

UNITED ARAB EMIRATES
MINISTRY OF JUSTICE



الإمارات العربية المتحدة
وزارة العدل

Cancellation of contracts and deeds

E-Notary System

User Manual

Fourth Edition

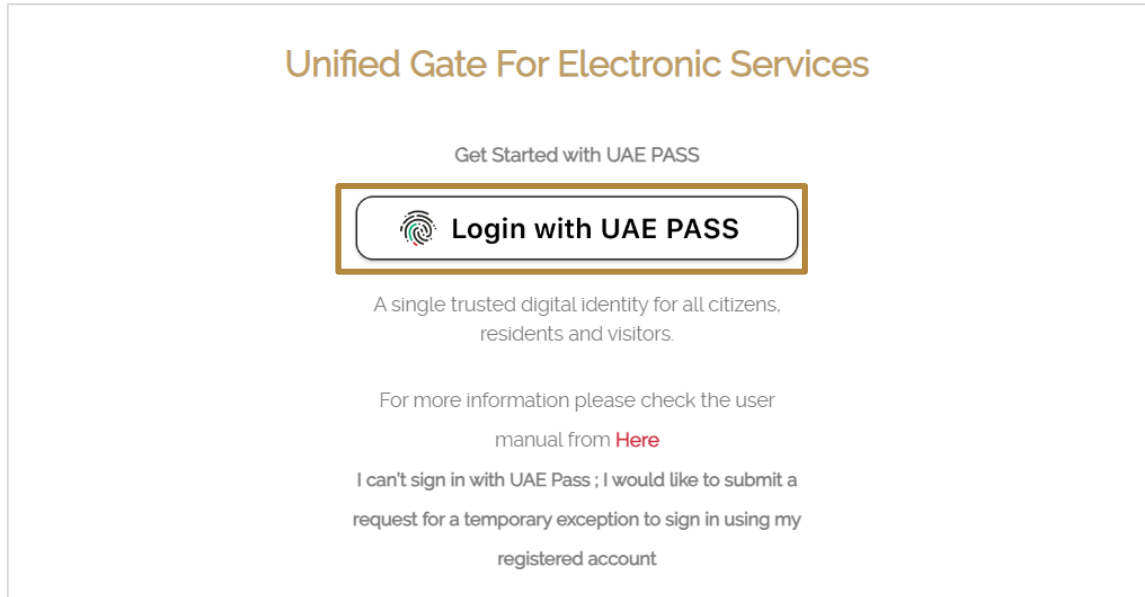
Transaction Submission

Notary services can be applied for in three ways, as follows:

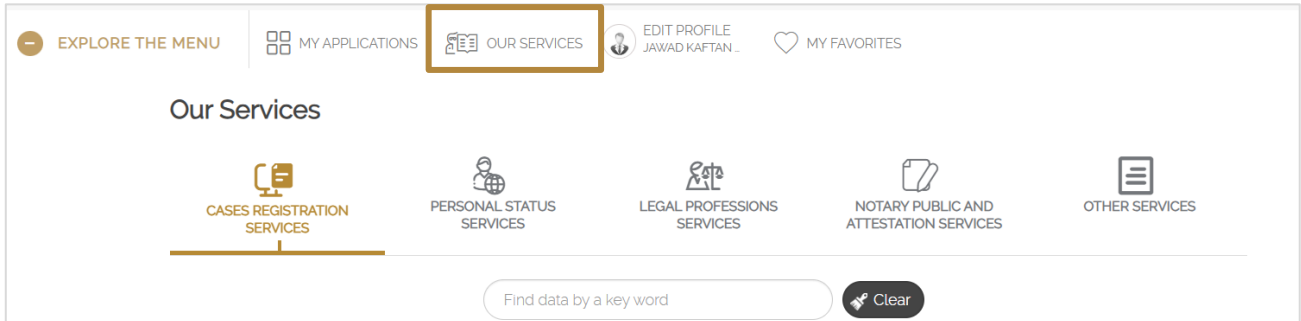
Method One

From the Unified Gate available at the following link: [click here](#).

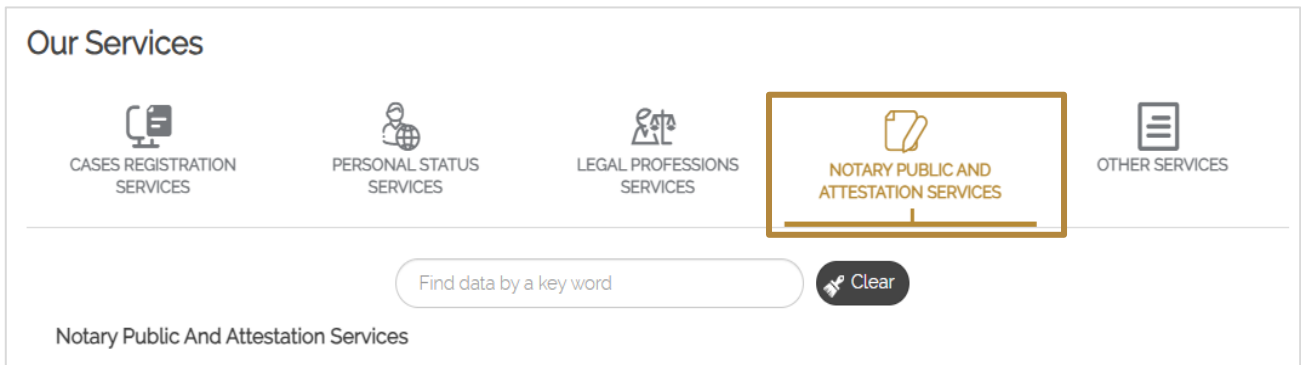
The user logs in using their UAE PASS



The user clicks on "OUR SERVICES" from the menu:

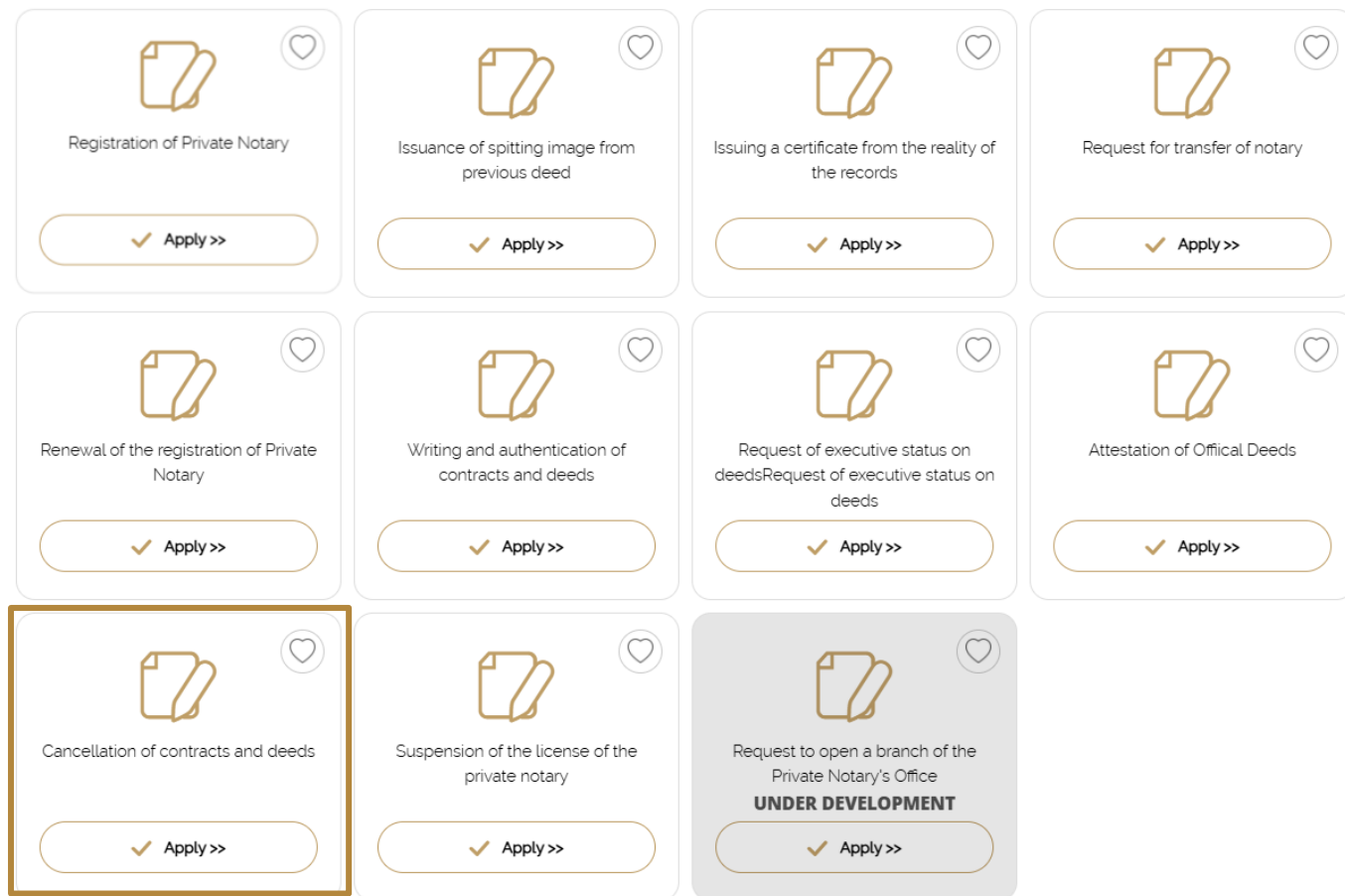


Selects "Notary Public and Attestation Services":

