

UNITED ARAB EMIRATES  
MINISTRY OF JUSTICE



الإمارات العربية المتحدة  
وزارة العدل

## User Manual

# E-Notary System

## Cancellation of contracts and deeds

Version 1.0



## Submission of transactions

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

1. From unified Gate available via the following link:

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

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

Unified Gate For Electronic Services  
Please Login Here

Get Started with Unified Gate

Email

.....

☐ Remember Me [Forgot Password](#)

[Login](#)

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

[Not registered yet? Register now](#)

or

Get Started with UAE PASS

[Sign in with UAE PASS](#)

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

For more information please check the user manual from [Here](#)

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

EXPLORE THE MENU

MY APPLICATIONS **OUR SERVICES** EDIT PROFILE Samer Ali Hasan MY FAVORITES CHANGE PASSWORD

Our Services

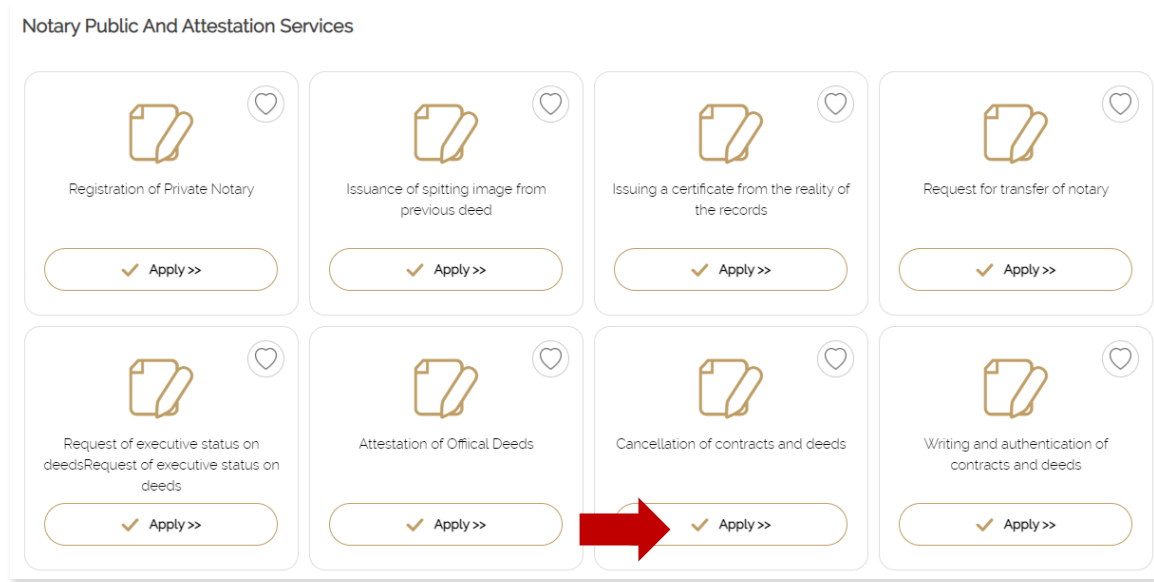
CASES REGISTRATION SERVICES PERSONAL STATUS SERVICES LEGAL PROFESSIONS SERVICES **NOTARY PUBLIC AND ATTESTATION SERVICES** OTHER SERVICES

Find data by a key word [Clear](#)

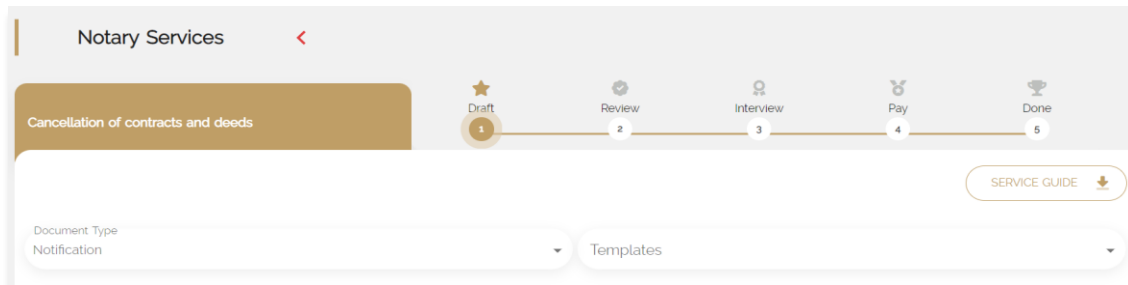
Notary Public And Attestation Services



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



The application screen appears:

