

UNITED ARAB EMIRATES
MINISTRY OF JUSTICE



الإمارات العربية المتحدة
وزارة العدل

User Manual

E-Notary System

Writing and authentication of contracts and deeds

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

Unified Gate For Electronic Services
Please Login Here

Get Started with Unified Gate

Email

.....

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](#)

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

EXPLORE THE MENU

MY APPLICATIONS **OUR SERVICES** EDIT PROFILE Samer Ali Hasan MY FAVORITES CHANGE PASSWORD

Our Services

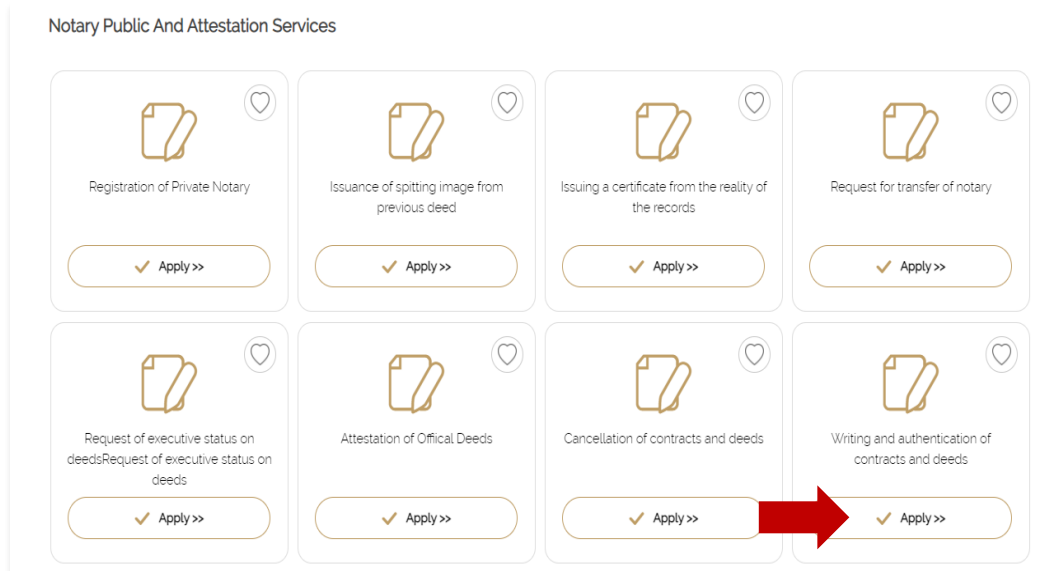
CASES REGISTRATION SERVICES PERSONAL STATUS SERVICES LEGAL PROFESSIONS SERVICES **NOTARY PUBLIC AND ATTESTATION SERVICES** OTHER SERVICES

Find data by a key word **Clear**

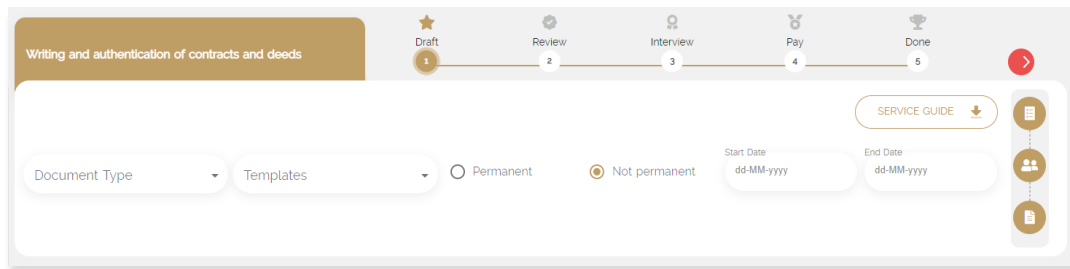
Notary Public And Attestation Services



Among the services of the notary public and attestations, we choose the service of
Writing and authentication of contracts and deeds



