

UNITED ARAB EMIRATES
MINISTRY OF JUSTICE



الإمارات العربية المتحدة
وزارة العدل

Request of executive status on deeds

E-Notary System

User Manual

Fourth Edition

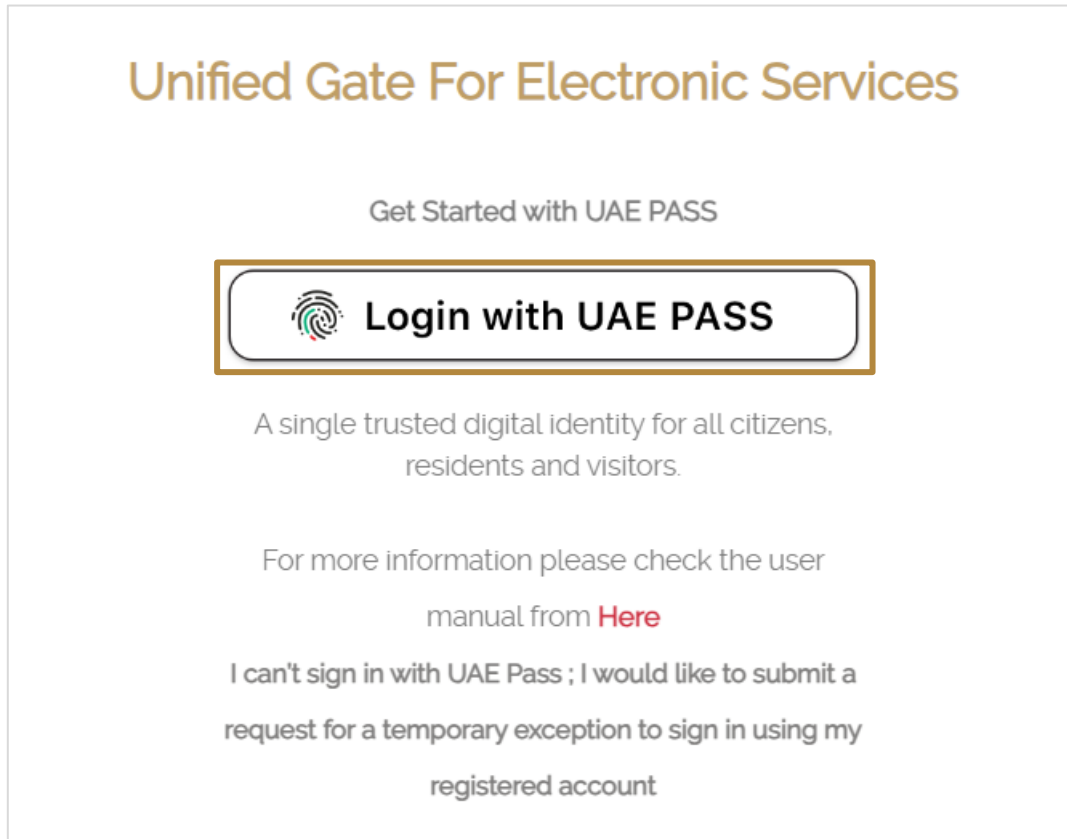
Submitting Transactions

You can submit notary services in three ways as follows:

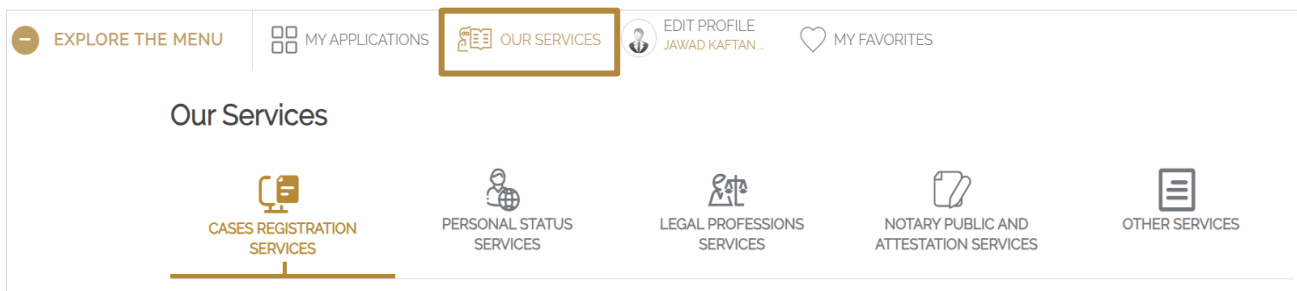
Method One

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

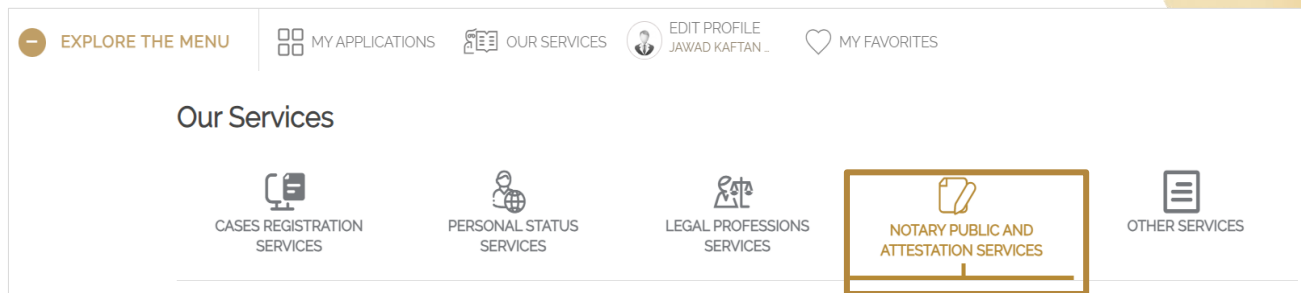
The user logs in with their UAEPASS.



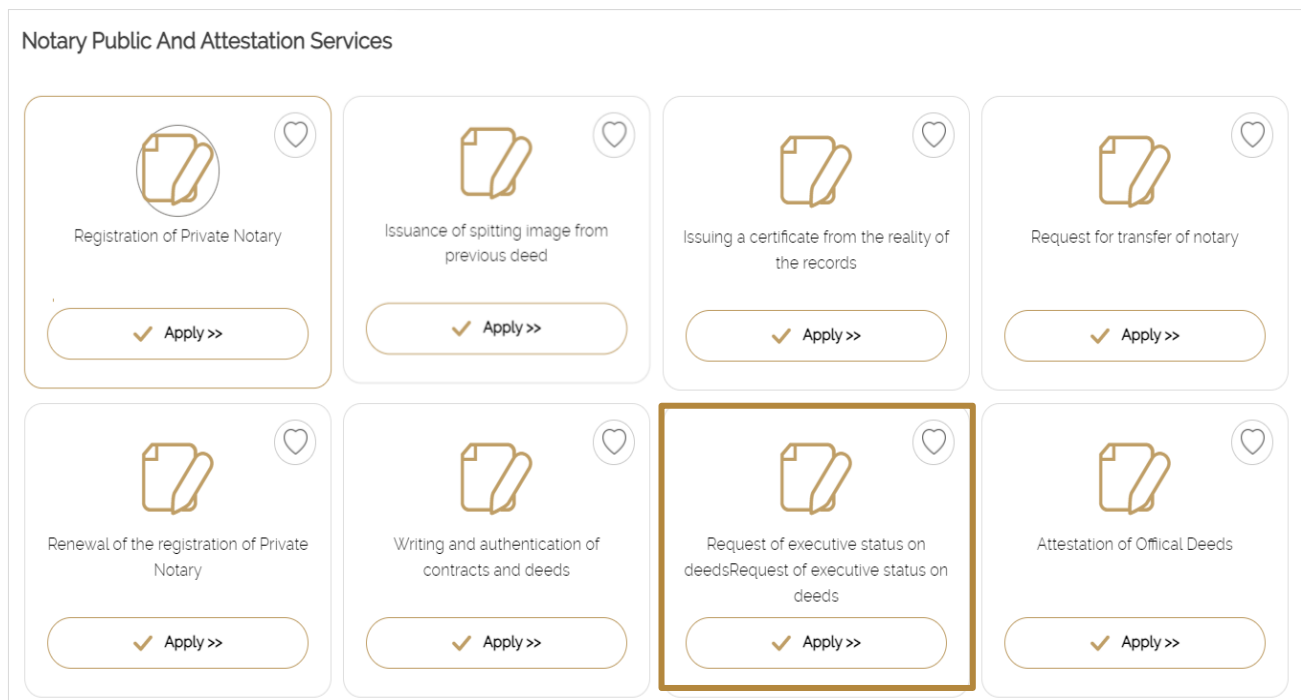
The user clicks on “Our Services” menu.



