

I. LIST OF DOCUMENTS REQUIRED FOR SETTING UP FOREIGN INVESTED COMPANY IN MONGOLIA

1. Application (UB 12) /please download this www.legal-policy.mn/
2. Verification sheet on company name
 - /acquired at the Registration of Legal Entity/
3. Notification of Bank account opening
 - /acquired at the Registration of Legal Entity/
4. Original Decision for setting up foreign invested company /with official translation/
5. A state owned foreign legal body shall obtain approval /permission from the Ministry of Economic Development in case it shall be own 33% or above of overall shares issued by a legal body in Mongolia engaged in strategic sector. /original copy/
6. Statute and agreement of company
 - if a company consists of one investor, only the statute is needed,
 - if a company consists of two or more investors, both statute and agreement are needed, shall be composed in Mongolian and one other foreign language chosen by investor, shall be printed 2 copies each, and each copy shall be approved by notary
7. If an investor is individual please provide a passport copy and fill the registration form for investor, If an investor is legal entity, please provide a incorporation certificate copy and a brief introduction of company
8. Investment confirmation /according to the 17.2.4 law on State registration of Legal entities/
 - Start-up investment threshold is each investor 100`000 USD
9. State stamp duty /750.000 MNT, Golomt bank-1401002649, XacBank-5001122211/
10. Power of attorney /if a company administrative, no need Power of attorney/

II. LIST OF DOCUMENTS REQUIRED FOR SETTING UP FOREIGN INVESTED PARTNERSHIP IN MONGOLIA

1. Application (UB 12) /please download this www.legal-policy.mn/
2. Verification sheet on company name
 - /acquired at the Registration of Legal Entity/
3. Notification of Bank account opening
 - /acquired at the Registration of Legal Entity/
4. Original resolution and meeting minutes of all members partnership /with official translation/
5. Partnership establishment agreement /2 copies, official translation 1copy/
6. If the founder is Mongolian citizen identity card copy, in case foreigner passport
7. Investment confirmation /according to the 3.1.5 law on investment, 17.2.4 law on state registration of legal entities/
8. Copy of registration certificate issued from state central administrative body in charge of legal issues /should show original certificate to registrar/
9. Attorney certificate to represent in court with citizen identity card copy
10. To perform on behalf of the foreign legal entity which established in abroad, approval and statement of power
11. Certificate copy of legal entity in abroad
12. State stamp duty /750.000 MNT, Golomt bank-1401002649, XacBank-5001122211/
13. Power of attorney /if a company administrative, no need Power of attorney/

III. AMENDMENT ON CHANGING OF COMPANY TYPE

1. Application (UB 04) /please download this www.legal-policy.mn/
2. Verification sheet on company name
3. Decision of shareholders with official translation /if a company consists of two or more investors, both shareholders' resolution and meeting minutes/

4. Realigned or amended statute and agreement */if a company consists of two or more investors, both statute and agreement are needed, shall be composed in Mongolian and one other foreign language chosen by investor, shall be printed 2copies each, and each copy shall be approved by notary/*
5. Assignment, Sale/donation agreement */notarized and with official translation/*
6. Passport copy of Executive director
7. If an investor is individual please provide a passport copy and fill the registration form for investor, If an investor is legal entity, please provide a incorporation certificate copy and a brief introduction of company
8. Investment confirmation */according to the 17.2.4 law on state registration of legal entities/*
 - Start-up investment threshold is each investor 100`000 USD
9. Certificate of State registration */original copy/*
10. State stamp duty */750.000 MNT, Golomt bank-1401002649, XacBank-5001122211/*
11. Power of attorney */If a company administrative no need Power of attorney/*

IV. LIST OF DOCUMENTS REQUIRED FOR SETTING UP BRANCH FOREIGN INVESTED ENTITY OF MONGOLIA IN LOCAL AREA

1. Application (UB 05) */please download this www.legal-policy.mn/*
2. Decision of shareholders with official translation */if a company consists of two or more investors, both shareholders' resolution and meeting minutes/*
3. Order of Branch
4. Citizen identity card of Branch head */copy/*
5. Certificate of State registration */original copy/*
6. State stamp duty */20.000 MNT, Golomt bank-1401002649, XacBank-5001122211/*
7. Power of attorney */If a company administrative no need Power of attorney/*