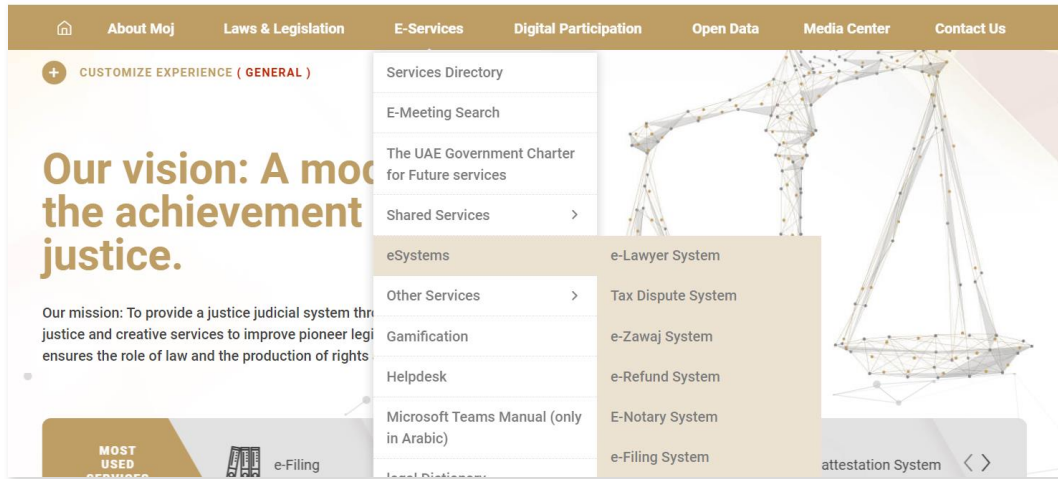




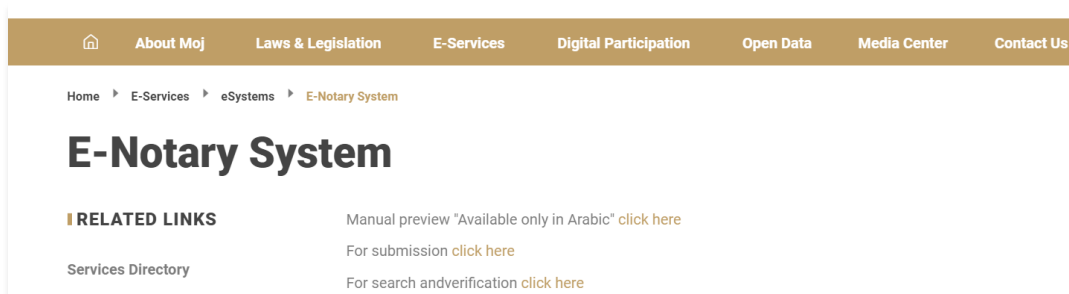
2. From the Ministry of Justice website available via the following link

<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.



**Unified Gate For Electronic Services**  
Please Login Here

Get Started with Unified Gate

 Email




☐ Remember Me      [Forgot Password](#)

**Login**

[Forgot Registered E-Mail? Click Me](#)  
[Not registered yet? Register now](#)

Get Started with UAE PASS



 **Sign in with UAE PASS**






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


For more information please check the user manual from [Here](#)



