

**The Schedule annexed to Cabinet Resolution No. (146) of 2025
regarding the Administrative Penalties Regulation for Acts Committed in
Violation of the Provisions of Federal Decree by Law No. (20) of 2022
concerning the Regulation of the Notary Profession and its Executive
Regulations**

SN	Description of the Violation	Penalty/AED
1.	Failure to verify the identity, legal capacity, status, or consent of the concerned parties to the content of the transaction.	(20,000)
2.	Failure to read out the content of the transaction and explain the legal effects arising from its drafting or notarization, or failure to record such reading and explanation in the minutes, in accordance with Clause (3) of Article (7) of the Decree by Law.	(10,000)
3.	Failure to comply with any of the procedures relating to transactions of persons with special circumstances specified in Article (8) of the Decree by Law.	(15,000)
4.	Failure to comply with the controls and procedures for correcting material clerical or arithmetical errors affecting the instrument, or errors committed by the concerned parties in relation to the data and information recorded therein.	(5,000)
5.	Failure to prepare, sign, seal, and deliver the minutes to the concerned parties after they sign the instrument, or refusal to issue certificates from the register to the concerned parties who request them.	(10,000)

6.	Issuing a certificate extracted from the register to a person other than the concerned parties without a written order from the Department Director.	(20,000)
7.	Drafting or notarizing affidavits made under oath before administering the oath to the concerned parties or without administering the oath thereto.	(20,000)
8.	Notarizing the signatures of the concerned parties on private instruments upon request, without recording the notarization in the register.	(10,000)
9.	Failure to record the date of private instruments under sequential numbering in the register, and to prepare minutes at the end of the instrument stating the date of its submission and the number of its registration in the register, and to sign, seal, and deliver it to the concerned parties.	(10,000)
10.	Failure to maintain a register to record all transactions that they draft or notarize.	(20,000)
11.	Failure to retain, in the register, original copies of the instruments, numbered according to the dates on which they were drafted, notarized, had their dates recorded, or any other transaction carried out.	(20,000)
12.	Failure to retain a copy of any documents or papers relied upon in conducting the transaction.	(20,000)
13.	Certifying the signatures of employees working in the federal or local government, public authorities, public institutions, or other governmental agencies on certificates, documents, or other papers that they sign by virtue of their official functions in the authorities in which they work.	(20,000)

14.	Drafting or notarizing signatures, or recording the date of an instrument, where it is established that legal capacity, status, or consent is lacking in the concerned parties, or where the subject matter of the instrument is manifestly void, or contrary to the applicable legislation, public order, or public morals, or intended to circumvent the law.	(30,000)
15.	Drafting or notarizing any instruments relating to the personal status of Muslims.	(30,000)
16.	Drafting or notarizing any instruments relating to the establishment of an endowment (Waqf), the amendment of its provisions, or its revocation.	(30,000)
17.	Drafting or notarizing any instruments relating to the establishment of ownership rights or any real right over immovable property, or the transfer, alteration, or extinction thereof.	(30,000)
18.	Drafting or notarizing any instruments whose drafting or notarization is stipulated by the applicable legislation to fall within the competence of another authority.	(20,000)
19.	Undertaking any procedure in which they, or any of their ascendants, descendants, spouse, or either of their parents, has an apparent or concealed personal interest, or accepting any of them as a translator or assistant	(30,000)
20.	Disclosing any information relating to the concerned parties to third parties, which they obtained or became aware of by virtue of their work.	(20,000)
21.	Removing any registers, instruments, or official papers under their custody from the office.	(10,000)

22.	Leaving the office to conduct any transaction under the provisions of the Decree by Law in cases other than those specified in the Executive Regulations.	(10,000)
23.	Combining their position with any public or private employment in cases other than those stipulated in the Decree by Law.	(15,000)
24.	Failure to comply with the confidentiality of the electronic register, or circulating it, allowing others to access, copy, or delete it from the electronic information system without the permission of the Department Director.	(10,000)
25.	Practicing activities through an office not licensed for that purpose, or through an unlicensed law firm, in accordance with the controls and procedures specified in the Executive Regulations.	(5,000)
26.	Practicing the activities of a Private Notary before taking the legal oath.	(5,000)
27.	Failure to comply with the procedures for administering the oath and notarizing affidavits made under oath, as specified in Article (5) of the Executive Regulations.	(5,000)
28.	Failure to comply with the procedures for correction in the register, as specified in Article (9) of the Executive Regulations.	(5,000)
29.	Failure to comply, in the management of the office, with the controls as specified in Article (22) of the Executive Regulations.	(5,000)
30.	Failure to observe the controls as specified in Article (23) of the Executive Regulations when practicing activities through a licensed law firm.	(5,000)