



Writing and Authentication of Contracts and Deeds

E-Notary System

User Manual

Fourth Edition

Submitting Transactions

You can submit notary services in three ways as follows:

Method One

Through the unified portal available via the following link, [click here](#).

The user logs in with their UAEPASS.

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

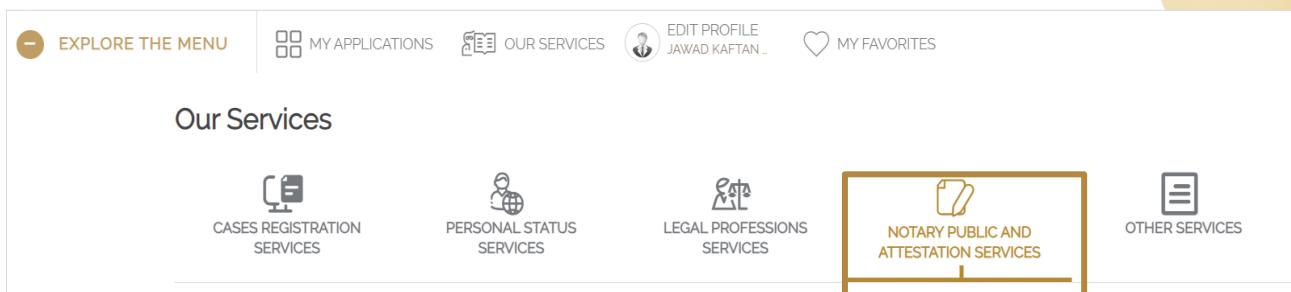
The user clicks on “Our Services” menu.

 EXPLORE THE MENU  MY APPLICATIONS  OUR SERVICES  EDIT PROFILE JAWAD KAFTAN  MY FAVORITES

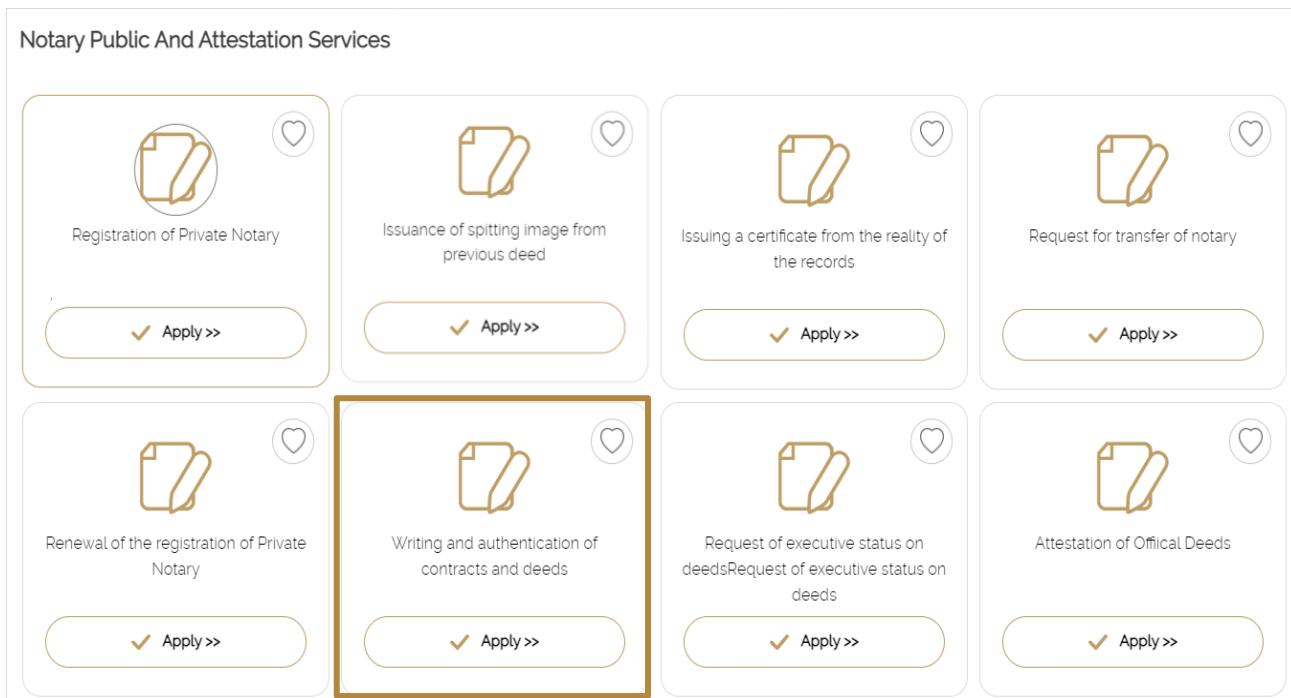
Our Services

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

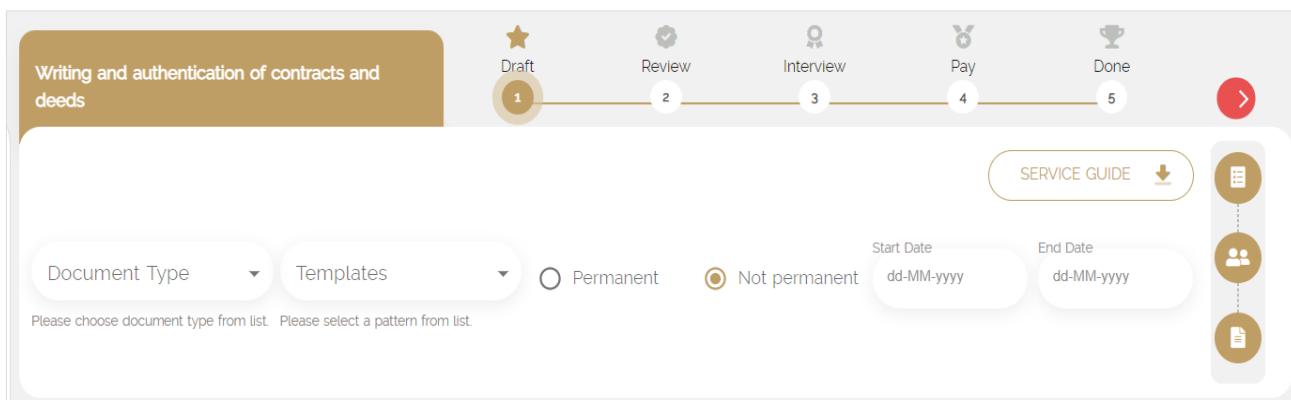
Then, clicks on the Notary Public and Attestation Services.



From the Notary Public and Attestation Services, choose the "Writing and authentication of contracts and deeds" service.



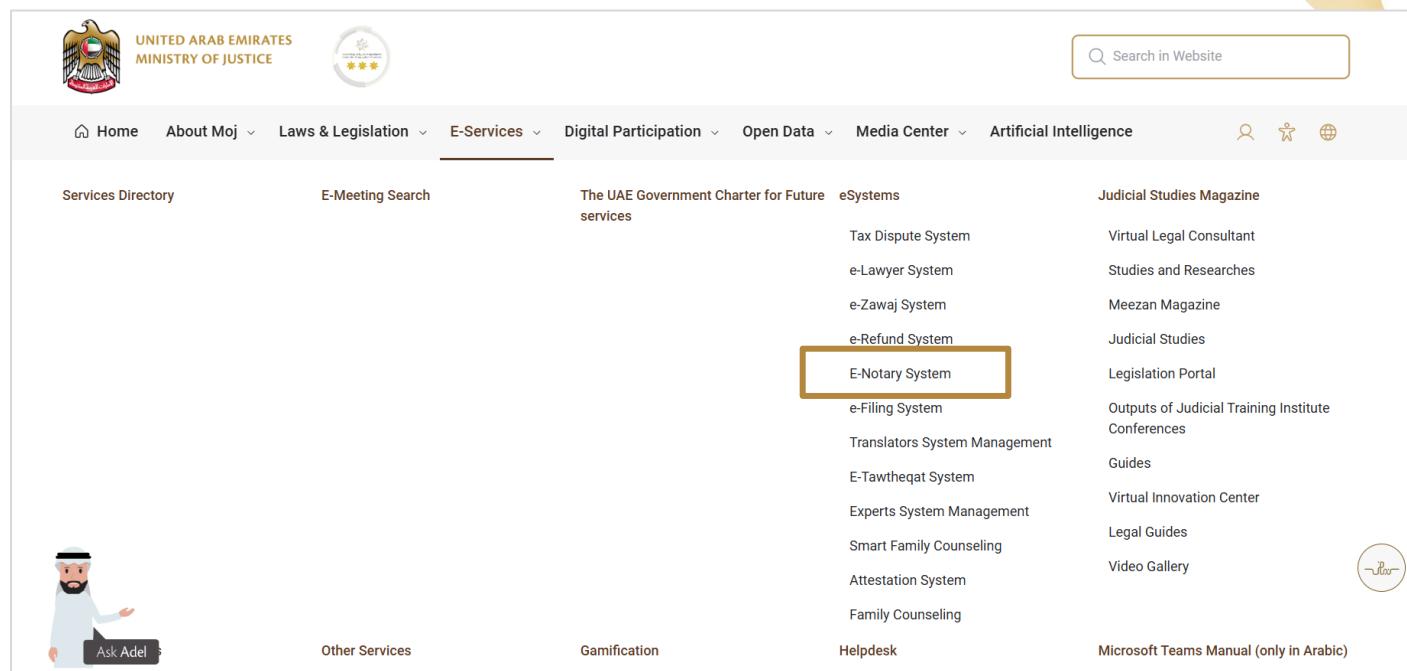
The application submission screen appears.



Method Two

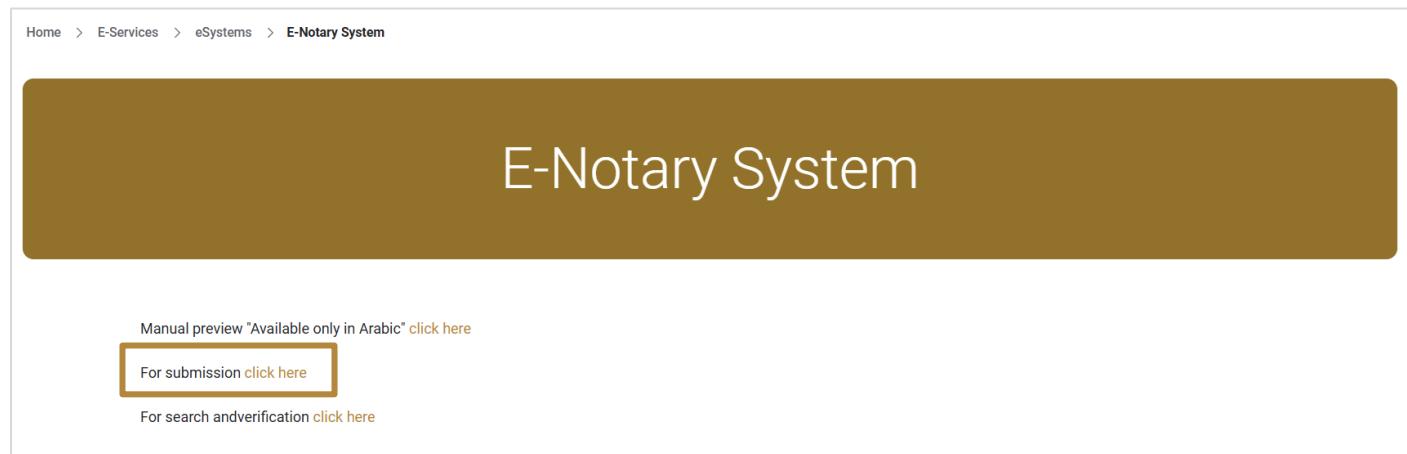
From the Ministry of Justice's website, available via the following link, [click here](#).

