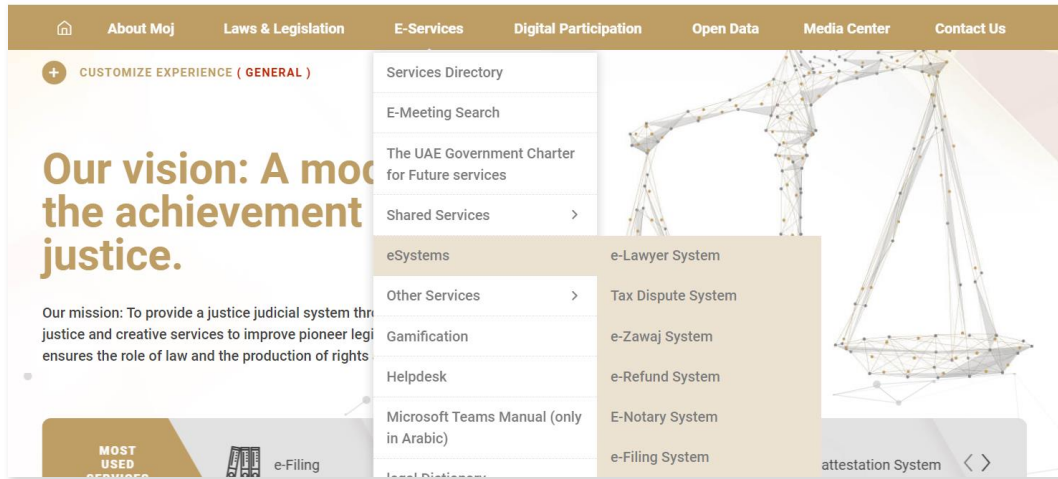
SERVICE GUIDE



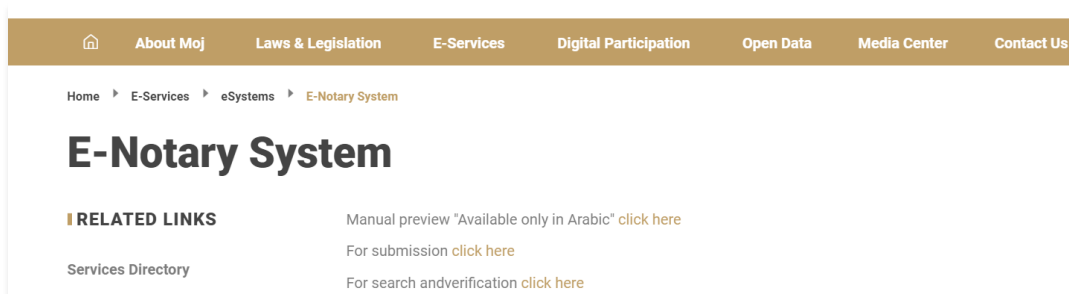
2. From the Ministry of Justice website available via the following link

<https://www.moj.gov.ae/>

We choose E-services > eSystems > E-Notary System



The following page appears:





In the event that you wish to submit an electronic notary public service, click on the “Click Here” button located next to the option to submit transactions, then you will be moved to the Unified Gate..



**Unified Gate For Electronic Services**  
Please Login Here

Get Started with Unified Gate






☐ Remember Me      [Forgot Password](#)

**Login**

[Forgot Registered E-Mail? Click Me](#)

[Not registered yet? Register now](#)

Get Started with UAE PASS



 **Sign in with UAE PASS**






A single trusted digital identity for all citizens, residents and visitors.


For more information please check the user manual from [Here](#)

We log in through the unified Gate or through the UAE PASS



The next page appears

**Dashboard** CREATE NEW REQUEST +  

<b>Draft</b>	<b>Under Review</b>	<b>Meeting</b>	<b>Payment</b>	<b>Done</b>
1 	0 	0  Late	0  Late	3 

