

User Guide

Electronic Document Attestation System (EDAS 2.0)
(Registration)



UNITED ARAB EMIRATES
MINISTRY OF FOREIGN AFFAIRS

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Table of Contents

| | |
|--------------------------------|---|
| 1. Overview | 2 |
| 1. About EDAS | 3 |
| 2. Supported Browsers | 3 |
| 3. Advanced Features | 3 |
| 3. Company Registration | 3 |
| Overview | 3 |
| Company Registration Process | 4 |
| Company Details Screen | 4 |
| OTP Verification | 5 |
| Company Registration Completed | 5 |
| Company Login | 5 |

1. Overview



1. About EDAS

EDAS Attestation platform is an online tool which is used by the UAE based companies for digital attestation for Invoice attestation, COO and Physical Invoice attestation for imported items, to facilitate the customs clearance process and ensure smooth transit of goods into the UAE.

2. Supported Browsers

EDAS application is supported by all latest version of browsers. It uses cookies to store some local parameters.

- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Safari

3. Advanced Features

- Enhanced Company registration process for all the emirates
- Integrated with UAE pass for a single SignOn for edas login after Registration Approval.
- Integrated with Magnati for flexible online Attestation Fees payment.
- Integrated with TDRA for eSeal and Digital Signature.
- Option to enable QR Code for the attested document.
- MOFA Stamp to ensure the authenticity of attested document in UAE and other country UAE Embassy.
- Automated reminders to avoid fines.
- Enhanced Payment option to pay the fees quickly.
- Dedicated customer care to support and review the required attestations.

3. Company Registration

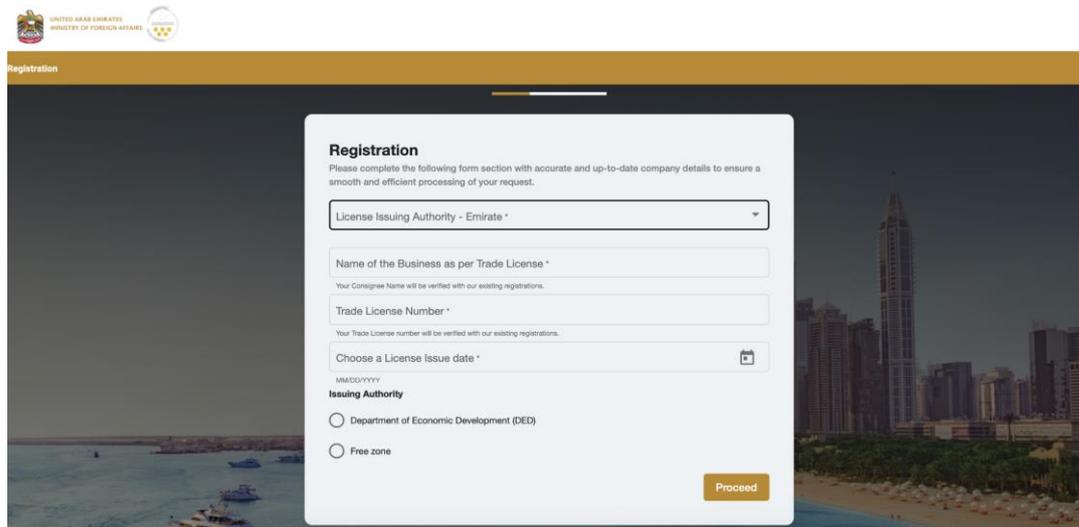
Overview

Companies can register using the following link and it includes login with UAE pass. Customers can directly access this link from MOFA website. We prefer the Companies to register in edas with valid company Email, Contact Number used in UAE PASS user profile; since the admin profile will be linked to this UAE Pass account once the login is approved by MOFA back office team.

<https://edas.mofa.gov.ae/regnv2>

Company Registration Process

Enter all the required fields in the company registration screen with accurate details from Trade License, and then click proceed. This step will valid existing registration with edas 2.0 for same Trade license/ Consignee name.

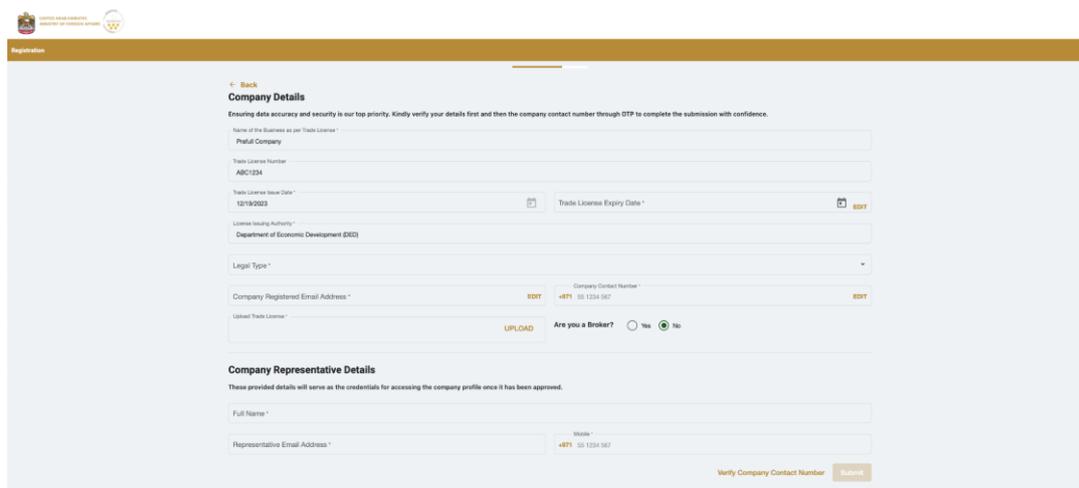


The screenshot shows the 'Registration' form with the following fields and options:

- License Issuing Authority - Emirate ***: A dropdown menu.
- Name of the Business as per Trade License ***: A text input field with a note: "Your Consignee Name will be verified with our existing registrations."
- Trade License Number ***: A text input field with a note: "Your Trade License number will be verified with our existing registrations."
- Choose a License Issue date ***: A date picker field with a calendar icon.
- Issuing Authority**:
 - Department of Economic Development (DED)
 - Free zone
- Proceed**: A yellow button at the bottom right.

Company Details Screen

Company details need more details about the company for registration. Enter all the fields with valid information's as per the Trade license number. For company registration OTP will be share to this Company Email ID/ Mobile number for validating the company. Trade license copy should be original scanned copy (pdf file) with size less than 2MB maximum. Company representative mentioned during registration is considered as the first admin for the edas 2.0 application for this company. This admin user can create multiple users under same company. Max 5 admin users are allowed under each company.

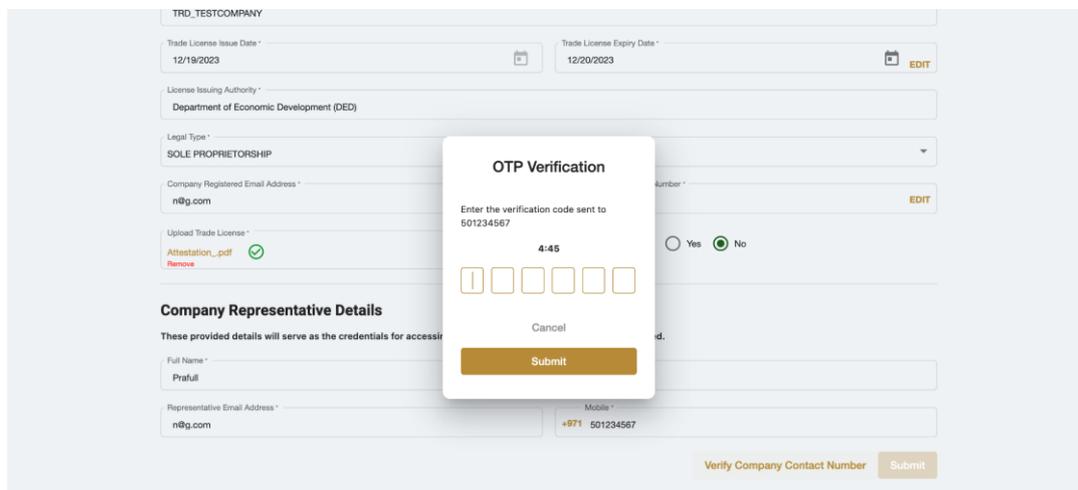


The screenshot shows the 'Company Details' form with the following fields and options:

- Back**: A link to return to the previous screen.
- Company Details**:
 - Name of the Business as per Trade License ***: Text input field.
 - Trade License Number ***: Text input field (example: ABC1234).
 - Trade License Issue Date ***: Date picker field (example: 12/19/2023).
 - Trade License Expiry Date ***: Date picker field with an **EDIT** button.
 - License Issuing Authority ***: Text input field (example: Department of Economic Development (DED)).
 - Legal Type ***: A dropdown menu.
 - Company Registered Email Address ***: Text input field with an **EDIT** button.
 - Company Contact Number ***: Text input field (example: +971 55 1234 567) with an **EDIT** button.
 - Upload Trade License ***: A file upload field with an **UPLOAD** button.
 - Are you a Broker?**: Radio buttons for **Yes** and **No**.
- Company Representative Details**:
 - Full Name ***: Text input field.
 - Representative Email Address ***: Text input field.
 - Mobile ***: Text input field (example: +971 55 1234 567).
 - Verify Company Contact Number**: A button.
 - Submit**: A yellow button.