Choose E-Services → e-Systems → E-Notary System.



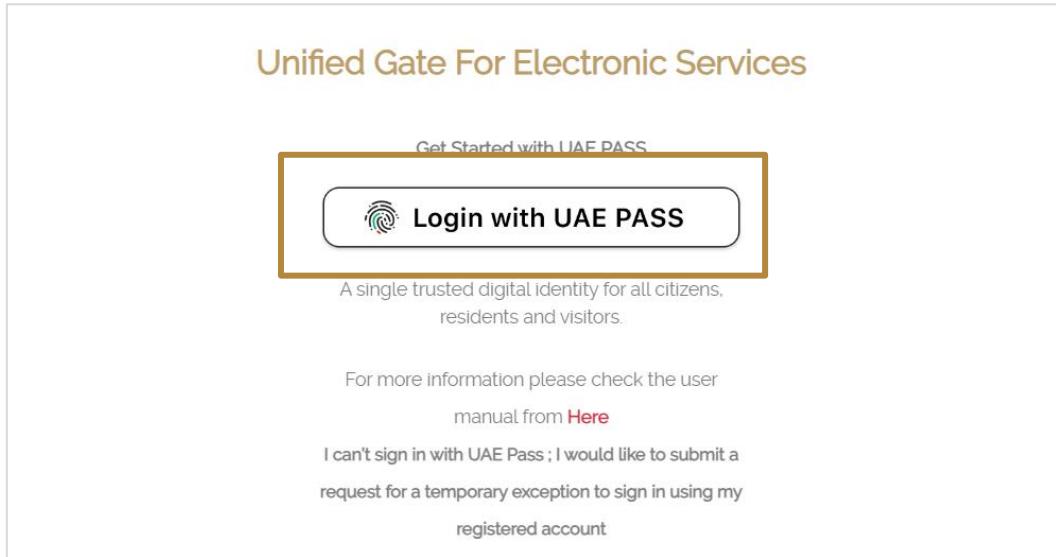
The screenshot shows the official website of the United Arab Emirates Ministry of Justice. At the top, there are links for Home, About Moj, Laws & Legislation, E-Services (which is currently selected and underlined), Digital Participation, Open Data, Media Center, and Artificial Intelligence. A search bar is also present. Below the navigation, there are several service categories: Services Directory, E-Meeting Search, The UAE Government Charter for Future services, eSystems, and Judicial Studies Magazine. The eSystems section contains links for Tax Dispute System, e-Lawyer System, e-Zawaj System, e-Refund System, E-Notary System (which is highlighted with a yellow box), e-Filing System, Translators System Management, E-Tawtheqat System, Experts System Management, Smart Family Counseling, Attestation System, Family Counseling, and other related services like Virtual Legal Consultant, Studies and Researches, Meezan Magazine, Judicial Studies, Legislation Portal, Outputs of Judicial Training Institute Conferences, Guides, Virtual Innovation Center, Legal Guides, and Video Gallery. At the bottom, there are links for Ask Adel, Other Services, Gamification, Helpdesk, and Microsoft Teams Manual (only in Arabic). A small graphic of a person in traditional Emirati attire is also visible.

The following page appears:

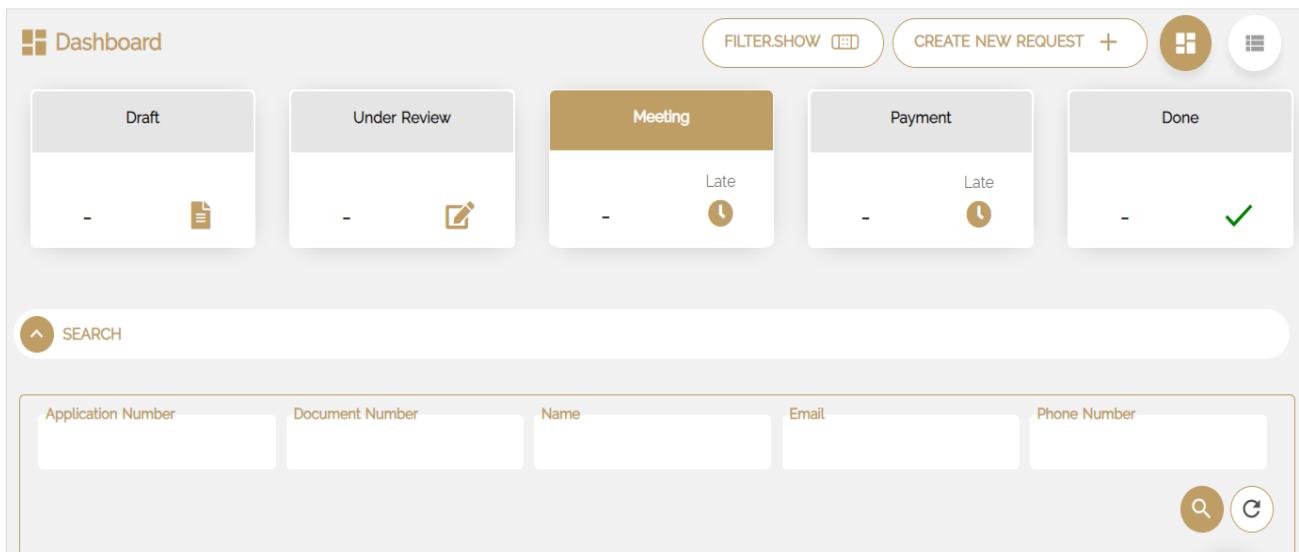


The screenshot shows the E-Notary System page. The URL in the address bar is Home > E-Services > eSystems > E-Notary System. The main title is "E-Notary System". Below the title, there is a message: "Manual preview "Available only in Arabic" [click here](#)". There are two buttons: "For submission [click here](#)" (which is highlighted with a yellow box) and "For search and verification [click here](#)".

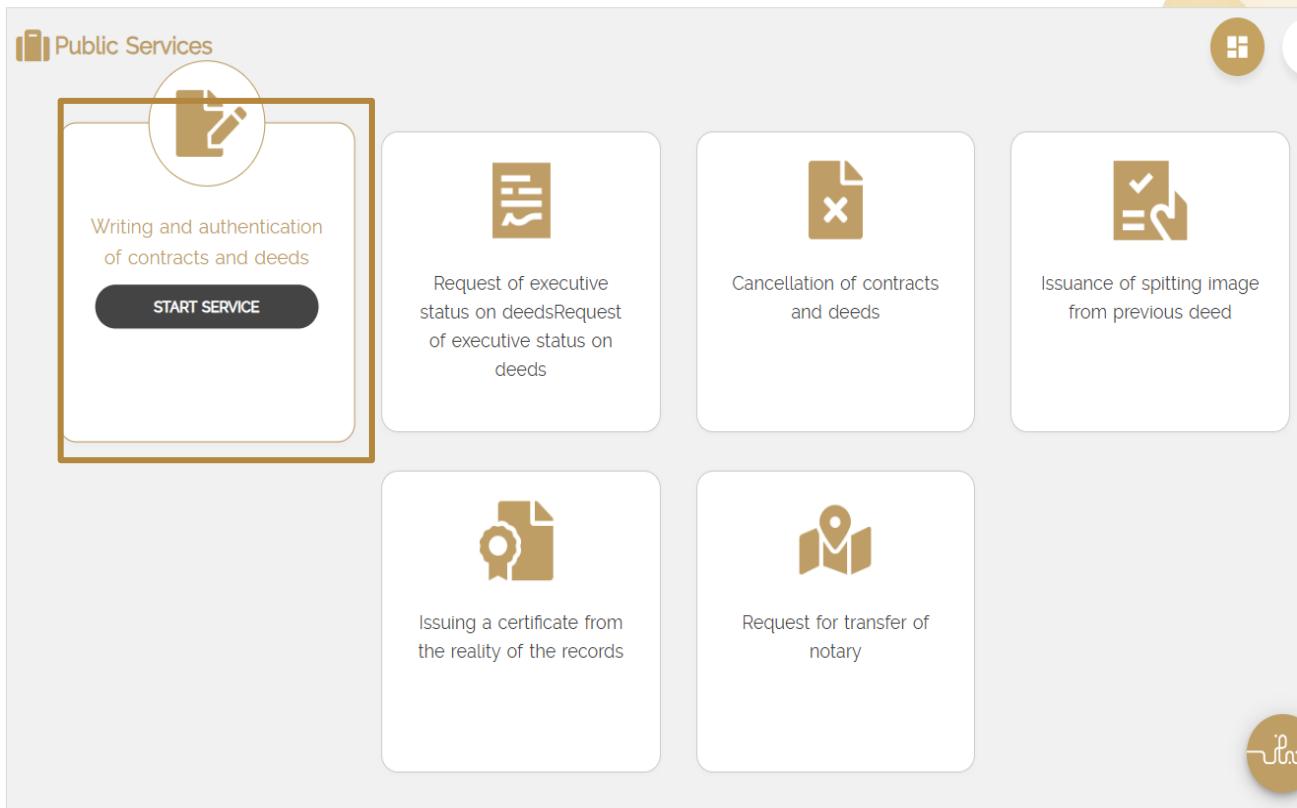
If you wish to apply for e-notary services, click the "[click here](#)" button next to the For submission option. You will then be redirected to the unified gate, where you log in with your UAEPASS.



The following page appears:



Click the button **CREATE NEW REQUEST +** and the following page will appear:



Click the "Start Service" button, and the application submission screen will appear:

The application submission screen for 'Writing and authentication of contracts and deeds' is shown. At the top, a progress bar indicates the process is at step 1 (Draft). The screen includes the following fields and controls:

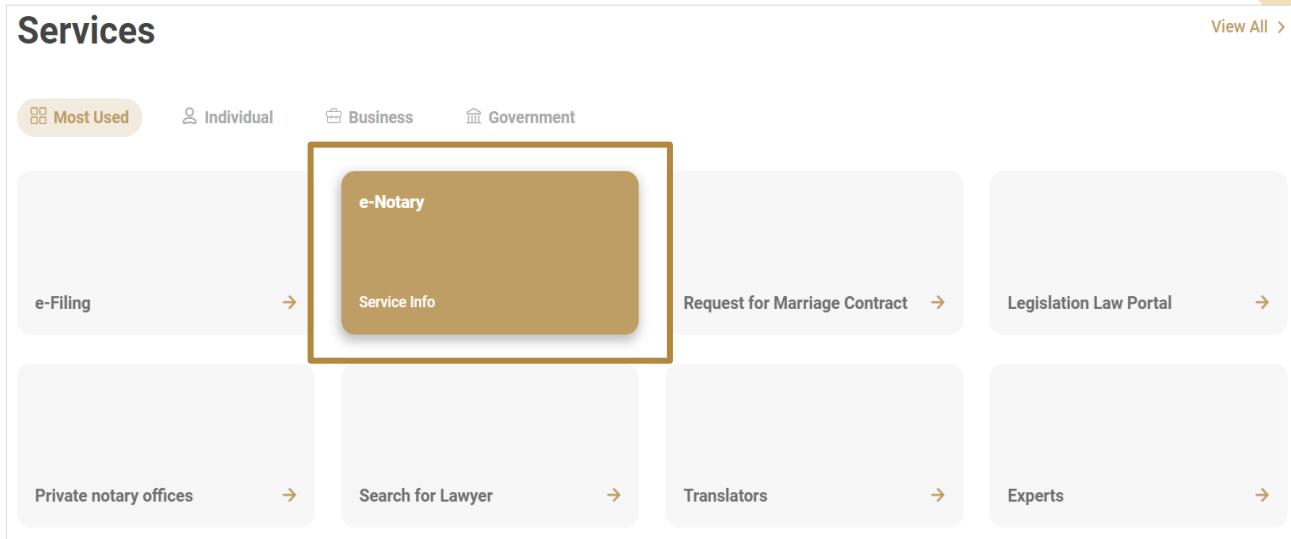
- Writing and authentication of contracts and deeds** (service title)
- Document Type** and **Templates** dropdown menus
- Permanent** and **Not permanent** radio buttons
- Start Date** and **End Date** text fields (dd-MM-yyyy format)
- SERVICE GUIDE** button with a download icon
- Next Step** button (red arrow)
- Help** icon (dotted line with a person and a document)

A note at the bottom left says: 'Please choose document type from list. Please select a pattern from list.'

