

How to submit an application?

About ADJD	Courts	Public Prosecution	Notary Public	Services	Contact Us	دائـــرة الــقــضـــــاء JUDICIAL DEPARTMENT	
				To serve vo	bu Dhabi Eng ervices Burea	lish Notary Iu	
				helping you	with your notarial n	leeds.	

Prior to submitting the transaction, click on 01 the advert shown on the main page of the Abu Dhabi Judicial Department website to access the service forms.

Power of Attorney Granted by an Owner for Management of all Commercial Licenses er of Attorney for a Specific Property Special Power of Attorney for Management & Disposal of a Commercial Licence er of Attorneys for Specific Shares Power of Attorney Granted by a Partner to Manage and Dispose of a Specific Commercial License ey Granted by an Owner to Manage and Dispose of a Specific Co Power of Attorney Granted by Partners for Management & Disposal of a Specific Property Power of Attorney Granted by a Partner for Management & Disposal of a Specific Propert

- **02** Select the appropriate transaction form
 - Download the transaction form then fill in the details of the parties "Principal-Agent" in addition to • specifying the end date of the PoA
 - which shall not not exceed 3 years
 - The "Principal" must sign the transaction only, however in the event that the power of attorney is with "signature authentication", the Agent must also sign.
 - Prepare a clear photocopy of the transaction after signature by the parties to be attached later during the submission of the transaction.

	Courts <u>IIII</u> Prosecution	Notary Public & Attesta	tion Enforcement
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Power of Attorney	Signature approval	Pledges	Partnership contracts
Service agent	बिर्दे। Sales Contracts	Proof of Date	Mortgage Contract
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Duplicate Copy	Digital authentication	Islam and Doctrine	Employment Contracts

03 Start by accessing the service through the Abu Dhabi Judicial Department website. Before that do not forget to log in using the UAE Pass.

ADR Courts The Prosecution Notary Public & Attestation	Presence of the applicant (principal) If the certification is for a person who has completed 18 years of age, his / her guardian or curator must be present. If the document submitted is a court judgment, it must be conclusive and final. Judgments issued outside the country must be stamped with the executory wording of the competent court. Service Information	
ित्रे × Power of Attorney	If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or law-fully, with the proof evidencing so. Any document issued variable the country must be authenticated by the Ministry of Foreign Affairs. If the document is not in Arabic, it should be translation office certified by the Ministry of Justice. No transaction shall be issued or attested if it is disputed between the parties at the time of authentication; or if it is within the jurisdiction of another authority, or otherwise contravenes sharie, laws, public order, or regulations.	

Power of Attorney in Stocks	Power of Attorney in Real Estate	Power of Attorney in Cars
Power of Attorney in Commercial	Cases	Power of Attorney on Business
License	General Power of Attorney	Request To Cancel Power of Attorney
Inheritence	Marriage	POA Divorce
Request removal from Power of	Power of Attorney in Horses/	Request to Cancel a Special Power of

Please consider a	ttaching the required doc	cument for approval and	signature before submit	ting the application	
Please note that	the attendance will be via	video conference techn	ology, the appointment	will be scheduled and	
sent via e-mail m	entioned in your application	on. Please make sure to	download Cisco Webex	Meetings application befo	re scheduled
appointment,					
Please Take a loo	k at the Cisco WebE x Me	etings User Manual b	efore your session		
					Apply

- 04 Select the type of power of attorney required according to the form of power of attorney you downloaded earlier
- **05** You can review the service card for more information before proceeding
- 06 Determine the validity period of the power of attorney as specified in the transaction form previously, so that the validity does not exceed three years

Giver +	Guardian of Child +	Guardian of Disabled +
Others (+) (-) Rep of Giver (+) (-)	Parent (+) (-)	Receiver (+) (_)
Description		

07 Select the page and number of parties to the transaction that matches the form you filled out earlier.

Requestor Request Party				
Personal Information				
First Name *	Second Name		Third Name	
Fourth Name	Last Name *		Nationality *	
Gender *	Date of Birth *	Ē	Region *	~
City *	Unified ID			`

08 Press Requestor to import the party's data through the digital ID account.

Note that the basic data is imported according to the data registered in the digital identity account and cannot be modified through the ADJD website.

After importing the data, complete the required information.

- ⊗ Request Part Requestor **Personal Information** First Name Second Name Third Name Last Name Fourth Nam Nationality Select Date of Birth Gender Region Select Select Unified ID City *
 - **09** Fill in the data of the other parties pursuant to their personal documents and in accordance with the data previously filled in the service form.

You can select one of the available	options to define your request's clauses:		
Approved Clauses Pre-defined templates provided by Notary Public and can select the required clauses	Customize Approved Clause: This option allows you to update ar add new clauses based on Nota Public approved clauses	B Ind Ind Ind Ind Ind Ind Ind Ind	Vou to upload to notarize and cx format

To serve you better and faster, choose 10 **Approved Clauses.**

Identification Documents	Related POA	Related Documents	
•	•	•	
DRAG & DROP	DRAG & DROP	DRAG & DROP	
or select file to upload	or select file to upload	or select file to upload	
Others			
			_
A			_
DRAG & DROP			_
or select file to upload			_
			_
			_

- 11 Attach the documents required for the transaction, for example:
 - Identity Card and Passport.
 - The signed and scanned transaction form.



12 Review your data, as you can go back to correct it or press Submit Request to submit the transaction.

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Maximum duration of the POA Validity



• Any other relevant documents. Example: Title deed .. etc..