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

The next page appears

**Dashboard** CREATE NEW REQUEST +  

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

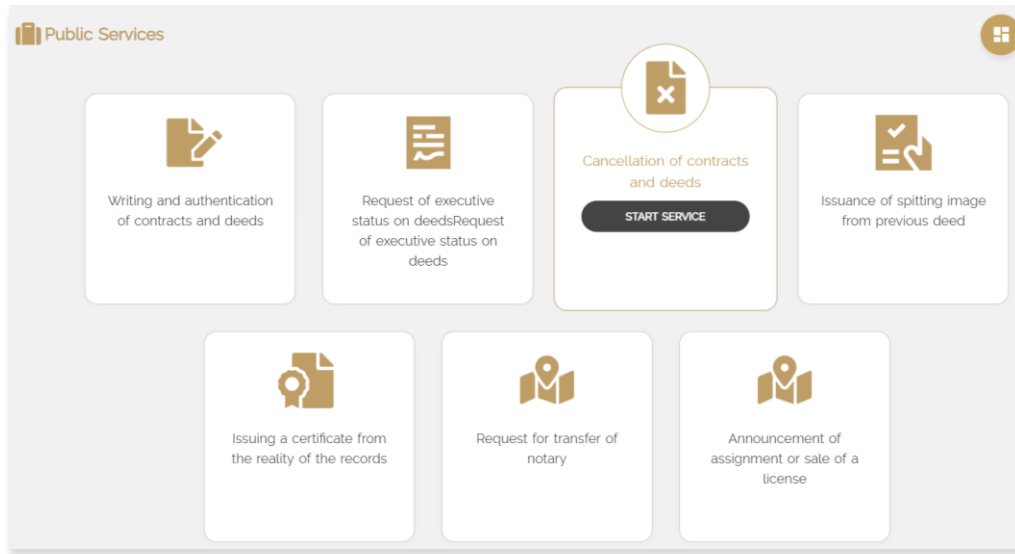
 SEARCH

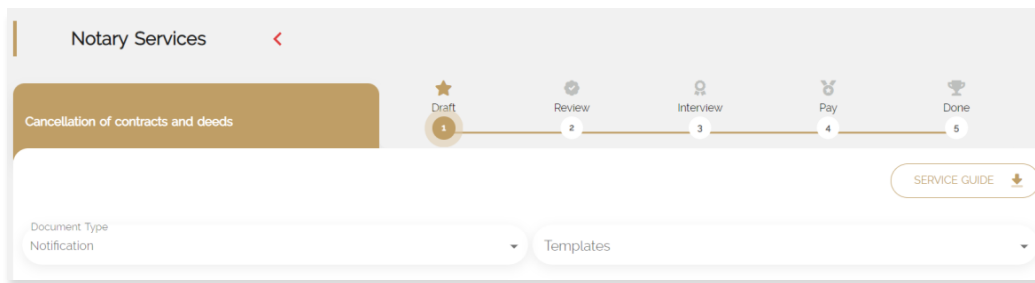
We click on

CREATE NEW REQUEST +

the next page appears



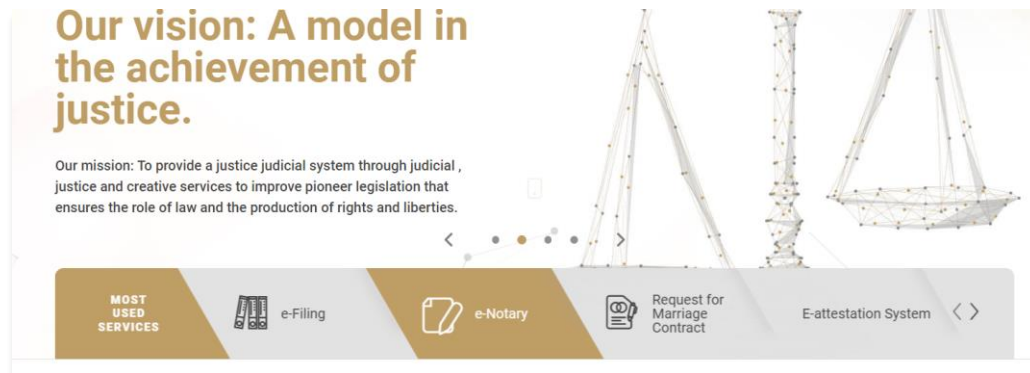
By clicking on the "Start Service" button, the application screen will appear