Method Three

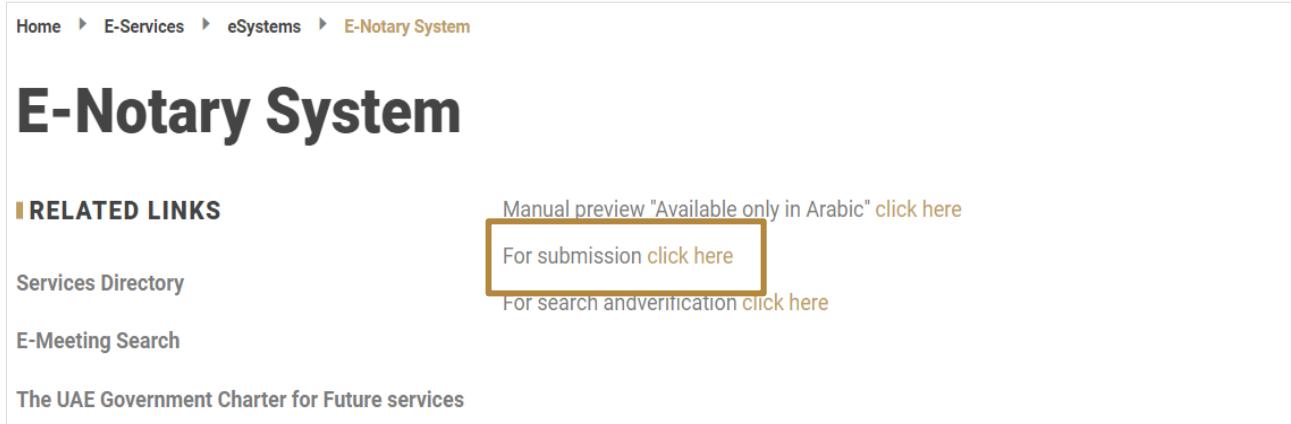
From the Ministry of Justice's website, available via the following link, [click here](#).

Choose e-Notary.



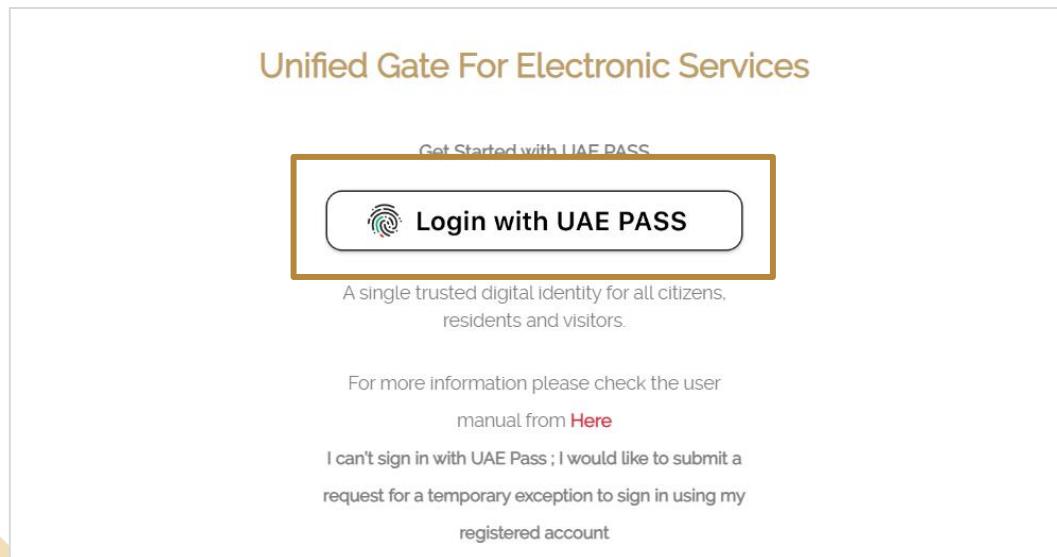
The screenshot shows the 'Services' section of the Ministry of Justice website. At the top, there are three categories: 'Most Used' (selected), 'Individual', 'Business', and 'Government'. Below these are several service options: 'e-Filing', 'e-Notary' (which is highlighted with a yellow box), 'Request for Marriage Contract', 'Legislation Law Portal', 'Private notary offices', 'Search for Lawyer', 'Translators', and 'Experts'. Each service option has a small orange arrow pointing to the right.

The following page appears.



The screenshot shows the 'E-Notary System' page. At the top, there is a breadcrumb navigation: Home > E-Services > eSystems > E-Notary System. Below the title, there is a 'RELATED LINKS' section with links to 'Services Directory', 'E-Meeting Search', and 'The UAE Government Charter for Future services'. To the right, there is a box containing text and links: 'Manual preview "Available only in Arabic" [click here](#)', 'For submission [click here](#)' (which is highlighted with a yellow box), and 'For search and verification [click here](#)'. The entire page is contained within a light gray box.

If you wish to apply for e-notary services, click the "[click here](#)" button next to the For submission option, which will take you to the unified gate.



The screenshot shows the 'Unified Gate For Electronic Services' page. At the top, it says 'Unified Gate For Electronic Services' and 'Get Started with UAE PASS'. Below that is a large button with a fingerprint icon and the text 'Login with UAE PASS'. A subtext below the button reads: 'A single trusted digital identity for all citizens, residents and visitors.' At the bottom, there is a link 'Get Started with UAE PASS' and a note: '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'.

Log in through the unified gate or with your UAEPASS.

The following page appears:

Dashboard

FILTER SHOW

CREATE NEW REQUEST +

Draft

Under Review

Meeting

Payment

Done

Late

SEARCH

Application Number

Document Number

Name

Email

Phone Number

CREATE NEW REQUEST +

Click the button **CREATE NEW REQUEST +** and the following page will appear:

Public Services

START SERVICE

Writing and authentication of contracts and deeds

Request of executive status on deeds

Cancellation of contracts and deeds

Issuance of splitting image from previous deed

Issuing a certificate from the reality of the records

Request for transfer of notary

Click the "Start Service" button, and the application submission screen will appear.

The screenshot shows a service application form. At the top, a brown header bar contains the text "Writing and authentication of contracts and deeds". Above the main form area, a horizontal progress bar shows five steps: "Draft" (marked with a star icon and the number 1), "Review" (marked with a checkmark icon and the number 2), "Interview" (marked with a person icon and the number 3), "Pay" (marked with a coin icon and the number 4), and "Done" (marked with a trophy icon and the number 5). A red circular button with a white arrow is located to the right of the progress bar. Below the progress bar, there is a "SERVICE GUIDE" button with a download icon. The main form area includes fields for "Document Type" (dropdown menu), "Templates" (dropdown menu), "Permanent" (radio button), "Not permanent" (radio button), "Start Date" (text input field), and "End Date" (text input field). A note below the "Document Type" field says "Please choose document type from list. Please select a pattern from list." To the right of the form, there is a vertical column of three circular icons: a document, two people, and a file.

Writing and authentication of contracts and deeds

Draft 1 Review 2 Interview 3 Pay 4 Done 5

Document Type

Templates

Permanent

Not permanent

Start Date dd-MM-yyyy

End Date dd-MM-yyyy

Service Guide

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 screenshot shows the top navigation bar of the Ministry of Justice website. The 'E-Services' menu item is highlighted. Below the navigation, a grid of service categories is displayed. The first column contains 'Services Directory' (highlighted with a red box), 'E-Meeting Search', and 'The UAE Government Charter for Future services'. The second column contains 'eSystems' and a list of services: 'Tax Dispute System', 'e-Lawyer System', 'e-Zawaj System', 'e-Refund System', 'E-Notary System', 'e-Filing System', 'Translators System Management', 'E-Tawtheqat System', 'Experts System Management', 'Smart Family Counseling', 'Attestation System', and 'Family Counseling'. The third column contains 'Judicial Studies Magazine' and a list of services: 'Virtual Legal Consultant', 'Studies and Researches', 'Meezan Magazine', 'Judicial Studies', 'Legislation Portal', 'Outputs of Judicial Training Institute Conferences', 'Guides', 'Virtual Innovation Center', 'Legal Guides', and 'Video Gallery'.

The following page appears, then we search about the service,

The screenshot shows the 'Services Directory' page. At the top, there is a large title 'Services Directory'. Below the title, there are three categories: 'All Services', 'Individual', 'Business', and 'Government'. A search bar with the placeholder 'Search in services ...' and a magnifying glass icon is on the right. The main content area displays two service cards. The first card, highlighted with a red box, is titled 'Writing and authentication of...' and describes a service for editing contracts. The second card is titled 'Application of affidavits and authentication' and describes a service for obtaining certificates and documents. Both cards have a 'Start Service' button with a right-pointing arrow. At the bottom of the page, there are navigation buttons: '< Previous', a page number '1', and 'Next >'.

Choose start services ,the following page appears

Services Details

Writing and authentication of contracts and deeds

About the service

This service allows the editing of contracts and editors that are required by law or relevant person to edit. To access the service [click here](#)



[Start Service →](#)

Video Tutorial

[Play the video](#)

Service Code

121-052-001-000

QR Code



The process

Register with the UAE Pass
Online application
Payment of fees
E-signature and receive authorized documents

Requirements and Documents

The identity of the parties to the editor - (the power of attorney that authorizes him to represent the principal). Original and copies according to the type of editor required and related editors

If you wish to apply for Writing and authentication 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](#)

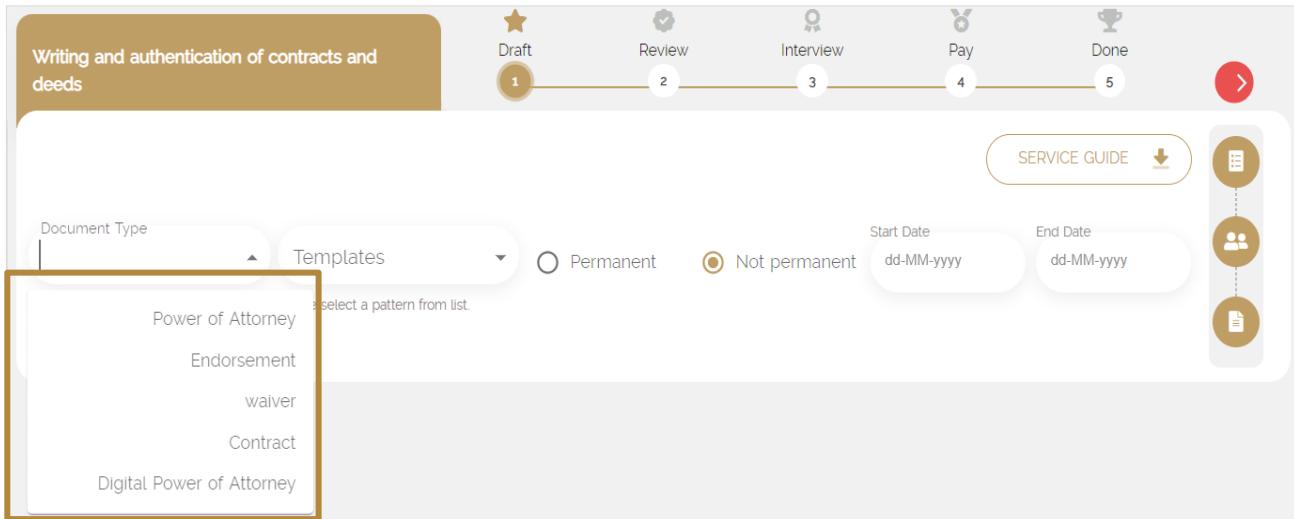
A single trusted digital identity for all citizens, residents and visitors.