 **SEARCH**

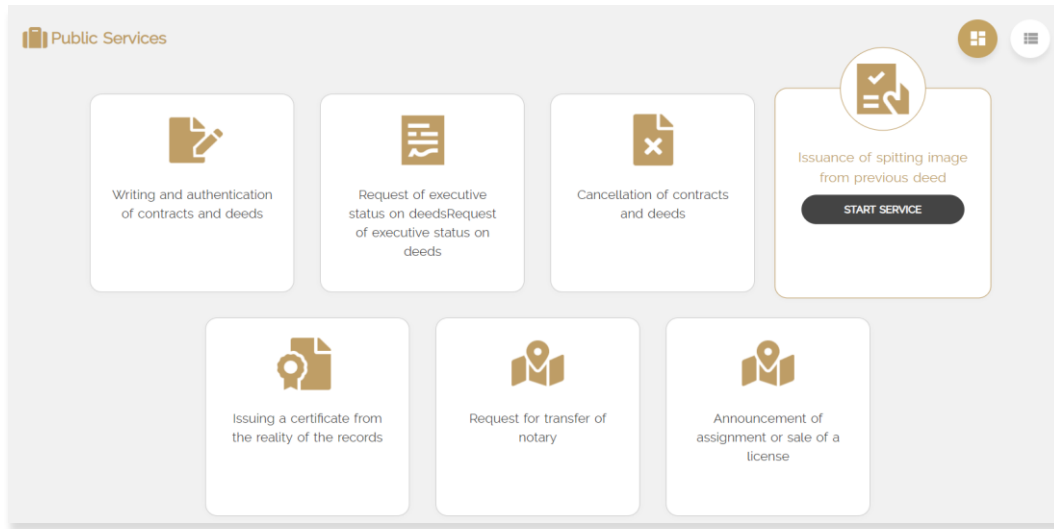
<input type="text" value="Application Number"/>	<input type="text" value="Document Number"/>	<input type="text" value="Name"/>	<input type="text" value="Email"/>	<input type="text" value="Phone Number"/>
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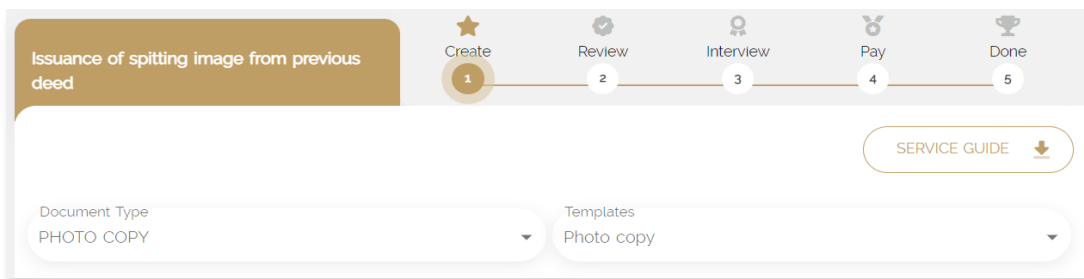
We click on

**CREATE NEW REQUEST +**

the next page appears



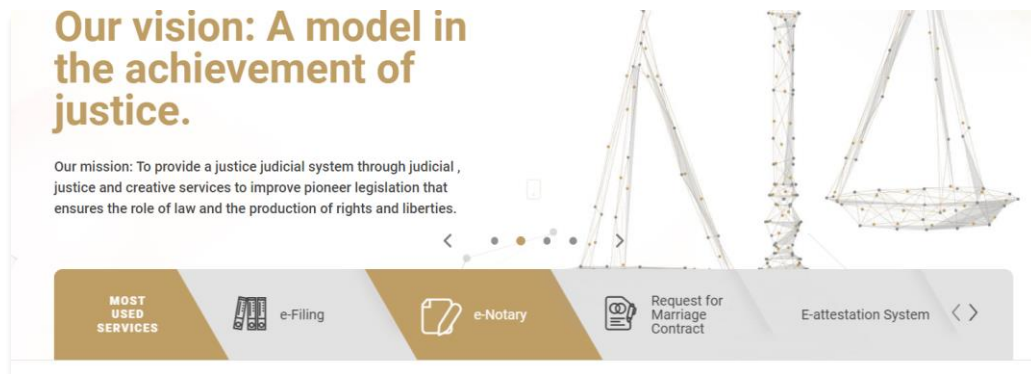
By clicking on the "Start Service" button, the application screen will appear