OTP Verification

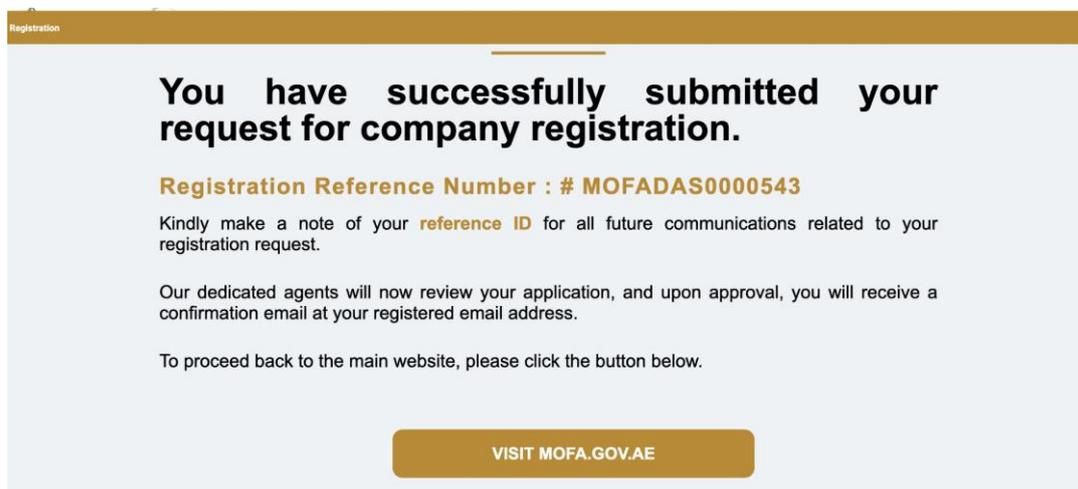
OTP will be sent to the corresponding representative mail address, Enter the OTP received within 5 minutes, then submit to proceed with registration.



The screenshot shows a registration form for 'TRD_TESTCOMPANY'. The form includes fields for 'Trade License Issue Date' (12/19/2023), 'Trade License Expiry Date' (12/20/2023), 'License Issuing Authority' (Department of Economic Development (DED)), 'Legal Type' (SOLE PROPRIETORSHIP), 'Company Registered Email Address' (n@g.com), and 'Upload Trade License' (Attestation_.pdf). A modal window titled 'OTP Verification' is overlaid on the form, displaying the message: 'Enter the verification code sent to 501234567'. Below the message is a timer showing '4:45' and five empty input boxes for the OTP code. The modal also has 'Cancel' and 'Submit' buttons. The background form shows 'Company Representative Details' with fields for 'Full Name' (Pratful), 'Representative Email Address' (n@g.com), and 'Mobile' (+971 501234567). There are 'Verify Company Contact Number' and 'Submit' buttons at the bottom right of the form.

Company Registration Completed

Once the company registered successfully, the user will get the reference number, note down the reference number for future purpose. and wait for the company's registration approval. This company registration will be reviewed by MOFA Customer care and approved within specified SLA. You will be receiving an Email confirmation on the Successful Registration and Approval.

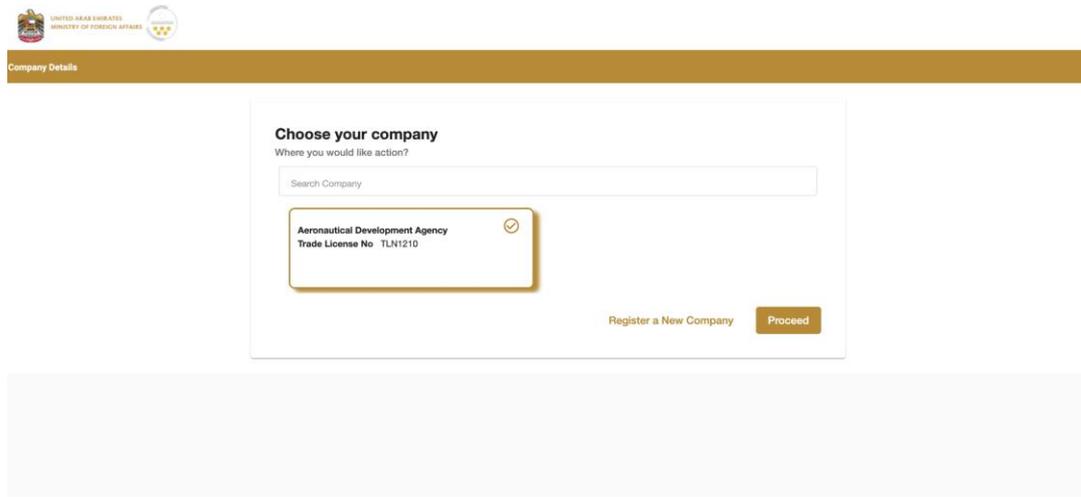


The screenshot shows a confirmation page titled 'Registration'. The main heading reads: 'You have successfully submitted your request for company registration.' Below this, the 'Registration Reference Number : # MOFADAS0000543' is displayed in orange. The text continues: 'Kindly make a note of your reference ID for all future communications related to your registration request.' It then states: 'Our dedicated agents will now review your application, and upon approval, you will receive a confirmation email at your registered email address.' Finally, it says: 'To proceed back to the main website, please click the button below.' At the bottom center, there is a large orange button with the text 'VISIT MOFA.GOV.AE'.

Company Login

Once the company is approved by the MOFA back-office team, During the next login time with UAE pass for the company admin/ new users created by admin, they can see all the approved company for selection. select a company and proceed on further Attestation activities. Now

Customer can login and use the various services provided as part of edas 2.0 application. Unused session will get timeout in 30 mins. Each user clicks are monitored to trace the application usage and improvements.



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