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

Submitting the Application

Once on the application submission page, select the required document type. We have "5" types of documents (Power of Attorney, Endorsement, Waiver, Contract, Digital Power of Attorney)



Writing and authentication of contracts and deeds

Draft 1 Review 2 Interview 3 Pay 4 Done 5

Document Type: Power of Attorney

Templates: select a pattern from list.

Permanent Not permanent

Start Date: dd-MM-yyyy

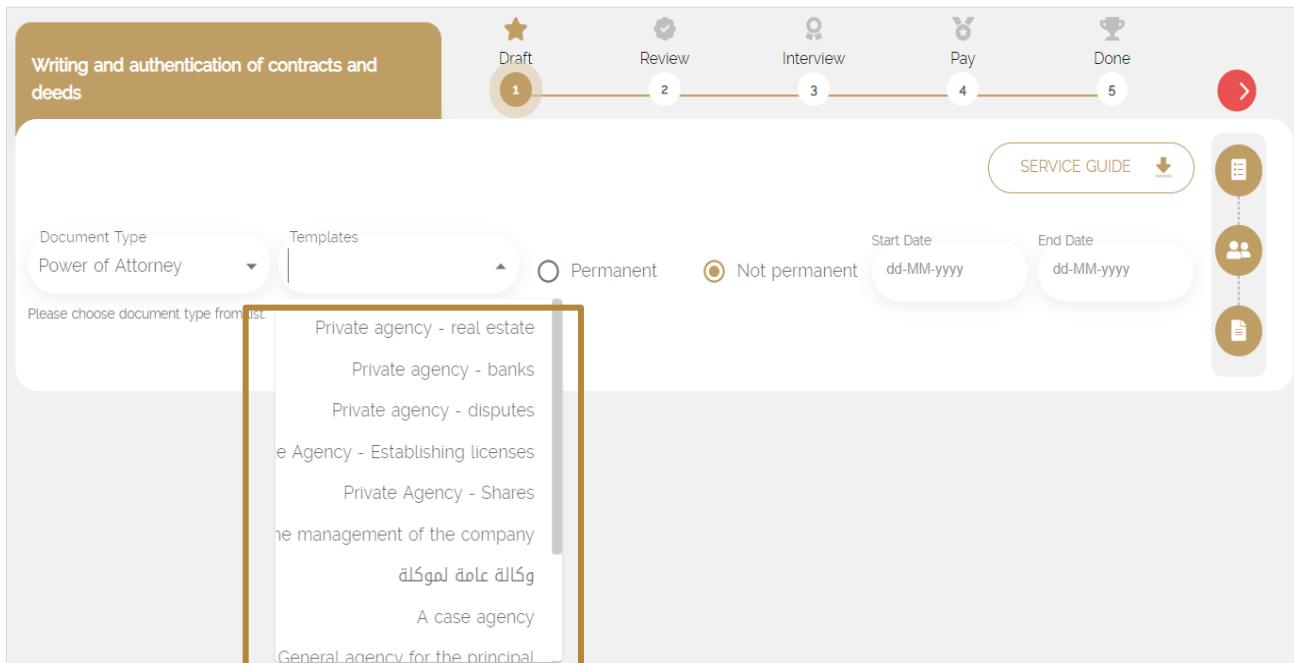
End Date: dd-MM-yyyy

Service Guide [Download](#)

Document Type list:

- Power of Attorney
- Endorsement
- Waiver
- Contract
- Digital Power of Attorney

You can choose the form templates. Each document type has a set of available templates:



Writing and authentication of contracts and deeds

Draft 1 Review 2 Interview 3 Pay 4 Done 5

Document Type: Power of Attorney

Templates: select a pattern from list.

Permanent Not permanent

Start Date: dd-MM-yyyy

End Date: dd-MM-yyyy

Service Guide [Download](#)

Please choose document type from list:

Private agency - real estate

Private agency - banks

Private agency - disputes

Private Agency - Establishing licenses

Private Agency - Shares

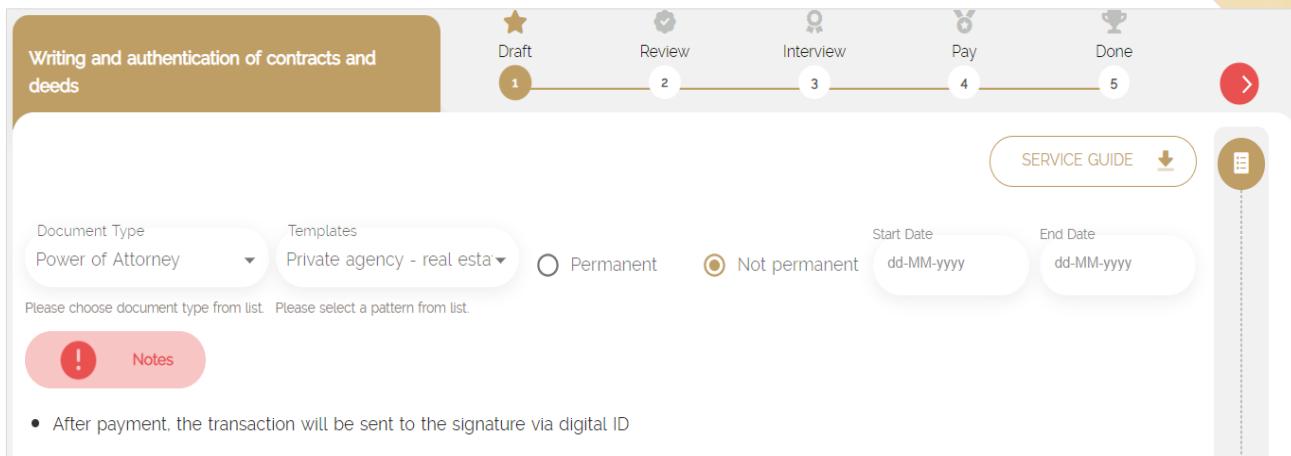
the management of the company

وكالات عامة لموكلة

A case agency

General agency for the principal

You can choose the document's duration (permanent or specified between two dates):



Writing and authentication of contracts and deeds

Draft Review Interview Pay Done

Document Type: Power of Attorney Templates: Private agency - real estate

Duration: Permanent Not permanent

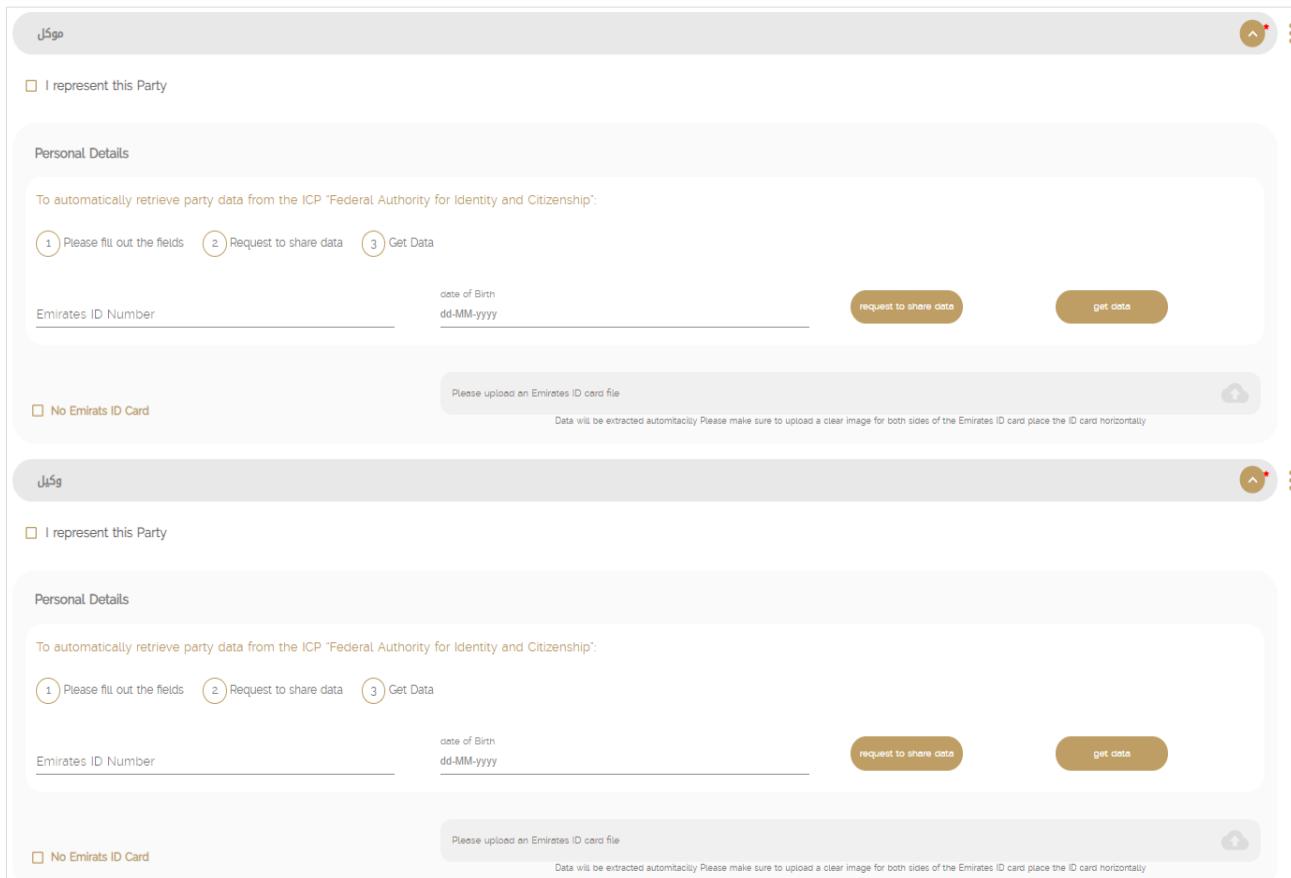
Start Date: dd-MM-yyyy End Date: dd-MM-yyyy

Please choose document type from list. Please select a pattern from list.

