UNITED ARAB EMIRATES
MINISTRY OF JUSTICE

الإمارات العربية المتحدة
وزارة العدل

User Manual

E-Notary System

Cancellation of contracts and deeds

Version 1.0

UNITED ARAB EMIRATES
MINISTRY OF JUSTICE

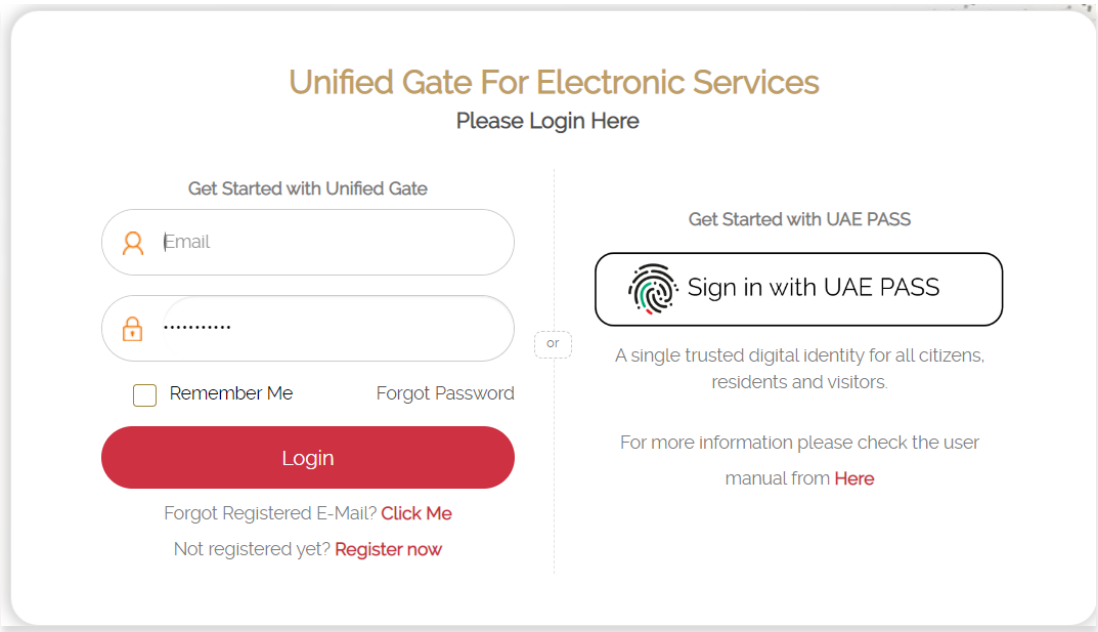
Submission of transactions

It is possible to apply for the services of a notary public in three ways as follows:

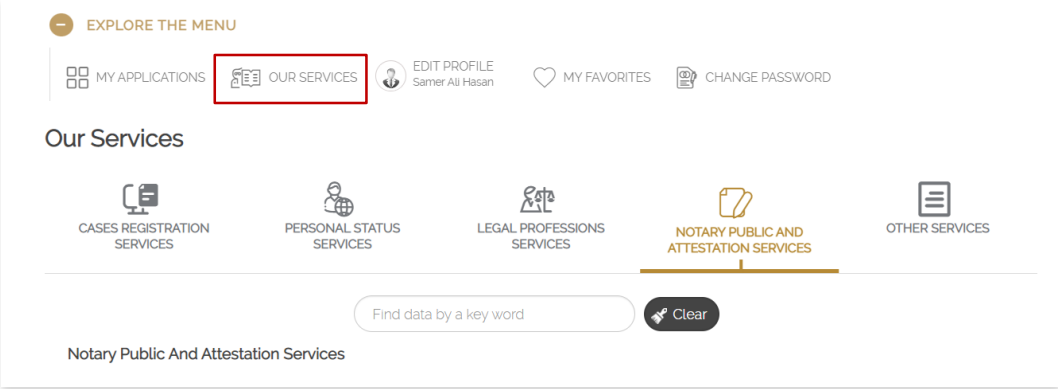
1. **From unified Gate available via the following link:**

   https://unifiedgate.moj.gov.ae/UnifiedGate/Login.aspx

The customer logs in through the unified Gate or with the UAE PASS



The customer clicks on our services and chooses notary public and Attestation services