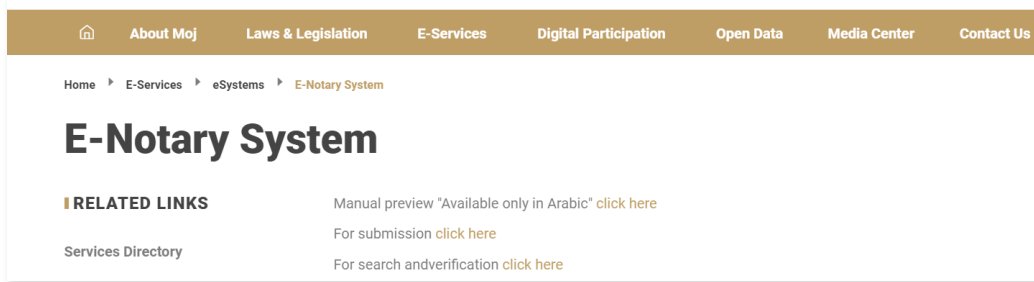
3. From the Ministry of Justice website available via the following link:

<https://www.moj.gov.ae>

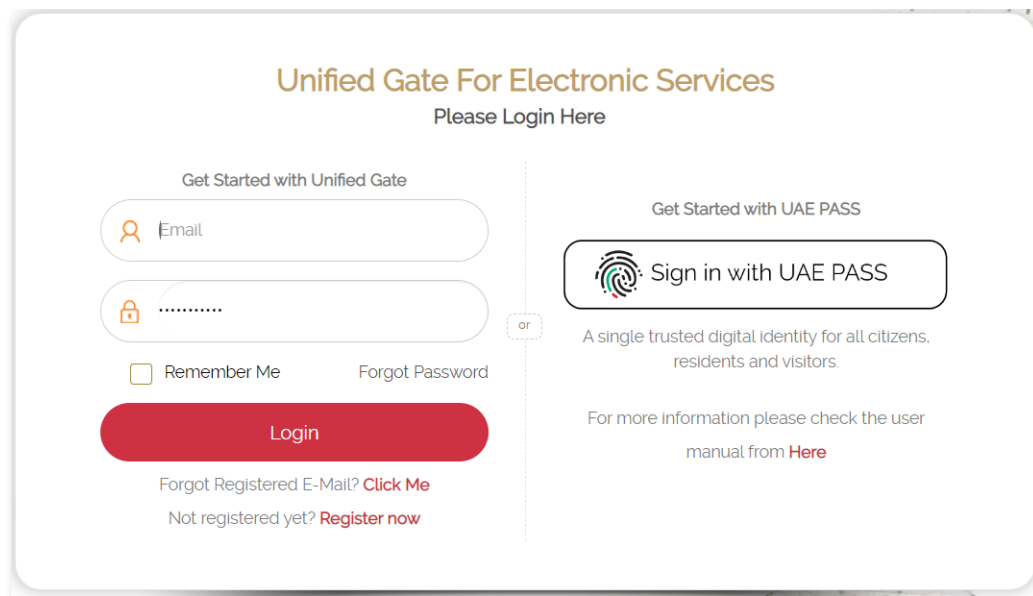
We choose the E-notary



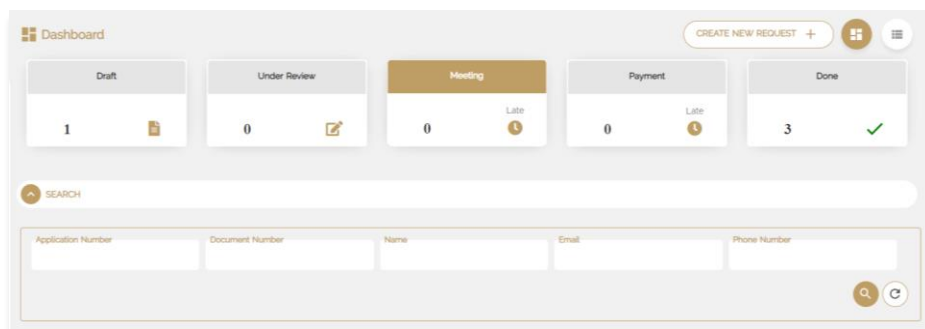
The following page appears



In the event that you wish to submit an E-notary public service, click on the “Click Here” button located next to the option to submit transactions, then you will be moved to the Unified Gate