Notes:

- After payment, the transaction will be sent to the signature via digital ID

Then, the default parties for the transaction appear based on the selected form above (e.g., Principal, Agent):



أنا أمثل هذه الحزب

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

أنا أمثل هذه الحزب

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

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

1. Automatically retrieve party details 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 for Identity and Citizenship, enter the Emirates ID number and birthdate, then click "**Request Data Sharing**." A notification will be sent to the user for consent to share data. After consent, click "**Fetch Data**" to retrieve the full name, email, and mobile number from ICP, displayed in the request as shown below.

| | | | |
|----------|----------------------|---------------------|----------------|
| 377***** | رقم الهاتف المتحرك * | البريد الإلكتروني * | الاسم الكامل * |
| | *****@uae.uae | | عبد الله ***** |

2. Manually if there is no Emirates ID..
3. By attaching a file containing the Emirates ID, with party information extracted using AI technology, and manually filling in any remaining fields.

❖ **Party Description:** Write a description for this party, such as Principal, Agent, etc...

❖ **I Represent This Party:** The system retrieves the data of the user submitting the request.

موكِل

I represent this Party

Personal Details

No Emirates ID Card

Full Name *

date of Birth

dd-MM-yyyy

Please enter the date of birth of the party

Mobile Number *

+971

Only numbers are allowed (971xxxxxxxx)

Gender

Please select the gender of the party

Email *

Please enter the email of the party

Nationality *

Please select the nationality of the party

Emirate *

Please select the emirate to which the party belongs

City

Please select the city in which the party resides

Address

Please enter the address of the party



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

- You can add parties by clicking

 add party

- You can add attachments (passport, driving license) by clicking

 add new document

Note: If selecting "No Emirates ID," alternative identification documents must be added, filling in fields (Document Number, Country of Issue, Expiry Date, File).

Other Documents

Other supporting documents can be added

Document Name 

 + a 

Passport
Identity
Trade License
Driving License



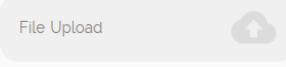
Other Documents

Other supporting documents can be added

Document Name 

Passport 

Document Number Country of Issue 

Expiry Date 

attach an image or PDF, the maximum limit is 10 MB

 + add new document

Transaction Text: Choose one of the available options to specify transaction terms, either by selecting terms from previous templates or directly uploading the transaction in PDF format

Text Transaction

Transaction Title
Private agency - real estate

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

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
Private agency - real estate

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

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

Allocation of transaction terms

select all

كالة خاصة - العقارات

أنا الموقّع أدناه بصفتي الشخصية الموكّل وبأية صفة كانت قد كُلّت وأقمت مقام نفسي يمثّل هذه التوكيل الطرف الآخر بصفته الوكيل

يلّقّوم مقامي وينوب عنّي في إدارة والاشراف على جميع العقارات المسجلة باسمي داخل دولة الإمارات العربية المتّحدة وله الحق في التّأجير أو البيع أو التّأهيل أو البيع أو نقل الملكية سواء لنفسه أو لغيره وله الحق في التّوقيع على فقد البيع وعقود البيجار ومتّابعة معاملاتها مع المستأجرين واستلام مبالغ البيع سواء نقداً أو بشيكات وتحبيل الأيجارات ودفع الدفعات والرسوم المتّبعة لجميع العقارات المسجلة باسمي في الدولة وله الحق وفسخ العقود وله الحق في استلام وتسلّم الأوراق والمستندات لدى كافة الجهات ولها الحق في الحضور والتّوقيع وتمثيلها أمام كافة الجهات الرّسمية وغير الرّسمية بما فيها على سبيل المثال لا الحصر (هيئة

GENERATE THE TEXT OF THE TRANSACTION

then click

CHOOSE ITEMS AGAIN

to display the transaction text in the editor, where you can edit it.

وكالة خاصة - العقارات

You can preview the final form of the transaction at any time by clicking

PDF PREVIEW

| العنوان | رقم الهوية | نوع الهوية | الجنسية | الصفة | اسم |
|---------|------------|------------|----------|-------|-----|
| | | Passport | | موكيل | |
| | | جواز سفر | أماراتية | وكيل | |

كالة خاصة - العقارات

Some templates have mandatory attachments added by default in the attachments table when selected. **Additional attachments** can be added if necessary. [+ add attach](#)

+ add attach

Attachments

| | NAME | DESCRIPTION | FILE |
|---|--|----------------------|---|
|  | Original ownership (if real property data are entered) | <input type="text"/> |  |
|  | No objection (if the property is foreclosed) | <input type="text"/> |  |

Note: Only images or PDF files can be attached, with a maximum file size of 10 MB.

The applicant can add notes in the "Applicant Owner Notes" field if needed.

If the request is related to reform and penal institutions, enable the option and select the institution:

After entering all required data and fields, the following options are available:



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

Once the request is submitted, the parties are notified via mobile and email with notifications indicating that a request has been submitted for this service. The transaction is then reviewed and audited by the notary.

The transaction is then reviewed and audited by the notary.

When the notary completes the transaction review and verifies its accuracy, moving it to the interview stage, an email notification and SMS are sent to the applicant and all parties required to sign.

The message contains a link to access the application in the interview stage.



The option to start a video call is available to conduct a video call with the notary, involving the applicant and all transaction parties on one side and the notary on the other.



The page refresh option is available to update the page's contents.

After the notary verifies all party information, reviews the transaction text and its attachments, they approve the request and move it to the payment stage.

Notifications are sent indicating the request has moved to payment.

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

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

They are then directed to the electronic payment gateway, where they enter the required payment information. After successful payment, a notification from the digital ID is received for digitally signing the request.

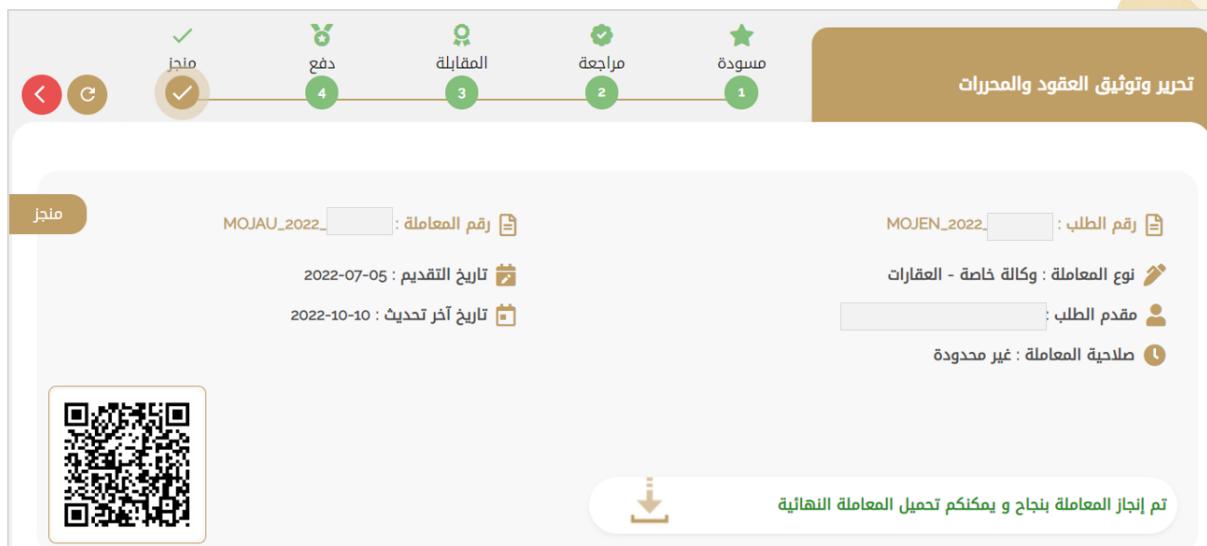


The signing links from the digital ID are sent to the required signatories in sequence (the link is sent to the first party, and after a successful signature, the link is sent to the second party).

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

عدد الأسطر في الصفحة 20 من 1-2

After all required parties successfully sign the request digitally, the notary adds their digital signature, completing the transaction, and the final transaction download page appears as follows:



Click the

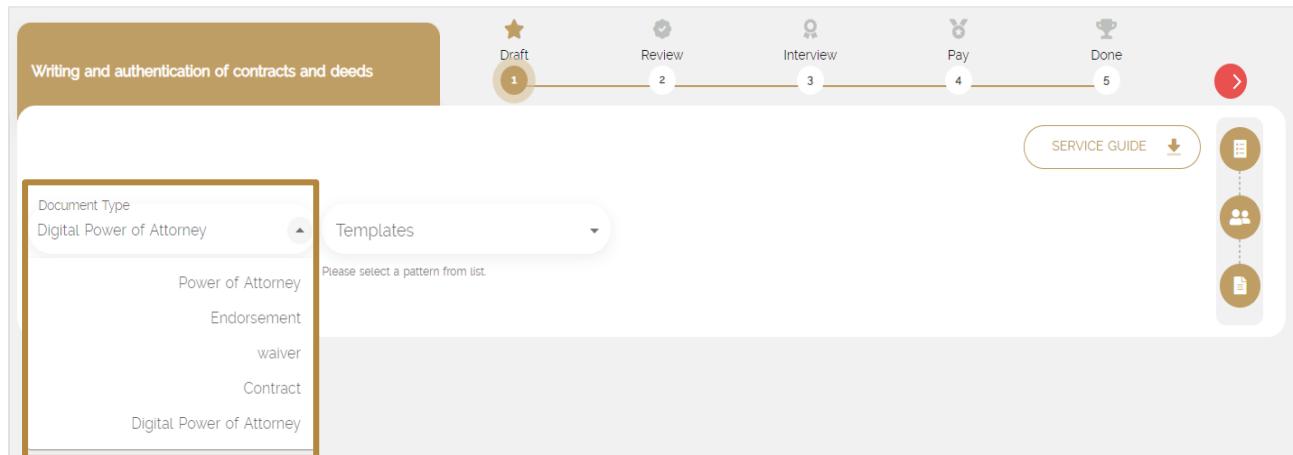


button to download the final transaction.

❖ **Digital Power of Attorneys (DPOAs):**

The applicant can choose to issue the power of attorney without notary intervention for specific predefined templates within the system. It is automatically issued by the system based on the applicant's UAEPASS account, where the applicant's identity is verified digitally, along with signing digitally using their UAEPASS account.

1. Select Document Type: Digital Power of Attorney



Writing and authentication of contracts and deeds

Draft 1 Review 2 Interview 3 Pay 4 Done 5

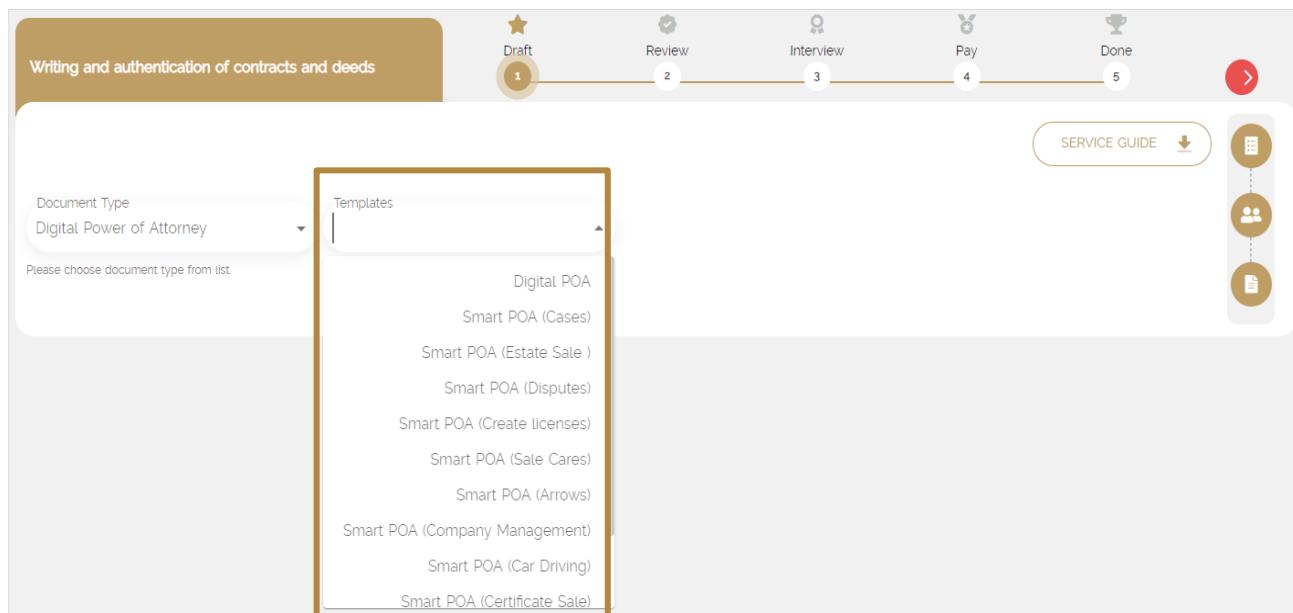
Document Type: Digital Power of Attorney

Templates: Please select a pattern from list.