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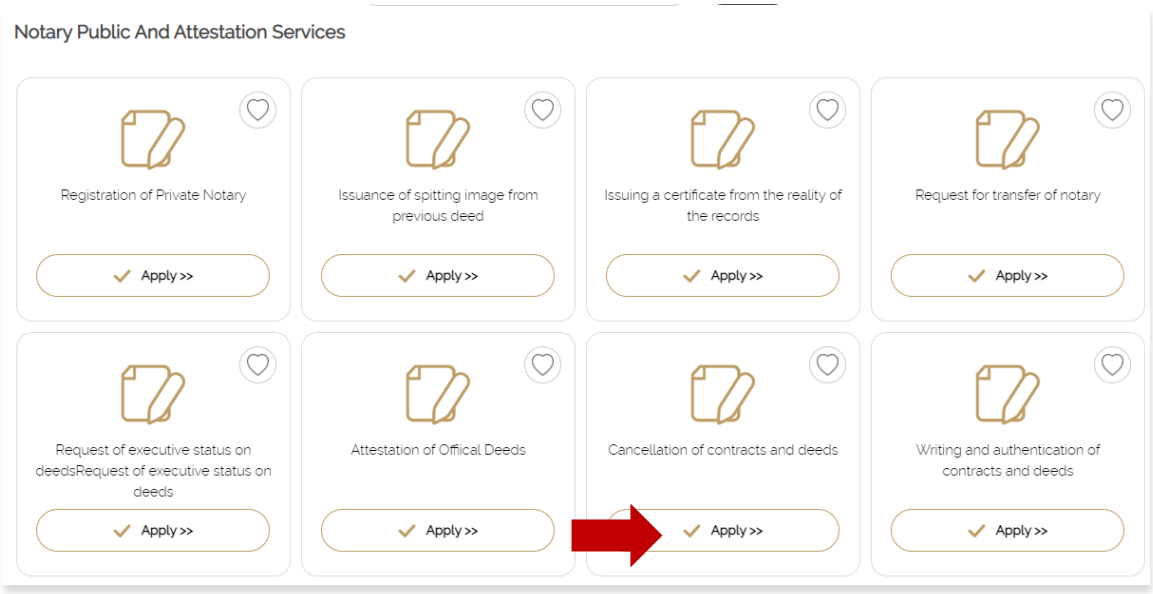
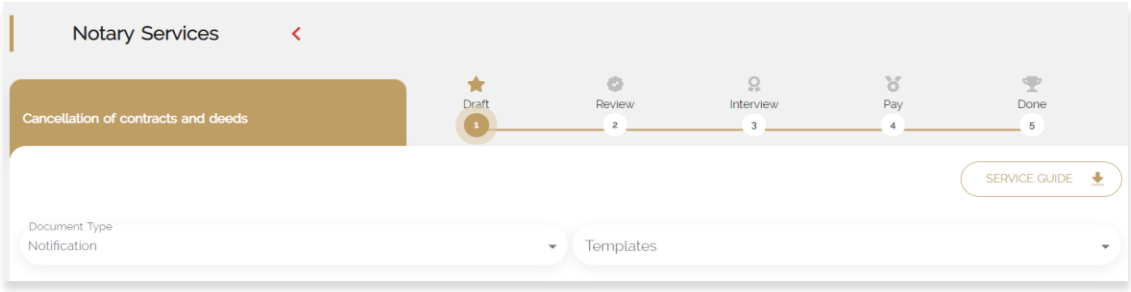
Among the services of the notary public and attestations, we choose the service of Cancellation of contracts and deeds

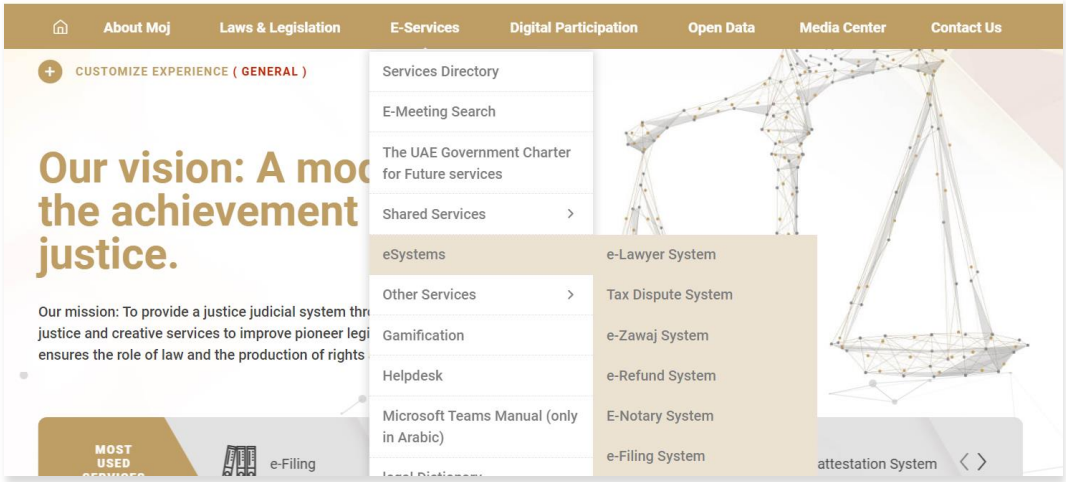


The application screen appears:

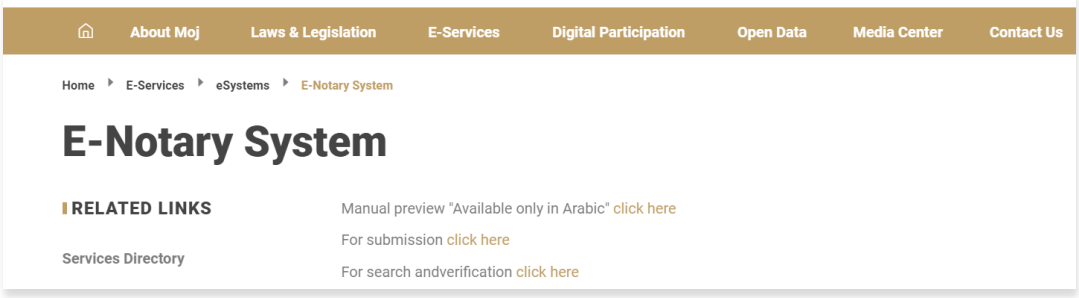


2. From the Ministry of Justice website available via the following link https://www.moj.gov.ae/

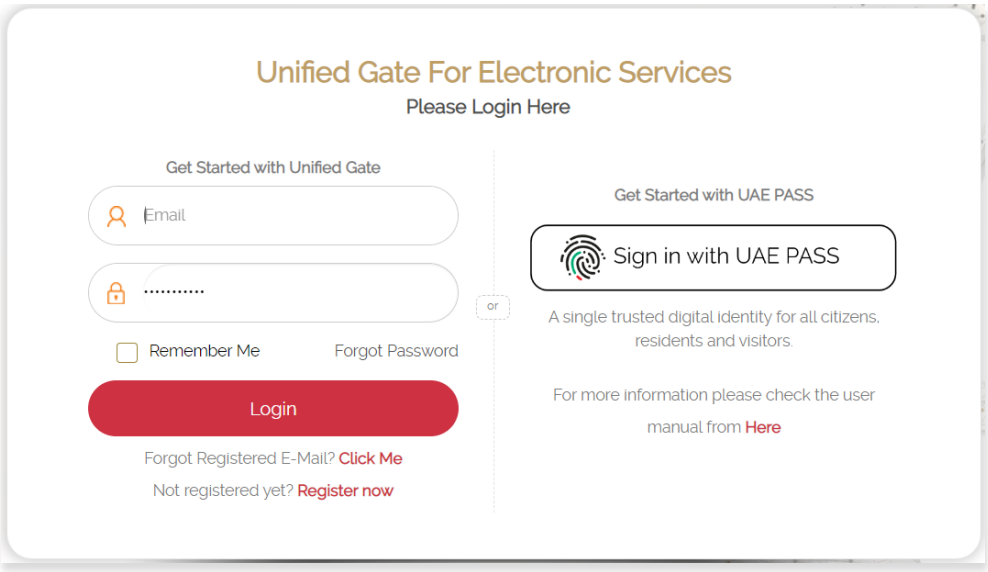
We choose E-services > eSystems > E-Notary System



The following page appears:

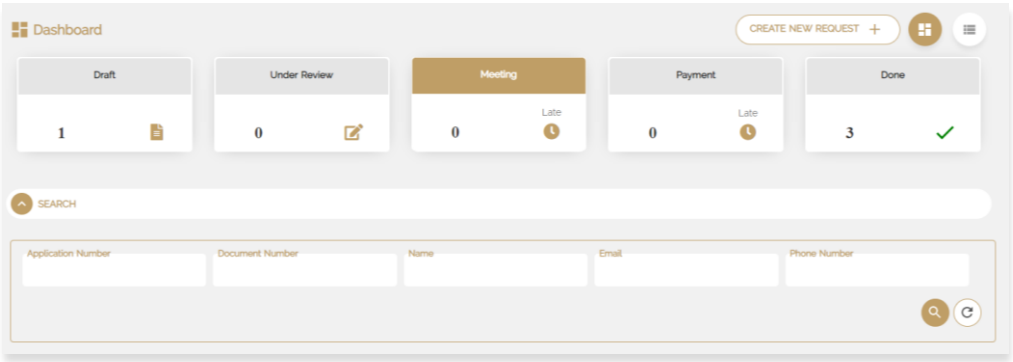


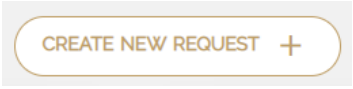
In the event that you wish to submit an E-Notary public service, click on the "Click Here" button located next to the option to submit transactions, then you will be moved to the Unified Gate.

