

ADGM Courts Notarisation Process

SUBMIT NOTARISATION REQUEST

Submit request via the ADGM e-Courts Platform attaching the document(s) to be notarised and any supporting documents

NOTARY OFFICE REVIEWS REQUEST

REQUEST PENDING

If additional supporting documents and/ or amendments to the documents are required, you will be notified via email. The request will remain pending until the additional and/or amended documents have been returned via email to the notary office.

REQUEST REJECTED

- If notarisation is prohibited under Abu Dhabi Law No. (11) of 2017 Concerning the Notary Public in the Emirate of Abu Dhabi
- If the request falls outside the competencies of the Notary Public

REQUEST APPROVED

Upon approval, the authorised signatories must place their signatures on the document(s) to be notarised, and send a scanned copy to: notarypublic@adgmcourts.com

SCHEDULING NOTARISATION APPOINTMENT

- A virtual notarisation appointment is scheduled
- The notary public will:
 - request an email and mobile number for receipt of the virtual appointment link; and
 - send instructions for downloading the Webex application
- A meeting link will be sent via SMS to access the virtual appointment

ATTENDING NOTARISATION APPOINTMENT

- At the appointment, the authorised signatories must:
 - have identification documents with them, and
 - join the virtual meeting at the scheduled time from a location with suitable lighting and reliable internet
- Notary Public will verify the identity of the authorised signatories and review the document(s) to be notarised
- Payment of filing fees via SMS and email required at time of appointment
- Notary Public notarises the document(s) electronically and copy(ies) of the notarised document(s) and payment receipts are sent via SMS and email