



Trench & Associates

Legal Consultants  
Dubai

### **Notarisation of documents via video-conferencing through Dubai Notary Offices**

Please be informed that Dubai Notary Offices have implemented the procedure for signing of certain documents remotely such as:-

1. Powers of Attorney;
2. Acknowledgments;
3. Legal Notices;
4. Companies' memoranda of association and its addenda;
5. Local Agency Service Agreements.

#### **Procedure:**

1. The remote working hours will be from 8am to 4pm but most likely adjusted during Ramadan;
2. The document (pdf version) should be emailed to [remote-notary@dc.gov.ae](mailto:remote-notary@dc.gov.ae) for approval, along with the relevant documentation and a copy of a valid ID or passport of the signatory, valid trade license if the document is signed on behalf of a company or sole proprietorship and power of attorney if the document is signed on behalf of a principal.

Please note that each page should state "I, the undersigned, declare with my full legal capacity and through video communication, using BOTIM, my consent on all what is stated in this application".

3. The email shall contain the applicant's name, mobile number and the address;
4. The applicant shall subscribe with BOTIM;
5. If the application is approved, the applicant will be contacted via BOTIM to confirm her/his identity, capacity, UAE ID and awareness of the document and application;
6. The applicant will receive a SMS and email containing the fees and a link for payment;
7. After paying the fees by credit card, the document will be finalised and sent by courier to the address provided by the applicant.
8. The applicant will receive the document within two working days and she/he should pay the courier service (AED 21).

**\* The above process may change once their Offices re-open partially or fully.**

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Member of Interleges