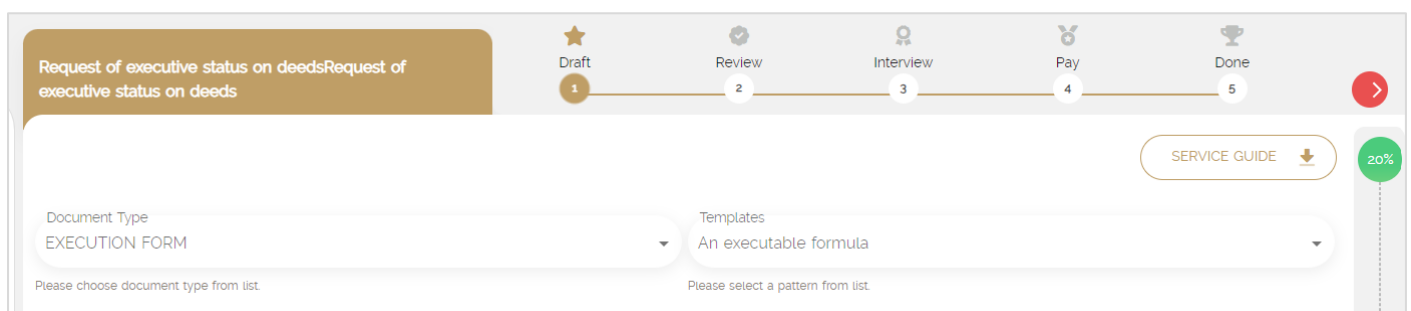
Then, clicks on the Notary Public and Attestation Services.



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



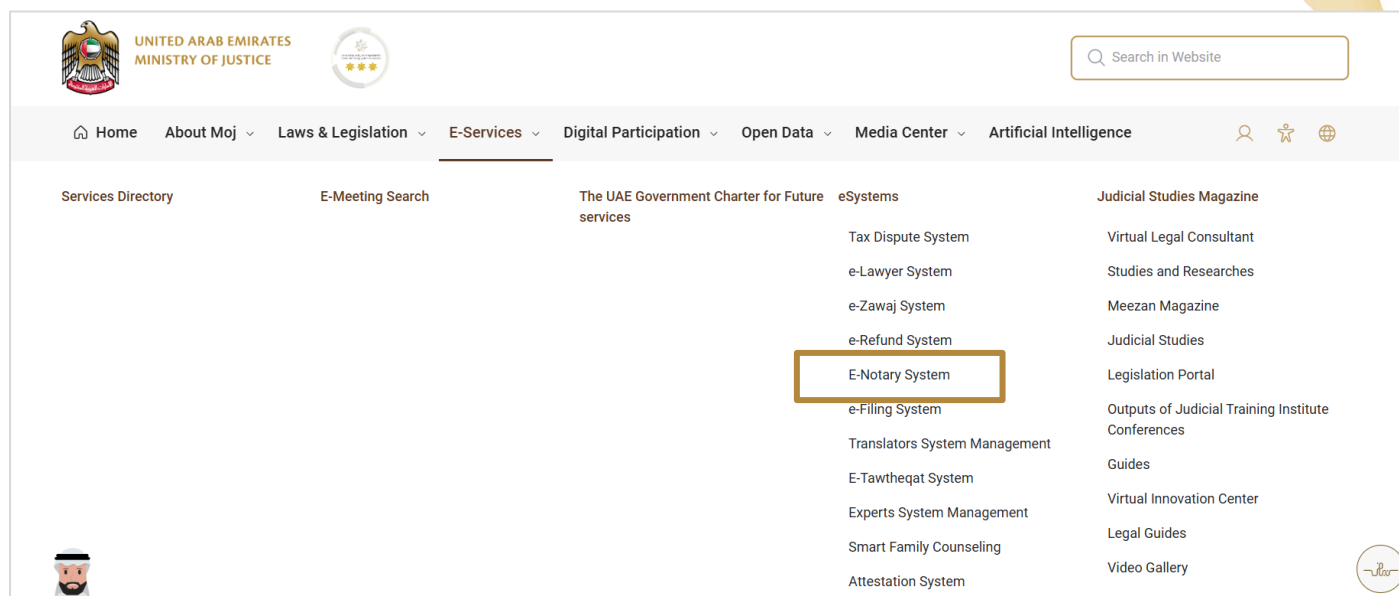
The application submission screen appears.