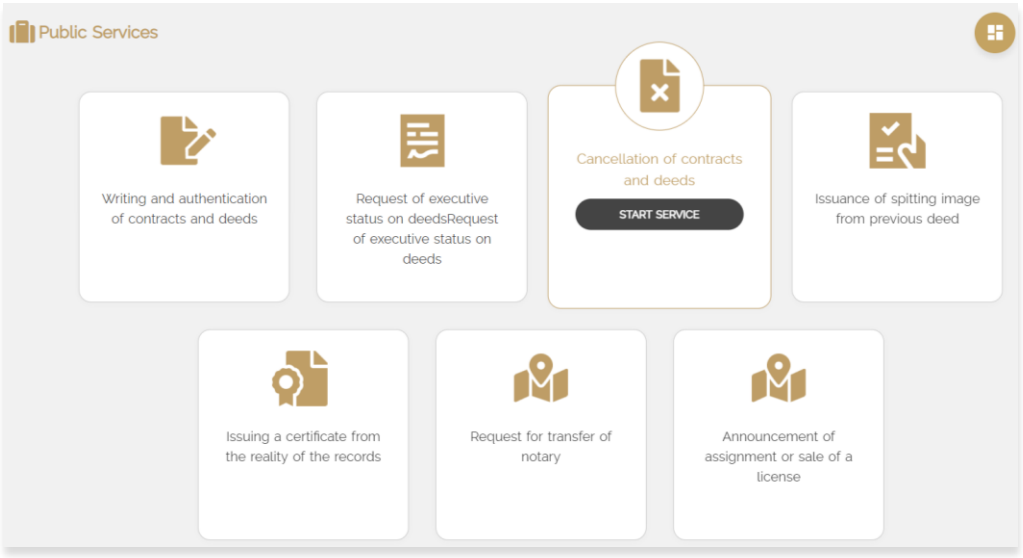


We log in through the unified Gate or through the UAE PASS

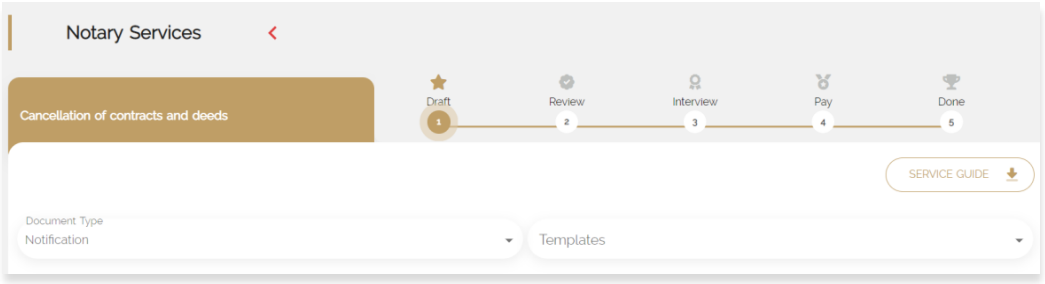
The next page appears



We click on  **the next page appears**



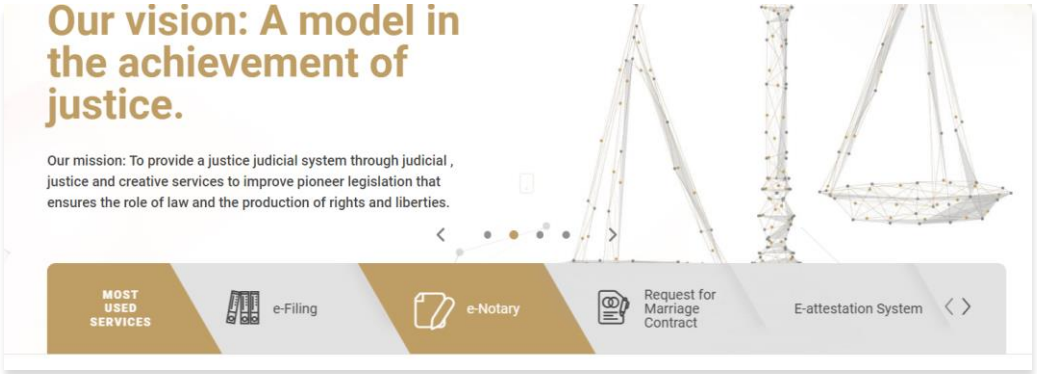
By clicking on the "Start Service" button, the application screen will appear



3. **From the Ministry of Justice website available via the following link:**

   https://www.moj.gov.ae/

We choose the E-notary



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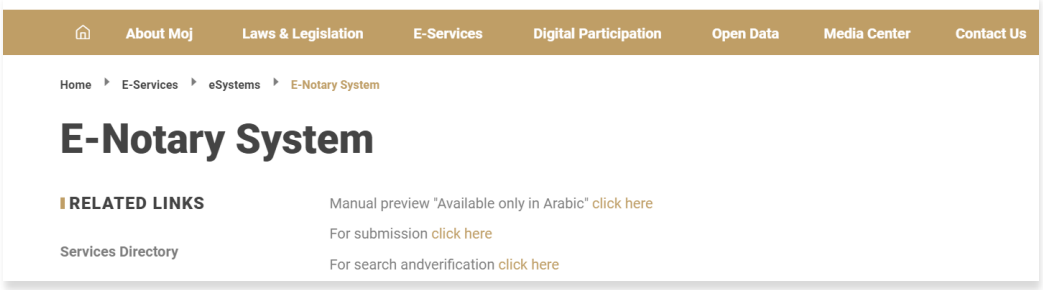