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

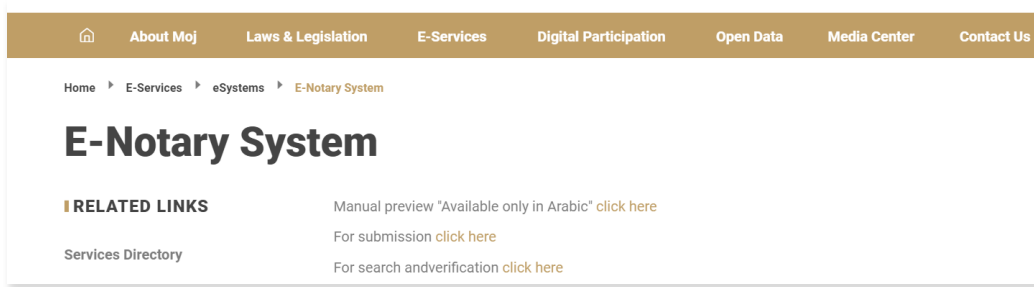
<https://www.moj.gov.ae/>

We choose the E-notary

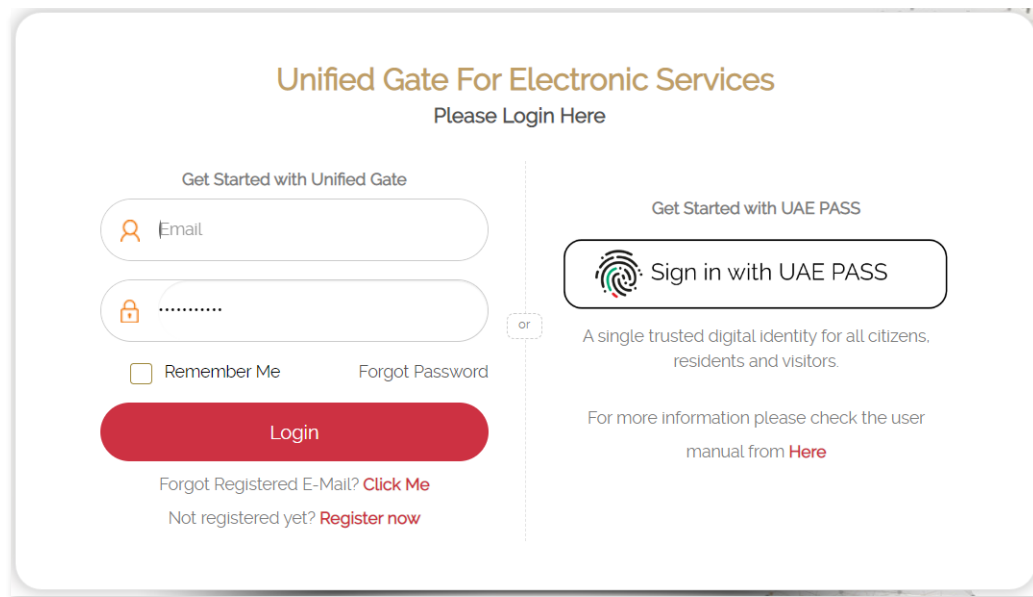




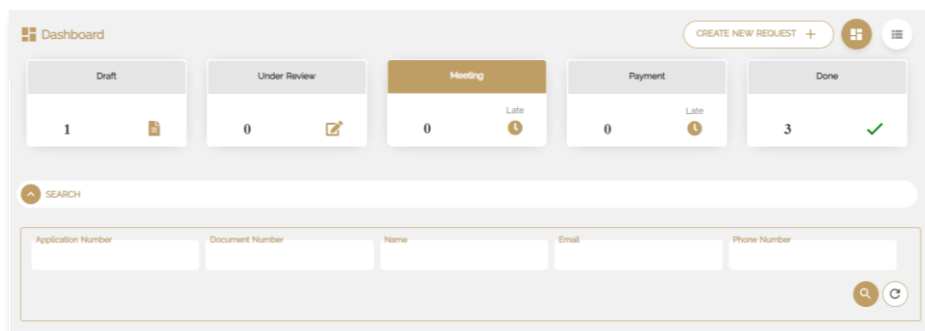
The following page appears



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

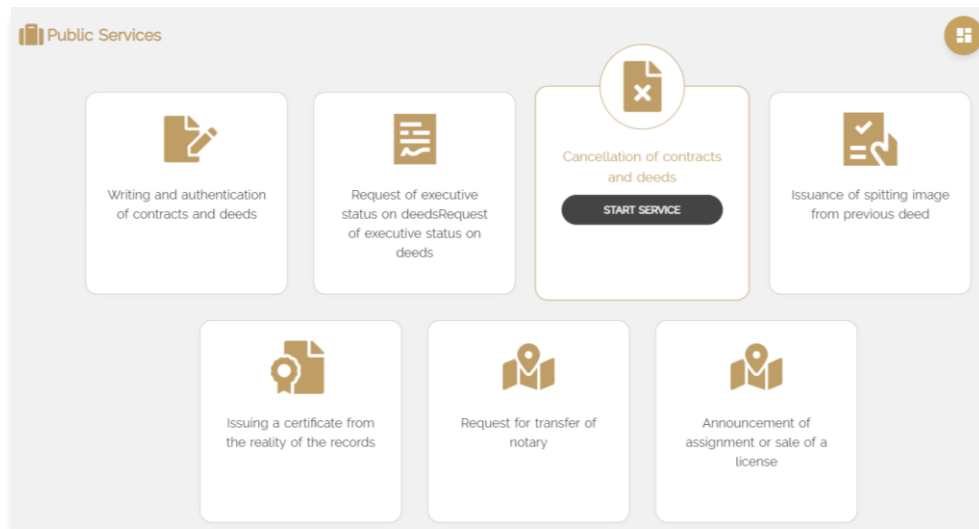