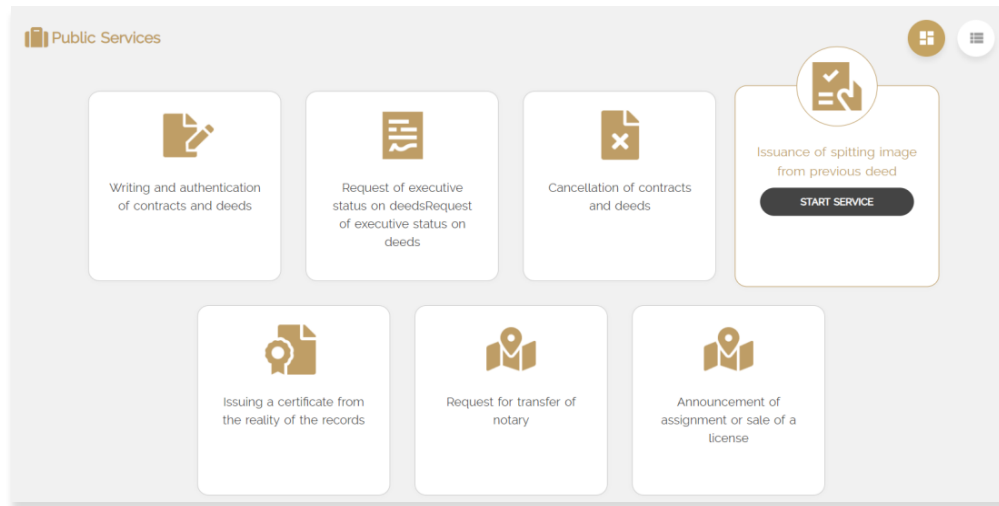


We log in through the unified Gate or through the UAE PASS the next page appears

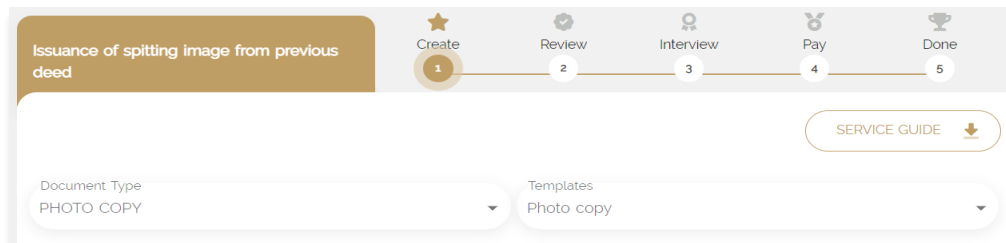




We press a button  the next page appears



By clicking on the "Start Service" button, the application screen will appear




After that, the data of the transaction party is added

**Parties Description**

Select the parties to the transaction

\* It means the field is mandatory

**Party** 


Party Description

Party ☐ I represent this Party

Party Description may be modified to suit the content of the transaction

**Personal Details**

☐ No Emirats ID Card

Please upload an Emirates ID card file 

Data will be extracted automatically Please make sure to upload a clear image for both sides of the Emirates ID card place the ID card horizontally

**+ add party**



The information of the parties can be entered manually when there is no Emirati identity, or a file containing the Emirati identity can be attached, and the information of the party is extracted using artificial intelligence techniques, and the information that has not been uploaded (nationality, emirate, city, address, alternative email) is completed manually .

- **Description of the party:** An explanation is written about this party, whether it is an agent or a principal, an executor....
- **I represent this party:** The system fetches the data of the user who submits the request.