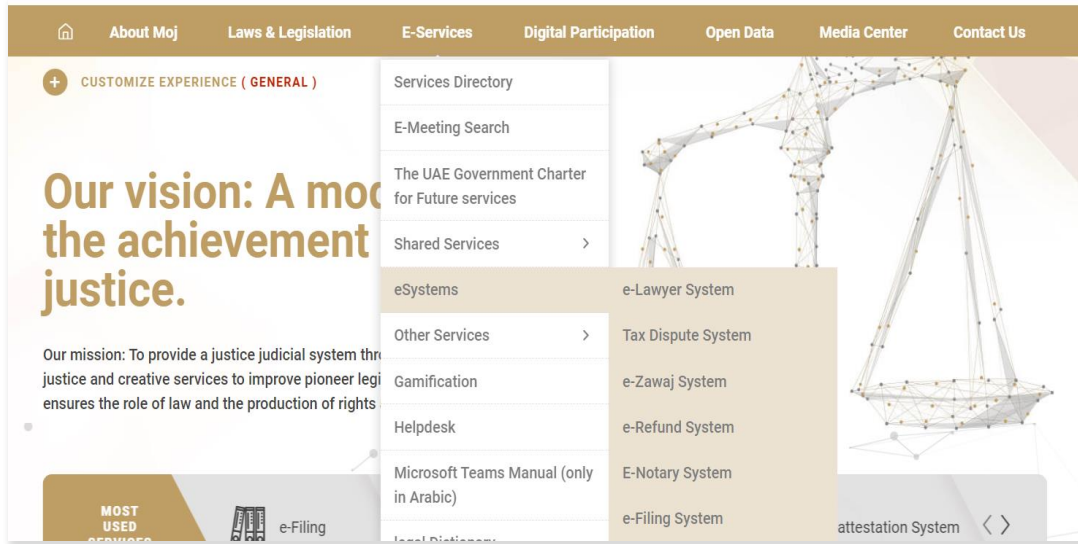
The application screen appears:



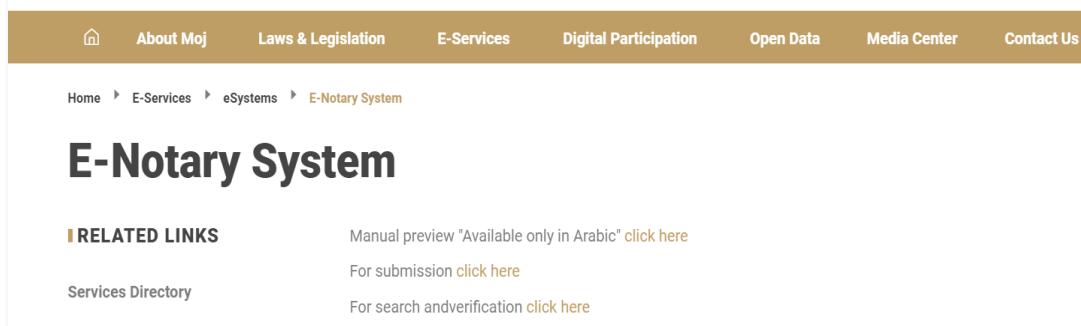
2 - From the Ministry of Justice website available via the following link

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

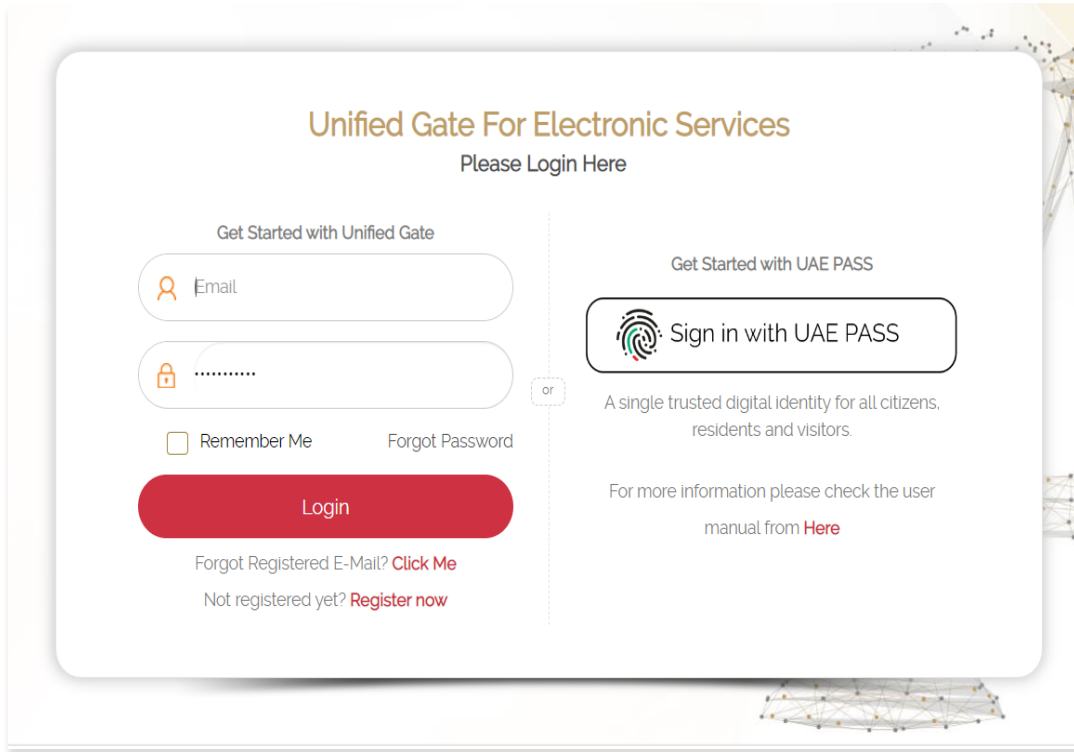
We choose E-services > esystems > E-Notary System