We log in through the unified Gate or through the UAE PASS the next page appears

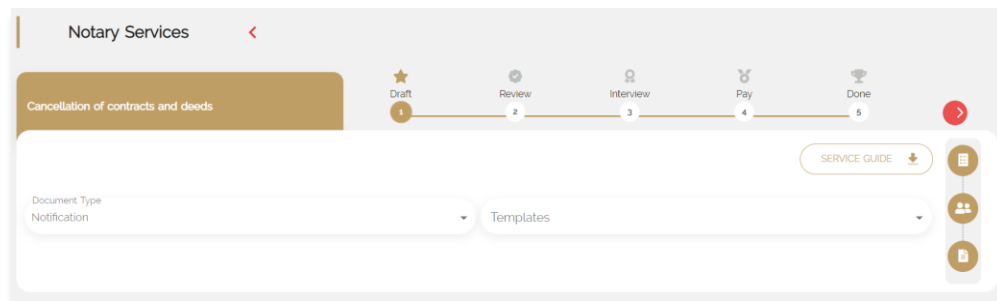




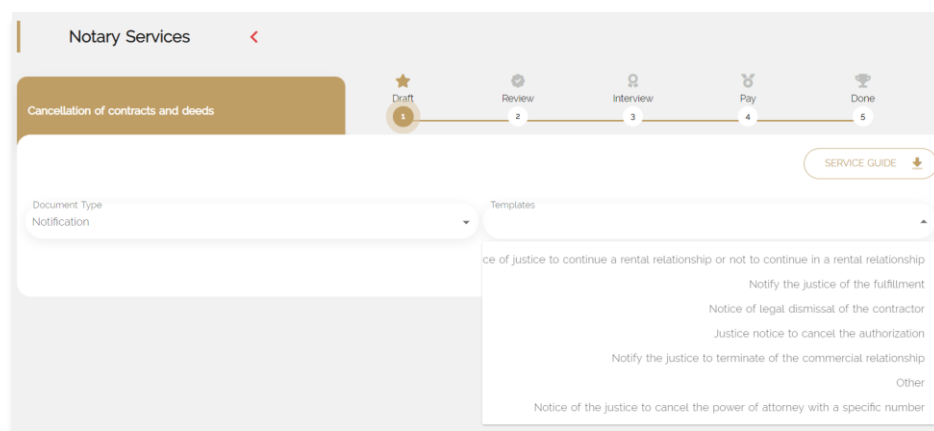
We press a button **CREATE NEW REQUEST +** the next page appears



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



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) .....