Party

Party Description

Party ☒ I represent this Party

Party Description may be modified to suit the content of the transaction

**Personal Details**

☐ No Emirati ID Card

Please upload an Emirates ID card file

Data will be extracted automatically Please make sure to upload a clear image for both sides of the Emirates ID card place the ID card horizontally

Emirates ID number \*

Expiry Date

dd-MM-yyyy

Only numbers are allowed

Full Name \*

Mobile Number

Email

Only numbers are allowed

date of Birth

dd-MM-yyyy

Gender \*

Male

Nationality \*

Emirate \*

City

Address

Alternative email

**A valid email address and contact number (mobile phone) must be entered for each of the transaction parties to receive notifications**





+ add party

- Parties can be added by clicking on
- Attachments (passport, driving certificate) can be added by clicking on

+ add attach

- It is required to specify the editor for whom a true copy is to be issued, through one of the following options:
- Choose an editor from the table

Please select the required document through one of the following options:

☒ Select a Transaction from the table ☐ Upload Transaction Document ☐ Documents Description

	APPLICATION ID	TRANSACTION ID	TRANSACTION TYPE	TYPE	SUBMIT DATE	ISSUE DATE	EXPIRATION DATE	STATUS
<input type="checkbox"/>	17	15	Private agency - real estate	Owner	2022-01-17	2022-01-17		Valid
<input type="checkbox"/>	58	46	Private agency - real estate	Owner	2022-01-23	2022-01-23		Valid

- Attach the editor

Please select the required document through one of the following options:

☐ Select a Transaction from the table ☒ Upload Transaction Document ☐ Documents Description

Please upload required transaction file

Notes

- Add information about the editor

Please select the required document through one of the following options:

☐ Select a Transaction from the table ☐ Upload Transaction Document ☒ Documents Description

Notes

Please provide any information regarding corresponding Transaction (Application No., Transaction No. ...)



**Additional attachments can be added - if necessary - by clicking on**

**+ add attach**

Attachments

Sorry, no matching records found

Images & PDF files are allowed / Maximum allowed file size is 10 MB

+ add an attachment

**: It is only allowed to attach an image or a PDF file / the maximum file size is 10 MB**



**The applicant can add his remarks - if any - in the applicant's remarks field.**

Application Owner Notes

**The customer has the option to sign via UAE PASS, taking into consideration that all parties have an electronic signature**

☐ Sign through the UAE PASS  
All parties must have an electronic signature





Upon completion of entering all the required data and fields, we have the following options:



- **Cancellation of the request:** to withdraw and cancel the request.
- **Save as a draft:** Save the application in its current state and return to it at another time in order to complete and submit it.
- **Preview:** Watch how the transaction will appear to the notary
- **Submitting the application:** submitting the application to be reviewed by the notary public

In the event that the request is sent, the parties will be notified via mobile phone and e-mail with notifications indicating that a request for this service has been submitted.

The transaction is then passed on to be reviewed and audited by the Notary Public



When the notary public finishes reviewing the transaction, verifying its validity, and transferring it to the interview stage, an e-mail notification and a text message will be sent.

The message contains a link that can be clicked so that the customer can access the application at the interview stage.



- The option to start a video call is available in order to make a video call with the notary public - the call is with the parties to the transaction on the one hand and with the notary public on the other

- The signature option is available only to the parties required to sign. by the notary public. Signing can be done after obtaining permission to sign from the notary public.



Refresh page option is available in order to refresh the contents of the page.

Note: The signature button is also available at the bottom of the page, and the customer can click on it and add his signature

Request information

Parties Attachments

Party Type	Full Name	Required To Sign	Signed	Signature
		✓	x	
		x	x	

Rows per page 20 1-2 of 2

After the notary public verifies all the information of the parties, approves their signatures, and reviews the text of the transaction and its attachments, he approves the application and transfers it to the payment stage.



Notifications come that the order has been transferred to payment



The user clicks on the payment link that he receives, so that the order will be opened at the payment stage

The customer must agree to the terms and conditions, after which he presses a button

pay



After that, the user goes to the electronic payment gateway and enters the required payment information. After completing the payment successfully, the transaction becomes completed, and the final transaction download page appears as follows:

The screenshot shows a web interface for the 'Issuance of spitting image from previous deed'. At the top, a progress bar indicates five steps: Draft (1), Review (2), Interview (3), Pay (4), and Done (5). The 'Done' step is highlighted with a checkmark. Below the progress bar, the main content area displays transaction details: Request Number, Transaction Number, Transaction Type, Applicant, and Transaction Validity (Unlimited Validation). It also shows the Submission Date (05-12-2022) and Last Updated (05-12-2022). A green message at the bottom states 'Transaction is done successfully. You may Download it' with a download icon.

You can press a button

to download the final transaction.

