

UNITED ARAB EMIRATES  
MINISTRY OF JUSTICE



الإمارات العربية المتحدة  
وزارة العدل

## User Manual

# E-Notary System

**Issuing a certificate from the reality of the records**

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](#)

or

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

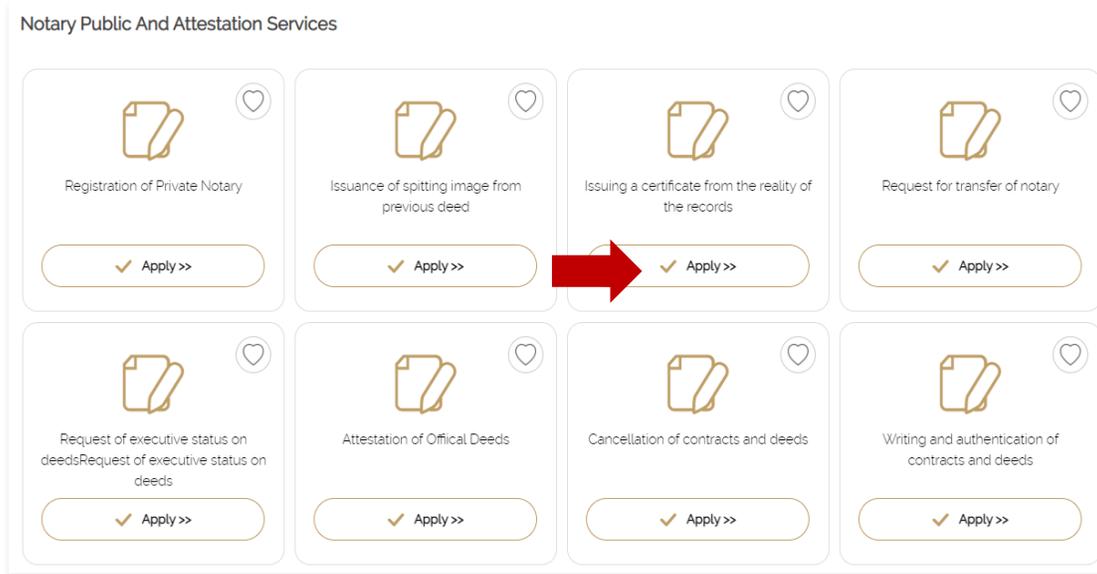
CASES REGISTRATION SERVICES    PERSONAL STATUS SERVICES    LEGAL PROFESSIONS SERVICES    **NOTARY PUBLIC AND ATTESTATION SERVICES**    OTHER SERVICES

