



How to submit an application?

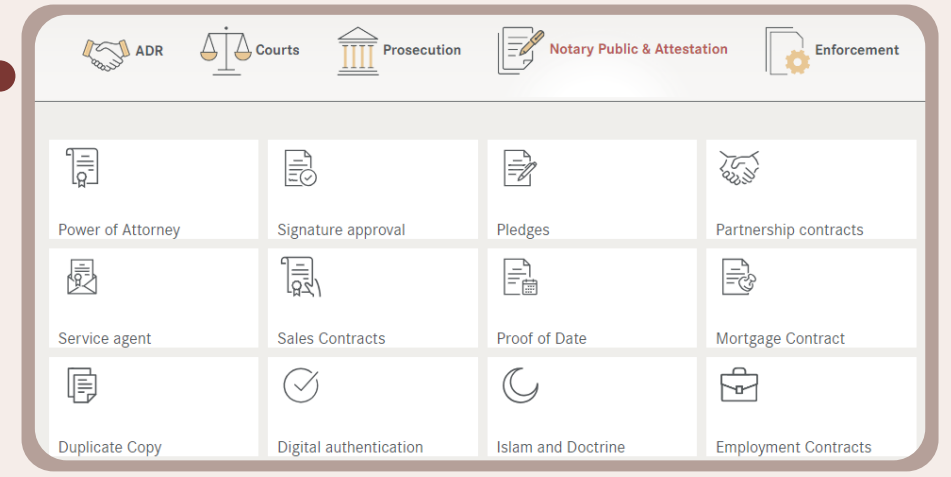


01 Prior to submitting the transaction, click on the advert shown on the main page of the Abu Dhabi Judicial Department website to access the service forms.



02 Select the appropriate transaction form

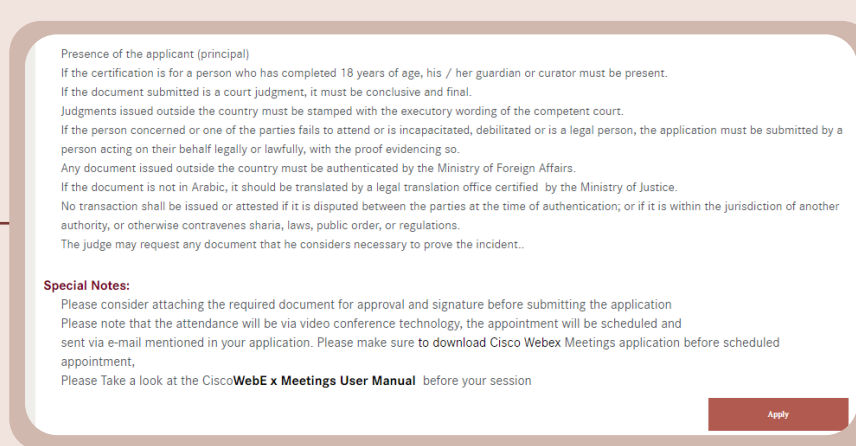
- Download the transaction form then fill in the details of the parties "Principal-Agent" in addition to specifying the end date of the PoA which shall not exceed 3 years
- The "Principal" must sign the transaction only, however in the event that the power of attorney is with "signature authentication", 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.



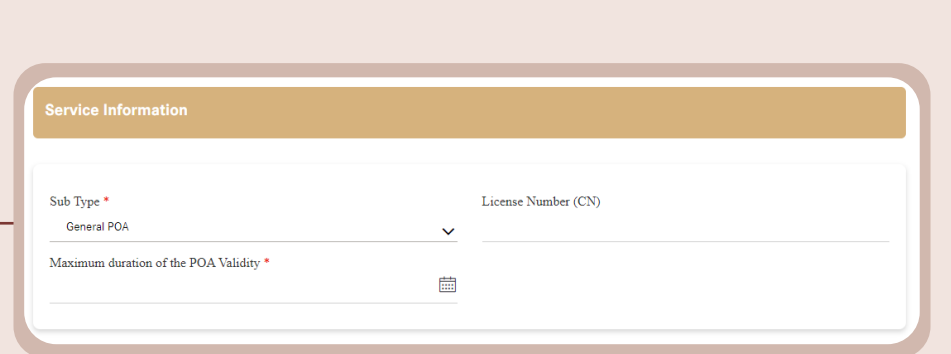
03 Start by accessing the service through the Abu Dhabi Judicial Department website. Before that do not forget to log in using the UAE Pass.