Parties Description

Select the parties to the transaction

\* It means the field is mandatory

Notifier

Party Description: Notifier ☐ I represent this Party

Party Description may be modified to suit the content of the transaction

Personal Details

☐ No Emirati ID Card

Please upload an Emirates ID card file

Data will be extracted automatically. Please make sure to upload a clear image for both sides of the Emirates ID card place the ID card horizontally

Notified

Party Description: Notified ☐ I represent this Party

Party Description may be modified to suit the content of the transaction

Personal Details

☐ No Emirati ID Card

Please upload an Emirates ID card file

Data will be extracted automatically. Please make sure to upload a clear image for both sides of the Emirates ID card place the ID card horizontally

+ add party

The information of the parties can be entered manually when there is no Emirati identity, or a file containing the Emirati identity can be attached, and the information of the party is extracted using artificial intelligence techniques, and the information that has not been uploaded (nationality, emirate, city, address, alternative email) is completed manually.

- **Description of the party:** An explanation is written about this party, whether it is an agent or a principal, an executor....
- **I represent this party:** The system fetches the data of the user who submits the request.

Notifier

Party Description: Notifier ☒ I represent this Party

Party Description may be modified to suit the content of the transaction

Personal Details

☐ No Emirati ID Card

Please upload an Emirates ID card file

Data will be extracted automatically. Please make sure to upload a clear image for both sides of the Emirates ID card place the ID card horizontally

Emirates ID number \*

Only numbers are allowed

Expiry Date

dd-MM-yyyy

Full Name \*

Mobile Number \*

Only numbers are allowed

Email \*

date of birth

dd-MM-yyyy

Gender \*

Male

Nationality \*

Emirate \*

City

Address

Alternative email



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



**Parties can be added by clicking on**

+ add party

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

+ add attach

**Transaction Text:** You can choose one of the available methods to specify the transaction terms, either selecting the items based on previous models or downloading the transaction directly in the form of a PDF file.

Text Transaction

Transaction Title  
Notify the justice of the fulfillment

Contract Value  
0

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 WitterJustice

Direct Transaction Upload  
You Can Upload The Complete Transaction File in (PDF) Format To Be Certified Directly

DragDrop.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

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





**Text Transaction**

Transaction Title  
Notify the justice of the fulfillment

Contract Value  
0

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](#)

خطار عدلي لوفاء بمبلغ ..... درهم

الشرح  
المخطر إليه حرر شيك للمخطر بمبلغ ..... درهم موضوع الشيك المحذر من قبل المخطر بالتوقيع عن المدعي عليه حيث أنه بتاريخ استحقاق الشيك توجه المدعي لصرف الشيك إلا أنه ارتد دون صرف لعدم وجود رصيد كافٍ قابل للسحب وببانه كالتالي :  
الشيك رقم ..... بمبلغ ..... درهم بتاريخ استحقاق ..... والمسحوب على بنك ..... .

CHOOSE ITEMS AGAIN

If pressed

You can select the appropriate items for the transaction, then click on

GENERATE THE TEXT OF THE TRANSACTION

the text of the transaction appears within the editor and there is a possibility to modify the text of the transaction.

Can at any time press a button

PDF PREVIEW

to view the final transaction form.

☐ select all

خطار عدلي لوفاء بمبلغ ..... درهم

☐ الشرح  
المخطر إليه حرر شيك للمخطر بمبلغ ..... درهم موضوع الشيك المحذر من قبل المخطر بالتوقيع عن المدعي عليه حيث أنه بتاريخ استحقاق الشيك توجه المدعي لصرف الشيك إلا أنه ارتد دون صرف لعدم وجود رصيد كافٍ قابل للسحب وببانه كالتالي : الشيك رقم ..... بمبلغ ..... درهم بتاريخ استحقاق ..... والمسحوب على بنك ..... .  
وحيث أن المدعي عليه قد تقوم بالوفاء بالمبلغ رغم مضي تاريخ استحقاقه والمطالبة الأودية مراراً وتكراراً ولكن دون جدوى.