Find data by a key word    Clear

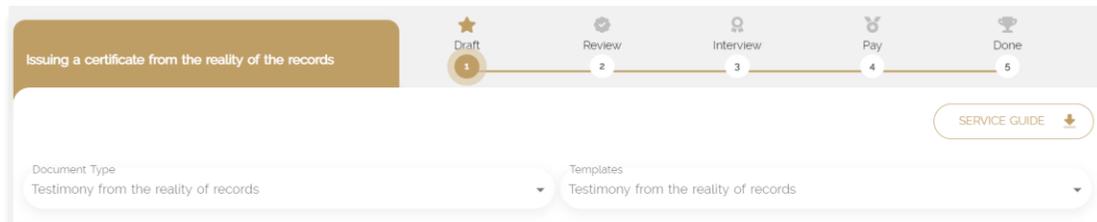
Notary Public And Attestation Services



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



### The application screen appears:

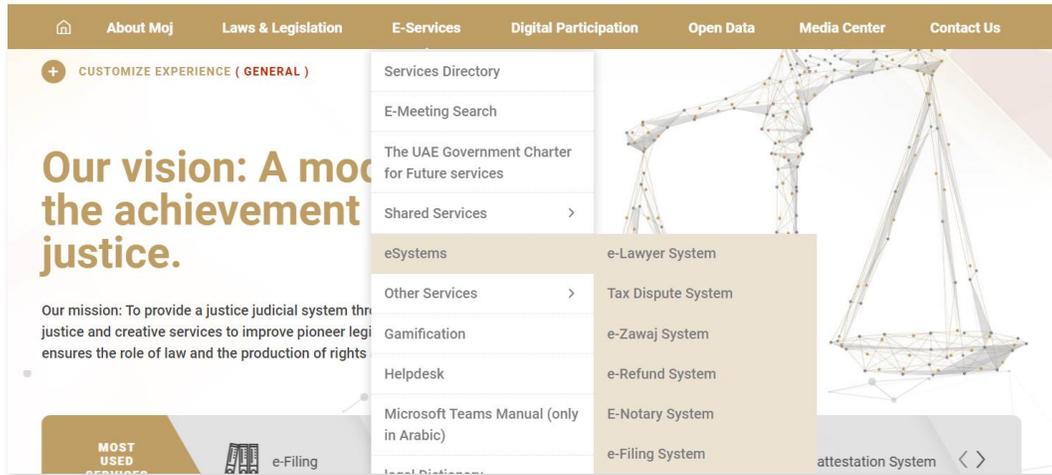




2. From the Ministry of Justice website available via the following link

<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..



### 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](#)

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

The next page appears

Dashboard CREATE NEW REQUEST +

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

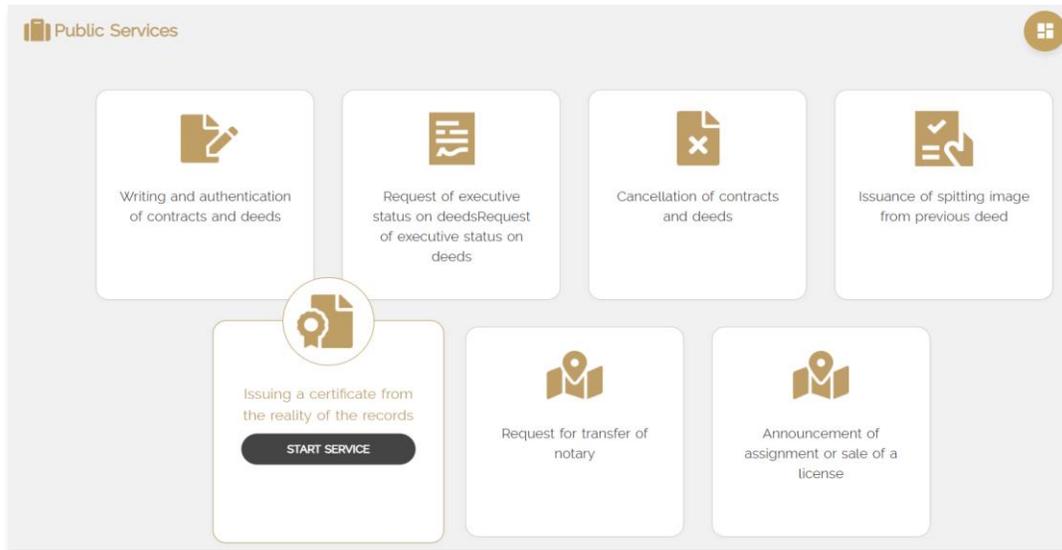
SEARCH

Application Number  Document Number  Name  Email  Phone Number

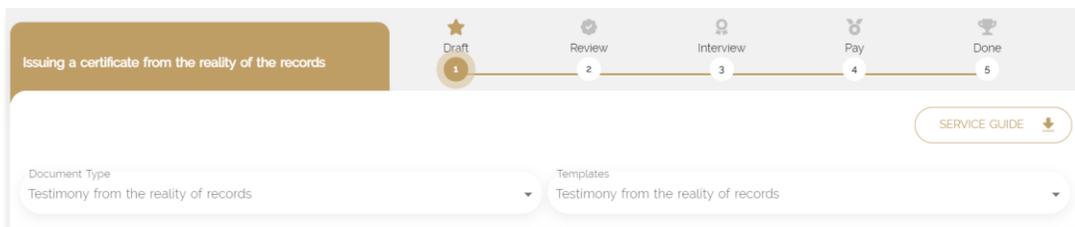
We click on

[CREATE NEW REQUEST +](#)