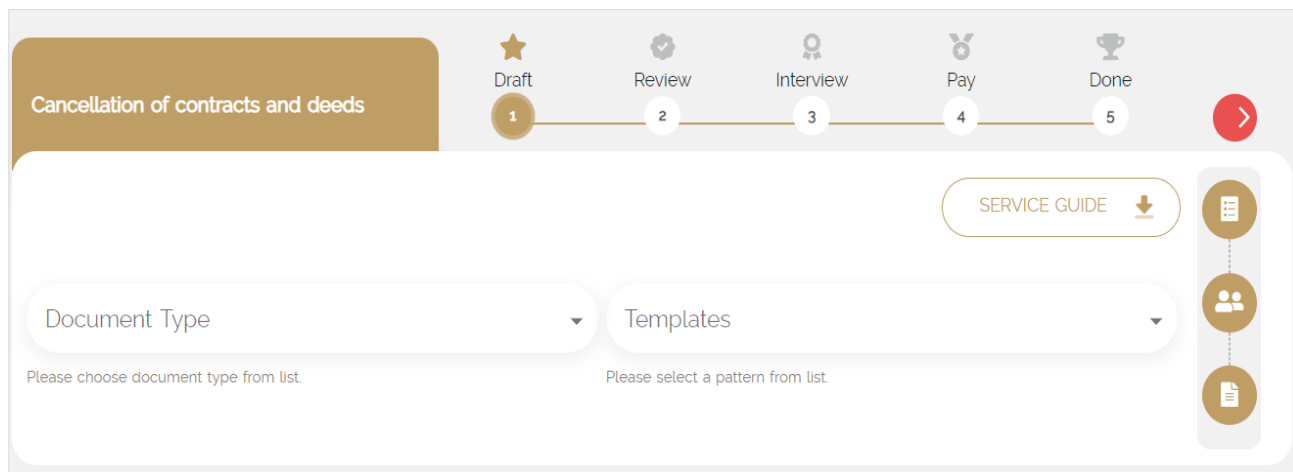


From the Notary Public and Attestation Services we choose “Cancellation of contracts and deeds”:

Notary Public And Attestation Services



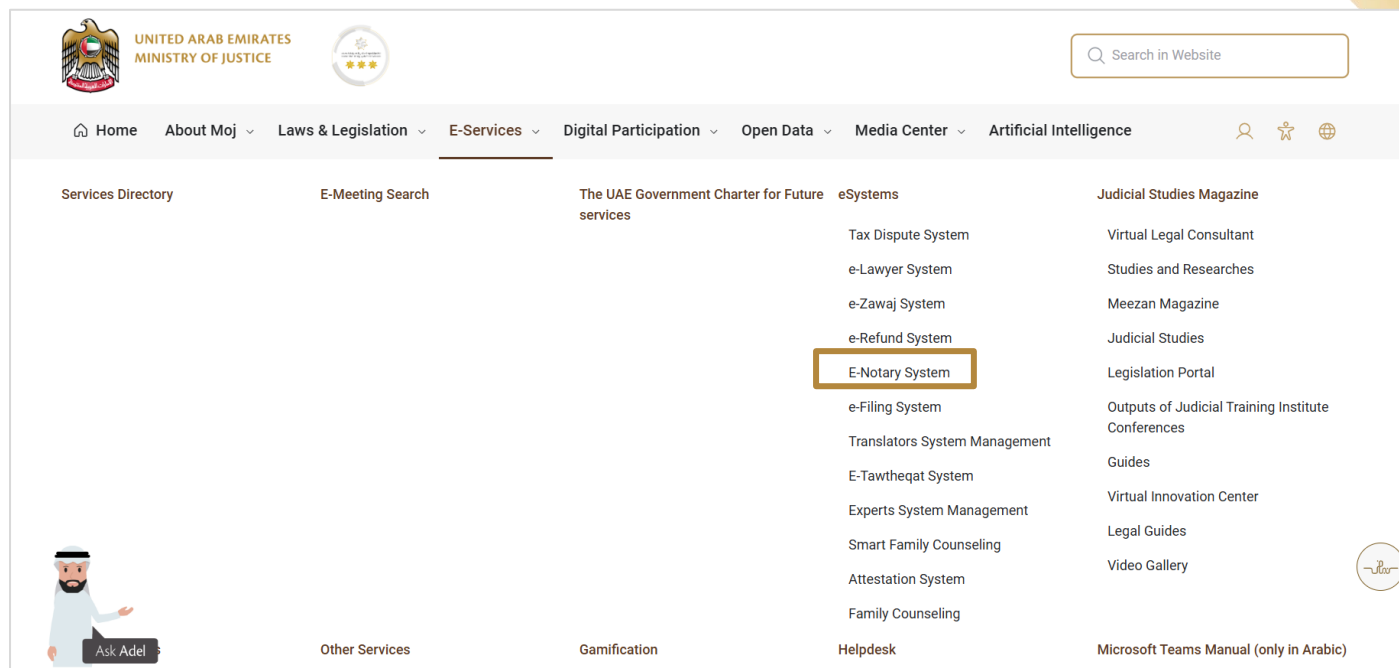
The application screen appears:



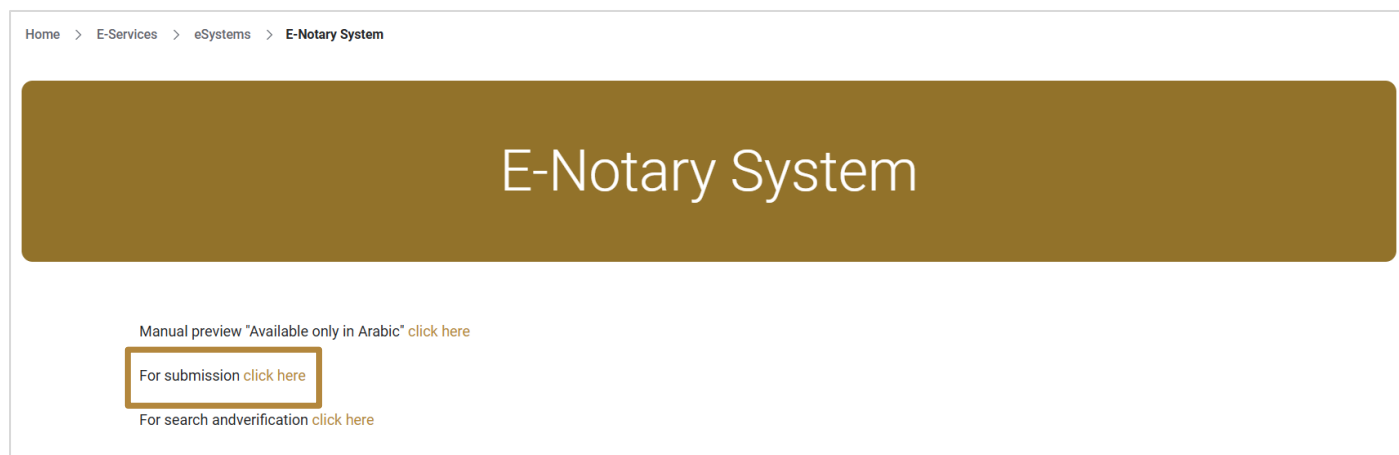
Method Two

From the Ministry of Justice website available at the following link: [Click here](#).

We select “E-Services → eSystems → E-Notary System



The following page appears:



If you wish to apply for the E-Notary services, click the "Click Here" button next to the for submission option, which will take you to the Unified Gate, and log in with your UAE PASS.

Unified Gate For Electronic Services

Get Started with UAE PASS



Login with UAE PASS

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

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

I can't sign in with UAE Pass ; I would like to submit a request for a temporary exception to sign in using my registered account

The following page appears:

Dashboard

FILTER.SHOW

CREATE NEW REQUEST +

Draft	Under Review	Meeting	Payment	Done
-	-	-	-	-
		Late	Late	

SEARCH

Application Number

Document Number

Name

Email

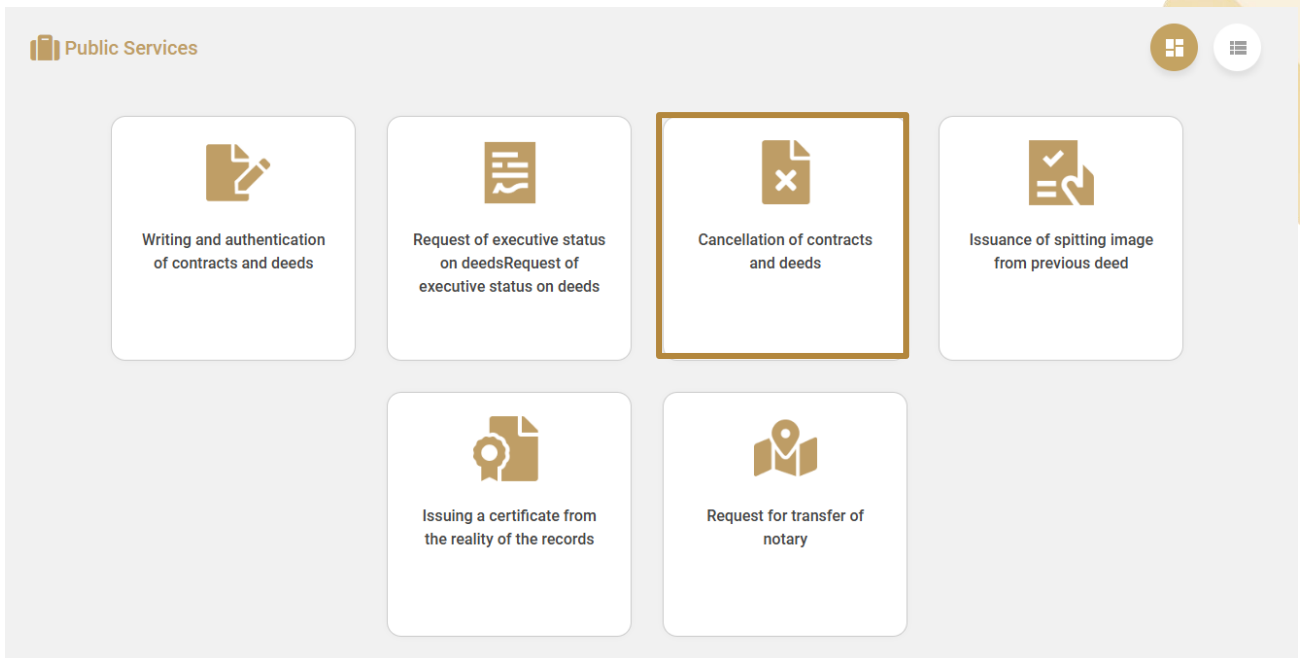
Phone Number

SEARCH

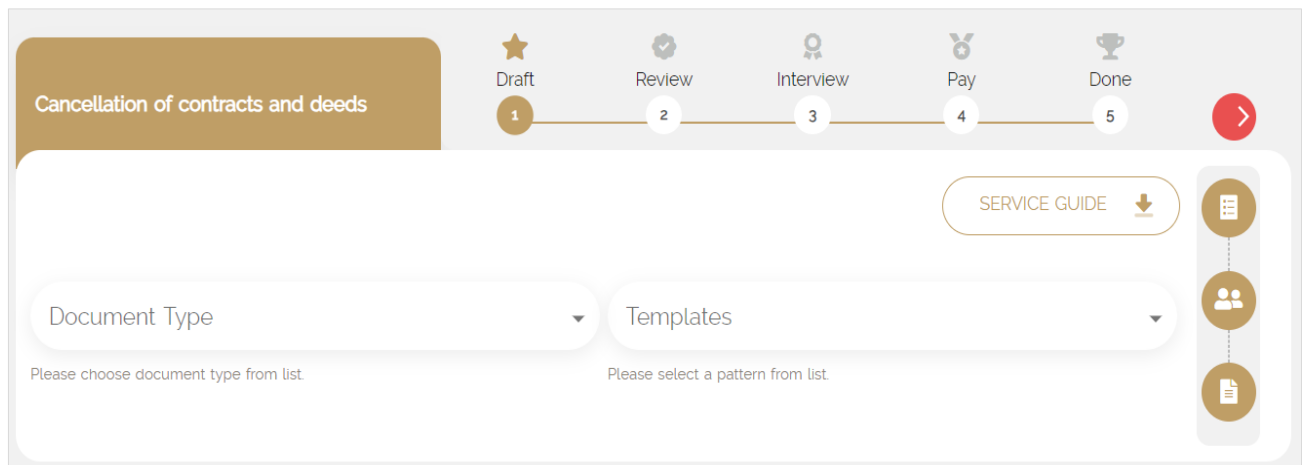
Click the button

CREATE NEW REQUEST +

to see the next page:



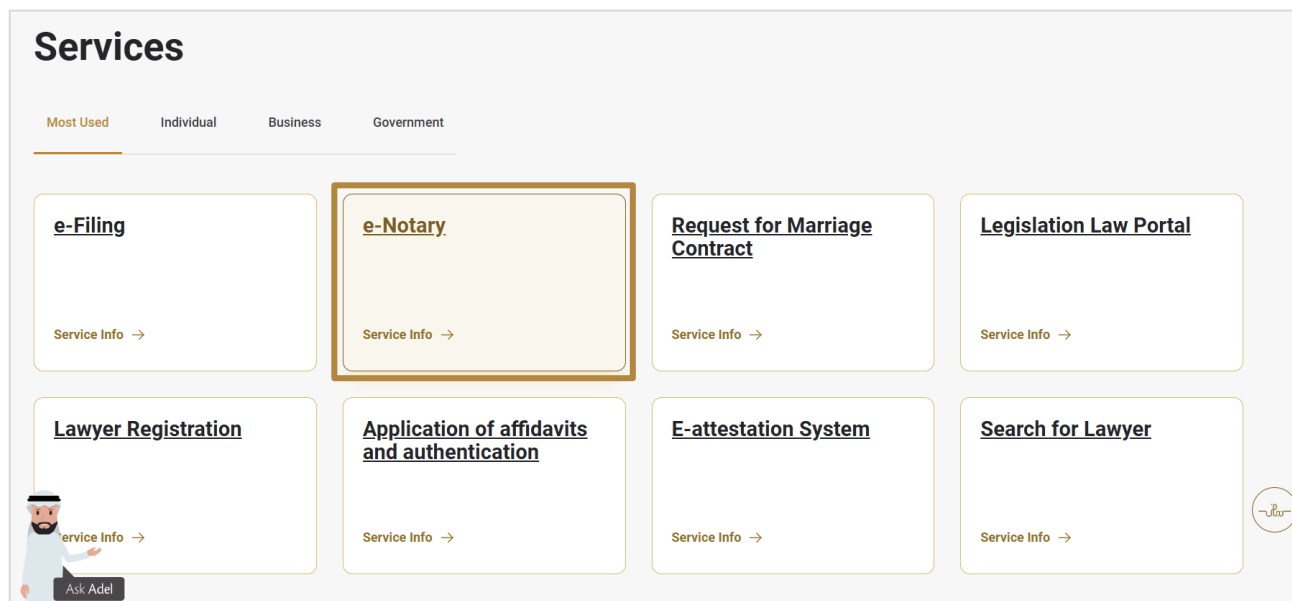
By clicking the "Start Service" button, the application screen appears:



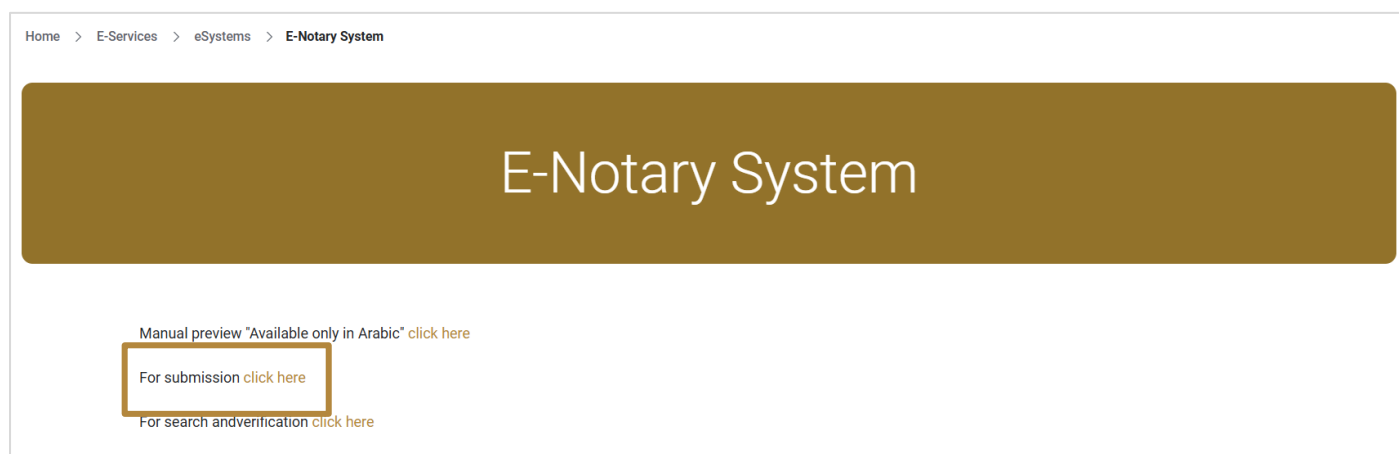
Method Three

From the Ministry of Justice website available via the following link: [Click here](#).

We choose “e-Notary”:



The following page appears:



If you wish to apply for the E-Notary services, click the "Click Here" button next to the For submission option, which will take you to the Unified Gate, and log in with your UAE PASS.

Unified Gate For Electronic Services

Get Started with UAE PASS



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I can't sign in with UAE Pass ; I would like to submit a request for a temporary exception to sign in using my registered account

The following page appears:

Dashboard

FILTER.SHOW

CREATE NEW REQUEST +

Draft	Under Review	Meeting	Payment	Done
- 	- 	- Late 	- Late 	-

SEARCH

Application Number

Document Number

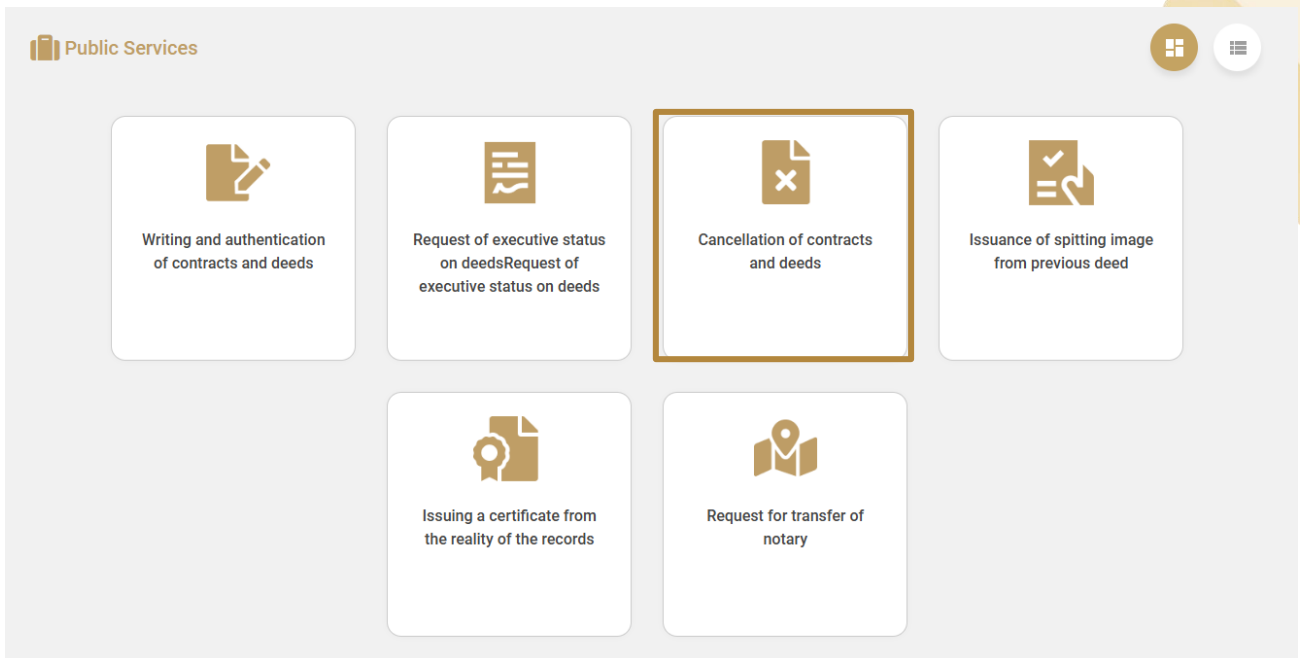
Name

Email

Phone Number

SEARCH

Click the button **CREATE NEW REQUEST +** to see the next page:



By clicking the "Start Service" button, the application screen appears:

The application screen for 'Cancellation of contracts and deeds' features a progress bar with five steps: Draft (1), Review (2), Interview (3), Pay (4), and Done (5). The 'Draft' step is currently active. Below the progress bar, there are two dropdown menus: 'Document Type' and 'Templates'. A 'SERVICE GUIDE' button with a download icon is located to the right of the dropdowns. On the far right, there is a vertical sidebar with three icons: a document, a group of people, and a document with a checkmark.

Cancellation of contracts and deeds

Draft 1 Review 2 Interview 3 Pay 4 Done 5

SERVICE GUIDE

Document Type

Templates

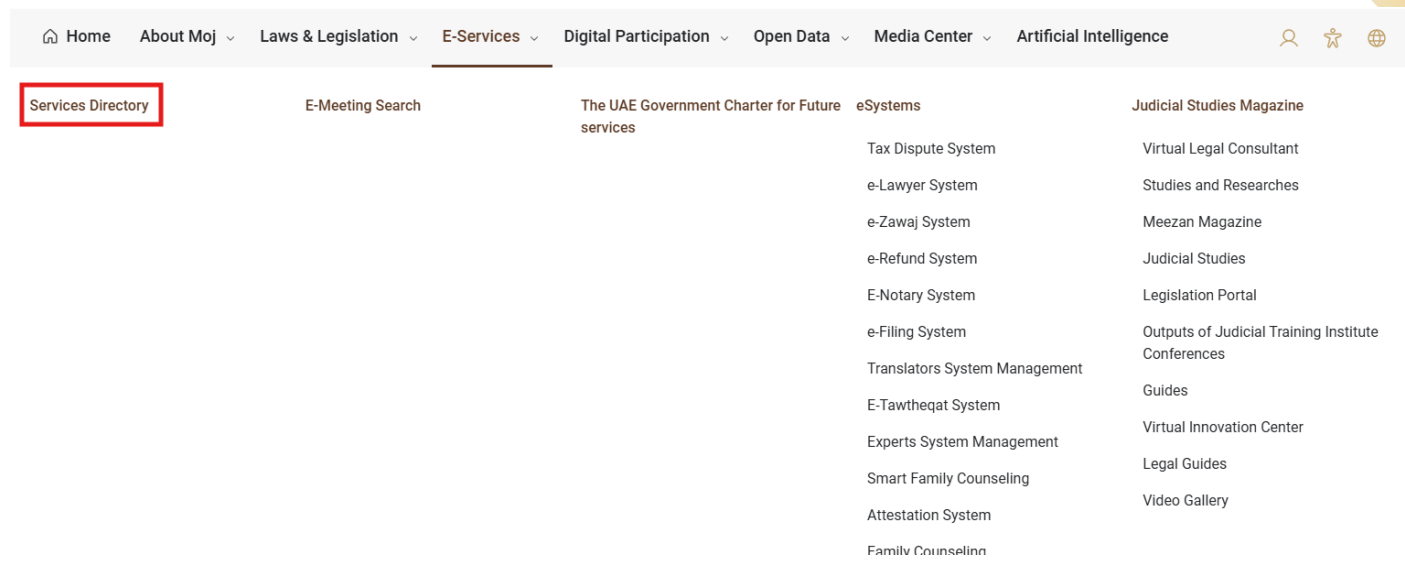
Please choose document type from list.

Please select a pattern from list.

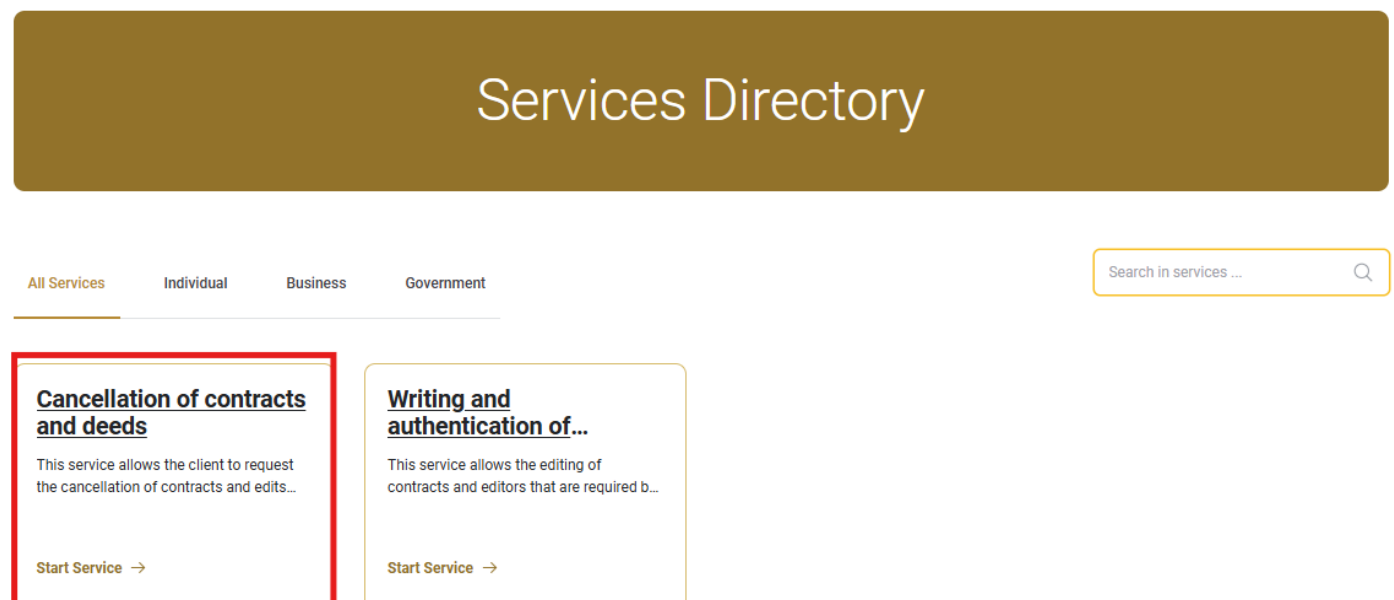
Method four

From the Ministry of Justice's website, available via the following link, [click here](#).

Choose E-Services → services Directory



The following page appears.



Choose start services ,the following page appears

Services Details

Cancellation of contracts and deeds



Start Service →

About the service

This service allows the client to request the cancellation of contracts and edits that have been edited and documented before the notary public, and to issue another document / editor indicating cancellation. The client can then go to the post office and request notification / warning / protest

To access the service [click here](#)

The process

Register and log in with the UAE Pass
Apply document
Pay the fees
E- signature and receive the documents

 **Service Code**
121-052-009-000

 **QR Code**



If you wish to apply for Cancellation of contracts and deeds service, click the "[click here](#)" button next to the For submission option, which will take you to the unified gate.

Unified Gate For Electronic Services

Get Started with UAE PASS



Login with UAE PASS

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

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

I can't sign in with UAE Pass ; I would like to submit a request for a temporary exception to sign in using my registered account

Application Submission

After reaching the application submission page, select the required document type:

Cancellation of contracts and deeds

Draft 1 Review 2 Interview 3 Pay 4 Done 5

Document Type

Notification

Cancel POA (UAEPass)

Cancel Existing POA

Templates

Please select a pattern from list.

SERVICE GUIDE

You can choose the document template, as each document type has a set of available templates:.

Cancellation of contracts and deeds

Draft 1 Review 2 Interview 3 Pay 4 Done 5

Document Type

Notification

Please choose document type from list.

Templates

rental relationship or not to continue in a rental relationship

Notify the justice of the fulfillment

Notice of legal dismissal of the contractor

Notify the justice to terminate of the commercial relationship

Other

SERVICE GUIDE

The default parties for the transaction will appear based on the selected template above (e.g., Notifier, Notified Party):

Parties Description

Select the parties to the transaction

* It means the field is mandatory

مخاطر

☐ I represent this Party

Personal Details

To automatically retrieve party data from the ICP "Federal Authority for Identity and Citizenship":

1 Please fill out the fields 2 Request to share data 3 Get Data

Emirates ID Number

date of Birth
dd-MM-yyyy

request to share data

get data

☐ 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

مخاطر إليه

☐ I represent this Party

Personal Details

To automatically retrieve party data from the ICP "Federal Authority for Identity and Citizenship":

1 Please fill out the fields 2 Request to share data 3 Get Data

Emirates ID Number

date of Birth
dd-MM-yyyy

request to share data

get data

☐ 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

Entering Party Information can be done in one of the following ways:

1. **Automatically** by retrieving party information from the Federal Authority for Identity and Citizenship.