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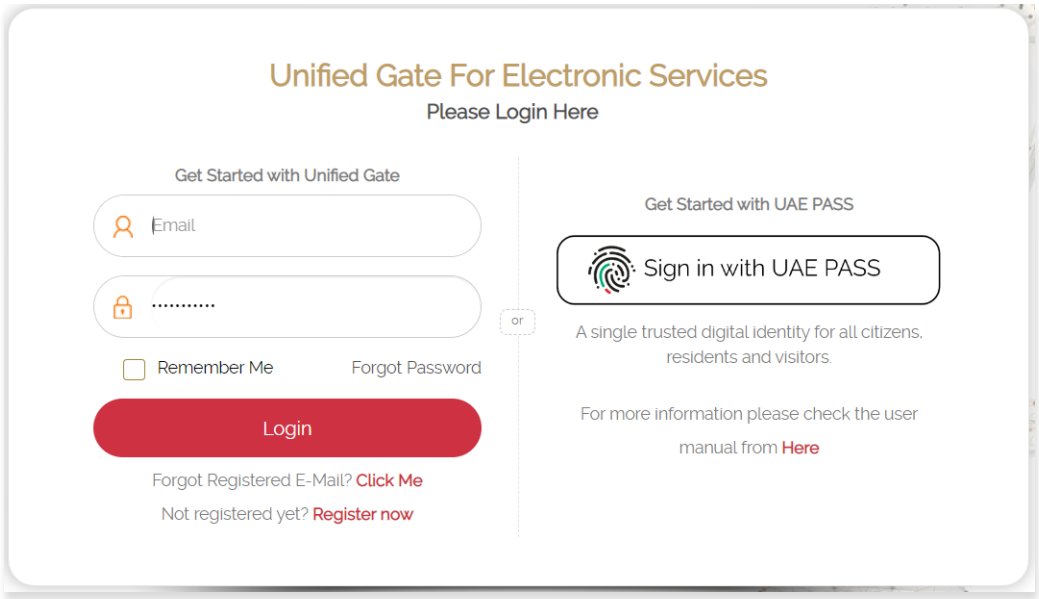
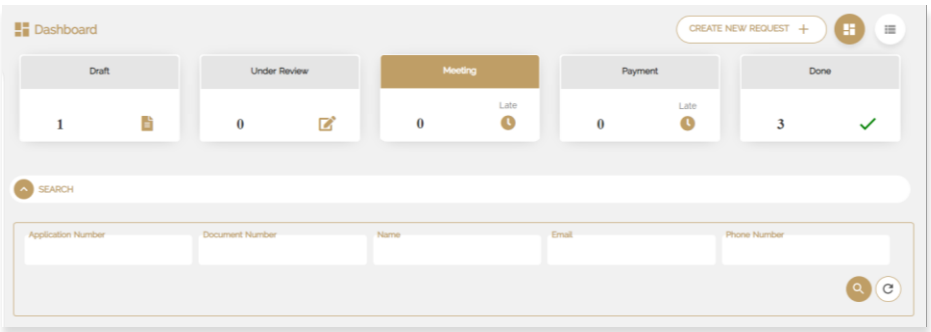
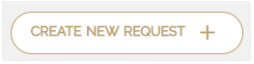
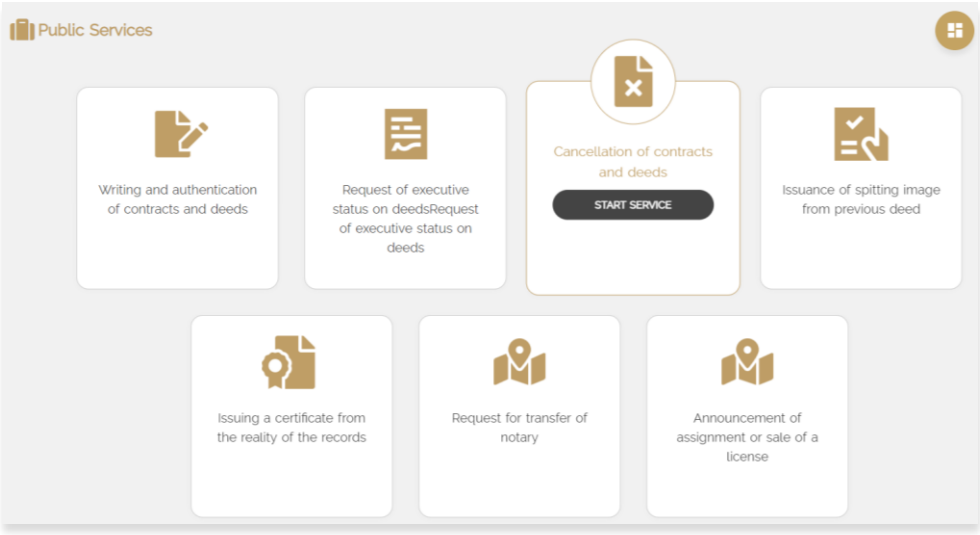


We log in through the unified Gate or through the UAE PASS the next page appears



We press a button 

the next page appears



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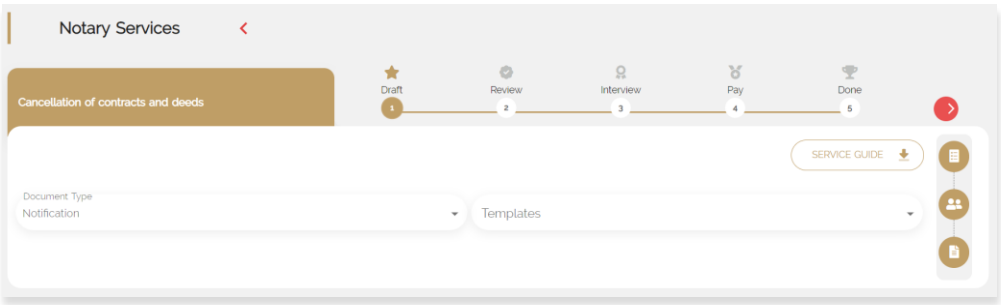
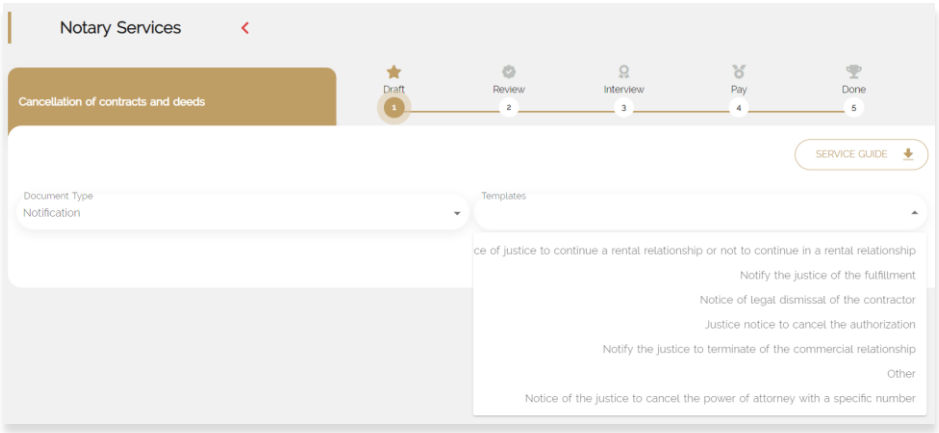
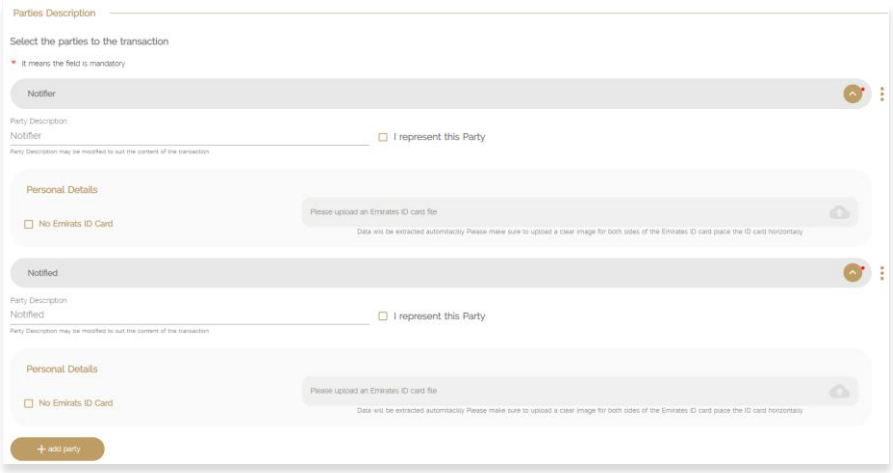


