



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

- ✓ **Application** (*VB 12*) (fill the 1 copy)
- ✓ **Verification sheet on company name**
 - */acquired at the Foreign Investment and Legal Entity Registration /*
- ✓ **Original Decision for setting up foreign invested company** */with official translation/*
- ✓ **Statute and agreement of company** */Statue 2copies, Agreement 1 copy with official translation/*
 - *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,*
 - */samples of statute and agreement are purchased on www.burtgel.mn/*
- ✓ If an individual, please provide a passport copy and fill the registration form for investor,
- ✓ If a legal entity, please provide a incorporation certificate copy and a brief introduction of company
- ✓ **Bank description** */Start-up investment threshold is each investor 100`000 USD (Investment Law of Mongolia) /*
- ✓ **State stamp duty** */750.000 MNT, Khas bank 5001122211, Golomt bank 1401002649/*
- ✓ **Power of attorney** */if a company administrative, no need Power of attorney/*

SEPARATELY: 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.



**LIST OF DOCUMENTS REQUIRED FOR ESTABLISHING
THE REPRESENTATIVE OFFICE IN MONGOLIA**

- ✓ **Application** (*УБ 13*) (*fill the 1 copy*)
- ✓ **Decision of supreme authority of company assignment to a position**
/with official translation/
- ✓ **Introduction and copy of the statute of a foreign legal entity**
- ✓ **Copy of the incorporation certificate of foreign legal entity**
- ✓ **Statutes of the representative office** */2 copies and official translation 1 copy/*
- ✓ **Official address of the representative office**
- ✓ **State stamp duty** *11.100.000MNT, Khas bank 5001122211, Golomt bank 1401002649/*
- ✓ **Power of attorney** */If a company administrative no need Power of attorney/*



**THE GENERAL AUTHORITY FOR STATE REGISTRATION
DEPARTMENT OF FOREIGN INVESTMENT AND LEGAL ENTITY REGISTRATION**

**LIST OF DOCUMENTS REQUIRED FOR AMENDMENTS IN THE
CERTIFICATE OF FOREIGN INVESTED ENTITY**

TERM OF CERTIFICATE EXTENSION

- ✓ Application УБ-05
- ✓ Certificate of State registration */original copy/*
- ✓ State stamp duty */75.000 MNT, Khas bank 5001122211, Golomt bank 1401002649*
- ✓ Power of attorney */If a company administrative no need Power of attorney/*

TERM OF REPRESENTATIVE OFFICE EXTENSION

- ✓ Application УБ-05
- ✓ Decision of shareholders */main company (with official translation)/*
- ✓ Report of latest 2 years company activities
- ✓ Certificate of representative office */original copy/*
- ✓ State stamp duty */750.000MNT, Khas bank 5001122211, Golomt bank 1401002649/*
- ✓ Power of attorney */If a company administrative no need Power of attorney/*

AMENDMENTS RELATED TO THE SHAREHOLDERS

- ✓ Application УБ-05
- ✓ Decision of founder, with official translation */if a company consists of two or more investors, both shareholders' resolution and meeting minutes/*
- ✓ Assignment */sale, donation/ agreement /*
- ✓ Realigned or amended statute */2 copies and official translation 1 copy/*
- ✓ Passport copy and registration form of a new investor; Copy of certificate and a brief introduction if a legal entity
- ✓ Bank description of a new investor
- ✓ Certificate of State registration */original copy/*
- ✓ State stamp duty */40.000MNT, Khas bank 5001122211, Golomt bank 1401002649/*
- ✓ Power of attorney */If a company administrative no need Power of attorney/*

AMENDMENT ON EQUITY FUND

- ✓ Application УБ-05
- ✓ Decision of shareholders with official translation */if a company consists of two or more investors, both shareholders' resolution and meeting minutes/*
- ✓ Realigned or amended statute */2 copies and official translation 1 copy/*
- ✓ Bank description, account records, and real estate or property review
- ✓ Assignment agreement if changes occur in the shares
- ✓ Certificate of State registration */original copy/*
- ✓ State stamp duty */40.000MNT, Khas bank 5001122211, Golomt bank 1401002649/*
- ✓ Power of attorney */If a company administrative no need Power of attorney/*

AMENDMENTS REGARDING NEW ACTIVITIES

- ✓ Application УБ-05
- ✓ Decision of shareholders with official translation */if a company consists of two or more investors, both shareholders' resolution and meeting minutes/*
- ✓ License */original and with copy/*
- ✓ Realigned or amended statute */2 copies and official translation 1 copy/*
- ✓ Certificate of State registration */original copy/*
- ✓ State stamp duty */40.000MNT, Khas bank 5001122211, Golomt bank 1401002649/*
- ✓ Power of attorney */If a company administrative no need Power of attorney/*