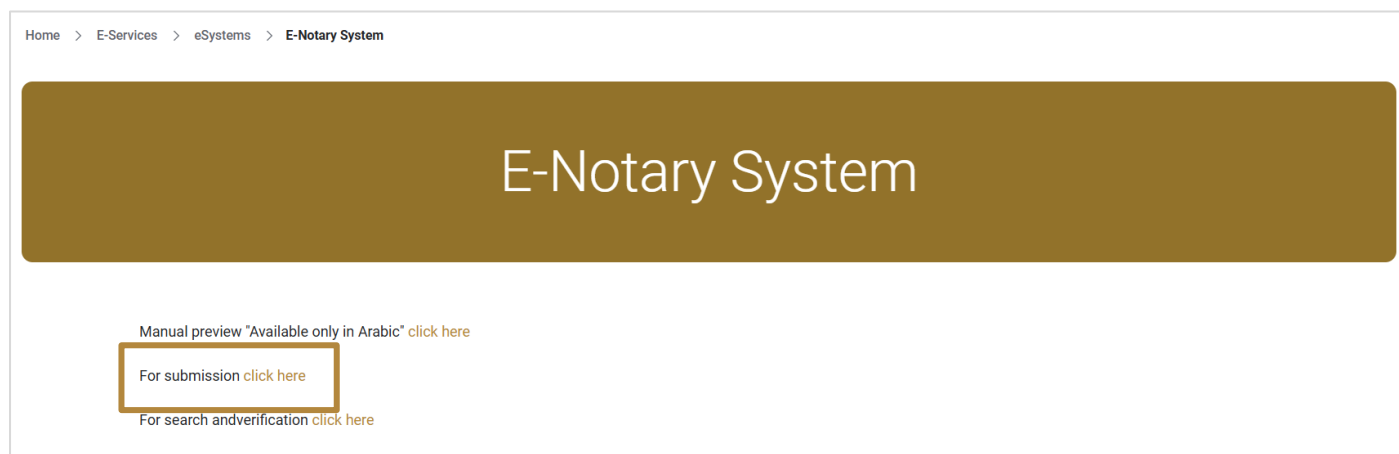
Method Two

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

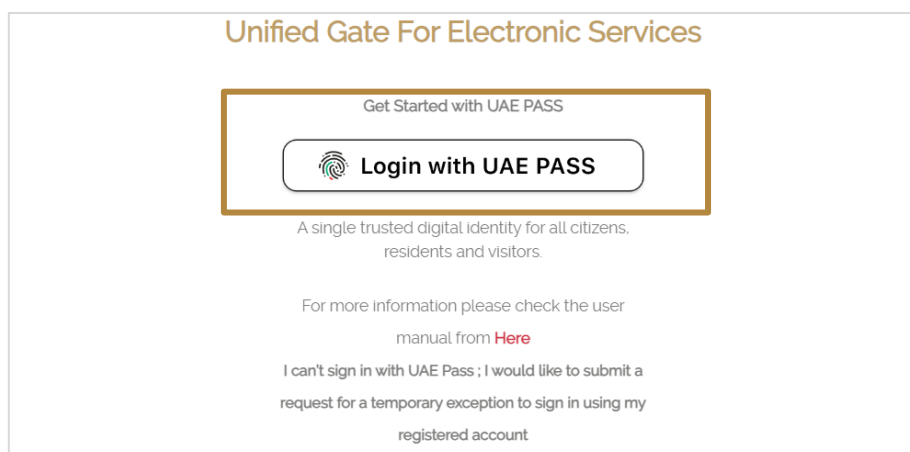
Choose E-Services → e-Systems → E-Notary System.



The following page appears:



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:

The dashboard interface features a header with a 'Dashboard' title, a 'FILTER.SHOW' button, a 'CREATE NEW REQUEST +' button, and two menu icons. Below the header, there are five status cards: 'Draft', 'Under Review', 'Meeting' (highlighted), 'Payment', and 'Done'. Each card displays a count and an icon. The 'Meeting' card shows a 'Late' status with a clock icon. Below the cards is a search bar with a magnifying glass icon and the text 'SEARCH'. At the bottom, there are five input fields for 'Application Number', 'Document Number', 'Name', 'Email', and 'Phone Number', followed by search and refresh icons.

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

The 'Public Services' page displays a grid of service options. The first row includes 'Writing and authentication of contracts and deeds', 'Request of executive status on deedsRequest of executive status on deeds' (highlighted with a brown border), 'Cancellation of contracts and deeds', and 'Issuance of spitting image from previous deed'. The second row includes 'Issuing a certificate from the reality of the records' and 'Request for transfer of notary'. The page has a header with 'Public Services' and two menu icons.

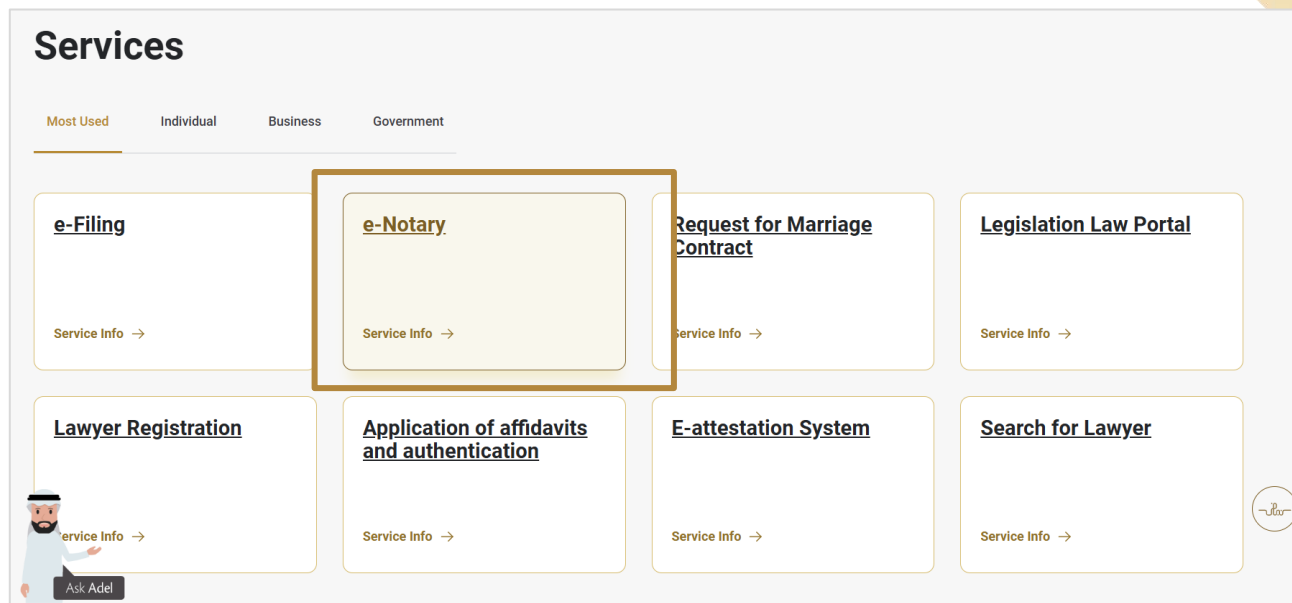
Click the "Start Service" button, and the application submission screen will appear:

The application submission screen for 'Request of executive status on deeds' features a progress bar at the top with five steps: 'Draft' (1), 'Review' (2), 'Interview' (3), 'Pay' (4), and 'Done' (5). A 'SERVICE GUIDE' button with a download icon is located on the right. The main form area includes a 'Document Type' dropdown menu set to 'EXECUTION FORM' and a 'Templates' dropdown menu set to 'An executable formula'. Below these are instructions: 'Please choose document type from list.' and 'Please select a pattern from list.'. A green progress indicator on the right shows '20%' completion.

