UNITED ARAB EMIRATES MINISTRY OF JUSTICE



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

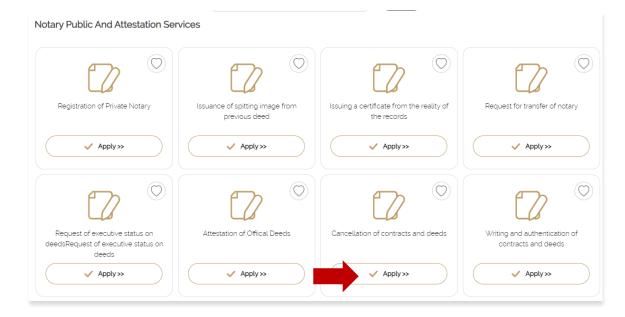
Please Login	Here
Get Started with Unified Gate	Get Started with UAE PASS
Login Forgot Registered E-Mail? Click Me Not registered yet? Register now	For more information please check the user manual from <mark>Here</mark>

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

		F PROFILE 🔿 MY FAVORIT	ES 🔐 CHANGE PASSWORD	
Our Services				
CASES REGISTRATION SERVICES	PERSONAL STATUS SERVICES	LEGAL PROFESSIONS SERVICES		OTHER SERVICES
Notary Public And Att	Find data testation Services	📌 Clear		



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



The application screen appears:

Notary Services <					
Cancellation of contracts and deeds	Draft	Review 2	Q Interview 3	Pay 4	Done 5
Document Type Notification		 Templates 			•



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

About Moj Laws & Legislation	E-Services	Digital Partic	ipation Open Da	ata Medi	a Center	Contact Us
CUSTOMIZE EXPERIENCE (GENERAL)	Services Directory					
	E-Meeting Search		A line	- for		
Our vision: A mod	The UAE Governme for Future services			T	j	
the achievement	Shared Services	>		À	1	
justice.	eSystems		e-Lawyer System		1	
Our mission: To provide a justice judicial system thre	Other Services	>	Tax Dispute System		<i>f</i> / <i>I</i>	
justice and creative services to improve pioneer legi ensures the role of law and the production of rights	Gamification		e-Zawaj System		4.1.7	· · · ·
	Helpdesk		e-Refund System			
	Microsoft Teams N in Arabic)	/lanual (only	E-Notary System			
MOST USED 0-Filing	Innel Distingen		e-Filing System	at	testation Systen	$n \langle \rangle$

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.



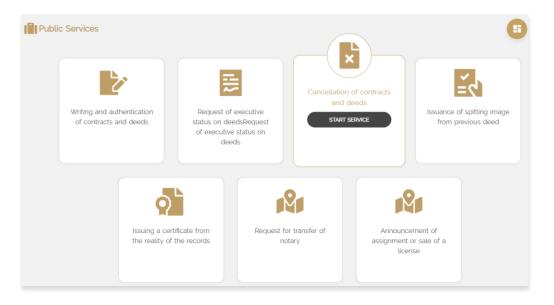
Please Login	Here
Get Started with Unified Gate	Get Started with UAE PASS
Remember Me Forgot Password	A single trusted digital identity for all citizens, residents and visitors.
Login	For more information please check the user manual from Here
Forgot Registered E-Mail? Click Me Not registered yet? Register now	

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

The next page appears

E Dashboard							CREATE N			
	Draft		Under Re	view	Mee	ting	Payr	ment	D	one
	1	B	0	ľ	0	Late	0	Late	3	~
(SEARCH									
	Application Number		Document Number		Name		Email	P	hone Number	
										00
We click o		ATE NEW	/ REQUEST	- /	the nex	ct page	e appear	'S		





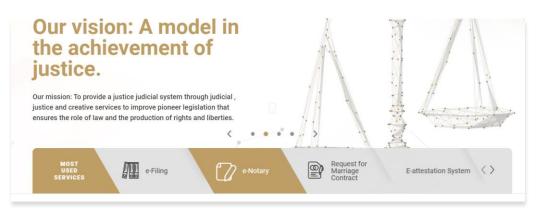
By clicking on the "Start Service" button, the application screen will appear

Notary Services <					
Cancellation of contracts and deeds	Draft	Review 2	Interview 3	Pay 4	Done 5
Document Type Notification		 Templates 			•

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

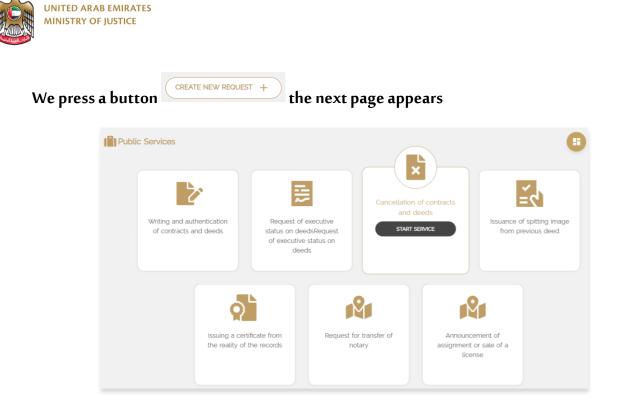


In the event that you wish to submit an E-notary public service, click on the "Click Here" button located next to the option to submit transactions, then you will be moved to the Unified Gate