The following page appears:

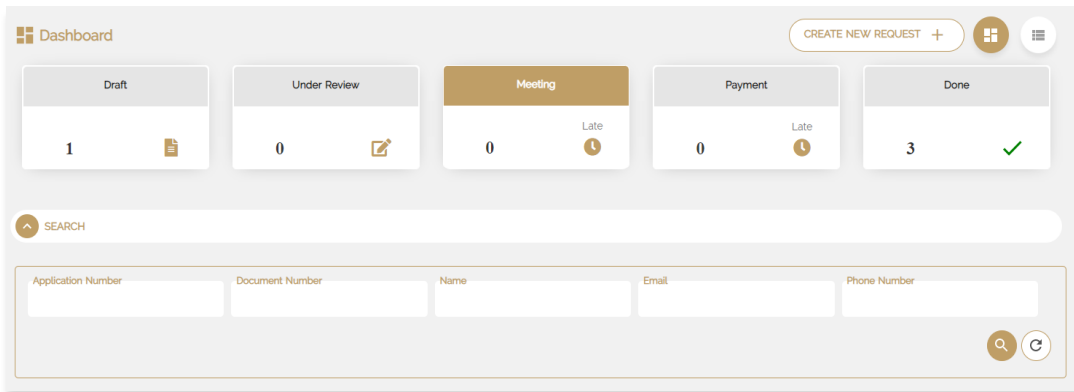



In the event that you wish to submit an electronic notary public service, click on the “Click Here” button located next to the option to submit transactions, then you will be moved to the Unified Gate.