V. CERTIFICATE EXTENSION OF FOREIGN INVESTED ENTITY

1. Application (UB 05) */please download this www.legal-policy.mn/*
2. Certificate of State registration */original copy/*
3. State stamp duty */75.000 MNT, Golomt bank-1401002649, XacBank-5001122211/*
4. Power of attorney */If a company administrative no need Power of attorney/*

VI. AMENDMENTS REGARDING NEW ACTIVITIES

1. Application (UB 05) */please download this www.legal-policy.mn/*
2. Decision of shareholders with official translation */if a company consists of two or more investors, both shareholders' resolution and meeting minutes/*
3. Realigned or amended statute */2 copies and official translation 1 copy/*
4. Certificate of State registration */original copy/*
5. State stamp duty */40.000MNT, Golomt bank-1401002649, XacBank-5001122211/*
6. Power of attorney */If a company administrative no need Power of attorney/*

VII. AMENDMENTS RELATED TO THE SHAREHOLDERS

1. Application (UB 05) */please download this www.legal-policy.mn/*
2. Decision of founder with official translation */if a company consists of two or more investors, both shareholders' resolution and meeting minutes/*
3. Assignment, Sale/donation agreement */notarized and with official translation/*
4. Realigned or amended statute and agreement */if a company consists of two or more investors, both statute and agreement are needed, shall be composed in Mongolian and one other foreign language chosen by investor, shall be printed 2copies each, and each copy shall be approved by notary/*

5. If an investor is individual please provide a passport copy and fill the registration form for investor, If an investor is legal entity, please provide a incorporation certificate copy and a brief introduction of company
6. Bank description of a new investor
7. Certificate of State registration /original copy/
8. State stamp duty /40.000MNT, Golomt bank-1401002649, XacBank-5001122211/
9. Power of attorney /If a company administrative no need Power of attorney/

VIII. AMENDMENT ON EQUITY FUND

1. Application (UB 05) /please download this www.legal-policy.mn/
2. Decision of shareholders with official translation /if a company consists of two or more investors, both shareholders' resolution and meeting minutes/
3. Realigned or amended statute and agreement /if a company consists of two or more investors, both statute and agreement are needed, shall be composed in Mongolian and one other foreign language chosen by investor, shall be printed 2copies each, and each copy shall be approved by notary/
4. Bank description, account records, and real estate or property review
5. Certificate of State registration /original copy/
6. State stamp duty /40.000MNT, Golomt bank-1401002649, XacBank-5001122211/
7. Power of attorney /If a company administrative no need Power of attorney/

IX. LIST OF DOCUMENTS REQUIRED FOR UNIFICATION OF FOREIGN INVESTED LIMITED LIABILITY COMPANIES

1. Application (UB 05) /please download this www.legal-policy.mn/
2. Verification sheet on company name
3. Shareholders' decision of uniting companies with translation
4. Realigned or amended statute and agreement /2copies, official translation 1copy/
5. Asset transferring sheet
6. Conclusion of Authority for fair competition and consumer protection /according to the 8 article law on fair competition/
7. Unification agreement with official translation
8. Stamp return letter
9. Notification of Bank account opening
 - /acquired at the Registration of Legal Entity/
10. State stamp duty /40.000 MNT, Golomt bank-1401002649, XacBank-5001122211/
11. Power of attorney /If a company administrative no need Power of attorney/

X. AMENDMENT ON COMPANY NAME

1. Application (UB 05) /please download this www.legal-policy.mn/
2. Decision of shareholders with official translation /if a company consists of two or more investors, both shareholders' resolution and meeting minutes/
3. Verification sheet on company name
4. Realigned or amended statute /2 copies and official translation 1 copy/
5. Advertisement in Daily news /original/
6. Certificate of State registration /original copy/
7. State stamp duty /40.000MNT, Golomt bank-1401002649, XacBank-5001122211/
8. Power of attorney /If a company administrative no need Power of attorney/

XI. AMENDMENT ON OFFICIAL ADDRESS

1. Application (UB 05) /please download this www.legal-policy.mn/

2. Decision of shareholders with official translation */if a company consists of two or more investors, both shareholders' resolution and meeting minutes/*
3. Address document */leasing contract and certificate of immovable/*
4. Realigned or amended statute */2 copies and official translation 1 copy/*
5. Certificate of State registration */original copy/*
6. State stamp duty */40.000MNT, Golomt bank-1401002649, XacBank-5001122211/*
7. Power of attorney */If a company administrative no need Power of attorney/*