Please Login	Here
Get Started with Unified Gate	Get Started with UAE PASS
Remember Me Forgot Password	A single trusted digital identity for all citizens, residents and visitors. For more information please check the user
Login Forgot Registered E-Mail? Click Me Not registered yet? Register now	manual from <mark>Here</mark>

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

Draft		Under Rev	iew	Moo	ting	Paym	ent	Do	ne
1	8	0	ľ	0	Late	0	Late	3	~
SEARCH									
pplication Number		Document Number		Name	Em	nail	P	hone Number	



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

Notary Services <		Ø	0	ŏ	_	
Cancellation of contracts and deeds	Draft	Review 2	Interview	© Pay 44	Done 5	
Socument Type Votification		Templates				. 😐
						Ð

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

Notary Services	<					
Cancellation of contracts and deeds		Draft 3	Review 2	Q Interview 3	Pay 4	Done 5
Document Type Notification			Templates			
			ce of justice to co	ntinue a rental relations		e in a rental relationship justice of the fulfillment
					Notice of legal di	smissal of the contractor cancel the authorization
						commercial relationship Other
			Notice o	of the justice to cancel t	he power of attorne	y with a specific number



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		0	:
Party Description			
Notifier	I represent this Party		
Party Description may be modified to suit the content of the transaction			
Personal Details			
	Please upload an Errivates ID card file		
No Emirats ID Card	Data wis be extracted automitacity Pease make sure to upload a case image for both sides of the Emistes ID card pace the ID card horizontary		
Notified		0	:
Party Description			
Notified	I represent this Party		
Party Description may be mostlyed to suit the content of the transaction			
Personal Details			
	Please upload an Envirates ID card file		
No Emirats ID Card	Data will be extracted automitacity Paese make sure to upload a clear image for both sides of the Emistees ID card parce the ID card horsontaxy		
+ 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				6
Party Description NotIffer Party Description may be motified to suit the content of the transaction	🛛 I represent this F	Party		
Personal Details				
No Emirats ID Card	Please upload an Emirates ID card file Data will be extracted automitacity	Please make sure to uptoad a clear im	age for both sides of the Emirates	ID card place the ID card horizontally
Emirates ID number *	Eq	iry Date		dd-MM-yyyy
Only numbers are allowed				
Full Name *	Mobile Number *		Email. *	
	Only numbers are allowed			
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

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

+ add attach

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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.

Iteraction Title Contract Value 0 0	ext 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 Pie-Approved Templates From A WriterJustice Unclan Upload You Can Upload The Complete Transaction File in IPDF) Format To Be Certified Directly	tansaction Title	Contract Value
Transaction Based On Prior Models It Enables You To Choose The Appropriate Items Which Are Pre-Approved Templates From A White/Justice Vou Can Upload The Complete Transaction File in IPDFI Format To Be Certified Directly	lotify the justice of the fulfillment	0
It Enables You To Choose The Appropriate Items Which Are Pie-Approved Templates From A WriterJustice You Can Upload The Complete Transaction File in IPDFI Format To Be Certified Directly	You can choose one of the available met	hods to define the terms of the transaction
	Transaction Based On Prior Models	Direct Transaction Upload
	It Enables You To Choose The Appropriate Items Which Are Pre-Approved Templates From A WriterJustice	You Can Upload The Complete Transaction File in (PDF) Format To Be Certified Directly
Uploading the transaction as a file is available only for pre-certified documents or for texts that contain a duty certified translation, under penalty of refusal of the transaction		

