



Request Office Permit

Date:

Application No:

| | | | | | | | |
|--|--------------------|--|---------------------|--|---------------------------|--|-------------|
| | Permit Office | | Renew Permit Office | | Update office information | | Stop Permit |
| | Re - permit office | | Lost Damage | | other | | |

*Applicant information

| | | | | | |
|------------------|--|--------------|--|---------|--|
| *Name | | *Nationality | | *Gender | |
| *Registration No | | *ID | | *Tel | |
| *Fax | | *Email | | | |

*Office Information

| | | | | | |
|-------------------------------|------|-----------|--|------------------|-----------------|
| *Office name | | | | | |
| *Office address | | | | | |
| *Tel | | Fax | | *Email | |
| *Office No | | *District | | *Building | |
| *Office owner | | | | *Office Director | |
| *Private Notary in the office | Name | | | | Registration No |
| | Name | | | | Registration No |
| | Name | | | | Registration No |

*Office Permit Information

| | | | | | |
|-----------|--|---------------------|--|------------------------|--|
| Permit No | | Permit Issuing Date | | Permit Expiration Date | |
|-----------|--|---------------------|--|------------------------|--|

*** I acknowledge that all data and information above and the documents attached to this application are correct and at my own Responsibility**

| | |
|-------------------------|----------------------------|
| Application Date | Applicant Signature |
| | |

Conditions and procedures for obtaining an office license for a private notary:

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1. The private notary must practice the profession through a licensed office or through a law firm Licensed
2. To be the owner of the office to be established and registered in the roster as a private notary
3. The applicant must not be an owner or practitioner of any other office in the State
4. The office shall be suitable for receiving the public and carrying out the functions of the notary public, and to be equipped with facilities and the requirements specified by the Ministry
5. The office must have a valid professional license from the competent authority in the State
6. The office should be equipped with facilities and electronic equipment
7. Provide a valid insurance contract for the duration of the license against liability for professional errors, Issued by a company Licensed insurance in the state, The amount of the annual coverage under this contract shall be determined in accordance with a special regulation issued by the Minister provided that the coverage limits shall not be less than AED 1,000,000
8. Payment of the prescribed license fee.
9. All private notaries working in the office are listed in the roster, and their registration must be valid at the time of the application
10. In case the private notary conducts his work through a law firm The following should be observed:
 - The license of the law firm shall be valid
 - A separate part of the law firm is allocated to your notary
11. The activity of practicing the profession of notary public shall be added in the license issued to the law firm by the concerned authorities.
12. The renewal of the license shall be subject to the conditions stated in the terms No (4-6-7-8)
13. In case the application for renewal of the license is refused for any reason, The Department shall address the competent authority to issue a professional license to cancel the office license.

Documents Required

1. Passport Copy and Registration of the license application
2. ID Copy
3. Criminal Record Certificate
4. One Personal Photograph
5. Copy of ownership certificate or office Director

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Fees

| Service | Fee |
|---|-----------------|
| Licensing, Relicensing a private notary | 1000 AED |
| Renew Licensing a private notary | 300 AED |
| Issuing Licensing Private notary | 2000 AED |
| Renew Licensing Private notary | 500 AED |
| Request to stop the office from practicing its activities by providing the services of a private notary | 500 AED |
| Request that the private notary stop practicing his profession | 300 AED |
| Request to transfer private notary to another office | 300 AED |
| Issuing a Private notary card or replacing the lost or damaged | 100 AED |
| Issuing Licensing replacing the lost or damaged | 100 AED |
| Issue an additional copy of the license | 100 AED |

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