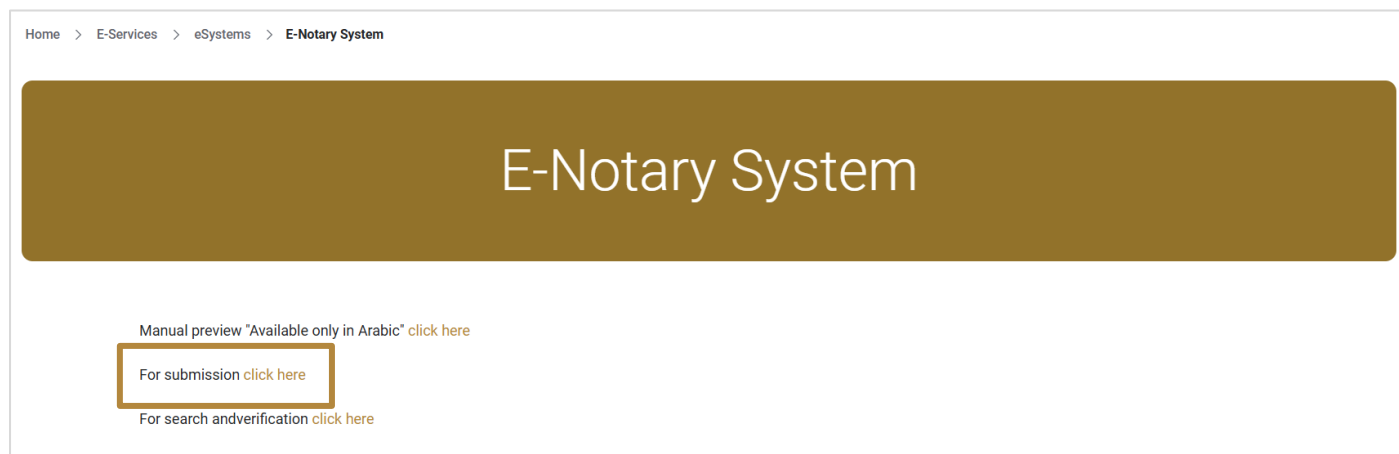
Method Three

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

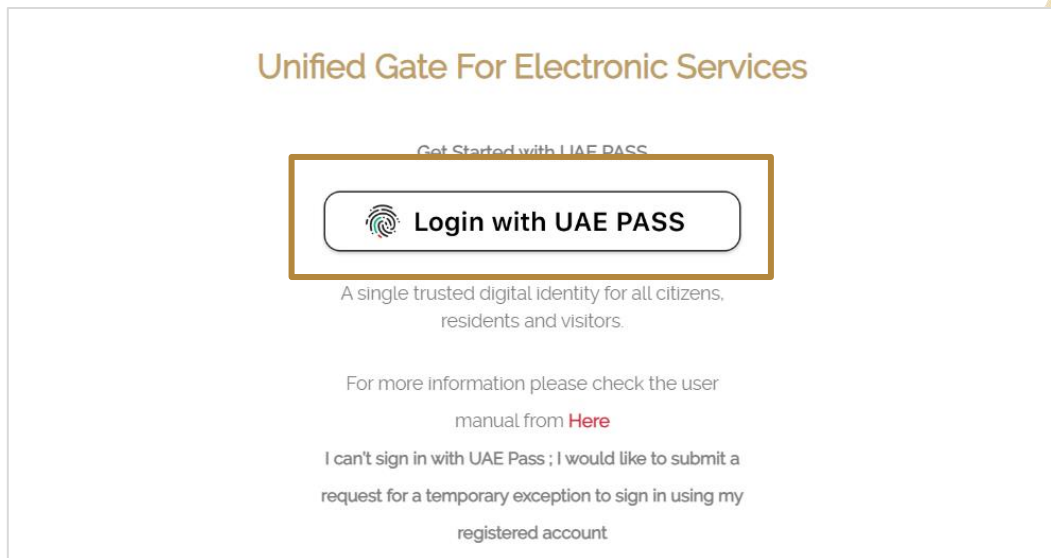
Choose e-Notary.



The following page appears.



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.



Log in through the unified gate or with your UAEPASS.

The following page appears:

Dashboard FILTER.SHOW CREATE NEW REQUEST +

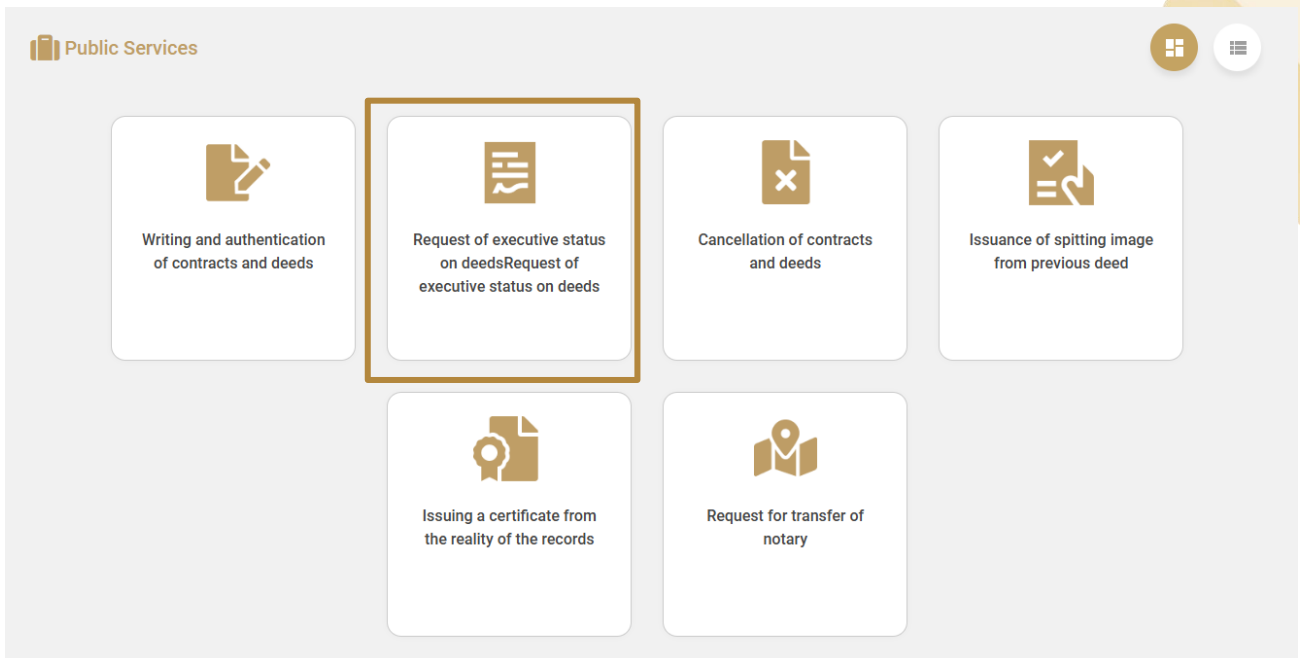
Draft	Under Review	Meeting	Payment	Done
- 	- 	-  Late	-  Late	- 

SEARCH

Application Number	Document Number	Name	Email	Phone Number

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



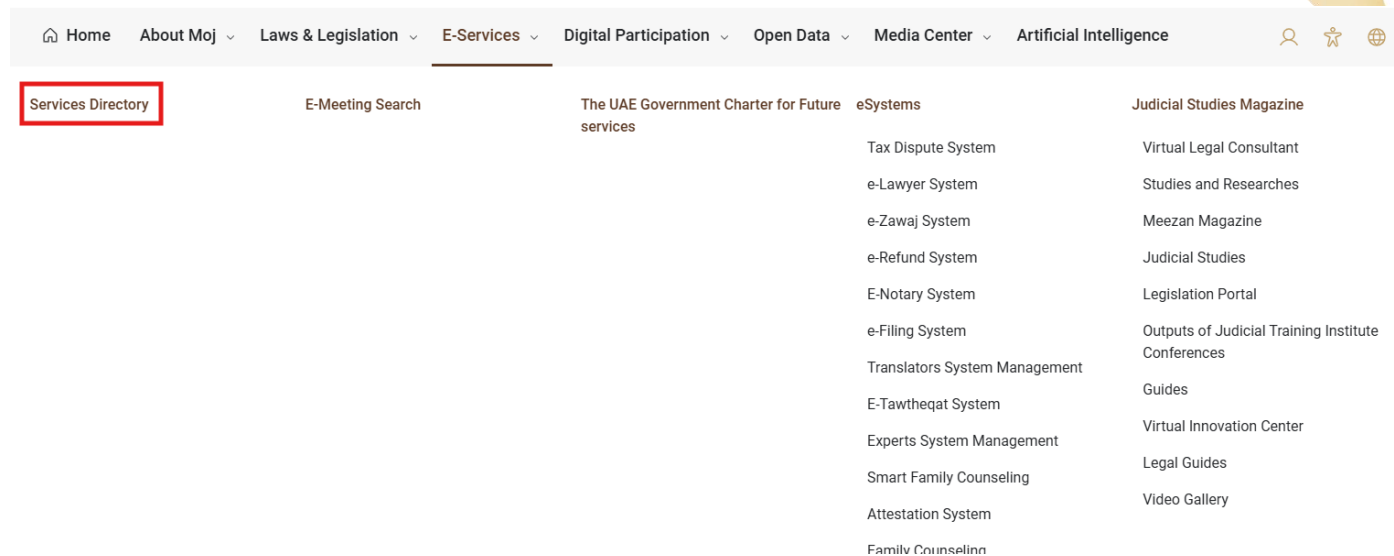
Click the "Start Service" button, and the application submission screen will appear.