XII. AMENDMENT ON EXECUTIVE DIRECTOR

1. Application (UB 05) */please download this www.legal-policy.mn/*
2. Decision of founder */if a company consists of two or more investors, both shareholders' resolution and meeting minutes/*
3. Passport of Executive director */copy/*
4. Certificate of State registration */original copy/*
5. State stamp duty */10000MNT, Golomt bank-1401002649, XacBank-5001122211/*
6. Power of attorney */If a company administrative no need Power of attorney/*

XIII. AMENDMENT ON CERTIFICATE RENEW

1. Application (UB 05) */please download this www.legal-policy.mn/*
2. Decision of shareholders with official translation */if a company consists of two or more investors, both shareholders' resolution and meeting minutes/*
3. Verification sheet on company name
4. Certificate of State registration */If the certificate of state registration had lost advertisement in Daily news/ /original newspaper/*
5. State stamp duty */40.000MNT, If the company had established from the 1 January 2011 shall pay 1.847.000MNT, Golomt bank-1401002649, XacBank-5001122211 /*
6. Power of attorney */If a company administrative no need Power of attorney/*

XIV. LIST OF DOCUMENTS REQUIRED FOR ESTABLISHING THE REPRESENTATIVE OFFICE IN MONGOLIA

1. Application (UB 13) */please download this www.lega-policy.mn/*
2. Introduction and copy of the statute of a foreign legal entity
3. Copy of the incorporation certificate of foreign legal entity
4. Decision of supreme authority of company assignment to a position */with official translation/*
5. Statutes of the representative office */2 copies and official translation 1 copy/*
6. State stamp duty */1.100.000 MNT, Golomt bank-1401002649, XacBank-5001122211/*
7. Power of attorney */If a company administrative no need Power of attorney/*

XV. TERM OF REPRESENTATIVE OFFICE EXTENSION

1. Application (UB 05) */please download this www.burtgel.mn/*
2. Decision of shareholders */main company/*
3. Report of latest 2 years company activities
4. Description from Tax Authority
5. Certificate of representative office */original copy/*
6. State stamp duty */750.000MNT, Golomt bank-1401002649, XacBank-5001122211 /*
7. Power of attorney */If a company administrative no need Power of attorney/*

XVI. AMENDMENT ON EXECUTIVE DIRECTOR OF REPRESENTATIVE OFFICE

1. Application (*UB 05*) /please download this www.legal-policy.mn/
2. Shareholders decision on changing of executive director /main company/
3. Passport of Executive director /copy/
4. Certificate of State registration /original copy/
5. State stamp duty /40.000MNT, Golomt bank-1401002649, XacBank-5001122211/
6. Power of attorney /If a company administrative no need Power of attorney/

XVII. AMENDMENT ON REPRESENTATIVE OFFICE NAME

1. Application (*UB 05*) /please download this www.legal-policy.mn/
2. Shareholders decision on changing of executive director /main company/
3. Legal document issued from related governmental organization for name change of foreign legal entity
4. Certificate of State registration /original copy/
5. State stamp duty /40.000MNT, Golomt bank-1401002649, XacBank-5001122211/
6. Power of attorney /If a company administrative no need Power of attorney/

XVIII. LIST OF DOCUMENTS REQUIRED FOR ISSUE, EXTENSION AND RENEW IN THE INVESTOR CARD

NEW

1. Official letter /shall be addressed to GASR-RLED/
2. Decision for assignment /not required for the investor/
3. Application form /please download this www.legal-policy.mn/
4. If an individual, please provide a passport copy of investor
5. Description from Tax Authority
6. Certificate of State Registration/original/
7. State stamp duty /5000MNT, Golomt bank-1401001101, XacBank-5001122211/
8. Power of attorney /If a company administrative no need Power of attorney/

EXTENSION

1. Official letter /shall be addressed to GASR-RLED/
2. Passport copy /if the passport not changed /
3. Copy of State registration certificate /valid to prolongation/
4. Description from Tax Authority
5. State stamp duty /5000MNT, Golomt bank-1401001101, Xacbank-5001122211/
6. Power of attorney /If a company administrative no need Power of attorney/

LOST

1. Official letter /shall be addressed to GASR-RLED/
2. Advertisement in Daily news /original/
3. Passport copy /if the passport not change /
4. Copy of State registration certificate /valid to prolongation/
5. Description from Tax Authority
6. State stamp duty /5000MNT, Golomt bank-1401001101, XacBank-5001122211 /
7. Power of attorney /If a company administrative no need Power of attorney/