



ABU DHABI GLOBAL MARKET COURTS
محاكم سوق أبوظبي العالمي

ADGM Courts Notary Public Requirements

In order to ensure that ADGM Courts' Notary Public service can be provided quickly and efficiently, clients are requested to ensure that they comply with all of the following requirements.

MAKING AN APPOINTMENT

All appointments must be made online via the [ADGM eCourts Platform](#).

When submitting a notary public request you must provide the following information:

- your name, email address and mobile number
- a range of preferred dates and times for your appointment with the Notary Public. The more options provided will enable an appointment to be made immediately upon receipt of your request for an appointment

Additionally, when submitting your request, you must upload copies of the following documentation:

- all documents to be notarised
- Commercial License
- Certificate of Incumbency
- Company Extract
- Articles of Association
- Emirates ID of the authorised signatory

PLEASE NOTE: All documents must be in dual language format, in Arabic and English unless there is a requirement for the document to be either in Arabic or English. The translation of the documents must be certified by a licensed legal translator



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ATTENDING YOUR APPOINTMENT WITH THE NOTARY PUBLIC

- You must be on time for your appointment as any late arrival may necessitate the rescheduling of your appointment so as not to inconvenience other clients.
- You must bring **four (4)** copies of each document in **original** form to be notarised by the Notary Public. The Notary Public will not be able to print an original of your documents at the time of your appointment. Two will be retained by the Notary Public and the other two will be returned to you.
- You must bring your original Emirates ID card for identification purposes.
- Payment must be made at the time of the appointment with the Notary Public. The notarisation cannot take place without payment at the time of the service.
- Payments can only be made via credit or debit card. Cash or cheque will not be accepted.