AMENDMENT ON COMPANY NAME

- ✓ Application УБ-05
- ✓ Decision of shareholders with official translation /if a company consists of two or more investors, both shareholders' resolution and meeting minutes/
- ✓ Verification sheet on company name
- ✓ Realigned or amended statute /2 copies and official translation 1 copy/
- ✓ Description from Tax Authority
- ✓ Certificate of State registration /original copy/
- ✓ State stamp duty /40.000MNT, Khas bank 5001122211, Golomt bank 1401002649/
- ✓ Power of attorney /If a company administrative no need Power of attorney/

AMENDMENT ON OFFICIAL ADDRESS

- ✓ Application УБ-05
- ✓ Decision of shareholders with official translation /if a company consists of two or more investors, both shareholders' resolution and meeting minutes/
- ✓ Address document /leasing contract and certificate of immovable/
- ✓ Realigned or amended statute /2 copies and official translation 1 copy/
- ✓ Certificate of State registration /original copy/
- ✓ State stamp duty /40.000MNT, Khas bank 5001122211, Golomt bank 1401002649/
- ✓ Power of attorney /If a company administrative no need Power of attorney/

AMENDMENT ON EXECUTIVE DIRECTOR

- ✓ Application УБ-05
- ✓ Decision of founder /if a company consists of two or more investors, both shareholders' resolution and meeting minutes/
- ✓ Passport of Executive director /copy/
- ✓ Certificate of State registration /original copy/
- ✓ State stamp duty /10 000MNT, Khas bank 5001122211 Golomt bank 1401002649/
- ✓ Power of attorney /If a company administrative no need Power of attorney/

AMENDMENT ON CERTIFICATE RENEW

- ✓ Application УБ-05
- ✓ Decision of shareholders with official translation /if a company consists of two or more investors, both shareholders' resolution and meeting minutes/
- ✓ Realigned or amended statute /2 copies and official translation 1 copy/
- ✓ Verification sheet on company name
- ✓ Account description
- ✓ If lost advertisement in Daily news /original/
- ✓ Address document /leasing contract and certificate of immovable/
- ✓ Certificate of State registration /original copy/
- ✓ State stamp duty /44 000MNT, Khas bank 5001122211 Golomt bank 1401002649/
- ✓ Power of attorney /If a company administrative no need Power of attorney/

AMENDMENT ON CHANGING OF COMPANY TYPE

- ✓ Application УБ-04
- ✓ Decision of shareholders with official translation /if a company consists of two or more investors, both shareholders' resolution and meeting minutes/
- ✓ Assignment /sale, donation/ agreement /
- ✓ Verification sheet on company name /acquired at the Registration of Legal Entity/
- ✓ Realigned or amended statute /2 copies and official translation 1 copy/ /if a company consists of two or more investors, both shareholders' resolution and meeting minutes/
- ✓ Passport copy of Executive director
- ✓ If a legal entity, please provide a incorporation certificate copy and a brief introduction of company
- ✓ Certificate of State registration /original copy/
- ✓ State stamp duty /750.000 MNT, Khas bank 5001122211 Golomt bank 1401002649/
- ✓ Power of attorney /If a company administrative no need Power of attorney/

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

NEW

- ✓ Official letter /shall be addressed to GASR-RLED/
- ✓ Decision for assignment, with official translation /not required for the investor/
- ✓ Application
- ✓ If an individual, please provide a passport copy of investor
- ✓ Description from Tax Authority
- ✓ Certificate of State Registration/original/

- ✓ State stamp duty /5.000MNT, *Khas bank 5001122211 Golomt bank 1401002649/*

- ✓ Power of attorney /*If a company administrative no need Power of attorney/*

EXTENSION

- ✓ Official letter /shall be addressed to GASR-RLED/
- ✓ Passport copy /if the passport not changed /
- ✓ Copy of State registration certificate /valid to prolongation/
- ✓ Description from Tax Authority
- ✓ State stamp duty /5.000MNT, *Khas bank 5001122211 Golomt bank 1401002649/*
- ✓ Power of attorney /*If a company administrative no need Power of attorney/*

LOST

- ✓ Official letter /shall be addressed to GASR-RLED/
- ✓ Advertisement in Daily news /*original/*
- ✓ Passport copy /if the passport not change /
- ✓ Copy of State registration certificate /valid to prolongation/
- ✓ Description from Tax Authority
- ✓ State stamp duty /5.000MNT, *Khas bank 5001122211 Golomt bank 1401002649/*
- ✓ Power of attorney /*If a company administrative no need Power of attorney/*