After accessing the application page, the form is automatically available, which is "notification". The type of form is selected from the list of available forms

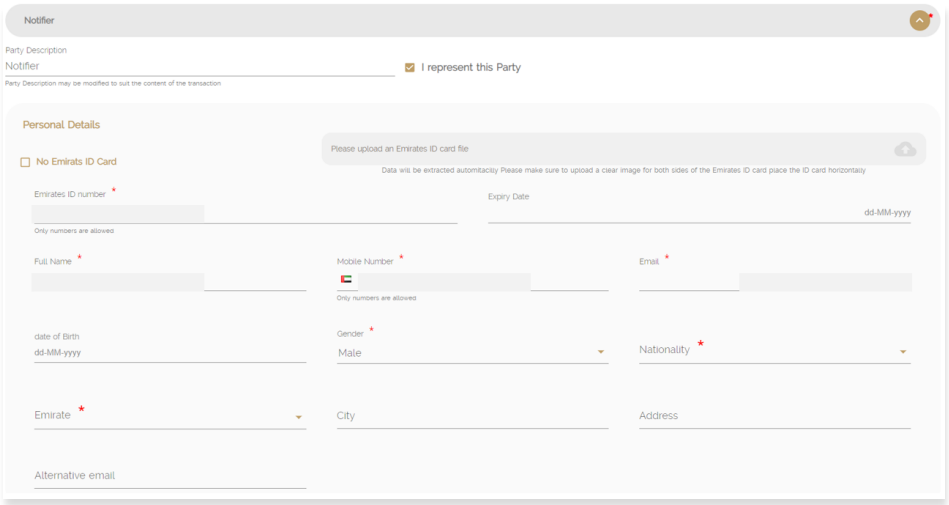


After that, the virtual parties to the transaction appear (example: notified, notifier) ….,



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.**

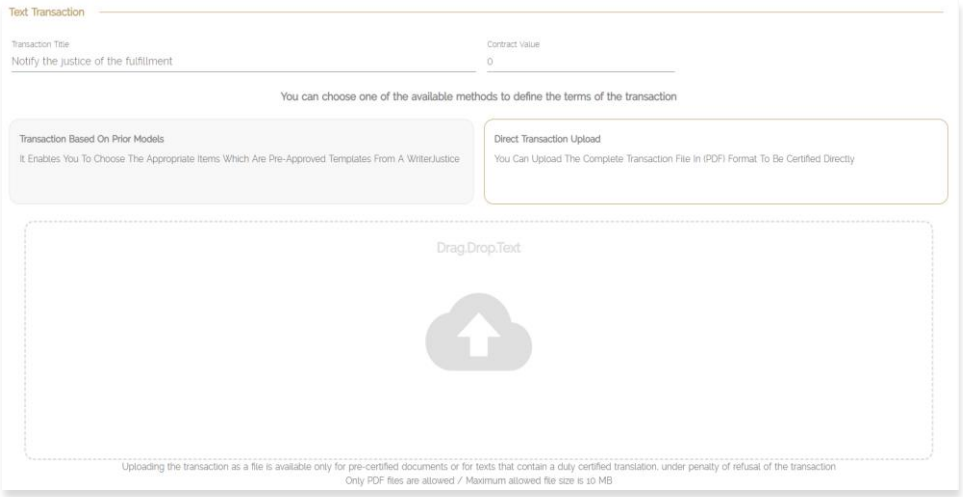


A valid email address and contact number (mobile phone) must be entered for each of the transaction parties to receive notifications !