GENERATE THE TEXT OF THE TRANSACTION

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



Please select the required document through one of the following options:

☒ Select a Transaction from the table ☐ Upload Transaction Document ☐ Documents Description

	APPLICATION ID	TRANSACTION ID	TRANSACTION TYPE	TYPE	SUBMIT DATE	ISSUE DATE	EXPIRATION DATE	STATUS
<input type="checkbox"/>	225	198	Private agency - real estate	Owner	2022-04-21	2022-04-21		Valid
<input type="checkbox"/>	358	328	Private agency - real estate	Owner	2022-08-24	2022-08-24		Valid

- **Attach the editor**

Please select the required document through one of the following options:

☐ Select a Transaction from the table ☒ Upload Transaction Document ☐ Documents Description

Notes

- **Add information about the editor**

Please select the required document through one of the following options:

☐ Select a Transaction from the table ☐ Upload Transaction Document ☒ Documents Description

Notes

Please provide any information regarding corresponding Transaction (Application No., Transaction No. ...)

There are a group of forms with mandatory attachments that are added to the attachments table by default when choosing the form. Additional attachments can be

added - if necessary - by clicking on

+ add attach

Attachments

	NAME	DESCRIPTION	FILE
	A copy of the agency (if available)		

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

+ add attach

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





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

Application Owner Notes


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

☐ Sign through the UAE PASS  
All parties must have an electronic signature



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

☐ Delivery of the transaction through the shipping company  
When your transaction is delivered via the shipping company, the shipping company will be able to view, download and print the final transaction



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

CANCEL SAVE AS DRAFT EDIT SEND

- **Cancellation of the request:** to withdraw and cancel the request.
- **Save as a draft:** Save the application in its current state and return to it at another time in order to complete and submit it.
- **Preview:** Watch how the transaction will appear to the notary
- **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.**

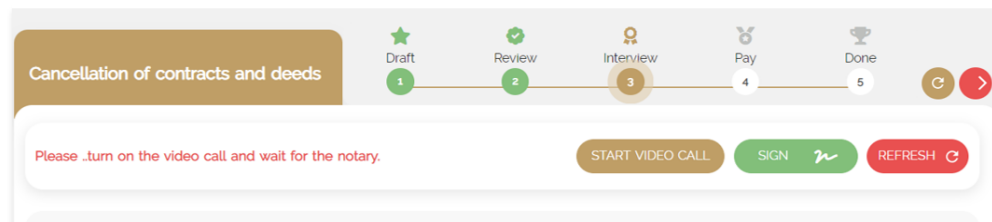




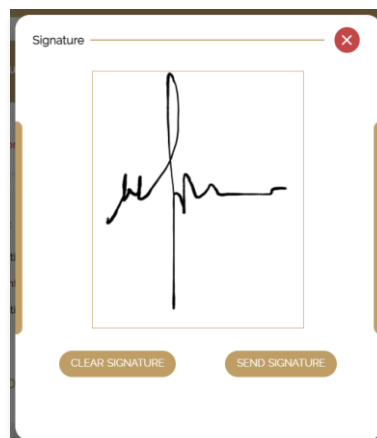
- The transaction is then passed on to be reviewed and audited by the Notary Public

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.

Request information

Parties Attachments

Party Type	Full Name	Required To Sign	Signed	Signature
Notifier		✓	x	
Notified		x	x	

Rows per page: 20 1-2 of 2

- 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:

Cancellation of contracts and deeds

Draft 1 Review 2 Interview 3 Pay 4 Done 5

Request Number : [Field]

Transaction [Field]

Applicant [Field]

Transaction Validity : Unlimited Validation

Transaction Number [Field]

Submission Date : 05-12-2022

Last Updated : 05-12-2022

Transaction is done successfully. You may Download it

You can press a button  to download the final transaction.