The application submission screen features a progress bar at the top 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' with 'EXECUTION FORM' selected, and 'Templates' with 'An executable formula' selected. A 'SERVICE GUIDE' button with a download icon is located to the right of the dropdowns. On the far right, a green circle indicates '20%' completion. A red arrow button is also visible at the top right.

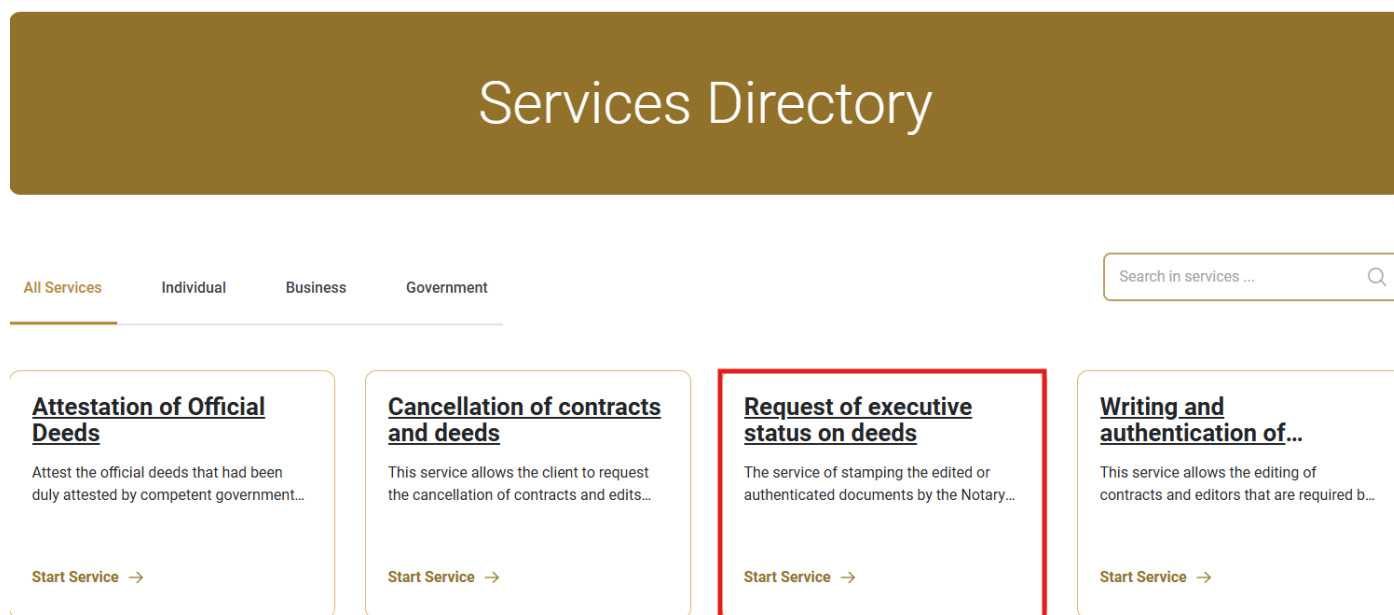
Method four

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

Choose E-Services → services Directory



The following page appears, search about the service



Choose start services ,the following page appears

Services Details

Request of executive status on deeds



Start Service →

About the service

The service of stamping the edited or authenticated documents by the Notary Public, which includes the obligations of the existence investigator, the quantity of the performance and the status of the performance by sealing the executive status at the request of the concerned parties

To access the service [click here](#)



Service Code

121-052-007-000



QR Code



For inquiries call us at

800 333 333

The process

Register with UAE PASS
Online application
Payment of fees
E-signature and receive the document

Requirements and Documents

Identity of the editor's parties (identity or passport) If one of the parties is an agent0. Original and copies of relevant documents

If you wish to apply for request of executive status on 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:

The screenshot shows the application submission interface. At the top, a progress bar indicates 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 main sections. The left section is titled 'Document Type' and contains a dropdown menu with 'EXECUTION FORM' selected. Below this dropdown is the text 'Please choose document type from list.' The right section is titled 'Templates' and contains a dropdown menu with 'An executable formula' selected. Below this dropdown is the text 'Please select a pattern from list.' On the far right, there is a 'SERVICE GUIDE' button with a download icon and a green circular progress indicator showing '20%'.

Then, add the parties to the transaction:

The screenshot shows the 'Parties Description' section. It starts with the heading 'Parties Description' and a sub-heading 'Select the parties to the transaction'. Below this is a note: '* It means the field is mandatory'. There is a search bar labeled 'Executor' with a red star icon. Below the search bar is a checkbox labeled 'I represent this Party'. The main section is titled 'Personal Details'. It contains a sub-heading 'To automatically retrieve party data from the ICP "Federal Authority for Identity and Citizenship":'. Below this are three steps: 1. Please fill out the fields, 2. Request to share data, and 3. Get Data. There are two input fields: 'Emirates ID Number' and 'date of Birth' (format: dd-MM-yyyy). To the right of these fields are two buttons: 'request to share data' and 'get data'. Below the input fields is a checkbox labeled 'No Emirats ID Card'. To the right of this checkbox is a text box that says 'Please upload an Emirats ID card file' with an upload icon. Below this text box is a note: 'Data will be extracted automitacilly Please make sure to upload a clear image for both sides of the Emirats ID card place the ID card horizontally'. At the bottom left, there is a button labeled '+ add party'.

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.:**

This screenshot is a zoomed-in view of the 'Automatically retrieve party details' section. It shows the sub-heading 'To automatically retrieve party data from the ICP "Federal Authority for Identity and Citizenship":'. Below this are three steps: 1. Please fill out the fields, 2. Request to share data, and 3. Get Data. There are two input fields: 'Emirates ID Number' and 'date of Birth' (format: dd-MM-yyyy). To the right of these fields are two buttons: 'request to share data' and '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.

رقم الهاتف المتحرك *	البريد الإلكتروني *	الاسم الكامل *
377*****	*****@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.

موكل

☐ I represent this Party

Personal Details

☒ No Emirats ID Card

Full Name *

Please enter the party's full name

Mobile Number *

+971

Only numbers are allowed (971xxxxxxxxx)

Email *

Please enter the email of the party

date of Birth

dd-MM-yyyy

Please enter the date of birth of the party

Gender

Please select the gender 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).

The screenshot shows the 'Other Documents' section of a form. It includes a title 'Other Documents' and a subtitle 'Other supporting documents can be added'. There is a 'Document Name' field with a dropdown menu open, showing options: 'Passport', 'Identity', 'Trade License', and 'Driving License'. A trash icon is next to the field. A '+ add new document' button is visible on the left. A 'File Upload' button with a cloud icon is on the right, with a note 'attach an image or PDF, the maximum limit is 10 MB'.

This screenshot shows the full 'Other Documents' form. It includes fields for 'Document Name' (with a dropdown), 'Document Number', 'Country of Issue' (with a dropdown), and 'Expiry Date' (format dd-MM-yyyy). There is a 'File Upload' button with a cloud icon and a note 'attach an image or PDF, the maximum limit is 10 MB'. A '+ add new document' button is at the bottom left.