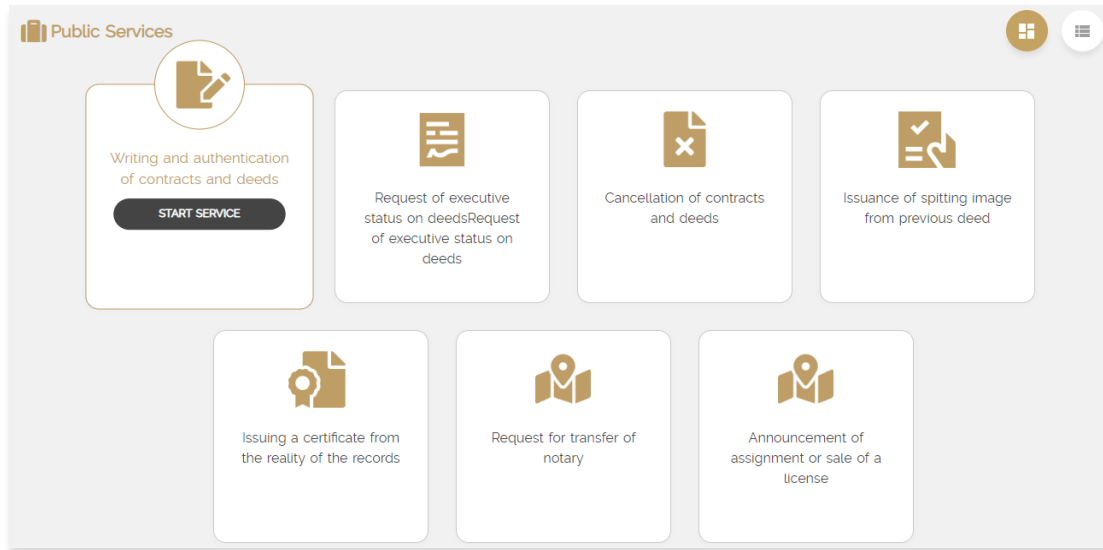


We log in through the unified Gate or through the UAE PASS

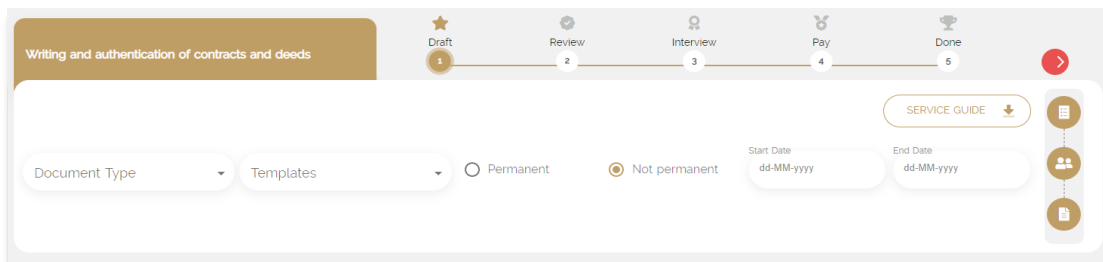
The next page appears



We click on  the next page appears



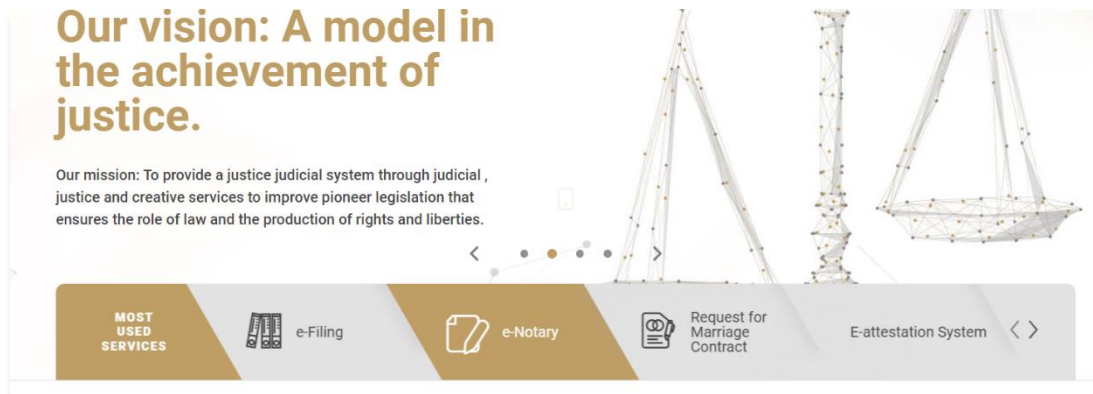
By clicking on the "Start Service" button, the application screen will appear



