



UNITED ARAB EMIRATES
MINISTRY OF JUSTICE

MINISTRY OF JUSTICE UNITED ARAB EMIRATES

EXPERT RENEWAL USER GUIDE

Release 1.0
Sep 19, 2021

Contents

Chapter 1	2
About this Guide	2
User	2
Callouts	2
Chapter 2.....	3
Registration Renewal	3
Registration Renewal.....	3

CHAPTER 1

ABOUT THIS GUIDE

The purpose of this user guide aims at explaining the steps required for Expert Renewal.

USER

Expert

CALLOUTS

There are two types of callouts: tips and warnings.



A Tip provides good-to-know information that helps users complete a task or procedure.



Warning means an information that has an impact on the user or the data.

CHAPTER 2

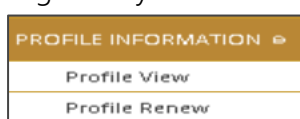
REGISTRATION RENEWAL

You can renew your account 30 days before the expiry of your registration and 90 days following the expiry date. You will also need to submit renewal request to be reviewed by the Translator Department. Check your dashboard to respond to any task sent to you by the Translator Department.

REGISTRATION RENEWAL

Follow these steps:

1. Log on to your account then click on Profile Information – Profile Renew



2. The following page will be displayed.

Membership Renewal

(*) is a mandatory field

Personal Details

* User Name :

tamer999

* Full Name :

Tamer

* Family Name :

Mekhimar

* Gender :

Male

* Nationality :

Andorran

* Telephone Number :

971578687678687

Fax Number :

* Expert Type :

Engineering

* Emirates Id :

8977878787

* Date of Birth :

31/03/2020

(Date Format : dd/mm/yyyy)

* Mobile Phone Number :

971567686876

(Mobile Format : 971500000000)

* Email Address :

tamer@tamer.com

(Email Format : username@domain.com)

* Years Of Experience :

4

* Category :

Category1

(Max. image size 300 KB, image type: jpg, jpeg, gif)

BROWSE

UPLOAD

Address

* Emirate :

Abu Dhabi

* Street :

dsfsf

* Floor :

sdfsdfs

District/City/ Town :

dfsdf

Building :

dsfsdfs

* Apartment No :

s89779

Attachment Detail

Please upload only pdf documents whose file size should not exceed 1MB

* Document Name :

Select

* File Path :

BROWSE

UPLOAD

Document Remarks :

Document Name	Document Remarks	File Name	Action
RENEW			

Fig. 1 Renewal Page

3. Go to the attachments section and upload the documents required.

Attachment Detail

Please upload only pdf documents whose file size should not exceed 5MB

* Document Name : University degree certified by MOHE

* File Path :

Select

University degree certified by MOHE

Expertise certificates detailed and certified

Certificate of Good Conduct and Demeanor (Criminal Record)

ID Card and Record Extract (for citizens)

ID Card and Passport copy with valid RP (for non-citizen)

Unconditional approval on registration issued by the applicant's employer with signature.

Introductory Document

Expert Registration Card

Document Remarks :

Note: A Sign Introductory form is mandatory

Document Name	Document Remarks	File Name	Action
Id Card	Id Card	ID Card.pdf	

RENEW

Fig. 2 Attachments

4. Click on Submit. Your request will be submitted successfully.

1. Check your dashboard regularly for any task pending.

2. The system will send you notification via SMS and/or email.