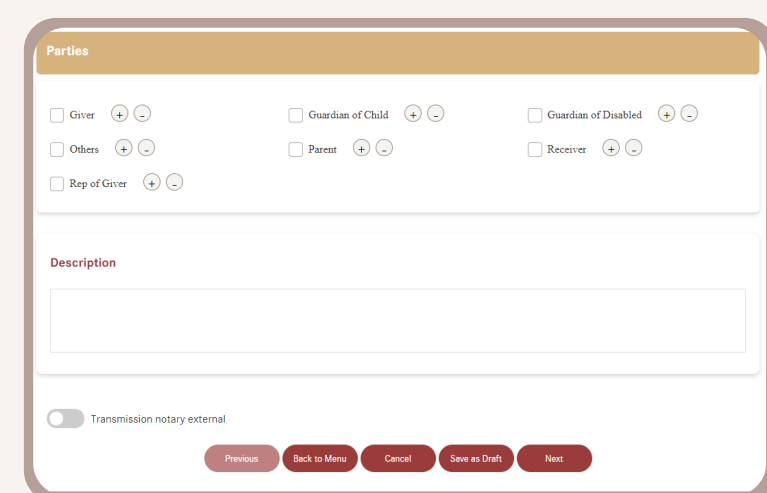
04 Select the type of power of attorney required according to the form of power of attorney you downloaded earlier



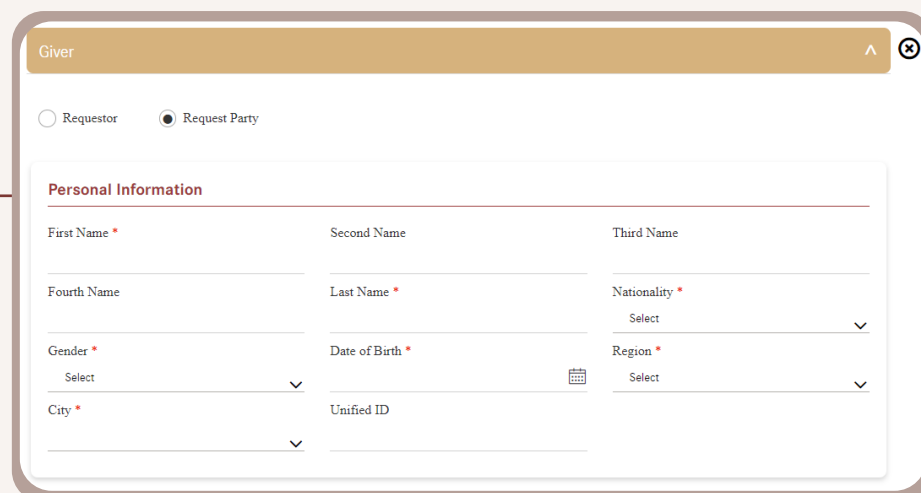
05 You can review the service card for more information before proceeding