3- From the Ministry of Justice website available via the following link

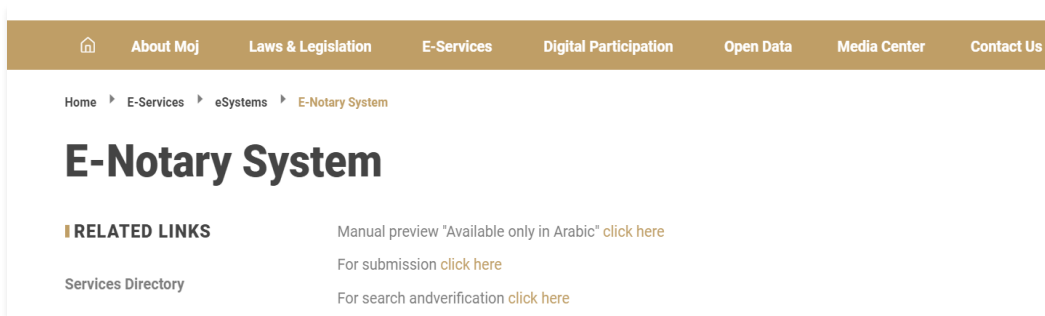
<https://www.moj.gov.ae>

We choose the E-notary

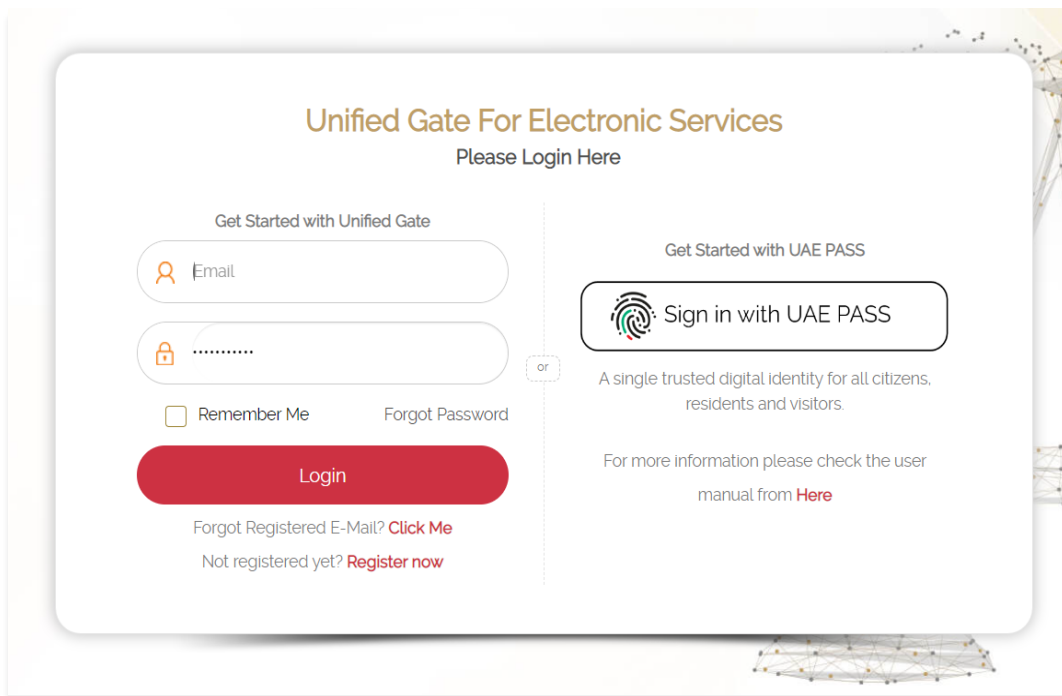




The following page appears:

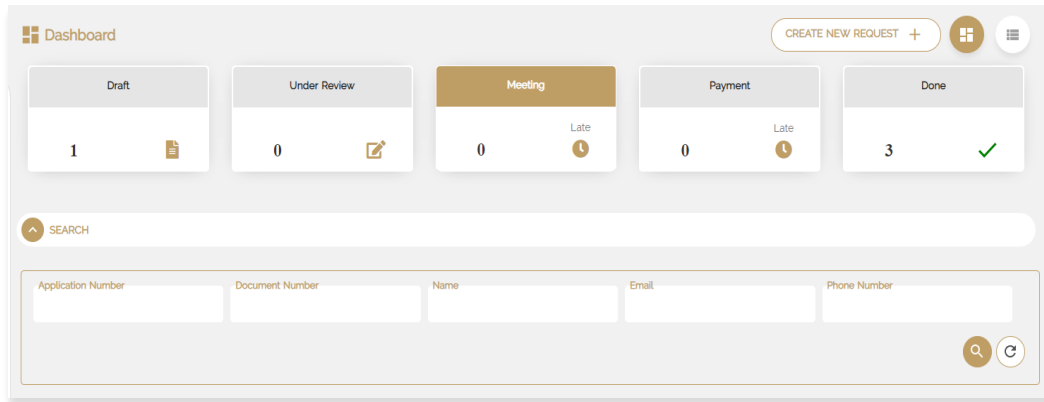


In the event that you wish to submit an E-notary public service, click on the “Click Here” button located next to the option to submit transactions, then you will be moved to the Unified Gate.