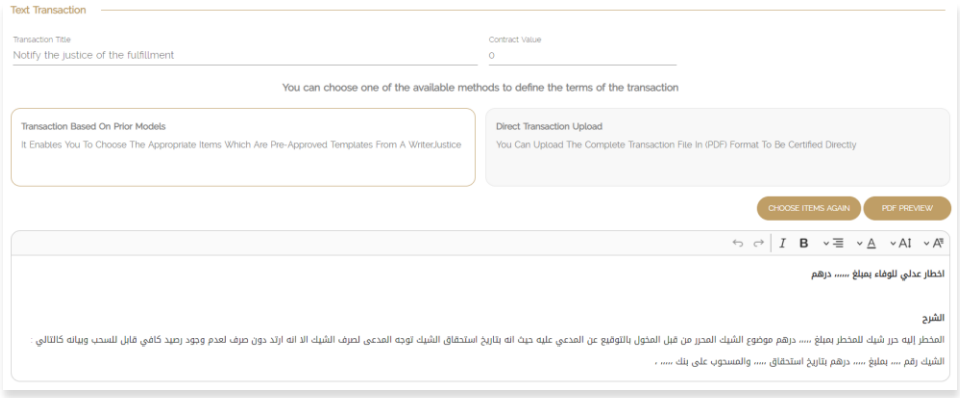
Parties can be added by clicking on + add party

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.



Only a PDF file is allowed to be attached / the maximum file size is 10MB !



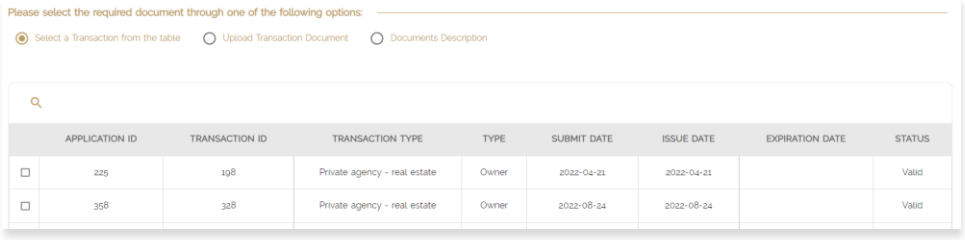
If pressed CHOOSE ITEMS AGAIN

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.**

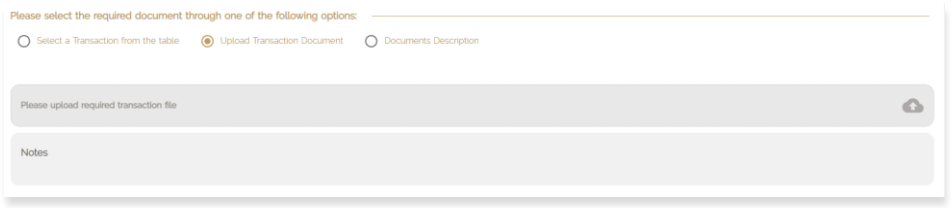
Can at any time press a button PDF PREVIEW **to view the final transaction form.**

In the case of selecting the "Notification of Judicial Revocation of Power of Attorney" form, it is required to specify the document to be canceled through one of the following options: **!**

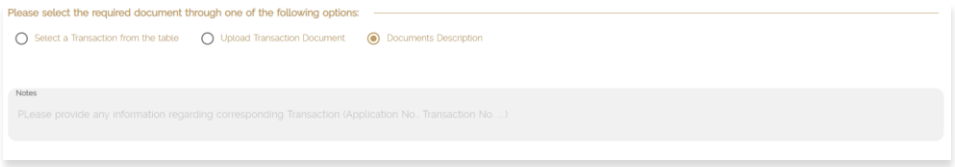
- **Choose an editor from the table**



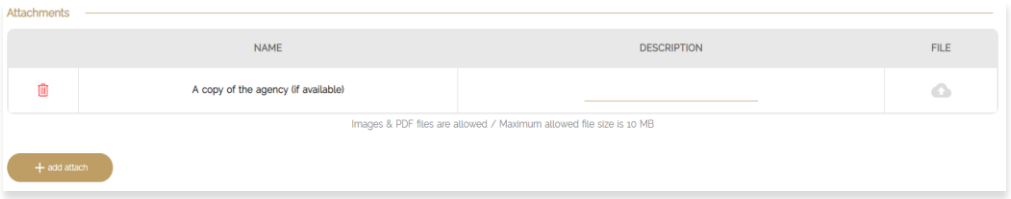
- **Attach the editor**



- **Add information about the editor**

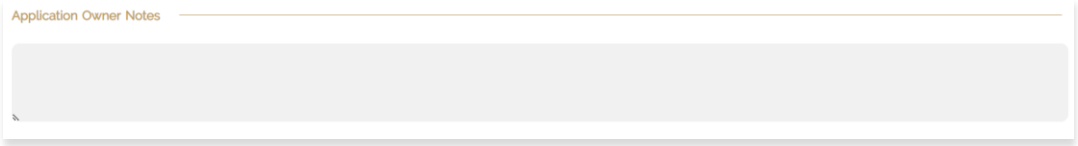


There are a group of forms with mandatory attachments that are added to the attachments table by default when choosing the form. Additional attachments can be added - if necessary - by clicking on + add attach

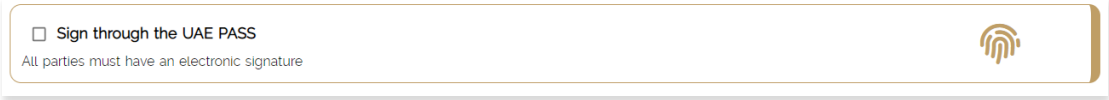


It is only allowed to attach an image or a PDF file / the maximum file size is 10 MB !