To automatically retrieve party data from the ICP "Federal Authority for Identity and Citizenship":

1 Please fill out the fields 2 Request to share data 3 Get Data

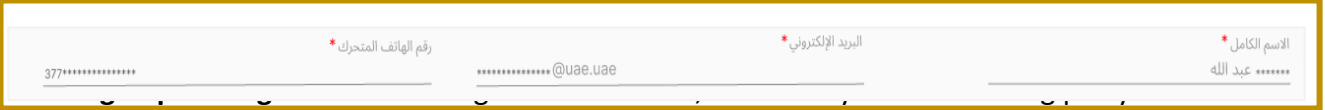
Emirates ID Number

date of Birth
dd-MM-yyyy

request to share data

get data

Note: To retrieve data from the Federal Authority, enter the Emirates ID number and birth date, then click the "**request to share data**" button. A notification is sent to the customer to approve the data-sharing request. After approval, click the "**get data**" button to retrieve the full name, email, and mobile number from ICP, which are displayed in the application as shown below.

2. 

3.

using artificial intelligence, and any remaining information can be entered manually.

- ❖ **Party Description: Describe this party, whether an agent, attorney, executor, etc.**
- ❖ **Representing This Party: The system retrieves the data of the user submitting the application.**

Personal Details

☒ No Emirats ID Card

Full Name *	Mobile Number *	Email *
 +971		
Please enter the party's full name	Only numbers are allowed (971xxxxxxxxx)	Please enter the email of the party
date of Birth	Gender	Nationality *
dd-MM-yyyy		
Please enter the date of birth of the party	Please select the gender of the party	Please select the nationality of the party
Emirate *	City	Address
Please select the emirate to which the party belongs	Please select the city in which the party resides	Please enter the address of the party

A valid email and contact number (mobile phone) must be entered for each party to receive notifications.

- Additional parties can be added by clicking

+ add party

- Documents (passport, driver's license) can be added by clicking

+ add new document

Note: If “No Emirates ID card” is chosen, alternative identification documents must be provided, and fields such as document number, country of issue, expiration date, and file must be filled out.

Other Documents

Other supporting documents can be added

Document Name

Passport

Identity

Trade License

Driving License

+ add new document

إليه

Other Documents

Other supporting documents can be added

Document Name

Passport

Document Number

Country of Issue

Expiry Date

dd-MM-yyyy

File Upload

+ add new document

attach an image or PDF, the maximum lim

Transaction Text: Choose one of the available options to define transaction terms, either by selecting terms based on previous templates or uploading the transaction directly as a PDF file.

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

Drag.Drop.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

Note: Only PDF files are allowed, with a maximum file size of 10 MB.

Text Transaction

Transaction Title: Notice of justice to continue a rental relationship or not to continue in ...
Contract Value: 0
Please enter the transaction address that will appear in the final transaction. Please specify the contract value

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](#)

الشرح

بموجب عقد إيجار مصدق لدى رقم التصديق رقم الفلا او رقم الشقة حيث العقد ينتهي بتاريخ ونظراً لحاجتي للاستخدام الشخصي او اود التمديد في العلاقة الايجارية فنخطركم بعدم رغبتنا في تجديد عقد الايجار وتسليمنا المبنى بعد انتهاء عقد الايجار او نرغب في تجديد عقد الايجار لسنة واحدة او اكثر لذلك

نخطركم اسفين بإخلاء الشقة بانتهاء عقد الايجار ودفع جميع الفواتير الكهرباء والماء والصرف الصحي وفواتير التبريد او أي مصاريف أخرى والا سنضطر لاتخاذ الإجراءات القانونية اللازمة ضدكم وتحملكم كافة الاضرار الناتجة عن عدم اخلائكم المبنى أعلاه

او نخطركم برغبتنا بالاستمرار بالعلاقة الايجارية حيث اننا ملتزمين بدفع مصاريف الكهرباء والماء والصرف الصحي ...

وتحملكم كافة الرسوم القضائية والمصاريف واتعاب المحاماة وكل ما يترتب علينا من خسائر ،

By clicking **CHOOSE ITEMS AGAIN** you can select the appropriate terms for the transaction then click **GENERATE THE TEXT OF THE TRANSACTION** display the transaction text in the editor, where you can edit it.

At any time, you can click the button **PDF PREVIEW** view the final transaction format.

Allocation of transaction terms

☐ select all

الشرح

☐ بموجب عقد إيجار مصدق لدى رقم التصديق رقم الفلا او رقم الشقة حيث العقد ينتهي بتاريخ ونظراً لحاجتي للاستخدام الشخصي او اود التمديد في العلاقة الايجارية فنخطركم بعدم رغبتنا في تجديد عقد الايجار وتسليمنا المبنى بعد انتهاء عقد الايجار او نرغب في تجديد عقد الايجار لسنة واحدة او اكثر لذلك نخطركم اسفين بإخلاء الشقة بانتهاء عقد الايجار ودفع جميع الفواتير الكهرباء والماء والصرف الصحي وفواتير التبريد او أي مصاريف أخرى والا

GENERATE THE TEXT OF THE TRANSACTION

Note: If the template “Notice of the justice to cancel the power of attorney with a specific number” is selected, you must specify the document to be canceled using one of the following options:

- Select a Transaction 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

🔍

Sorry, no matching records found

Rows per page: 20 0-0 of 0

- Upload Transaction Document

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

- Documents Description

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

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

Notes

Certain templates have mandatory attachments added to the attachments table by default upon selecting the template. Additional attachments can be added if necessary by clicking

+ add attach

Attachments

	NAME	DESCRIPTION	FILE
	A copy of the agency (if available)		
	Passport		
	Driving License		
	Receipt of trust		

(Images: png or jpeg or jpg) or (PDFfiles) are allowed / Maximum allowed file size is 10 MB

+ add attach

Note: Only images or PDF files are allowed, with a maximum file size of 10 MB.

The applicant can add notes, if any, in the Application Owner Notes field:

Application Owner Notes

The applicant can add his notes related to the application

If the request is related to correctional or penal institutions, activate the option and select the institution:

☒ A request related to correctional and penal institutions

Please specify the correctional and penal institution

السجن المركزي نساء - الشارقة

السجن المركزي - عجمان

The customer can choose to have their transaction delivered via the shipping company:

☐ Delivery of the transaction through the shipping company

When your transaction is delivered via the shipping company, the shipping company will be able to view, download and print the final transaction



After entering all required data and fields, you are presented with the following options:

CANCEL

SAVE AS DRAFT

PREVIEW

SEND

- **Cancel:** To withdraw and cancel the request.
- **Save as Draft:** Save the request in its current state to return and complete it later.
- **Preview:** View the transaction as it will appear to the notary.
- **Send:** Submit the request for review by the notary public.

When the request is submitted, the parties are notified via mobile and email, indicating that a request for this service has been submitted.

The transaction then proceeds to review and audit by the notary public.

Once the notary public completes the review and verifies the transaction, moving it to the interview stage, a notification email and SMS are sent to the applicant and all required signatories.

The message contains a link for accessing the application during the interview stage.



Start Video Call option is available for conducting a video call with the notary public. The call includes the applicant, all parties to the transaction, and the notary public.



- **Page Refresh** option is available for refreshing the page contents.

After the notary public verifies all party information, reviews the transaction text and attachments, the request is approved and moved to the payment stage.

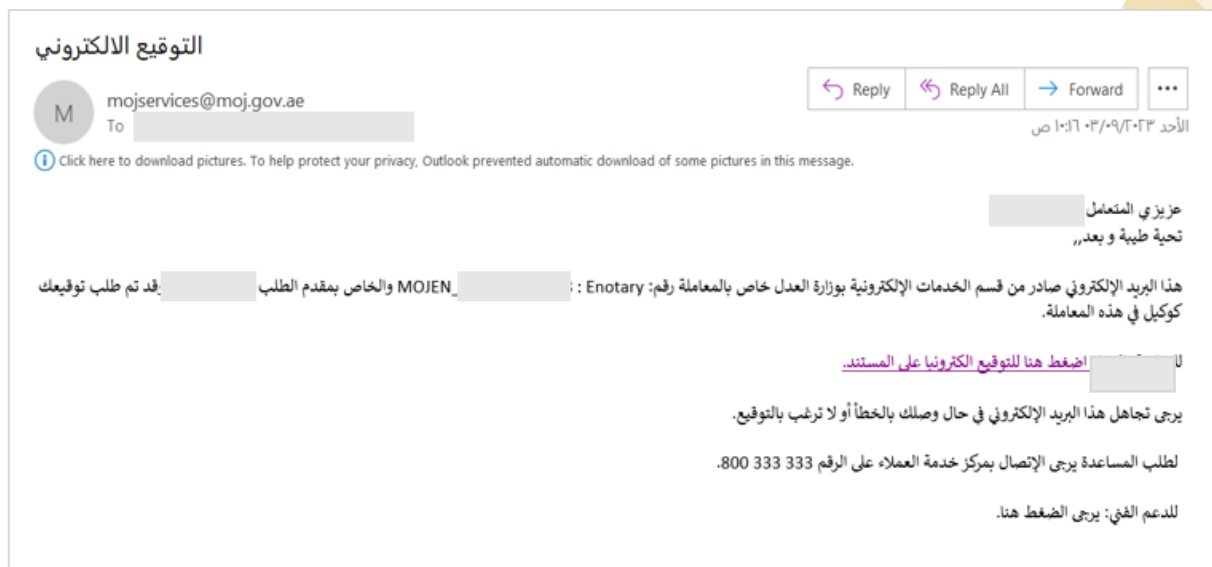
Notifications indicate that the request has been moved to payment.

