

## **SPECIAL LICENSE FOR THE TOURISM SECTOR**

(Translated)

### **List of required documents for Certificate of Classification of the tour organization**

1. Official request letter (Request should be addressed to Mongolia Tourism Association)  
Write with name and address of the organization on official blank. /determine the classifications clearly as ***international tour operator, inbound tour operator, outbound tour operator, domestic tour operator and tour agent!***
2. Copy of State Registration Certificate of legal entity (*with Registration of Director's appointment or if its company with foreign investment, with decision of director's appointment*)
3. Fill the application form for company information
4. Completed CVs of 2 employees in charge of tourism /excluding director and deputy director/
5. Copy of diploma, certificate of tourism officers (with notarized copy)
6. Copy of labor contract with professional officials (with original copy)
7. Copy of a rent agreement or if it is own property, copy of a real estate certificate
8. Business plan of activity (at least 10 pages) including:
  - Company introduction
  - Market research
  - Planned business activity
  - Tour program, package price survey
9. Certificate fee 100 000 Tugriks (*one hundred thousand*). Copy of bank receipt

### **International tour or outbound tour activity should prepare following additional documents:**

1. Draft of the contract with tourists
2. The program of the Tour, package price survey
3. Copy of the contract with insurance companies
4. Copy of the contract with foreign partners
5. Financial guarantee of organization (Official letter and bank account description)

### **List of required documents to extend the Certificate of Classification of tour organization**

1. Official request letter (*Request should be addressed to Mongolian Tourism Association*).  
Official letter should be on the official blank of the company
2. Copy of State Registration Certificate of legal entity (*with Registration of Director's appointment or if its company with foreign investment, with decision of director's appointment*)
3. Fill the application form of brief introduction in table to extend the Certificate of Classification of tourism (***AЖ-1*** Application form)
1. Latest Certificate of classification of tourism organization /previous year's/
2. Extension fee 50 000 MNT (fifty thousand), or Copy of bank receipt

**Account information:**

Bank: GOLOMT BANK

Account holder: Mongolian Tourism Association

Account number: 11 05 03 90 07

Disposer:(Name of organization)

Transaction value: Certificate fee

Mongolia Tourism Association shall issue the request of tourist organization within 10 working days from the date of receipt of the request. If the materials attached to the request is not inadequate for the requirements, required to re-clarify or to provide additional materials from the the applicant.

**Material acceptance schedule:** Every Wednesday, Friday of the week 3p.m. – 6p.m

Source: <http://www.travelmongolia.org/pages/certificate-regulations>