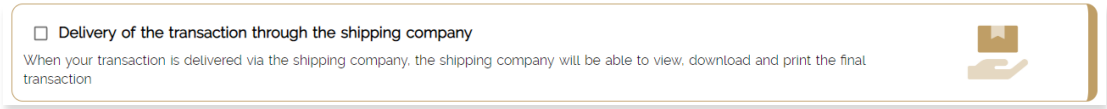
The applicant can add his notes - if any - in the applicant's remarks field.



The customer has the option to sign via UAE PASS, taking into consideration that all parties have an electronic signature



The customer has the option to deliver his transaction through the shipping company



Upon completion of entering all the required data and fields, we have the following options:

- **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**
- **Send Notary Request: Submit the request to be reviewed by the Notary Public**

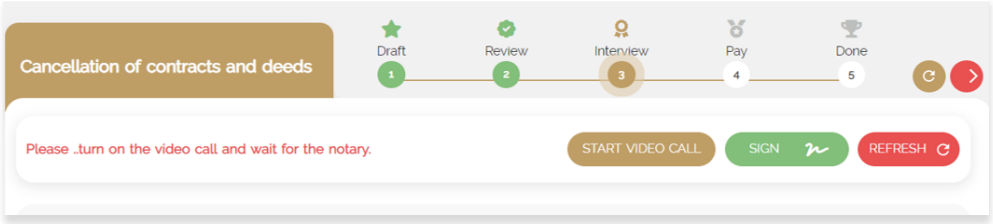
- **In the event that the request is sent, the parties will be notified via mobile phone and e-mail with notifications indicating that a request for this service has been submitted.**

!

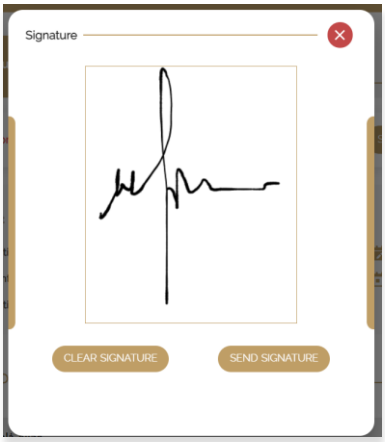
- The transaction is then passed on to be reviewed and audited by the Notary Public

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.

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

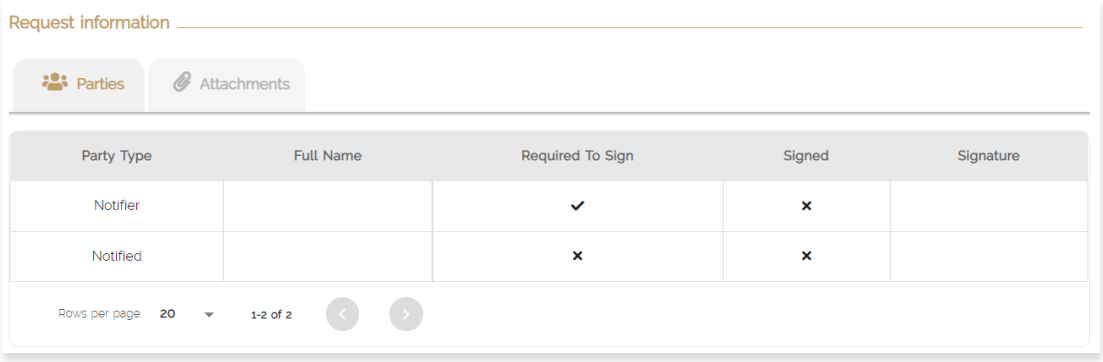


- The signature option is available only to the parties required to sign. The signature can be made after obtaining permission to sign from the notary public .



- The option to refresh the page is available in order to refresh the contents of the page.Edit.

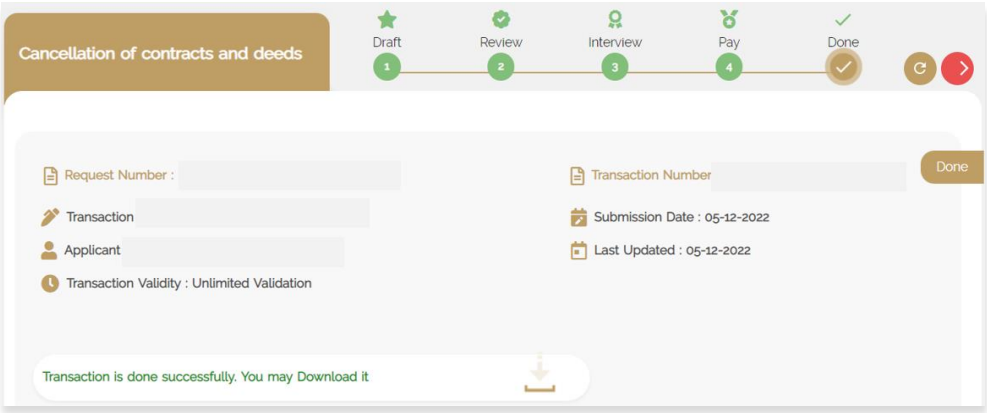
The signature button is also available at the bottom of the page, and the customer can click on it and add his signature.



- **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 presses a button. pay

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 page appears as follows:



You can press a button **to download the final transaction.**