the next page appears



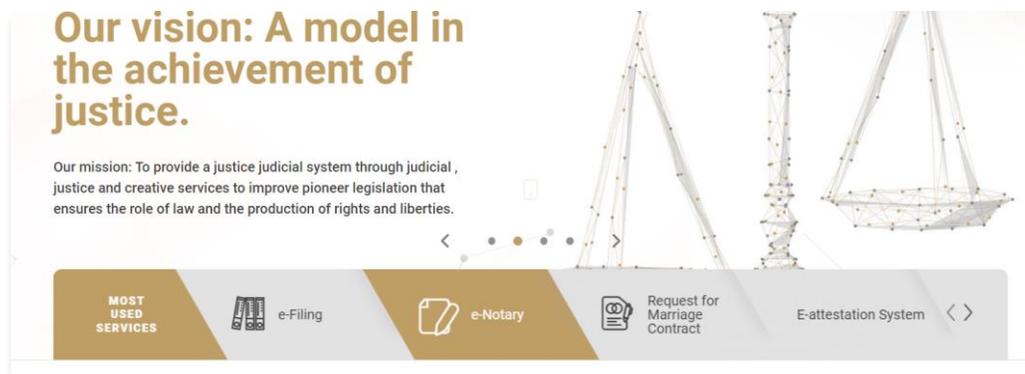
By clicking on the "Start Service" button, the application screen will appear



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



Home ▸ E-Services ▸ eSystems ▸ E-Notary System

## E-Notary System

**RELATED LINKS**

- Services Directory
- Manual preview "Available only in Arabic" [click here](#)
- For submission [click here](#)
- For search and verification [click here](#)

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

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.....

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[Login](#)

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

[Not registered yet? Register now](#)

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Get Started with UAE PASS

[Sign in with UAE PASS](#)

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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 +

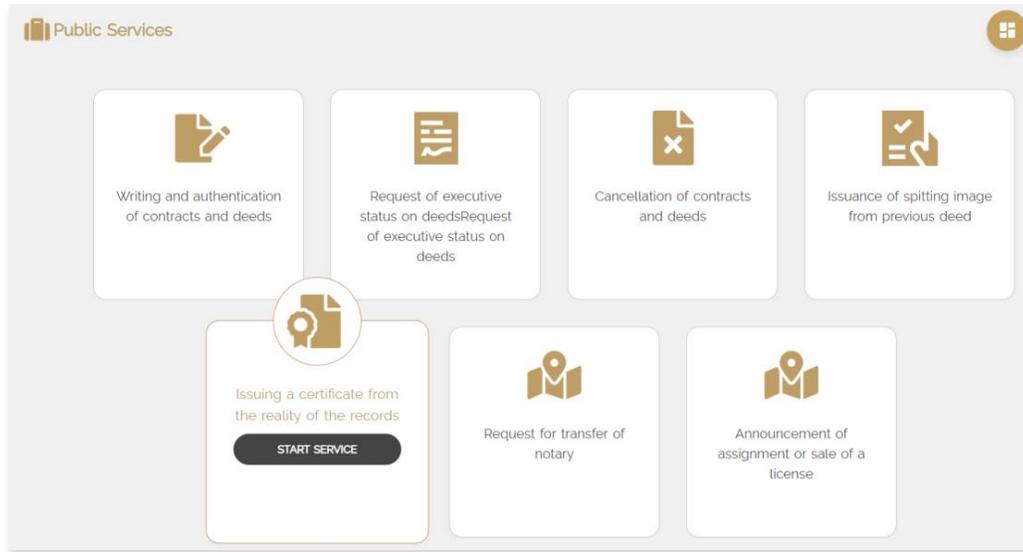
Draft	Under Review	Meeting	Payment	Done
1	0	0 <small>Late</small>	0 <small>Late</small>	3

SEARCH

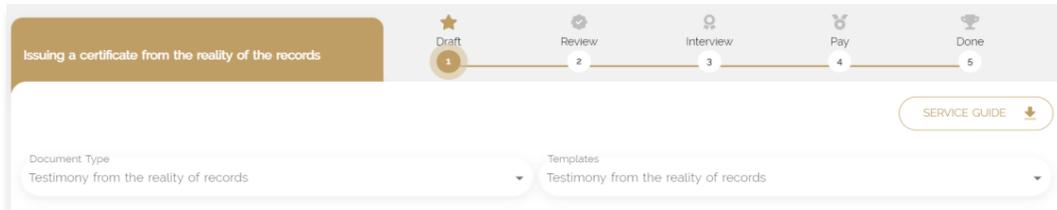
Application Number Document Number Name Email Phone Number