Power of Attorney
Endorsement
waiver
Contract
Digital Power of Attorney

SERVICE GUIDE

2. Select the required template.



Writing and authentication of contracts and deeds

Draft 1 Review 2 Interview 3 Pay 4 Done 5

Document Type: Digital Power of Attorney

Templates: Please choose document type from list.

Digital POA
Smart POA (Cases)
Smart POA (Estate Sale)
Smart POA (Disputes)
Smart POA (Create licenses)
Smart POA (Sale Cares)
Smart POA (Arrows)
Smart POA (Company Management)
Smart POA (Car Driving)
Smart POA (Certificate Sale)

SERVICE GUIDE

3. Transaction Parties:

- Principal: The system retrieves the principal's details based on their UAEPASS data.

Parties Description

Select the parties to the transaction

* It means the field is mandatory

جگو

Personal Details

Emirates ID number *

Only numbers are allowed (784xxxxxxxxxx)

Full Name *

Mobile Number *

Only numbers are allowed (971xxxxxxxx)

Email *

Please enter the email of the party

date of Birth

07-12-2001

Please enter the date of birth of the party

Gender *

Male

Please select the gender of the party

Nationality *

Syria

Please select the nationality of the party

Emirate *

Abu Dhabi

Please select the emirate to which the party belongs

Address

Al Mushrif

Please enter the address of the party

- The applicant adds the agent's details.

جگو

Personal Details

Lawyer Name *

Please choose the name of the lawyer you want to appoint.

Lawyer Degree *

Please select a lawyer degree.

4. Transaction Text:

The transaction text includes the parties' data added in the Transaction Parties section and the template text pre-set by the system.

Text Transaction

Transaction Title: Digital POA

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

PDF PREVIEW

Print Preview

أنا الموقّع /ة أدناه السيد /ة رقم : [Redacted]
وأحمل بطاقة هوية رقم : [Redacted]
بصفتي الشخصية و بأي صفة كانت قد وكلت مكتب : [Redacted] بهم مأموراً بمراجحتها أمام جميع محاكم الدولة باختلافها ودرجاتها إبتدائي واستئنافي وقضائي أو تمثيل والقيام بكافة إجراءات التقاضي والدفاع فيها وتسلّم واستلام المذكرات والمستندات والالتماسات والإذارات وتقاضي الدفوع والإعلانات والأوراق القضائية والتلويح
والحضور أمام جميع دوائر التحقيق والتنفيذ وله الحق في الدخول نيابة على أمام إدارة الدعوى وإلزام المدعى به وله حق تعيين الخبراء والمدحّمين واقتراحهم والحضور أمامهم واستلام تقاريرهم وفي إقامة البينة والتصديق عليها والاعتراض على بيئة الخصم وطلب توجيه اليمين بأبعادها وقوتها وردتها ، وفي الدعاء بالتنزير وفي رد فحمة والخبراء والمدحّمين واقتراحهم والحضور أمامهم واستلام تقاريرهم وفي إقامة البينة والتصديق عليها والاعتراض على بيئة الخصم وطلب توجيه اليمين بأبعادها وقوتها وردتها ، وفي الدعاء بالتنزير وفي رد فحمة والخبراء والمدحّمين وله الحق التدخل في أي دعوى مدعى عليهم أو مدعى عليهم في الدعوى التي تمس حقوقه وطلب إدخال الغير وإقامة الدعوى المقابضة وتبلغ الأحكام الغيابية والقرارات بمباشرة كافة الطرق المقرونة للطعن أو التظلم في الأحكام والقرارات والأوامر بطرق الاستئناف والالتماس وإعادة النظر والتقرير بالنقض والتمثيل وتقديم الصور التنفيذية للأحكام وتنفيذها وله الحق في طلب الحجز ورفعه وبيع المدحّمات وتقديم إشكالات التنفيذ وطلب الحبس والرجوع عليه وطلب منع السفر وفي توقيع وتقديم واستلام الأوراق والمستندات لدى المحاكم وكافة الجهات الإدارية . كما له الحق في جميع مراكز الشرطة والنيابات العامة في أي بلاغات ترفع ملني أو ضدّي وحضور التحقيقات والإدلاء بإفاداتي وأمامها . وله الحق في تعييني أمام الدوائر الرسمية والمؤسسات العامة أو الخاصة والأشخاص الطبيعيين والاعتباريين وفي الدخول أمام هيئة التحكيم والتنازل عن الأحكام كما له الحق في دفع الرسوم والأمانات والكفالة وبالاختصار فقد وكلته في عمل كل ما يراه مناسباً لصالحي ومصدقاً على كل ما يجريه عليه .

5. After adding an acknowledgment and pledge from the applicant agreeing to the power of attorney content, submit the request.

Acknowledgment and pledge

Smart desc

Hand icon

CANCEL PREVIEW SEND

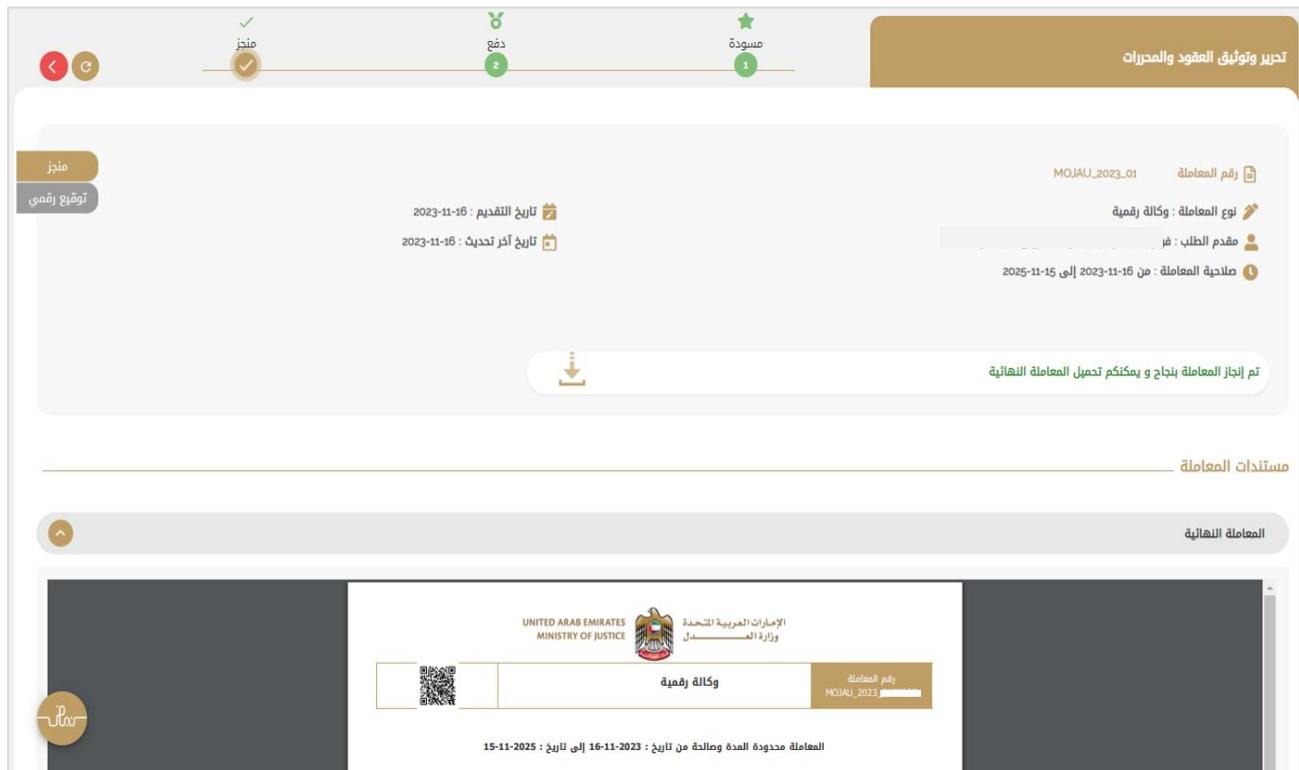


6. Upon successful submission, the request moves directly to the payment stage.

7. After successful payment, a notification from the digital ID prompts the applicant to sign the request digitally.



- Upon successful digital signature, the request moves to "Completed," and the transaction can be received.

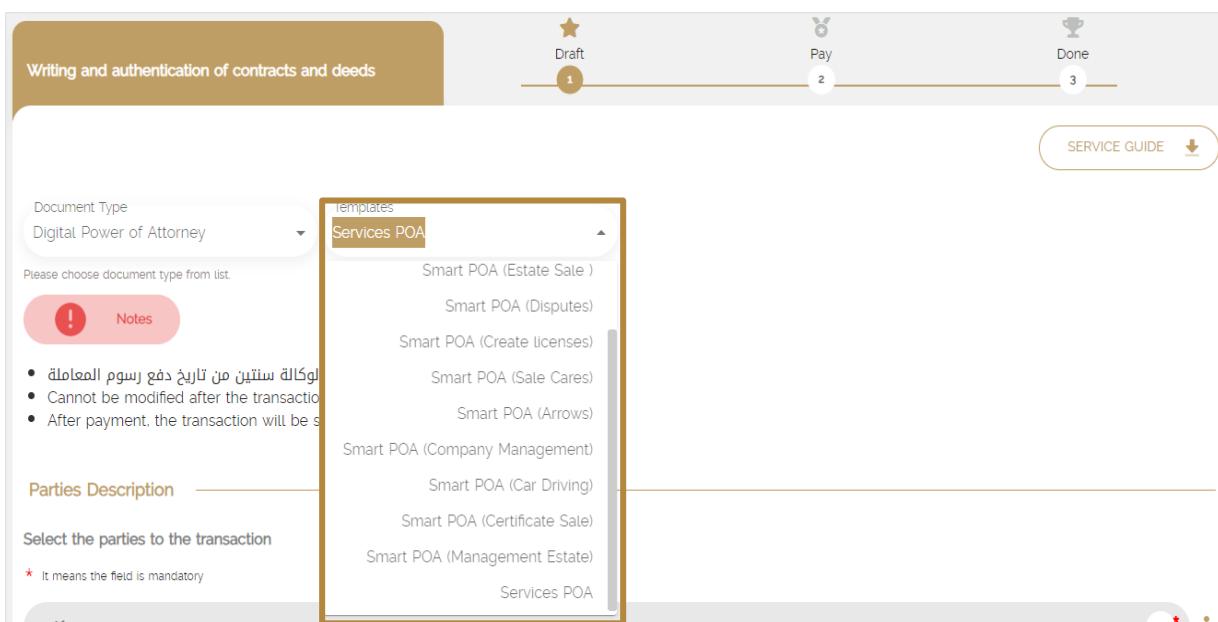


❖ Digital Authorizations for Services (Digital Delegation):

Digital delegation allows applicants to issue a special digital power of attorney authorizing someone else to apply for a government service online on their behalf. The applicant can select a specific government entity and a particular service it provides, then submit a request to issue a special power of attorney for another person. The special power of attorney is issued directly and sent to the applicant and the beneficiary (the power of attorney can be time-bound or open-ended).