We log in through the unified Gate or through UAE PASS

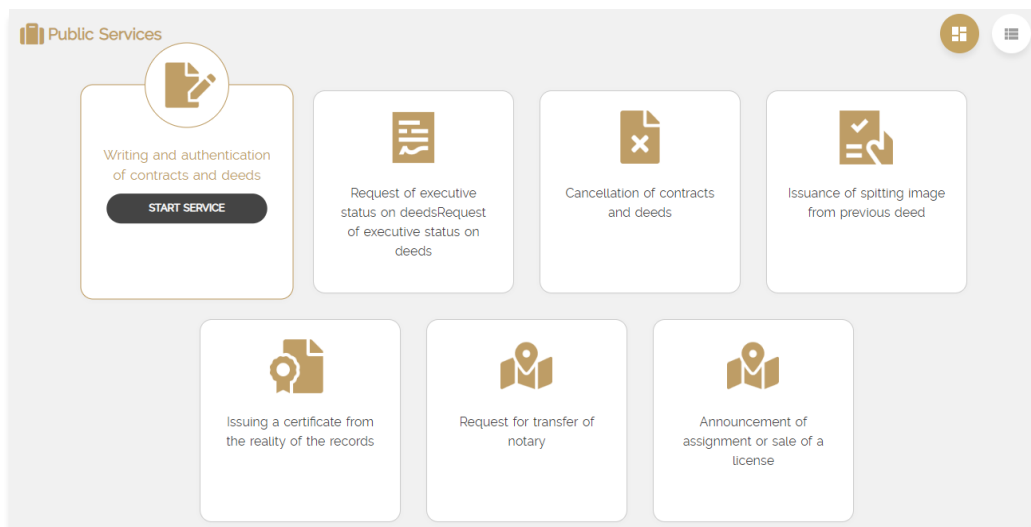
The next page appears



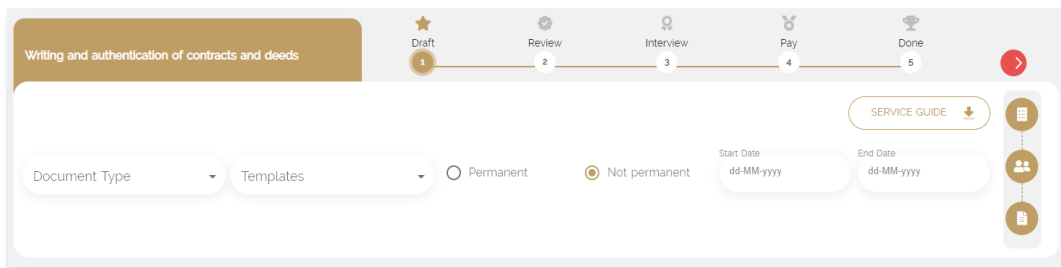
We press a button

CREATE NEW REQUEST +

The next page appears



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





After accessing the application page, the type of document required is selected. We have "5" types of documents (Power of Attorney, waiver, Endorsement, Digital POA).

A screenshot of a web application interface showing a dropdown menu for "Document Type". The menu is open, displaying five options: "Power of Attorney", "Endorsement", "waiver", "Contract", and "Digital POA". The "Document Type" label is visible at the top of the dropdown.

The type of form can be chosen, each type of document has a set of available forms:

A screenshot of a web application interface showing two dropdown menus. The first dropdown menu is labeled "Document Type" and has "Power of Attorney" selected. The second dropdown menu is labeled "Templates" and is open, displaying five options: "Private agency - real estate", "Private agency - banks", "Private agency - disputes", "Private Agency - Establishing licenses", and "Private Agency - Shares".

You can choose the duration of the document (permanent or specified between two dates).



Permanent Not permanent

Start Date: dd-MM-yyyy End Date: dd-MM-yyyy

After that, the virtual parties to the transaction appear according to the model chosen above (example: principal, agent),

Parties Description

Select the parties to the transaction

* it means the field is mandatory

Client

Party Description: Client I represent this Party

Personal Details

No Emirats ID Card

Please upload an Emirats ID card file

Agent

Party Description: Agent I represent this Party

Personal Details

No Emirats ID Card

Please upload an Emirats ID card file

+ 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.