The user clicks the payment link to open the request in the payment stage.

The customer must agree to the terms and conditions, then click the button

دفع

The user is then directed to the e-payment gateway and enters the required payment details. Upon successful payment, a notification from the digital ID is received for digitally signing the request.



Digital signature links are sequentially sent to the required signatories (the first party receives the link, and upon successful signing, the link is sent to the second party).

تم التوقيع	رقم الهاتف	الإيميل	الاسم	مسلسل
✓	971506059377	salem@yopmail.com	سالم محمد سالم	1
✗	971506059377	Naser@gmail.com	ناصر حمد ناصر	2

عدد الأسطر في الصفحة: 20 1-2 من 2

After successful digital signing by all required signatories, the notary public adds their digital signature, finalizing the transaction, and the final transaction download page appears as follows:

إلغاء العقود والمحركات

مسودة 1 مراجعة 2 المقابلة 3 دفع 4 منجز 5

منجز

رقم الطلب: MOJEN_2022_

رقم المعاملة: MOJAU_2022_

تاريخ التقديم: 2022-07-05

تاريخ آخر تحديث: 2022-10-10

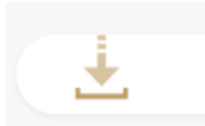
نوع المعاملة:

مقدم الطلب:

صلاحية المعاملة: غير محدودة

تم إنجاز المعاملة بنجاح و يمكنكم تحميل المعاملة النهائية

The button

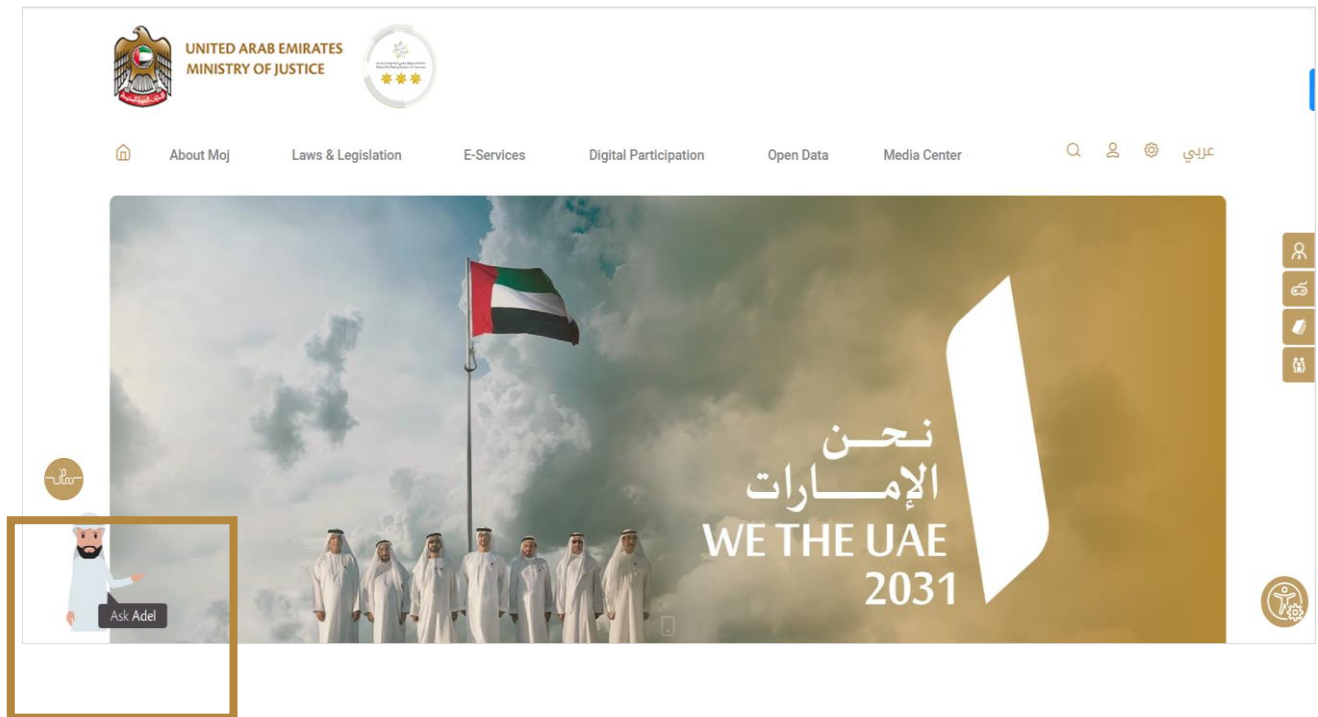


allows downloading of the final transaction.

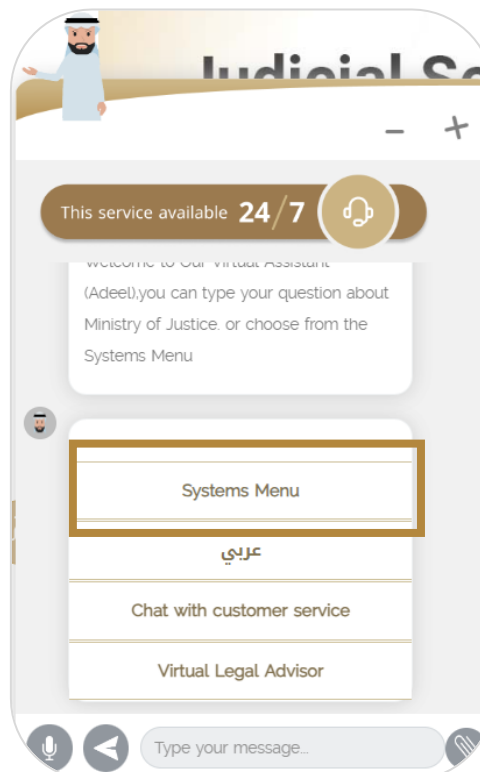
Note: Procedures and steps apply across different service channels.

❖ **Submission through Adel Chatbot:**

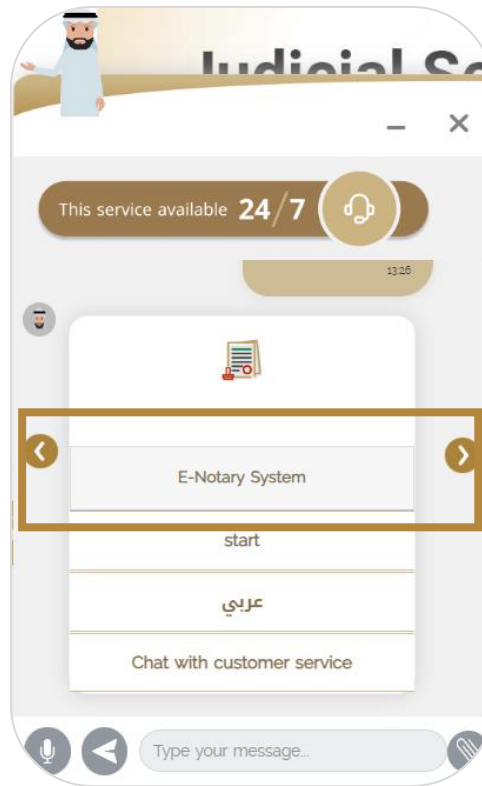
Requests can be submitted through Adel Chatbot, available on the Ministry of Justice website.



- Click the systems menu:



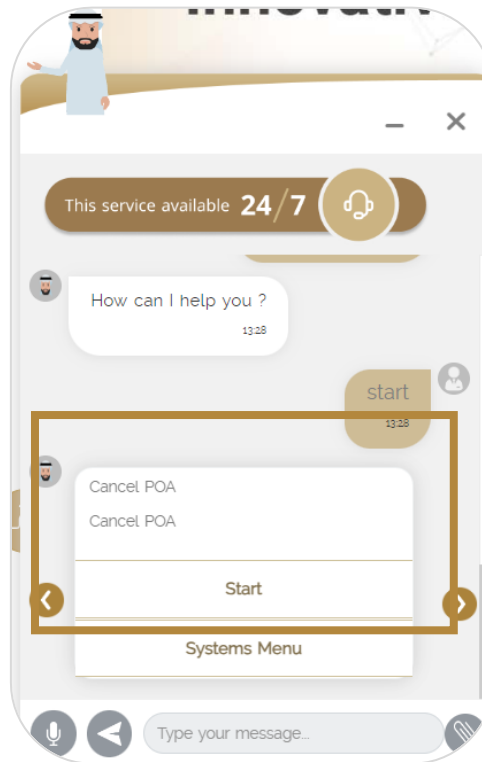
- Select the required system, and you can navigate between systems using arrows.



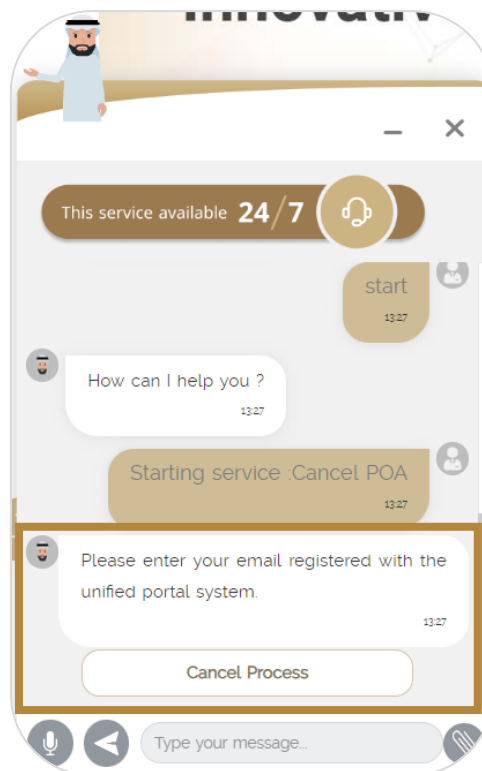
Available services within the Notary Public System:

- 1- Notice of Power of Attorney Cancellation
- 2- Renewal of Private Notary Registration
- 3- Issuance of a True Copy of a Previous Document.