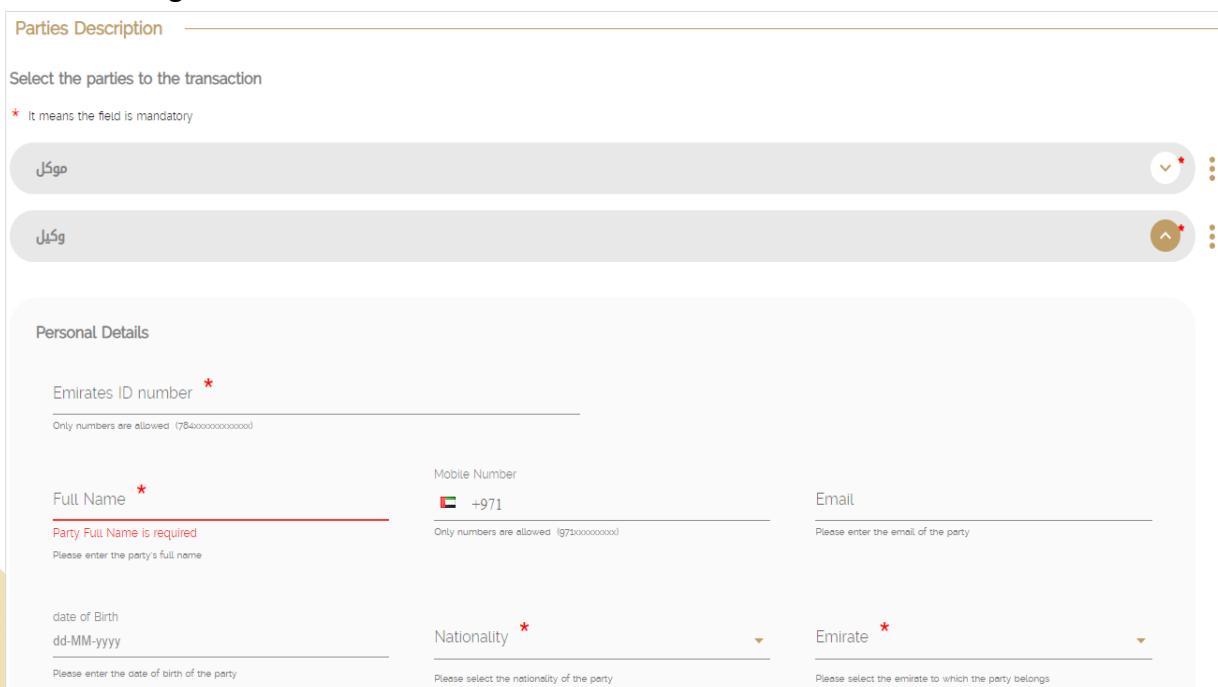
The beneficiary (agent) can use this power of attorney on the selected government entity's website or app to provide the selected service on behalf of the principal.

1. Select Document Type: Digital Agency
2. Choose the template "Service-Specific Special Power of Attorney."



The screenshot shows a digital delegation service interface. At the top, a progress bar indicates the step 'Draft' (1) is active, followed by 'Pay' (2) and 'Done' (3). The title 'Writing and authentication of contracts and deeds' is displayed. A dropdown menu for 'Document Type' is open, showing 'Digital Power of Attorney' selected. A note bubble indicates that the field is mandatory. A modal window titled 'Templates' lists various 'Services POA' options, with 'Smart POA (Estate Sale)' highlighted. The 'Parties Description' section below the dropdown shows a placeholder 'Select the parties to the transaction' and a note that it is mandatory. The 'Notes' button is highlighted with a red circle and an exclamation mark.

3. Add the delegate's details.



The screenshot shows the 'Parties Description' section of the digital delegation service. It includes a placeholder 'Select the parties to the transaction' and a note that it is mandatory. Below this, two party entries are listed: 'أب' and 'أم'. The 'Personal Details' section follows, requiring an 'Emirates ID number' (with a note that only numbers are allowed), a 'Full Name' (with a note that it is required and must be a party's full name), a 'Mobile Number' (+971), an 'Email', a 'date of Birth' (dd-MM-yyyy), a 'Nationality', and an 'Emirate'. Each field has a note indicating the required format or information.

4. Select the entity.

Entities and Services Data

Delegate Entity Name: وزارة الموارد البشرية والتوطين

Entity Services

Please add Entity Services

5. Choose the entity's services:

Full Name: +971

Party Full Name is required
Please enter the party's full name

Date of Birth: dd-MM-yyyy
Please enter the date of birth of the party

Entity Services Data

Delegate Entity Name: وزارة الموارد البشرية والتوطين

Entity Services

Only numbers are allowed (0777777777)
Please enter the email of the party

تصريح إقامة جديد لعامل مساعد
إلغاء تصريح عمل عامل مساعد (إلغاء إذن دخول) داخل الدولة
طباعة طلب تجديد عقد عمل لعامل مساعد
تعديل بيانات عقد/ تصريح عمل عامل مساعد (تعديل عامل/إقامة)
تحديث تصريح عمل عامل مساعد (تحديث إذن دخول)
شكوى إنقطاع عامل مساعد عن العمل
إلغاء تصريح عمل عامل مساعد (إلغاء إذن دخول) خارج الدولة
الإلغاء تجديد تصريح الإقامة لعامل مساعد

تجدد تصريح الإقامة لعامل مساعد

6. Preview the transaction text.

Text Transaction

Transaction Title: Syria
Services POA: 784200126282928
Please enter the transaction address that will appear in the final transaction.

PDF PREVIEW

الموهنة أدناه السيد /ة: جواد قسطنطين عزام الجنسية: Syria وتحمل بطاقة هوية رقم: 784200126282928 بصفتي الشخصية وبأي صفة كانت قد وكلت وابنته عني السيد/ة: بطاقة هوية رقم: وذلك ليقوم مقامه وينوب عني في وزارة الموارد البشرية والتوطين بخصوص الخدمات التالية:

تجدد تصريح الإقامة لعامل مساعد

7. Add acknowledgment and commitment.

8. Submit the request.

Acknowledgment and pledge

Smart.desc



9. Pay the required fees.

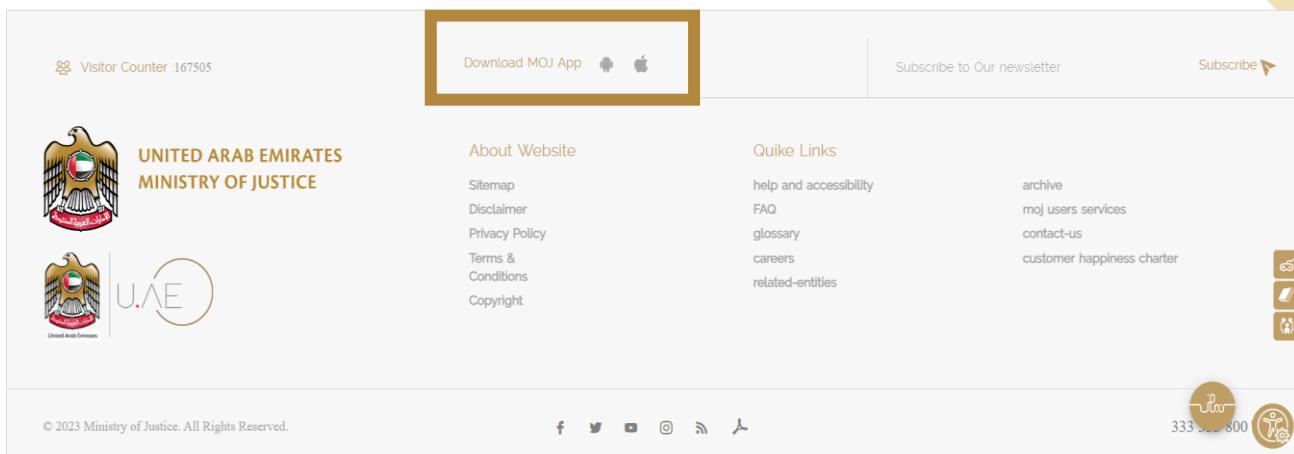
10. Receive the document via:

- Email
- SMS
- User account on the Ministry's website
- Digital wallet

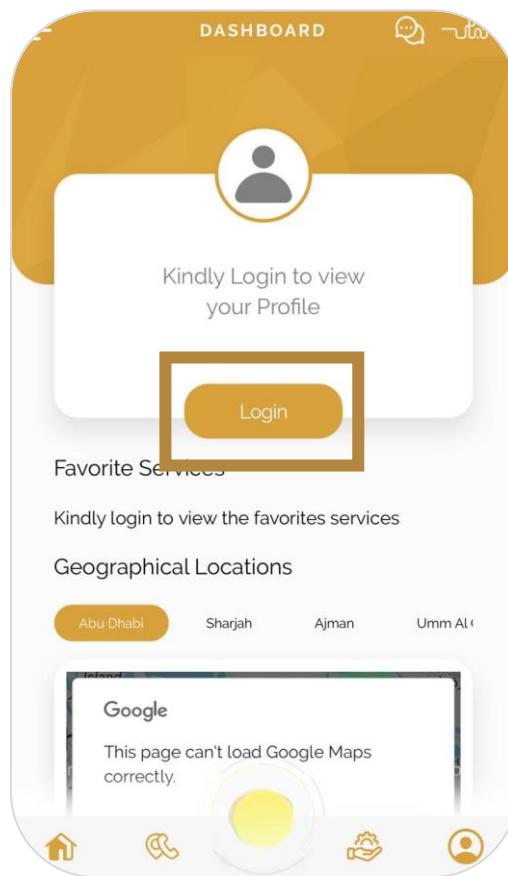
Note: Procedures and steps apply across all service channels.