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

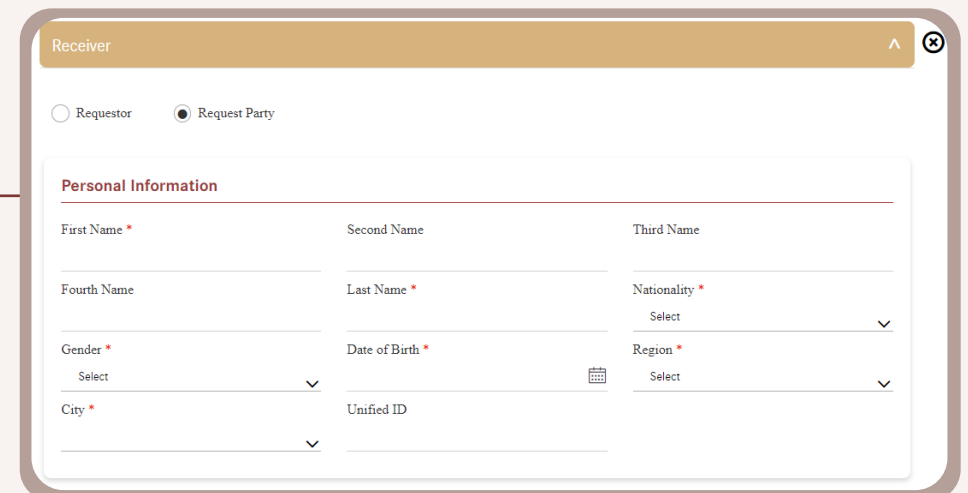


07 Select the page and number of parties to the transaction that matches the form you filled out earlier.

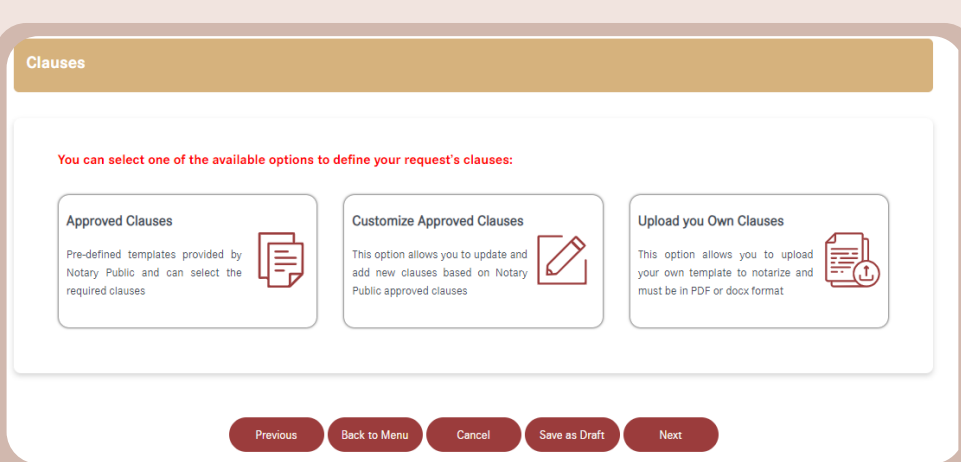


08 Press Requestor to import the party's data through the digital ID account.
Note that the basic data is imported according to the data registered in the digital identity account and cannot be modified through the ADJD website.

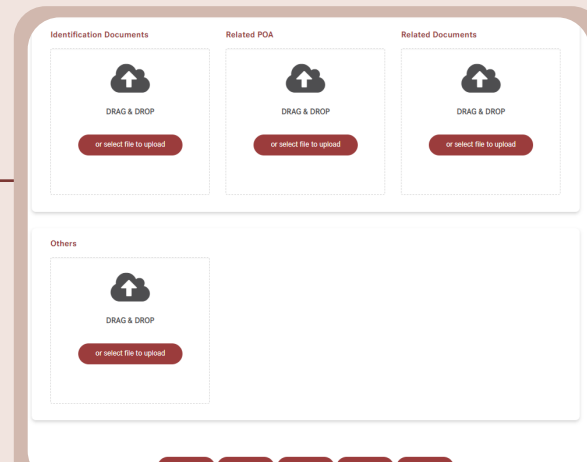
After importing the data, complete the required information.



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.

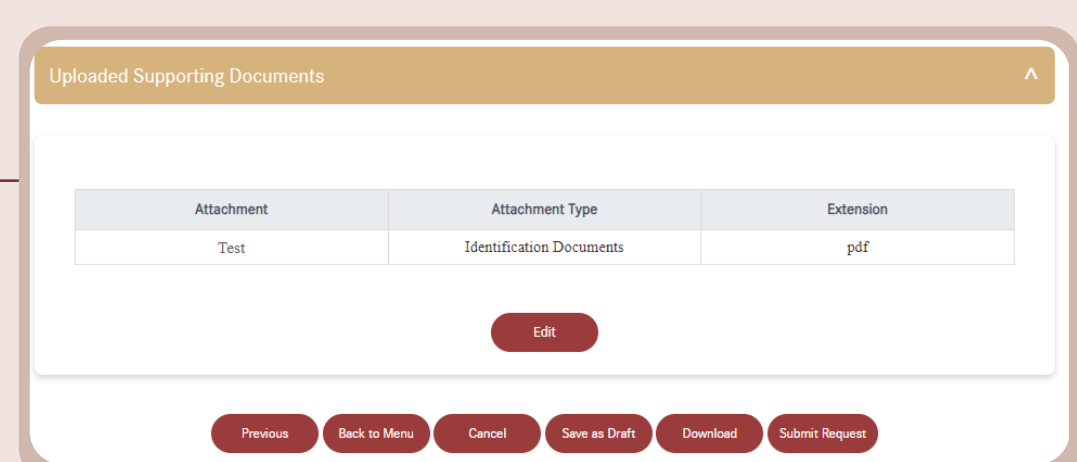


10 To serve you better and faster, choose **Approved Clauses**.



11 Attach the documents required for the transaction, for example:

- Identity Card and Passport.
- The signed and scanned transaction form.
- Any other relevant documents. Example: Title deed .. etc..



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