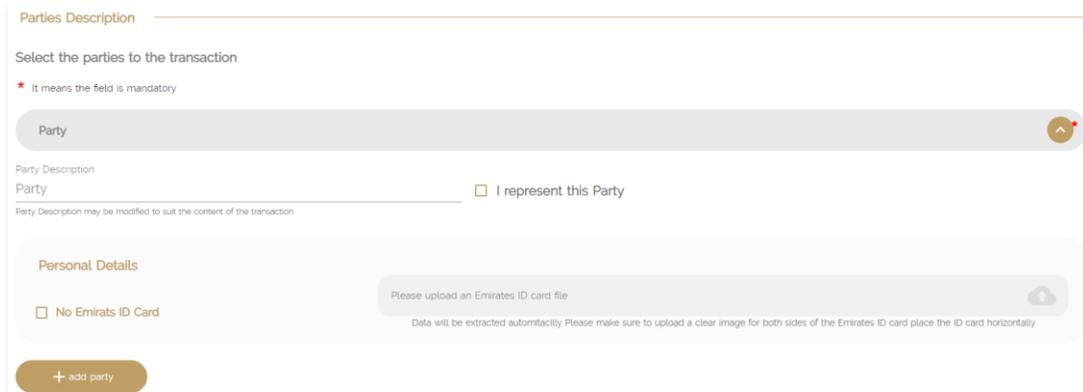
We press a button  the next page appears



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



After that, the virtual parties to the transaction appear (example: the 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 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

Emirates ID number \* Expiry Date  
Only numbers are allowed dd-MM-yyyy

Full Name \* Mobile Number Email  
Only numbers are allowed +971

date of Birth Gender \* Nationality \*  
dd-MM-yyyy Male

Emirate \* City Address

**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**

+ add party



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

+ add attach

**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  
Testimony from the reality of records

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

Text Transaction

Transaction Title  
Testimony from the reality of records

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 [list icon] [font color icon] [font size icon] [text color icon]

تشهد ادارة الكاتب العدل والتصديقات في وزارة العدل ان السيد  
وقد تم إصدار هذه الشهادة بناء على طلبه دون تحمل الادارة ادى مسؤولية تجاه الغير



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

The screenshot shows a web interface for creating a transaction. At the top, it says "Text Transaction". Below that, there is a "Transaction Title" field with the text "Testimony from the reality of records". A message states: "You can choose one of the available methods to define the terms of the transaction". There are two main options: "Transaction Based On Prior Models" (described as enabling the user to choose pre-approved templates) and "Direct Transaction Upload" (described as uploading a complete PDF file for direct certification). Below these is a section for "Allocation of transaction terms" with a "select all" checkbox. A scrollable area contains Arabic text: "تشهد ادارة الكاتب العدل والتصديقات في وزارة العدل ان السيد وقد تم إصدار هذه الشهادة بناء على طلبه دون تحمل الادارة ادى مسؤولية تجاه الغير". At the bottom of the form is a button labeled "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
	Official Liter*		

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

+ add attach

**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

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**

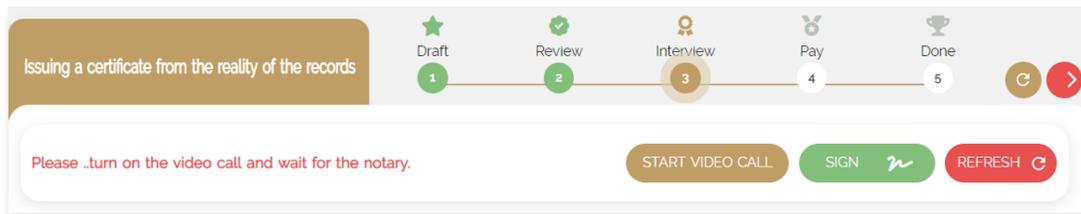


In the event that the request is sent, the parties will be notified via mobile phone and e-mail with notifications indicating that a request for this service has been submitted.