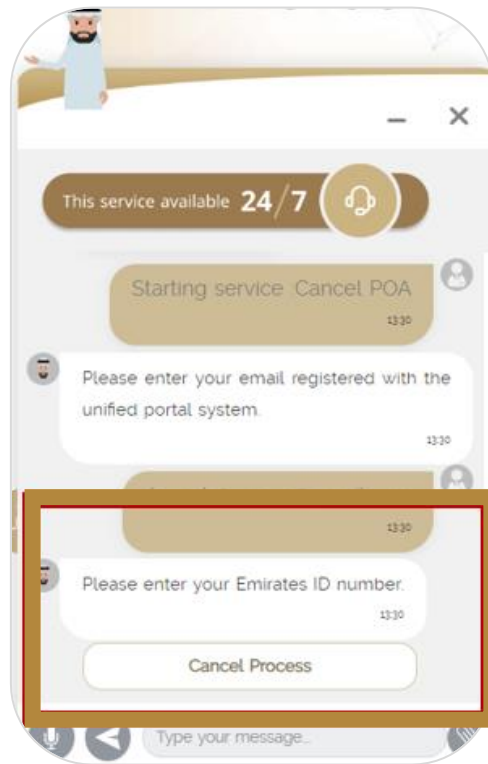
Select the required service and click the Start button, navigating between services with arrows.



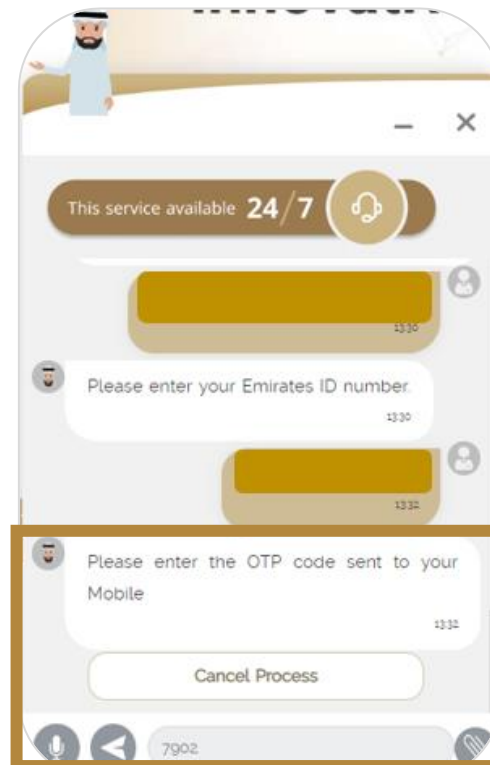
Enter the email address.



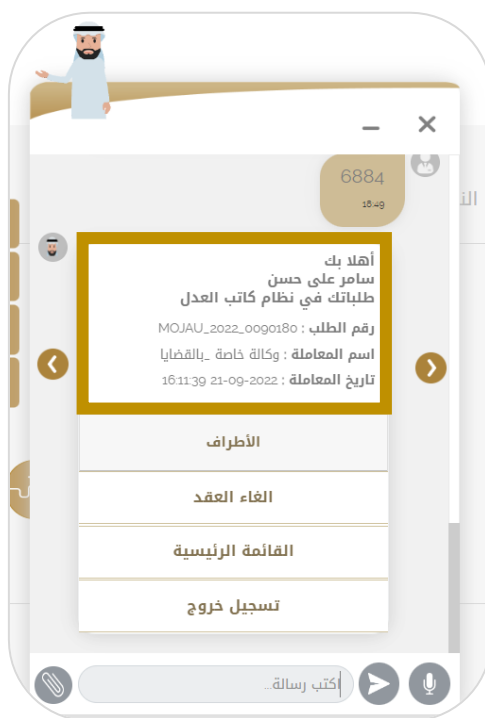
Enter the Emirates ID number.



Enter the OTP code sent to the mobile phone, consisting of 4 digits.

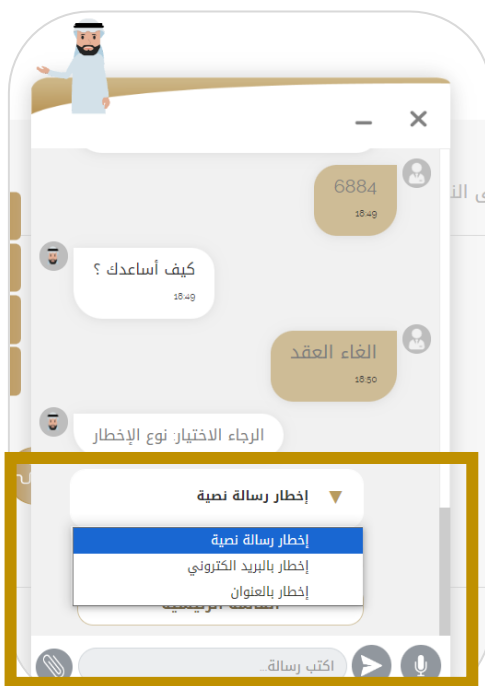


User requests appear in the system; select the agency to be cancelled and navigate between requests using arrows.



The user selects the type of notice, either by:

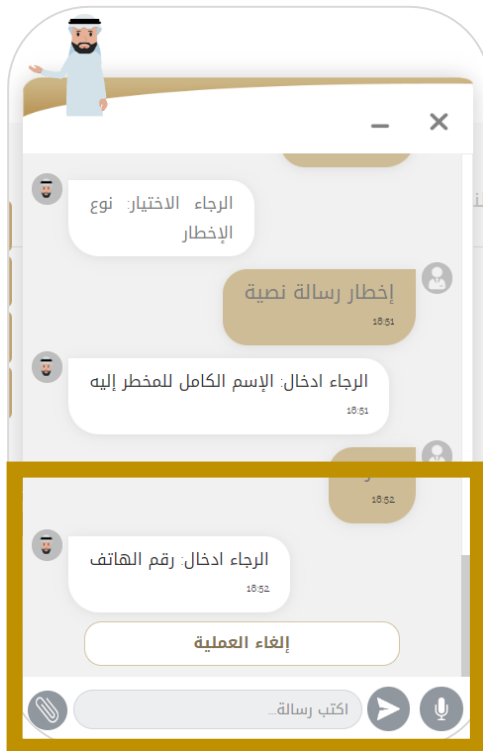
- SMS
- Email
- Address



Enter the full name of the notified party.



Enter the phone number.



Enter the address.

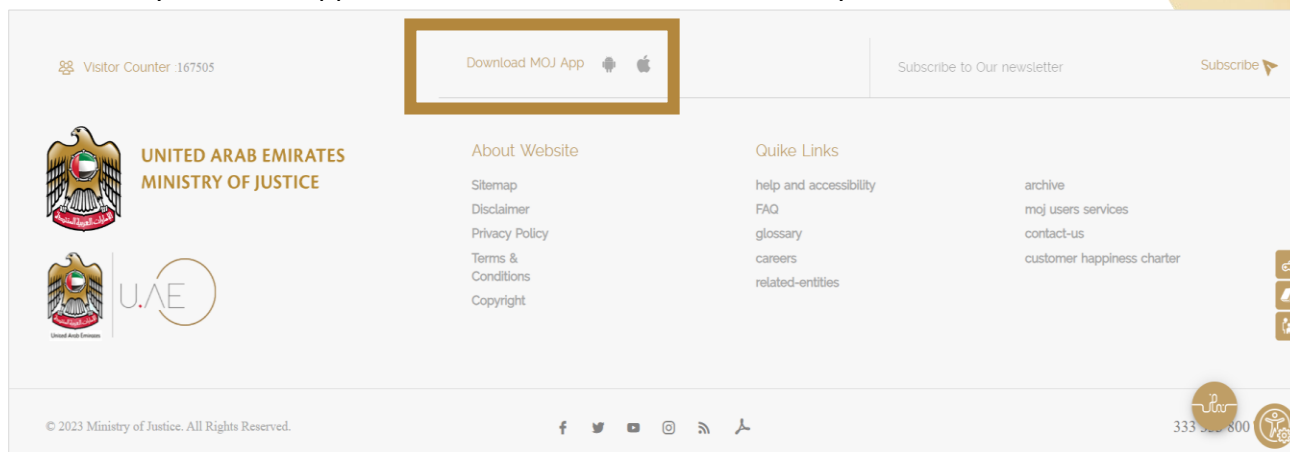


Enter the address, then a message appears indicating the request has been submitted.

