

# Establishment of Representative Office in Mongolia

## I. Summary

As the New Investment Law of Mongolia was enacted on November 2013, only General Registration Agency is now in charge of registering representative offices. The agency took this duty just recently and not everything (by-laws, regulations, procedures) are in place and ready.

## II. Required Documents:

1. Application letter to General Registration Agency of Mongolia
  - original shall be in Mongolian (may be additional Japanese/English version) by new requirement of the agency
2. Resolution of the Board of Directors Meeting regarding establishment of the representative office
  - original shall be in Mongolian (may be additional Japanese/English version) by new requirement of the agency
  - It shall include appointment of the Director of the representative office
3. Notarized copy of passport of the Director of the representative office
4. CV of the Director of the representative office
5. Notarized copy of Certification of the Company (together with the translation)
6. Notarized copy of Charter of the Company (with translation)
7. Charter of the representative office
  - original shall be in Mongolian (may be additional Japanese/English version)
8. Rent agreement of the representative office

## III. Required cost:

- Stamp duty of MNT 1,100,000
- Notarization cost of around USD 100

## IV. Required time:

- 14 working days after submission of all necessary documents to the General Registration Agency.