

Signing your DIFC Will electronically 10 tips and tricks

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Documents and witnesses

Before registration, upload your valid passport, your Emirates ID (if applicable), and your two witnesses' valid passports to the DIFC portal. For the appointment, everyone must have the original identification used for the booking ready to show on camera.

A Property Will also requires title deeds or Oqood certificates; a Business Owners Will requires proof of share ownership. A Guardianship Will or Full Will with guardianship provisions requires signed statements from the appointed interim and permanent guardians; the children's parents are exempt from signing these statements.

Your two witnesses must be at least 18. They cannot be beneficiaries, guardians or spouses of either. An eligible executor or registered Wills Draftsman may act as a witness.

Well before the session

1. Read the invitation. Use the video meeting link and instructions sent by DIFC Courts. Check the date, time and time zone. Follow the invitation to access the video platform for your appointment.

2. Prepare the software. Open the invitation in advance and check what the specified platform requires. If it asks you to install an app, do that beforehand; you may need administrator rights. Test the camera and microphone. Follow the invitation's instructions for browser or guest access.

3. Have two devices ready. Use a computer for the video meeting and a touchscreen phone or tablet for signing. Make sure you can open your emails on both. Your witnesses also need access to suitable devices. Charge them and keep the chargers nearby.

Just before the session

4. Check the internet connection. Use a stable connection and stop downloads or streaming that could interrupt the call. Ask others using your Wi-Fi to pause heavy use. Test any mobile-data backup with the actual meeting platform beforehand; do not assume switching to 4G or 5G will work.

5. Connect your headset. If you have a headset, connect it to your computer and check that you can hear and be heard. Keep the computer camera switched on. Avoid joining the audio on both devices, which can cause an echo.

6. Choose a quiet, private room. Keep children and pets out of the room. Tell others that you are in an important meeting and put a “Do not disturb” note on the door if needed. Beneficiaries, guardians and their spouses should not attend; DIFC allows an exception for a beneficiary spouse when both spouses sign mirror Wills.

During the session

7. Join using the invitation. Open the DIFC video link on your computer and follow the joining instructions. Use guest access if the invitation permits it. You and your witnesses can join from different locations. If sharing one video device, all three of you must be visible.

8. Show your ID and review the Will. The DIFC Compliance Officer checks everyone’s identity and goes through the Will with you. Have your passport or Emirates ID ready, as applicable. Read along and raise any error or question before you sign.

9. Open the signing page. The Compliance Officer provides the login details during the call. Open the signing page on your touchscreen phone or tablet. Follow the officer’s instructions to draw your signature with your finger or a stylus. Your two witnesses also sign electronically.

10. Check the result and save your Will. Check your signature on the electronic document and ask the officer to confirm that all signatures have been received. Download the registered Will when the officer makes it available. Save it securely and keep a backup. DIFC stores the signed Will electronically; the electronic Will is the original.

For help with drafting your Will

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