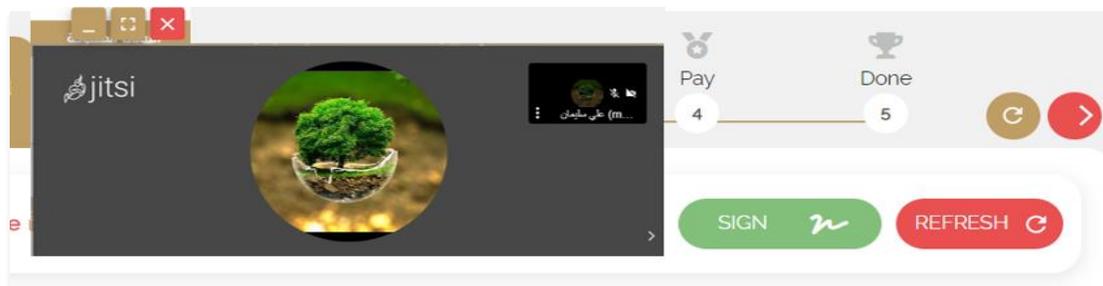
The transaction is then passed on to be reviewed and audited by the Notary Public

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.

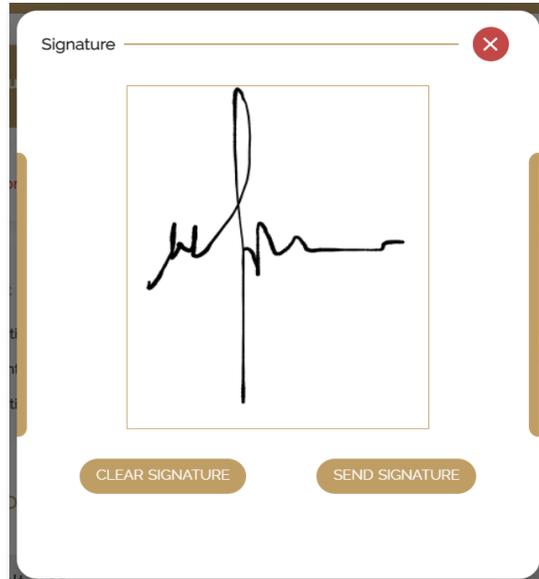
The message contains a link that can be clicked so that the customer can access the application at the interview stage.



- 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
		✓	x	
		x	x	

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

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.

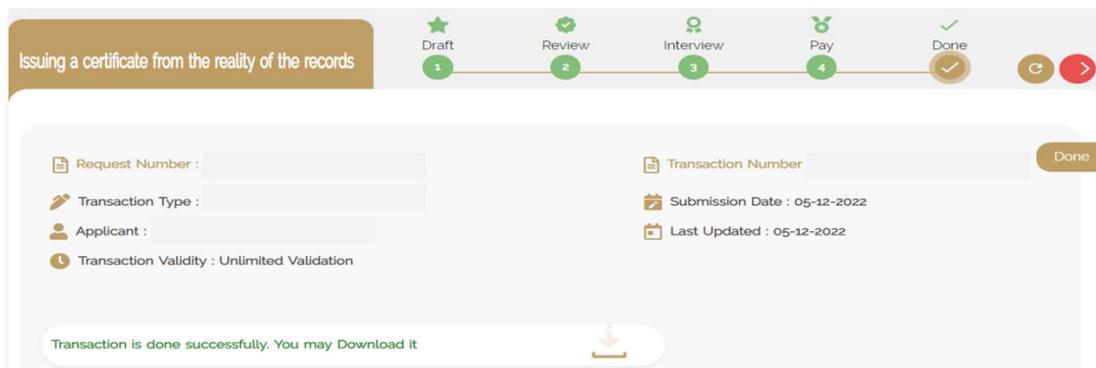
Notifications come that the order has been transferred to payment

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

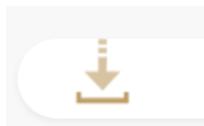
The customer must agree to the terms and conditions, after which he presses a button



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:



You can press a button



to download the final transaction.



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