The desired document for issuing a spitting image is specified using one of the following options:

- Select a Transaction from the table

The screenshot shows a form with the instruction 'Please select the required document through one of the following options:'. There are three radio button options: 'Select a Transaction from the table' (selected), 'Upload Transaction Document', and 'Documents Description'. Below the options is a search bar with a magnifying glass icon and the text 'Sorry, no matching records found'. At the bottom, there is a pagination bar showing 'Rows per page: 20' and '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

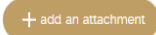
Notes

Attachments can be added, if necessary, by clicking “add an attachment”

Attachments



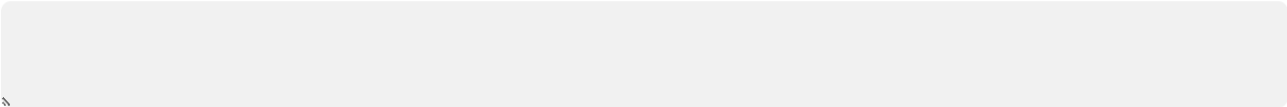
(Images: png or jpeg or jpg) or (PDFfiles) are allowed / Maximum allowed file size is 10 MB



Note: Only an image or a PDF file is allowed to be attached / Maximum file size allowed is 10 MB

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

Application Owner Notes



The applicant can add his notes related to the application

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

☒ A request related to correctional and penal institutions

Please specify the correctional and penal institution

Download MOJ App

About Website

السلجن المركزي نساء - الشارقة
السلجن المركزي - عجمان
مركز الغرب - الشارقة
مركز البحيرة - الشارقة
مركز احتياطي واسط - الشارقة
مركز الصناعية - الشارقة
مركز الصلعة - الشارقة
مركز السيوح - الشارقة
مركز واسط - الشارقة
قسم المكافحة

SAVE AS DRAFT
PREVIEW
SEND

Subscribe to Our newsletter

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

CANCEL
SAVE AS DRAFT
PREVIEW
SEND

- **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.

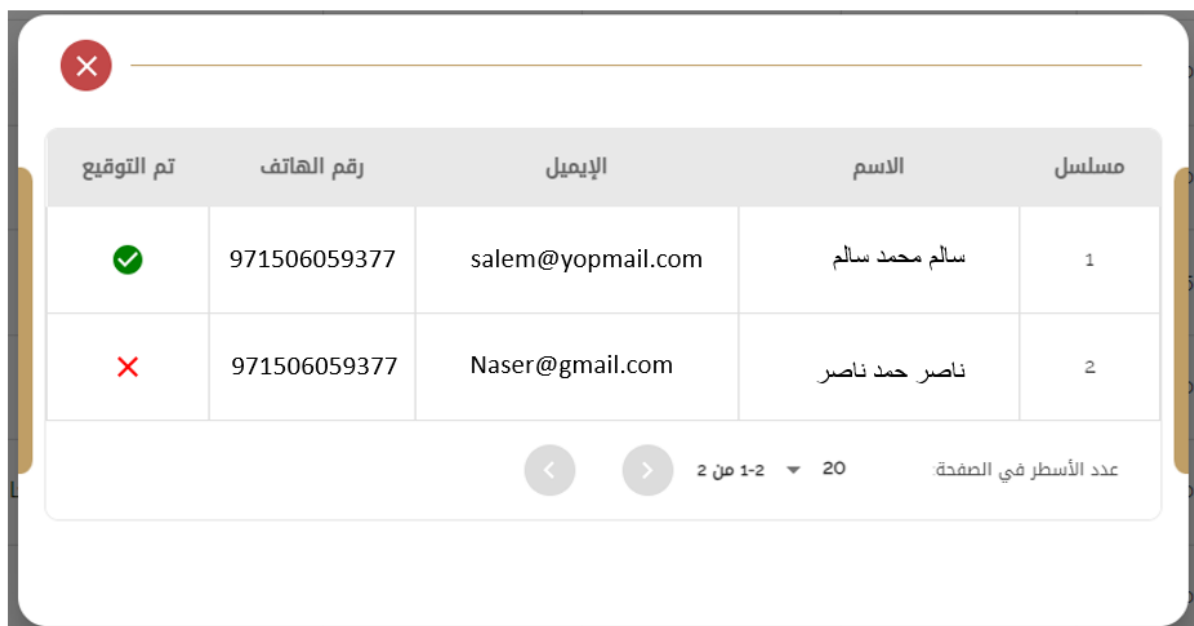
The applicant must agree to the terms and conditions, then click the button

دفع

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).



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:

مسودة

مراجعة

مقابلة

دفع

ملحز

طلب الصيغة التنفيذية على محرر

ملحز

رقم الطلب :

رقم المعاملة :

مقدم الطلب :

صلاحية المعاملة : غير محدودة

رقم المعاملة

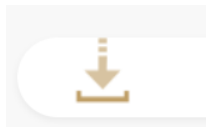
تاريخ التقديم : 2022-11-30

تاريخ آخر تحديث : 2022-11-30

تم إنجاز المعاملة بنجاح و يمكنكم تحميل المعاملة النهائية



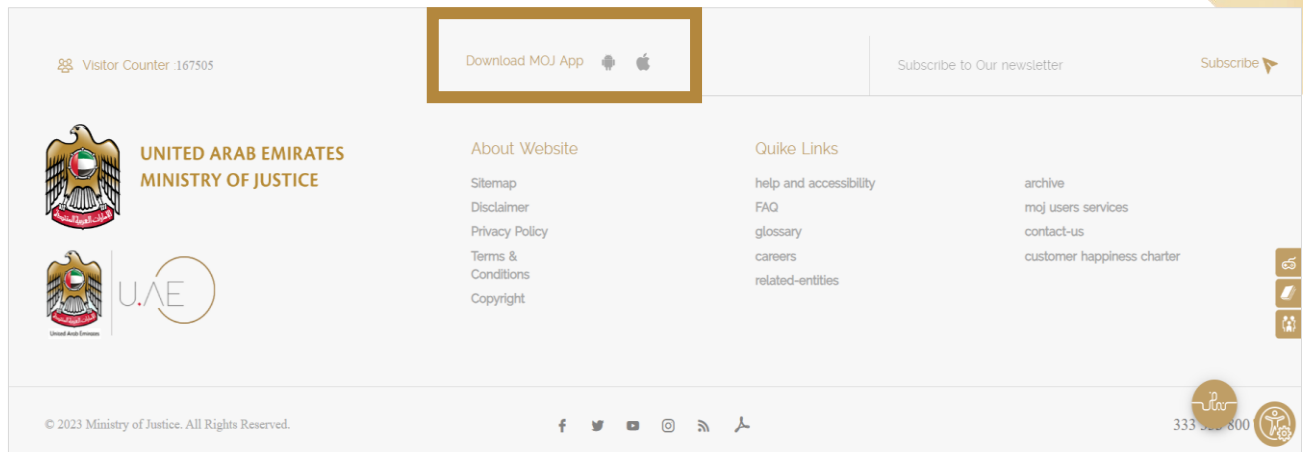
Click the



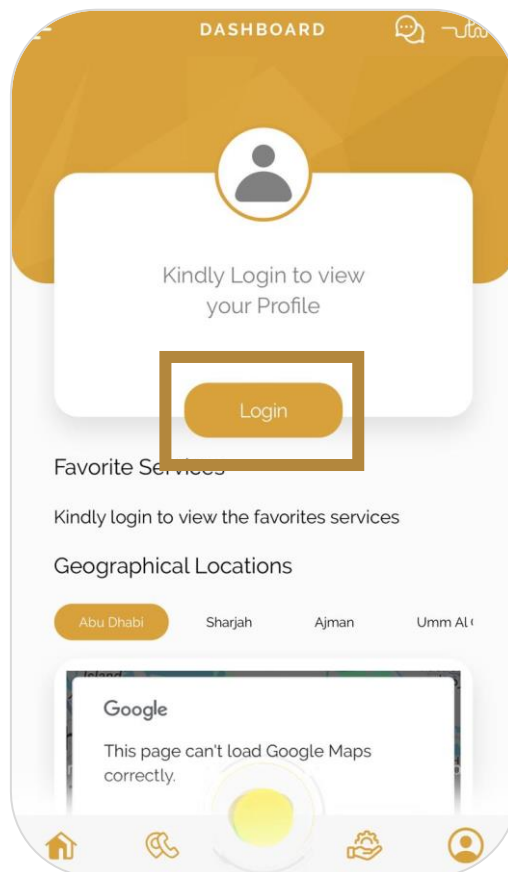
button to download the final transaction.