Client

Party Description
Client I represent this Party
Party Description may be modified to suit the content of the transaction

Personal Details

No Emirates ID Card
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 *
Only numbers are allowed

Expiry Date

Full Name *

Mobile Number *
Only numbers are allowed

Email *

date of Birth

Gender *

Nationality *

Emirate *

City

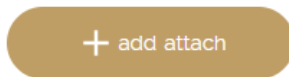
Address

Alternative email

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



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



Transaction Text: You can choose one of the available methods to specify the transaction terms, either selecting the items based on previous models or downloading the transaction directly in the form of a PDF file



Text Transaction


Transaction Title
Private agency - real estate

You can choose one of the available methods to define the terms of the transaction

Transaction Based On Prior Models
It Enables You To Choose The Appropriate Items Which Are Pre-Approved Templates From A WriterJustice

Direct Transaction Upload
You Can Upload The Complete Transaction File In (PDF) Format To Be Certified Directly

DragDrop.Text



Uploading the transaction as a file is available only for pre-certified documents or for texts that contain a duly certified translation, under penalty of refusal of the transaction
Only PDF files are allowed / Maximum allowed file size is 10 MB

Text Transaction

Transaction Title
Private agency - real estate

You can choose one of the available methods to define the terms of the transaction

Transaction Based On Prior Models
It Enables You To Choose The Appropriate Items Which Are Pre-Approved Templates From A WriterJustice

Direct Transaction Upload
You Can Upload The Complete Transaction File In (PDF) Format To Be Certified Directly

CHOOSE ITEMS AGAIN PDF PREVIEW

← → I B ▾ ▾ A1 ▾ A2

وكالة كاملة - العقارات

انا الموقع أدناه بصفتي الشخصية الموكل وبأية صفة كانت قد وكّلت و أتمت مقام نفسي بموجب هذه التوكيل الطرف الاخر بصفته الوكيل،
ليقوم مقامى وينوب عني في إدارة والاشراف على جميع العقارات المسجلة باسمي داخل دولة الامارات العربية المتحدة وله الحق في التأجير أو البيع أو التنازل أو الرهن أو البذل وغير أو نقل الملكية سواء لنفسه او للغير
وله الحق في التوقيع على عقود البيع وعقود الايجار ومتابعة معاملاتها مع المستأجرين و استلام مبلغ البيع سواء نقدا او بشيكات وتحصيل الاجارات ودفع الدفعات والرسوم المتبقية لجميع العقارات المسجلة باسمي في
الدولة وله الحق وفسخ العقود وله الحق في استلام وتسليم الأوراق والمستندات لدى كافة الجهات ولها الحق في

CHOOSE ITEMS AGAIN

If pressed

You can select the appropriate items for the transaction, then click on

GENERATE THE TEXT OF THE TRANSACTION

The text of the transaction appears within the editor
and there is a possibility to modify the text of the transaction.



PDF PREVIEW

Can at any time press a button

To view the final transaction form

Allocation of transaction terms

select all

وكالة خاصة - العقارات

انا الموقع أدناه بصفتي الشخصية الموكل وبأية مفة كانت قد وكلت و أتمت مقام نفسي بموجب هذه التوكيل الطرف الاخر بصفته الوكيل ليقوم مقامي ويتوب عني في إدارة والاشراف على جميع العقارات المسجلة باسمي داخل دولة الامارات العربية المتحدة وله الحق في التأجير أو البيع أو التنازل أو الرهن أو البديل وغير أو نقل الملكية سواء لنفسه او للغير وله الحق في التوقيع على عقود البيع وعقود الايجار ومتابعة معاملاتها مع المستأجرين و استلام مبلغ البيع سواء نقدا او بشيكات وتحصيل الاجارات ودفع الدفعات والرسوم المتبقية لجميع العقارات المسجلة باسمي في الدولة وله الحق وفسخ العقود وله الحق في استلام وتسليم الأوراق والمستندات لدى كافة الجهات ولها الحق في الحضور والتوقيع وتمثيلي تمثيلا مطلقا أمام كافة الجهات الرسمية وغير الرسمية بما فيها على سبيل المثال لا الحصر (هيئة

GENERATE THE TEXT OF THE TRANSACTION

There are a group of forms with mandatory attachments that are added to the attachments table by default when choosing the form.

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

+ add attach

Attachments

	NAME	DESCRIPTION	FILE
	Original ownership (if real property data are entered)		
	No objection (if the property is foreclosed)		

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

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




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 will have the following options:

CANCEL SAVE AS DRAFT PREVIEW SEND

- **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.