❖ [Submitting via the Ministry of Justice Mobile App](#)

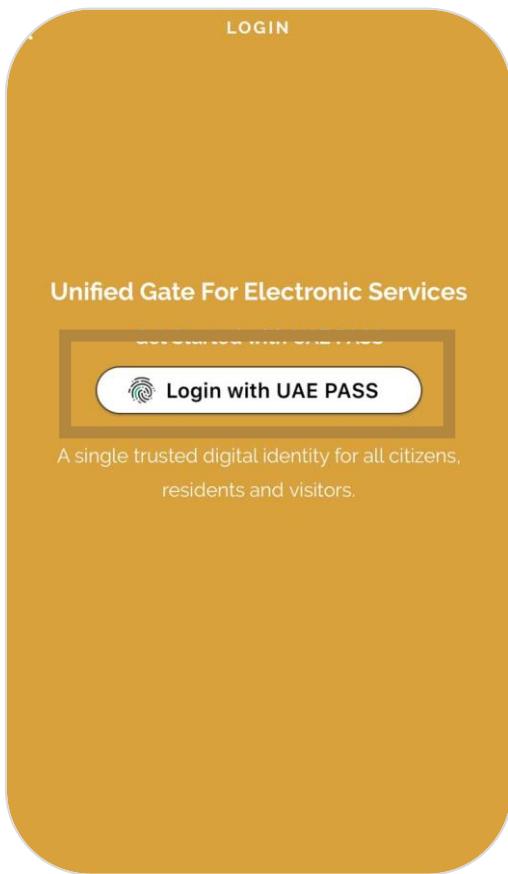
You can download the Ministry of Justice app from their website:



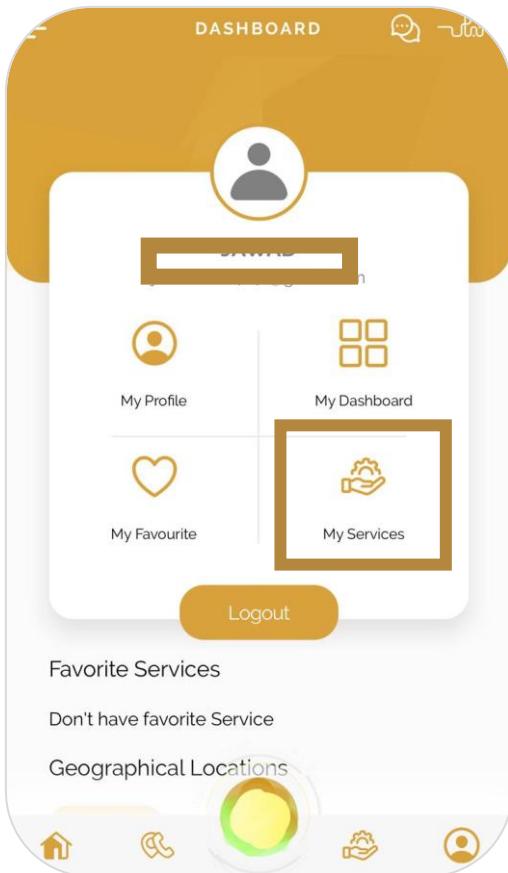
After successfully installing the app on your mobile phone, click on login:



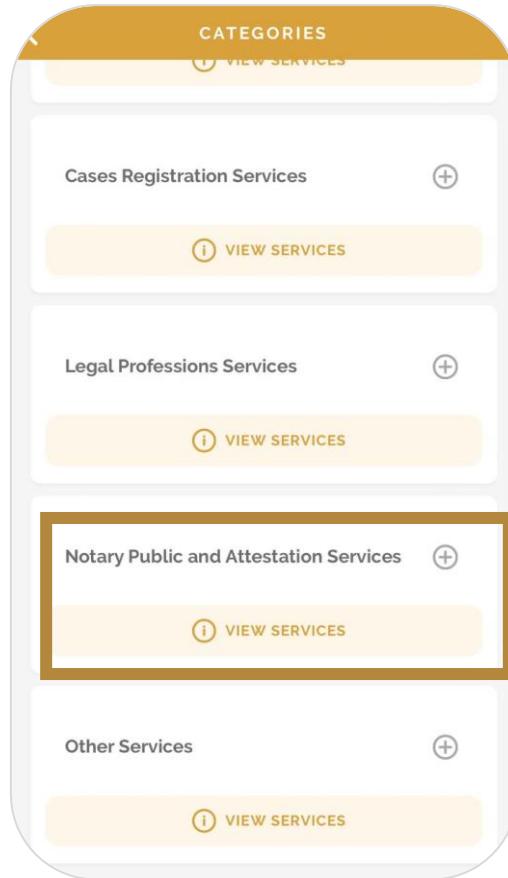
Log in via UAEPASS, and a notification will be sent to the UAEPASS app on the mobile phone for confirmation.



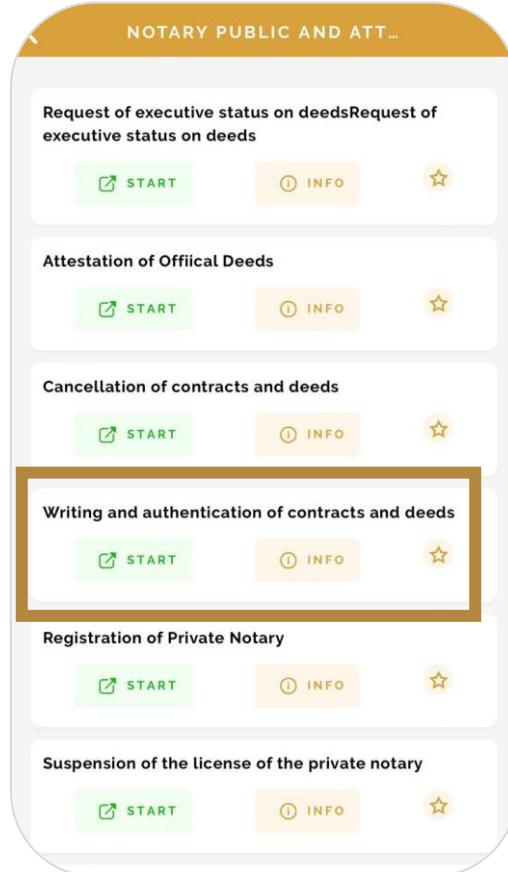
The user's dashboard appears, click "My Services."



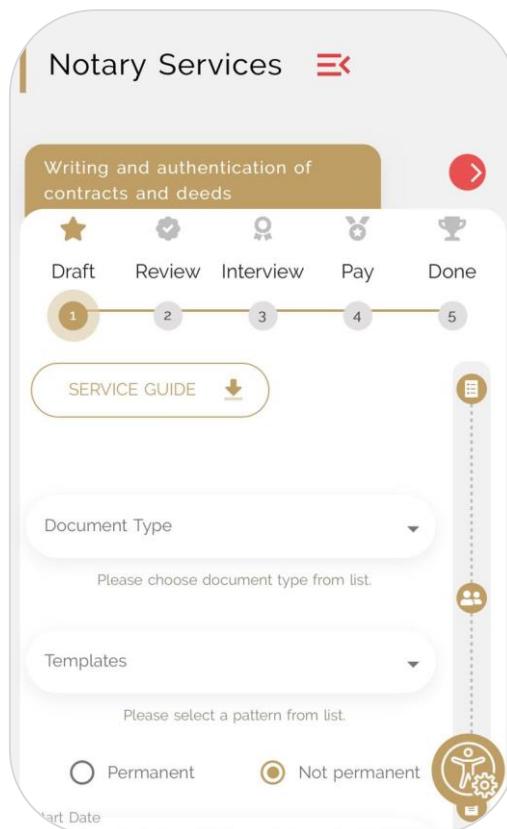
Choose Notary Public and Attestation Services.



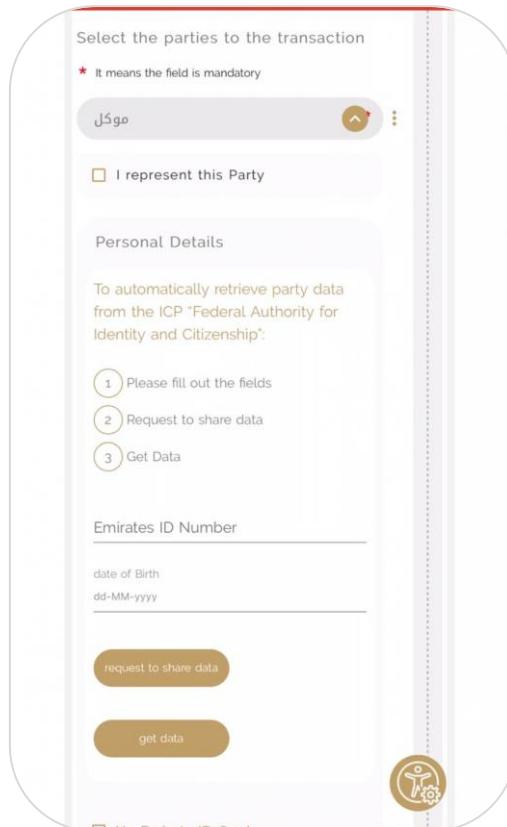
Select the "Writing and authentication of contracts and deeds" service.



Upon clicking "Start" the application submission screen appears. Select the document type, form type, and transaction duration (permanent or time-bound).



Choose the transaction parties (Principal, Agent, etc.).



Add the transaction text (based on previous templates or by uploading it directly).

Text Transaction

Transaction Title
Private agency - real estate

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

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

وكالة خاصة - العقارات

انما الموقـع أدناه بصفـتي الشـخصـية المـوكـل وبـاـية صـفةـ كانت قد وـكـلتـ وـأـقـمـتـ مـقـامـ نـفـسـيـ بـعـوـجـ بـهـذـهـ التـوكـيلـ الطـرفـ الـأـخـرـ بـصـفـتـهـ الوـكـيلـ.

لـيـقـومـ مـقـامـيـ وـيـنـوـبـ عـنـيـ فـيـ إـدـارـةـ وـالـاـشـرـافـ عـلـىـ جـمـعـيـ الـعـقـارـاتـ المـسـجـلـةـ بـاسـمـيـ دـاـخـلـ دـوـلـةـ الـاـمـارـاتـ

الـعـرـبـيـةـ الـمـتـحـدـةـ وـلـهـ الدـقـقـيـةـ فـيـ التـأـجـيرـ أوـالـبـيـعـ أوـ

الـتـنـازـلـ أوـالـرـهـنـ أوـالـبـدـلـ وـغـيـرـ أوـ نـقـلـ الـمـلـكـيـةـ سـوـاءـ لـنـفـسـهـ أوـلـغـيـرـ وـلـهـ الدـقـقـيـةـ فـيـ التـوـقـيـعـ عـلـىـ عـقـودـ الـبـيـعـ

وـعـقـودـ الـإـيجـارـ وـمـتـابـعـةـ مـعـالـاتـهـاـ مـعـ الـمـسـتـاجـرـيـنـ وـ

وـاسـتـلامـ مـبـلـغـ الـبـيـعـ سـوـاءـ نـقـدـاـ اوـ شـيـكـاتـ وـتـحـصـيلـ

الـإـيجـارـاتـ وـدـفـعـ الـدـفـعـاتـ وـالـرسـومـ الـمـتـقـيـةـ لـجـمـعـيـ

الـعـقـارـاتـ الـمـسـجـلـةـ بـاسـمـيـ فـيـ الدـوـلـةـ وـلـهـ الدـقـقـيـةـ وـفـسـخـ

الـعـقـودـ وـلـهـ الدـقـقـيـةـ فـيـ اـسـتـلامـ وـتـسـلـيمـ الـأـورـاقـ

وـالـمـسـتـنـدـاتـ لـدـيـ كـافـةـ الـجـهـاتـ وـلـهـ الدـقـقـيـةـ فـيـ الحـضـورـ

وـالـتـهـقـيـعـ وـتـمـثـيلـهـ،ـ تمـثـيلـاـ مـطـلـقاـ أـمـامـ كـافـةـ الدـوـلـ.



You can add related attachments to the request.

You can add any applicant owner notes if available.

Attachments

| NAME | |
|---|---|
|  | Original ownership (if real property d) |
|  | No objection (if the property is) |

(Images: png or jpeg or jpg) or (PDF files) 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 is related to reform and penal institutions, specify the institution.

Click "Send."

A request related to correctional and

Please specify the correctional and penal institution