❖ Submitting via the Ministry of Justice Mobile App

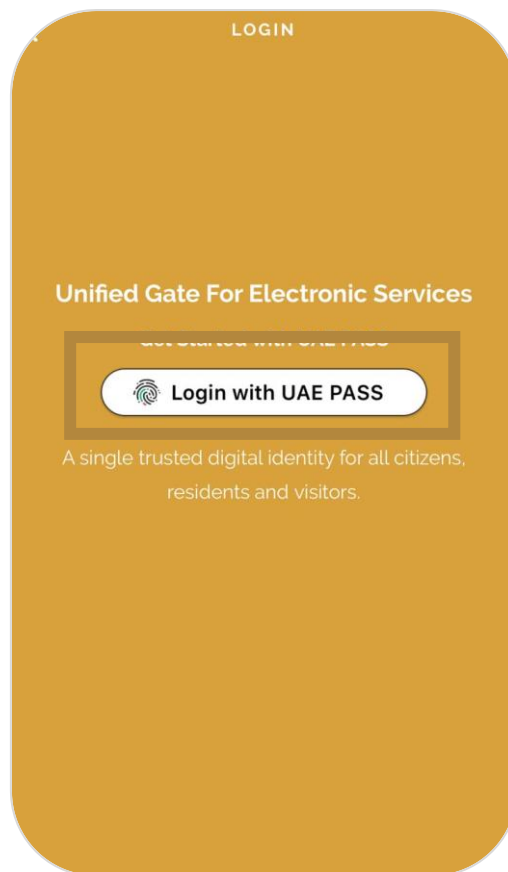
You can download the Ministry of Justice app from their website:



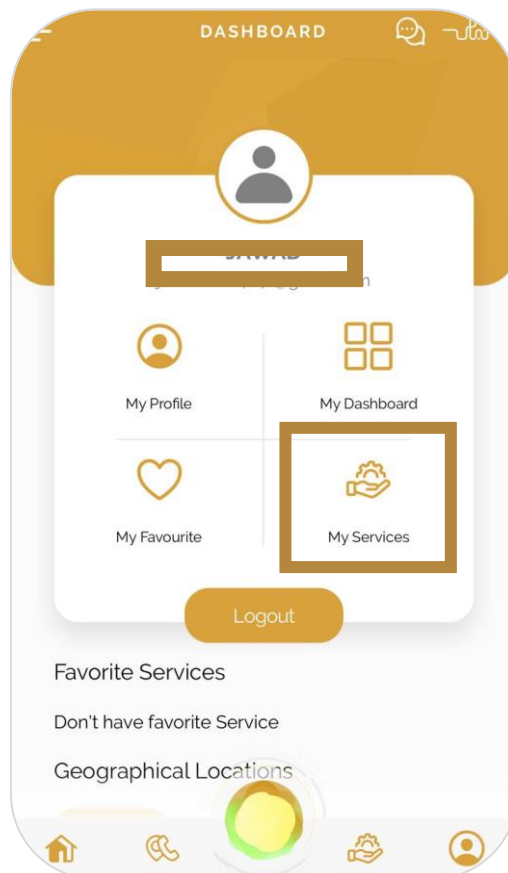
After successfully installing the app on your mobile phone, click on login:



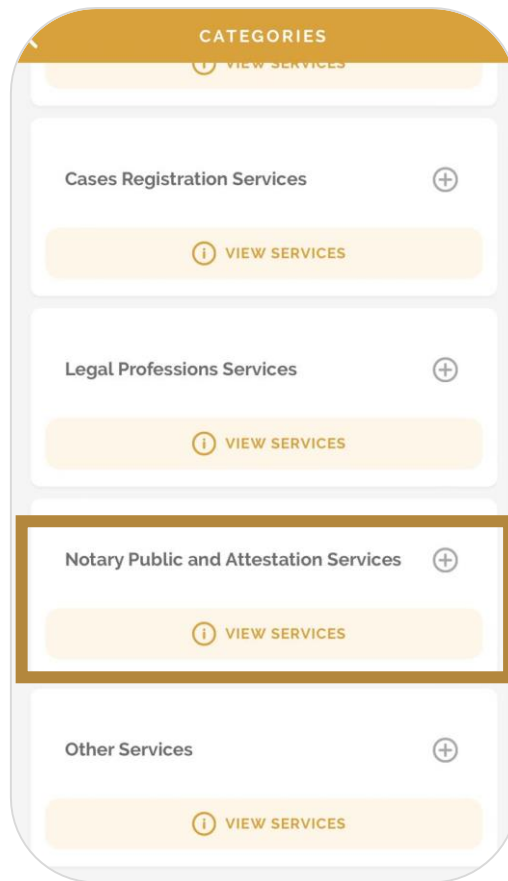
Log in via UAEPASS, and a notification will be sent to the UAEPASS app on the mobile phone for confirmation.



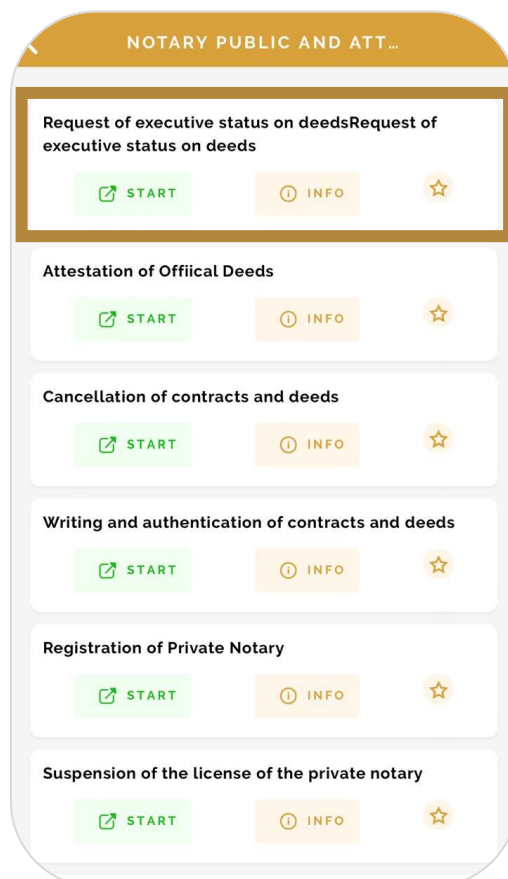
The user's dashboard appears, click "My Services."



Choose Notary Public and Attestation Services.



Select the "Request of executive status on deeds" service.



Upon clicking "Start" the application submission screen appears. Select the document type and template:

Notary Services

Request of executive status on deeds

Draft Review Interview Pay Done

1 2 3 4 5

SERVICE GUIDE

Document Type

EXECUTION FORM

Please choose document type from list.

Templates

An executable formula

Please select a pattern from list.

Parties Description

Then, add the parties with their information to the transaction:

Parties Description

Select the parties to the transaction

★ It means the field is mandatory

Executor

☐ 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

The desired document for issuing a spitting image is specified 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

Search:

Sorry, no matching records found

Rows per page: 20 0-0 of 0

Attachments

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

+ add an attachment

The interface shows a mobile app screen with a list of options to select a document. The first option, 'Select a Transaction from the table', is selected. Below the options is a search bar and a message stating 'Sorry, no matching records found'. There is also a 'Rows per page' dropdown set to 20, showing '0-0 of 0' results. At the bottom, there is an 'Attachments' section with a text input field and a note about allowed file formats and size. A '+ add an attachment' button is at the very bottom.

