

# الجلالاف

AL JALLAF ADVOCATES

مكتب الكاتب العدل الخاص  
PRIVATE NOTARY OFFICE

Dear Colleague,

*Al Jallaf is pleased to offer a professional private notary service at competitive **fixed-fee** rates.*

We are happy to announce that Al Jallaf has been authorized to offer Private Notary Services to companies and individuals in Dubai. These services were previously only available through government Notary Public branches, but are now also available from a select number of UAE Advocacy Firms.

Al Jallaf's Private Notary Services are provided by Managing Partner, **Amna Al Jallaf**, supported by a skilled team of bilingual Senior and Junior Lawyers. Al Jallaf can now notarise a wide range of documents for a fixed fee (see attached), including:

- Memoranda of Association of LLCs; Joint Liability Company; Civil work Company; and Single owner; Agreements for the Appointment of local/ Service Agent; Agreement of selling Boat and Vessel; Sale of Marine Vehicle; Agreement for selling Shares; termination of shares; Assigning of shares; Addendum of Amendments; and Agreement of Gifting Shares;
- Addendum of Memoranda of Association of LLCs; Joint Liability Company; Civil work Company; and Single owner;
- Annulment of Memoranda of Association of LLCs; Joint Liability Company; Civil work Company; and Single owner; and agreement of appointment of local service agent;
- Endorsement of signature and Job offers;
- Judicial notices and Minutes of Meeting;
- Declaration of unemployment; Intellectual property; Safety Bond; Assigning Shares; Acknowledgement of Cash receipt; debt; cancelling POA's; Residency; withdrawing claim and complaint;
- Special POA's and General Powers of Attorney of different types;

Private notary services are available by appointment only. Our office hours are Sunday-Thursday, 9:00 am to 5:00 pm. To request an appointment, please use the contact details below.

Yours faithfully,



AL JALLAF ADVOCATES & LEGAL CONSULTANTS

## PRIVATE NOTARY FEES

SL	Document Type	Notary Service	Notary Public Fees	Al Jallaf Fee
1	Memorandum of Association of an LLC	1- Attestation of signatures on an instrument with a value of up to AED 100,000  2- Attestation of Signatures on an Instrument with a Value Exceeding AED 100,000	AED 300 per signature on the instrument  0.5% of the Value of the Instrument subject to a Maximum of AED 15,000	<b>AED. 1,200</b>
2	Memorandum of Association of a Joint liability company			
3	Memorandum of Association of civil work company			
4	Memorandum of Association of Single owner			
5	Agreement for the Appointment of a Local Agent			
6	Agreement for the Appointment of a Local Service Agent			
7	Agreement of assigning shares			
8	Agreement of selling shares and Addendum of Amendments			
9	Agreement of assigning Shares and Addendum of Amendments			
10	Agreement of Selling Shares and termination of Association			
11	Agreement of selling Shares			
12	Agreement of selling a commercial shop			
13	Addendum to Memorandum of Association of a Civil Works Company	Attestation of Signature on an Instrument of unknown value  Attestation of signatures on an instrument with a value of up to AED. 100,000  Attestation of Signatures on an instrument with a value Exceeding AED. 100,000	AED. 200 per signature on the instrument  AED. 300 per signature on instrument  0.5% of the value of the instrument subject to a maximum of AED. 15,000	<b>AED. 1,000</b>
14	Addendum to Memorandum of Association of Joint Liability Company			
15	Addendum to Memorandum of Association LLC			
16	Addendum to Memorandum of Single Owner			
17	Agreement of Gifting Shares and Addendum of Amendment			
18	Annulment of Agreement for the Appointment of a Local Service Agent	Attestation of signatures on an instrument of unknown value	AED 200 per signature on the instrument	<b>AED 800</b>
19	Annulment Memorandum of Association LLC			

