

User Guide

E-notary

Issuance of spitting image from previous deed

Version 1.0

Submit Transactions:

To submit the transaction, follow the steps below:

Open a web browser and go to the Ministry of Justice page on the following link:

https://www.moj.gov.ae/ar/home.aspx

Then click on the icon of the electronic notary



Next page appears

Home , E-Services , esystems ,	e-Notary System
E-Notary Syst	tem
RELATED LINKS	Manual preview "Available only in Arabic" click here
Services Directory	For submission click here
E-Meeting Search	
Happiness Centers	
Customer Happiness Charter	
Shared Services	
eSystems	
Other Services	
Service Forms	
Gamification	
Helpdesk Microsoft Teams Manual (only in Ar	abici
A REPOSAL FRANK MANUAL (OILY IT ALC	

Then click here Next page appears

Unified Gate For I Please L	Electronic Services ogin Here	1
Get Started with Unified Gate	or Sign in with UAE PASS Sign in with UAE PASS A single trusted digital identity for all citizens, residents and visitors.	Ŋ

Login (through the unified Gate)

.The user enters the email and password and can login using the digital identity

After logging in, the first screen that will appear to the user is the services screen on which he can submit requests. In this case, we will explain the application for a service

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Writing and authentication of contracts and deeds	Request of executive status on deedsRequest of executive status on deeds	Cancellation of contracts and deeds
Issuing a certificate from the reality of the records	Request for transfer of notary	

After clicking on the "Start Service" option, the application screen for this service appears as follows:

Issuance of spitting image from previous deed	Create	Review2	Interview 3	Pay	Done	♦
Document Type PHOTO COPY		Templates Photo cop	ру			•

We choose the type of document and then we choose the type of form between two dates, after which the default parties to the transaction will appear

	0
I represent this Party	
Please upload an Emirates ID card file	
	I represent this Party Please upload an Emirates ID card file

The user then enters the parties' information and can also upload an ID photo, where the system extracts the party's information automatically as follows:

Description of the party: Write an explanation for this party.

I represent this party: If this option is selected, the system will retrieve the data of the user who submits the request.

Then the user uploads a picture of his Emirates ID, if it exists, or else selects the "No digital ID" option

Descent of the second			
Please upload an Emira	rates ID card file		
	Expiry Date *		ā
Mobile Number *		Emat *	
Gender *		✓ Nationality *	•
✓ City		Address	
	Mobie Number * Mobie Number * Gender * City	Moble Number *	Expiry Date * Moble Number * Email * Gender * Nationality * City Address

Then the user completes the data that was not automatically downloaded (such as (nationality, emirate, city, address, alternate email)

You must enter a valid email and contact number (mobile phone) for each party to the transaction to receive notifications

In the event that there are additional parties, the button to add a party is pressed

In the event that there are additional attachments for the parties to the transaction, such as (passport, driver's certificate), click on the Add Attachment button

Then the user will have two options: either choose an editor from Table A, and attach the transaction document

Q	0 0 U T							
	APPLICATION ID	TRANSACTION ID	TRANSACTION TYPE	TYPE	SUBMIT DATE	ISSUE DATE	EXPIRATION DATE	STATUS
	1914	1883	Sole Proprietorship Sale Contract	Owner				Valid Execute
	1952	1921	Private agency - real estate	Owner	2021-05-15	2021-05-15		Canceled
	1960	1929	Private agency - real estate	Owner	2021-05-15	2021-05-15	2021-06-01	Expired
	1877	1846	Private agency - banks	Owner				Canceled

Previous Applications	
O Select a Transaction from the table 💿 Upload Transaction Document	
Please upload required transaction file	٥
Notes	

Then the user can add additional attachments to the transaction as follows

Attachments			
	NAME	DESCRIPTION	FILE
Ŵ	Related Document		6
Ŵ	Official Liter		6
Ŵ	Passport		6
+ add an attach	ment		

In the event that there are some notes that the user (the applicant) wants to clarify to the notary, he will write them in the applicant's notes field.

Application Owner Notes	Ì

Upon completion of entering all the required data for the transaction, the user will be presented with the following options:

CANCEL	SAVE AS DRAFT	PREVIEW	SEND

•Cancel Order: To undo and cancel the order.

•Save as draft: save the application in its current state and return to it at another time in order to complete and submit it.

•Preview: View the transaction how it will appear to the notary

•Send: submit 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 transferred to be reviewed and audited by a notary public

When the notary public has verified your transaction, an email and text message notification will be sent to the applicant and all parties to the transaction.

The message contains information informing the customer of the interview date (date, hour...) in addition to a link that the user clicks on to be able to enter the notary's interview.

After clicking on the link, the user will be directed to the application page for the interview:

ance of spitting image from previous deed	1	22	a linterview		5	C
		NOTIFY THE F	PARTIES TO ENTER FOR TH	E INTERVIEW STAF	RT VIDEO CALL	EFRESH (
Request Number : MOJEN_2021_0008063						On F
Transaction Type : Photo copy			蒏 Submission Date : 0	17-06-2021		
						
Applicant : Hani			Last Updated : 07-0	06-2021		



After the notary public verifies all the parties' information, he approves the request and transfers the transaction to the signing stage

Notifications will arrive to the applicant and all parties required to sign the date of signature.

The user clicks on the signature link that arrived in the notification to go to the signature page, then presses the sign button The signature panel appears on the screen, as shown in the following image



After the notary public approves the signature of the applicant with all the signatures of the parties, the transaction is transferred to the payment stage

The user clicks on the signature link that arrived in the notification to go to the payment page

By pressing a payment button, the user will then move to the electronic payment gateway and enter the required payment information. After the successful completion of the payment, the transaction will be completed and the final transaction download page will appear as follows:

The user can press a button in order to download the final transaction

ance of spitting image from previous deed	0	2	3		C
Request Number : MOJEN_2021_0008207			Transaction Nu	mber :	
🌮 Transaction Type : Photo copy			📩 Submission Date :	07-06-2021	
💄 Applicant : Hani			E Last Updated : 07-	06-2021	
U Transaction Validity : Unlimited Validation					