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

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Text Transaction Correct Yuus 0 Notify the justice of the fulfilment 0 0 Correct Yuus You can choose one of the available methods to define the terms of the transaction Direct Transaction Upload You Can Upload The Complete Transaction File in PDPF Format To Bic Centrited Directly Correct Yuus Correct Yuus Correct Yuus Correct Yuus Correct Yuus Correct Yuus You Can Upload The Complete Transaction File in PDPF Format To Bic Centrited Directly Correct Yuus Correct Yuus Yuu Can Upload The Complete Transaction File in PDPF Format To Bic Centrited Directly Correct Yuus Yuu Can Upload The Complete Transaction File in PDPF Format To Bic Centrited Directly Correct Yuus Yuu Can Upload The Complete Transaction Hile In Yuu Can Upload Yuu Can Up	اخطار عدلي للو الشرح
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Tansaction Based On Prior Models Direct Tiansaction Lipload You Can Uptoad The Complete Transaction File in (POF) Format To Be Certified Directly Coccer TEAS AGAIN	AI ~ A [®] اخطار عدلي للو الشرح
R Enables You To Choose The Appropriate Items Which Are Pre-Approved Templates From A WriterLustice You Can Upload The Complete Transacton File in IPDF Format To Be Certified Directly (AI ~ A [®] اخطار عدلي للو الشرح
العن الملكم كذلك عن الملكم عن المالي المدر من قبل المدول بالتوقيع عن المدعي عليه حيث اله بالريّ استطال الشيك الوجه المدعي لمرف الشيك الا له الزاد دون مرف لعدم وجود رميد كامي قابل للسحب ويباله كالتالي: - ي عزر شبك المحلط بمبلغ درهم موضوع الشيك المدر من قبل المدول بالتوقيع عن المدعي عليه حيث اله بالريّ استطال الشيك الوجه المدعي لمرف الشيك الا له الزاد دون مرف لعدم وجود رميد كامي قابل للسحب ويباله كالتالي: -	AI ~ A [®] اخطار عدلي للو الشرح
د کې چې ال ال حی ال ال حی ال	AI ~ A [®] اخطار عدلي للو الشرح
د کې کے اور اور کې اور اور کې دې اور اور کې دې اور اور کې دې اور په دولم موقوع الشيك المدير من قبل المدول باللوفيع عن المدعي عليه حيث انه بالايخ استحقاق الشيك انوحه المدعي لعرف الشيك الا لنه ازند دون مرف لعدم وجود رميد کافي قابل للسحب وييانه کالتالي :	AI ~ A [®] اخطار عدلي للو الشرح
لتوقه بمبلغ سب درهم جزر شبله للمخطر بمبلغ سب درهم موضوع الشيك المدرر من قبل الملاول بالتوقيع عن المدعي عليه حيث انه بالريخ استحقاق الشيك أوجه المدعى لمرف الشيك الا انه ارتد دون صرف لعدم وجود رصيد كافي قابل للسحب وبيانه كالتالي :	اخطار عدلي للو الشرح
ير شبك للمخطر بمبلغ درهم موضوع الشيك المدرر من قبل الملاول بالتوقيع عن المدعي عليه حيث انه بتاريخ استحقاق الشيك انوحه المدعى لمرف الشيك الا انه ارتد دون مرف لعدم وجود رميد كافي قابل للسحب ويبانه كالتالي :	الشرح
	-
	-
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 possibility to modify the text of the transaction.	or and
Can at any time press a button to view the final transaction f	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:

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• Choose an editor from the table



Please	select the required docur	ment through one of the fol	lowing options:					
() S	select a Transaction from the t	able O Upload Transacti	on Document O Documents Desc	ription				
۹	L.							
	APPLICATION ID	TRANSACTION ID	TRANSACTION TYPE	TYPE	SUBMIT DATE	ISSUE DATE	EXPIRATION DATE	STATUS
	225	198	Private agency - real estate	Owner	2022-04-21	2022-04-21		Valid
	358	328	Private agency - real estate	Owner	2022-08-24	2022-08-24		Valid

• Attach the editor

added - if necessary - by clicking on

Please select the required document th	nrough one of the following options:		
O Select a Transaction from the table	Upload Transaction Document	O Documents Description	
Please upload required transaction file		4	3
Notes			

• Add information about the editor

Please select the required document the	rough one of the following options: Uptoad Transaction Document:	
Notes PLease provide any information regard	ding 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

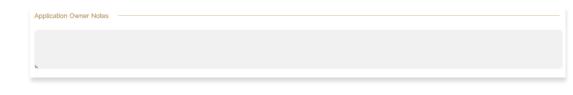


	NAME	DESCRIPTION	FILE
Û	A copy of the agency (if available)		•

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

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	Z

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.
٠	Preview: Watch how the transaction will appear to the notary
•	Send Notary Request: Submit the request to be reviewed by the Notary
	Public
٠	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.



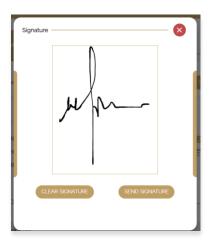
 The transaction is then passed on to be reviewed and audited by the Notary Public

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.

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🐣 Parties 🥜 A	ttachments			
Party Type	Full Name	Required To Sign	Signed	Signature
Notifier		~	×	
Notified		×	×	

- 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:

	*	0	8	8	\checkmark	
Cancellation of contracts and deeds	Draft	Review	Interview 3	Pay	Done	C
Request Number :			Transaction Nu	umber		
Transaction			蒏 Submission D	ate : 05-12-2022		
💄 Applicant			💼 Last Updated	: 05-12-2022		
U Transaction Validity : Unlimited Validation						
Transaction is done successfully. You may Downlo	ad it	Ļ				
		_				
↓ I						
ess a hutton	o douu	alaad th	e final tra	ncactio	-	

You can press a button

to download the final transaction.