## PRIVATE NOTARY FEES

20	Annulment of Memorandum of Association of a Civil Works Company			
21	Annulment of Memorandum of Association of Joint Liability Company			
22	Annulment of Memorandum of Association of Single Owner			
23	Job Offer / Employment Offer	<p>Attestation of signatures on an instrument with a value up to AED 100,000</p> <p>Attestation of signatures on an instrument with a value exceeding AED 100,000</p>	<p>AED 300 per signature on the instrument</p> <p>0.5% of the value of the instrument subject to a maximum of AED 15,000</p>	<b>AED 400</b>
24	Agreement of selling a Boat			
25	Agreement of selling a Vessel	Attestation of signatures on an instrument with a value up to AED 100,000	AED 300 per signature on the instrument	
26	Declaration for sale of Marine Vehicle			
27	Acknowledgement of Cash receipt	Attestation of signatures on an instrument with a value exceeding AED 100,000	0.5% of the value of the instrument subject to a maximum of AED 15,000	<b>AED. 1,200</b>
28	Acknowledgement of Debt			
29	Endorsement of Signature / Declaration of Signature Specimen			<b>AED 400</b>
30	Undertaking to the Ministry of Human Resource and Emiratization	Attestation of signatures on an instrument of unknown value	AED 200 per signature on the instrument	<b>AED 400</b>
31	Declaration of withdrawing a claim	Attestation of Signature on an Instrument of unknown value	AED. 200 per signature on the instrument	
32	Declaration of Assigning intellectual right	Attestation of signatures on an instrument with a value of up to AED. 100,000	AED. 300 per signature on instrument	
33	Declaration of Safety Bond			<b>AED 400</b>
34	Declaration of Assigning Shares	Attestation of Signatures on an instrument with a value Exceeding AED. 100,000	0.5% of the value of the instrument subject to a maximum of AED. 15,000	
35	Declaration of withdrawing complaint			
36	Declaration of unemployment			<b>AED 400</b>
37	Declaration of Residency			<b>AED 400</b>
38	Declaration of cancelling POA in the presence of principal and attorney	Attestation of signatures on an instrument of unknown value	AED 200 per signature on the instrument	<b>AED 400</b>
39	Declaration of Visitor Guarantee			<b>AED 400</b>
40	General Power of Attorney			
41	Special POA for the Cases	Attestation of Power of Attorney or Special Power of Attorney	AED 100 per signature on the Power of Attorney	<b>AED 400</b>
42	General POA for the Cases			

## PRIVATE NOTARY FEES

43	Power of Attorney for Follow Up			
44	Special power of attorney for Properties			
45	Power of attorney for Properties			
46	Power of attorney for Incorporation			
47	Special power of attorney for Administrating and establishment			
48	Power of Attorney & Declaration to the Ministry of Labor			
49	Power of Attorney for Inheritance Certificate			
50	Special Power of Attorney for Trademarks			
51	Special Power of Attorney for Tenancy Disputes			
52	Power of Attorney and Declaration to the Ministry of Human Resource and Emiratization			
53	Power of Attorney for Residency and Foreign Affairs			
54	Special POA for Granted Land			
55	Special POA for Vehicles			
56	Power of Attorney for Vehicles			
57	Judicial Notice Through the Applicant	Attestation of Judicial Notice	AED 200	<b>AED 400</b>
58	Judicial Notice by outgoing mail			
59	Judicial Notice to cancel POA through the Applicant	Attestation of Judicial Notice	AED 200	<b>AED 400</b>
60	Judicial Notice to cancel POA through outgoing mail			
61	Minutes of Liquidating a Company	Attestation of signatures on an instrument of unknown value	AED 200 per signature on the instrument	<b>AED 800</b>
62	Minutes of Liquidating of LLC			
63	Minutes of General Assembly Meeting of LLC			
64	Minutes of Meeting			<b>AED 800</b>

In addition (knowledge fee and Innovation fee) - AED 20/-

Applicable 5% vat on the service fee of private notary.

The above fee rates are accurate, the most up to date fee rates are published on our website ([www.aljallaflegal.com](http://www.aljallaflegal.com))