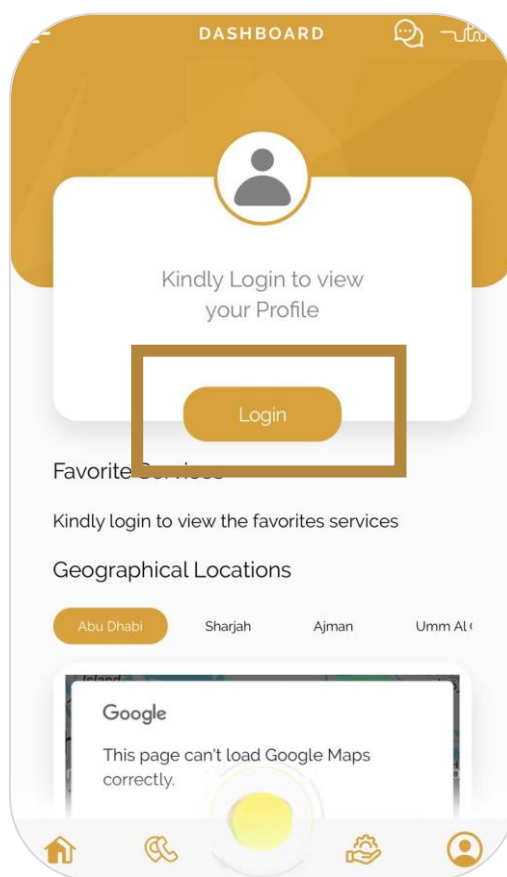


❖ Submission via the Ministry of Justice Mobile App:

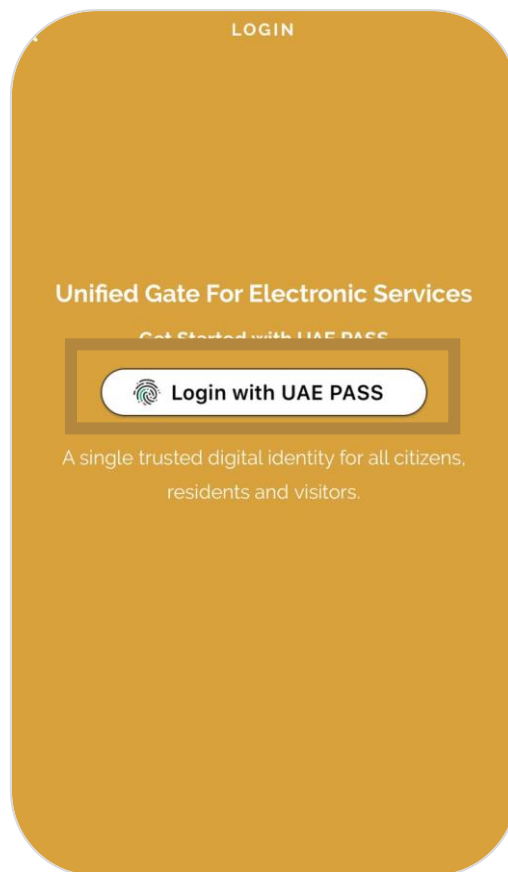
The Ministry of Justice app can be downloaded from the Ministry of Justice website:



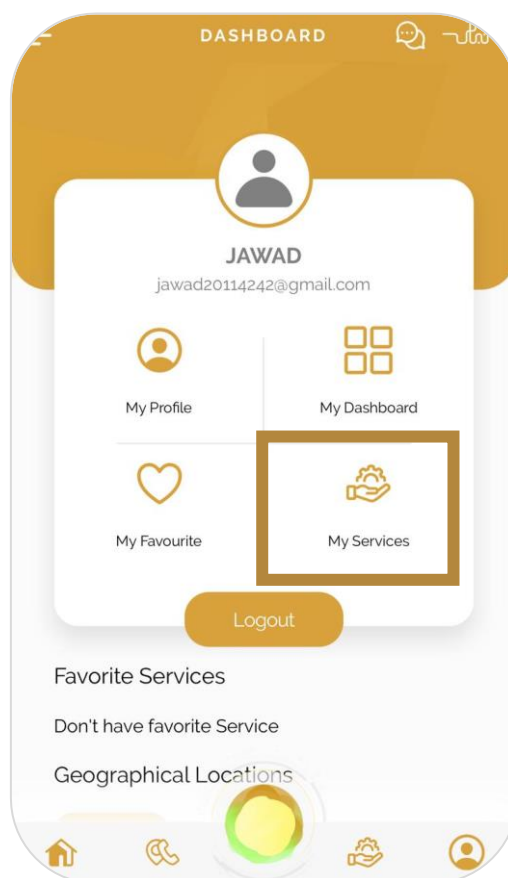
After successfully installing the app on a mobile phone, click Login.



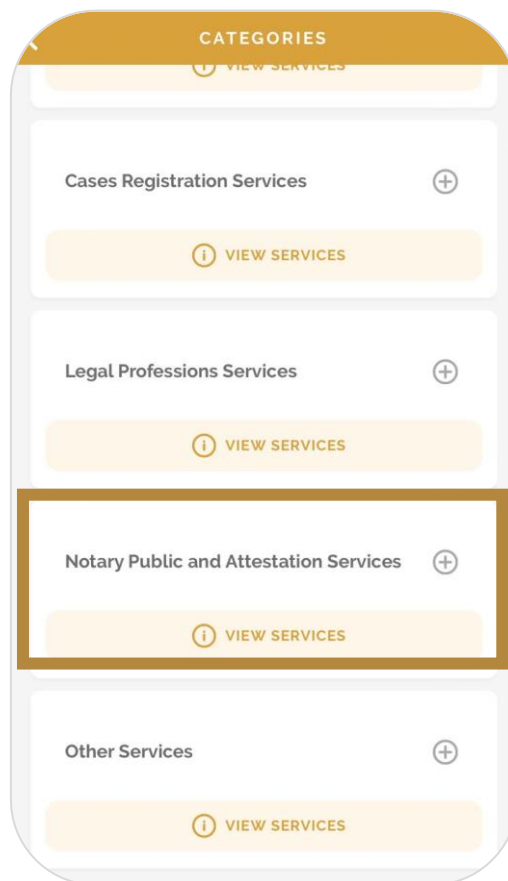
Sign in using UAEPASS, a notification is sent to the UAEPASS app on the mobile phone for confirmation.



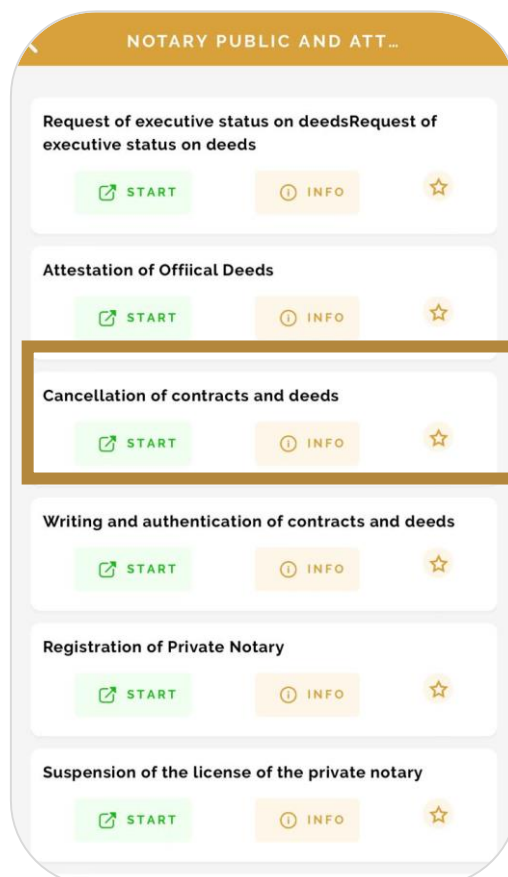
The user's control panel appears, click "My Services."



Choose Notary Public and Authentication Services.



Choose Cancellation of contracts and deeds.



The application screen appears, select the document type and template.:

Notary Services

Cancellation of contracts and deeds

Draft Review Interview Pay Done

1 2 3 4 5

SERVICE GUIDE

Document Type

Please choose document type from list.

Templates

Please select a pattern from list.

Add transaction parties (Notifier and Notified Party) data, additional parties can be added.

Parties Description

Select the parties to the transaction

* It means the field is mandatory

مخبر

☐ I represent this Party

Personal Details

To automatically retrieve party data from the ICP "Federal Authority for Identity and Citizenship":

1 Please fill out the fields

2 Request to share data

3 Get Data

Emirates ID Number

date of Birth

dd-MM-yyyy

request to share data

get data

☐ No Emirates ID Card

Add the transaction text
(select transaction based on previous templates or upload the transaction directly).

+ add party

Text Transaction

Transaction Title
Notify the justice of the fulfillment

Please enter the transaction address that will appear in the final transaction.

Contract Value
0

Please specify the contract value

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

CHOOSE ITEMS AGAIN PDF PREVIEW

اخطار عدلي للوفاء بمبلغ درهم

الشرح

المخاطر إليه حرر شيك للمخاطر بمبلغ درهم موضوع الشيك المحرر من قبل المخول بالتوقيع عن المدعي عليه حيث انه بتاريخ استحقاق الشيك توجه المدعي لصرف الشيك الا انه ارتد دون صرف لعدم وجود رصيد كافي قابل للسحب وبيانه كالتالي : الشيك رقم بمبلغ درهم بتاريخ استحقاق والمسحوب على بنك ,

وحيث ان المدعي عليه قد تقوم بالوفاء بالمبلغ رغم مضي تاريخ استحقاقه والمطالبة الودية مراراً وتكراراً ولكن دون جدوى.

لذلك

فأنتنا نخطركم بضرورة سداد مبلغ المديونية المذكور خلال خمسة أيام من تاريخ اخطاركم والا سنضطر لاتخاذ الإجراءات القانونية،

واطلب من السيد الكاتب العدل التوثيق على هذا الاخطار للعلم بما جاء به،

وهذا اخطار منا بذلك،

CHOOSE ITEMS AGAIN PDF PREVIEW

Add request-related attachments.
Add any applicant notes.

Attachments

NAME	
	Receipt of trust *
	Bill *
	bond *
	Acknowledgment of a debt *

(Images: png or jpeg or jpg) or (PDFfiles) are allowed / Maximum allowed file size is 10 MB

+ add attach

Application Owner Notes

The applicant can add his notes related to the application

If the request pertains to correctional and penal institutions, select the institution.
 -Click the “Send” button

☐ A request related to correctional and penal institutions

Please specify the correctional and penal institution

☐ Delivery of the transaction through the shipping company

When your transaction is delivered via the shipping company, the shipping company will be able to view, download and print the final transaction

CANCEL

SAVE AS DRAFT

PREVIEW

SEND