- 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

Notes

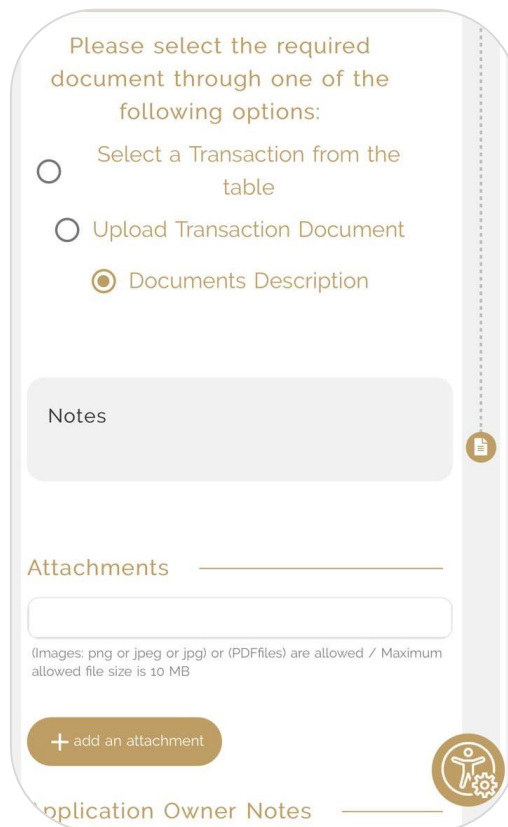
Attachments

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

+ add an attachment

The interface shows a mobile app screen with the same list of options. The second option, 'Upload Transaction Document', is selected. Below the options is a dashed box containing the text 'Please upload required transaction'. There is also a 'Notes' section with a text input field. At the bottom, there is an 'Attachments' section with a text input field and a note about allowed file formats and size. A '+ add an attachment' button is at the very bottom.

- 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

Attachments

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

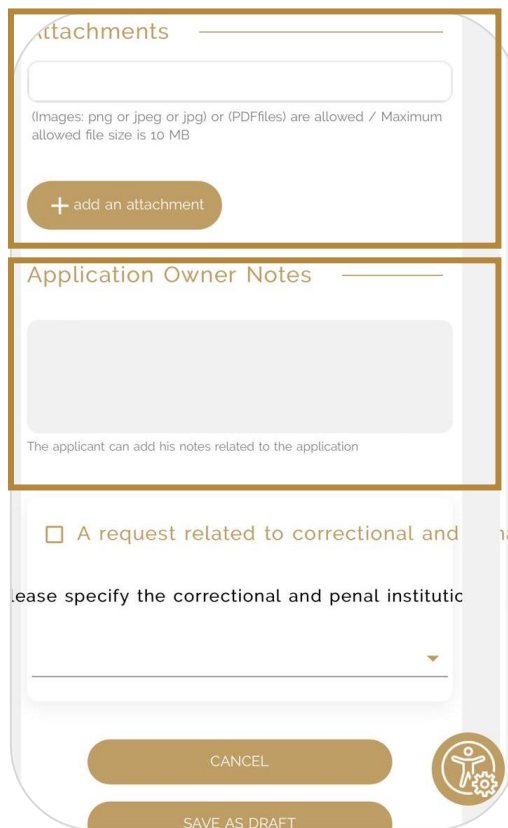
+ add an attachment

Application Owner Notes

The interface shows a mobile app screen with a light gray background. At the top, there's a title bar. Below it, a text prompt asks the user to select a document type. Three radio buttons are listed: 'Select a Transaction from the table', 'Upload Transaction Document', and 'Documents Description' (which is selected). Below the radio buttons is a 'Notes' section with a gray text input area. Underneath is an 'Attachments' section with a white text input area and a small icon of a document. Below the input area, a note specifies allowed file types and a 10 MB limit. A brown button with a plus sign and the text '+ add an attachment' is located below the input area. At the bottom, there's an 'Application Owner Notes' section with a gray text input area. A small icon of a person with a gear is visible in the bottom right corner.

You can add related attachments to the request.

You can add any applicant owner notes if available.



Attachments

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

+ add an attachment

Application Owner Notes

The applicant can add his notes related to the application

☐ A request related to correctional and penal institutions

Please specify the correctional and penal institution

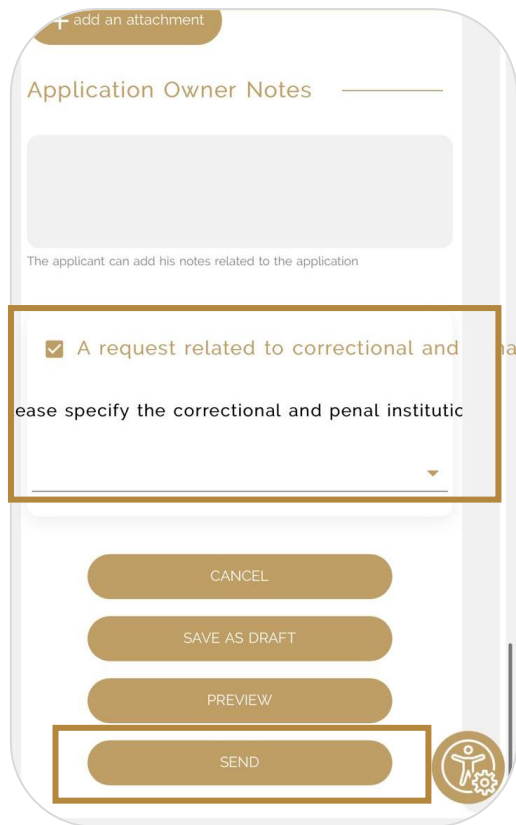
CANCEL

SAVE AS DRAFT

The interface shows a mobile app screen with a light gray background. At the top, there's a title bar. Below it, there's a section for 'Attachments' with a white text input area and a small icon of a document. Below the input area, a note specifies allowed file types and a 10 MB limit. A brown button with a plus sign and the text '+ add an attachment' is located below the input area. Below the 'Attachments' section is an 'Application Owner Notes' section with a gray text input area. Below the input area, a note specifies that the applicant can add notes related to the application. Below the 'Application Owner Notes' section is a checkbox labeled 'A request related to correctional and penal institutions'. Below the checkbox, there's a text prompt asking the user to specify the correctional and penal institution. At the bottom, there are two brown buttons: 'CANCEL' and 'SAVE AS DRAFT'. A small icon of a person with a gear is visible in the bottom right corner.

If the request is related to reform and penal institutions, specify the institution.

Click "Send."



The image shows a mobile application interface for "Application Owner Notes". At the top, there is a button labeled "+ add an attachment". Below this is a section titled "Application Owner Notes" with a large text input area. A note below the input area states: "The applicant can add his notes related to the application". Below the input area, there is a checkbox labeled "A request related to correctional and penal institutions". The text "Please specify the correctional and penal institution" is visible below the checkbox. Below the checkbox is a dropdown menu. At the bottom of the screen, there are four buttons: "CANCEL", "SAVE AS DRAFT", "PREVIEW", and "SEND". The "SEND" button is highlighted with a red border. To the right of the "SEND" button is a circular icon containing a person and a gear.

+ add an attachment

Application Owner Notes

The applicant can add his notes related to the application

☒ A request related to correctional and penal institutions

Please specify the correctional and penal institution

CANCEL

SAVE AS DRAFT

PREVIEW

SEND