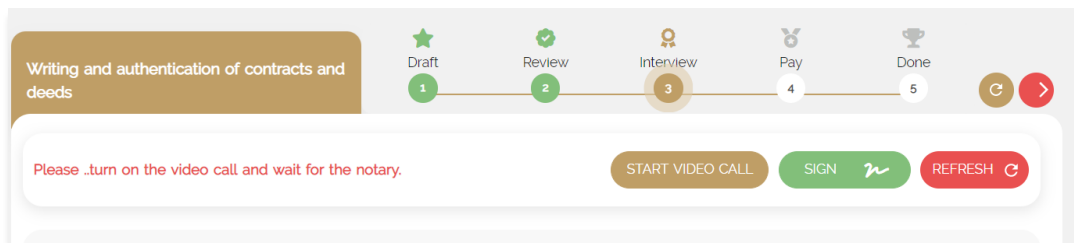




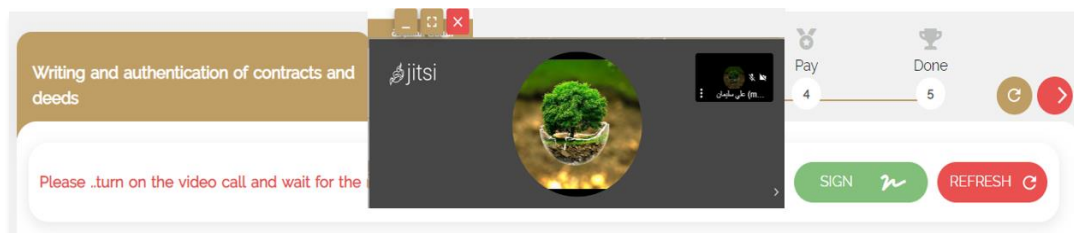
The transaction is then passed on to be reviewed and audited by the Notary Public.

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 to both the applicant and all parties to the transaction.

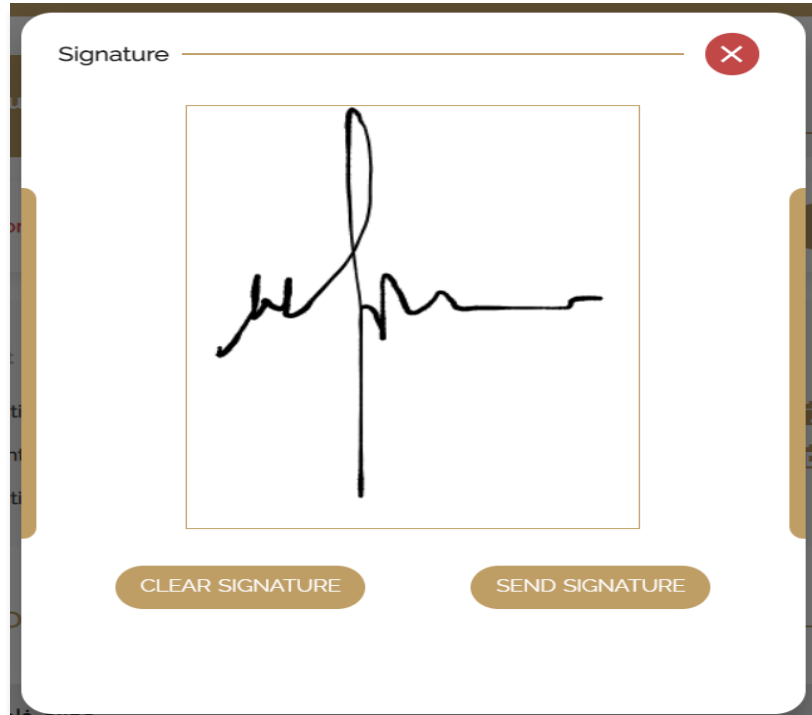
The message contains a link that can be clicked so that the customer can access the application at the interview stage.



- 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 applicant and all parties to the transaction on the one hand, and with the notary public on the other hand.



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



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

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 Notes

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

REFRESH SIGNATURES Rows per page: 20 1-2 of 2

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

SIGN



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:

Writing and authentication of contracts and deeds

Draft 1 Review 2 Interview 3 Pay 4 Done 5

Request Number : [] Transaction Number [] Done

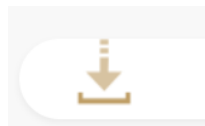
Transaction Type : [] Submission Date : 05-12-2022

Applicant : [] Last Updated : 05-12-2022

Transaction Validity : Unlimited Validation

Transaction is done successfully. You may Download it

You can press a button



to download the final transaction.



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