

INITIAL REGISTRATION OF LAND OWNERSHIP RIGHTS IN STATE REGISTRATION OF RIGHTS

REQUIRED DOCUMENTS	
1	Application
2	Decision on the issuance of land ownership
3	Land cadastral map registered in the land cadaster database (original copy)
4	Land condition and state quality assurance assessment
5	Service fee: free
<p>If required, if an owner is a citizen, a copy of citizen identity card, or if the owner is a legal entity, a copy of state registration certificate and charter of legal entity shall be needed.</p>	
<p>Registration period: For initial registration of immovable property ownership, whether to register in state registration of rights shall be decided and the applicant shall be notified within 5 working days after the receipt of original copies of relevant documents.</p>	
<p>Articles and provisions of law: 7.1, 10.1, 10.6 of Law on state registration of property rights, 182.1 of The Civil code.</p>	

REGISTRATION OF PRIVATE HOUSE (APARTMENT) OWNERSHIP RIGHTS IN STATE REGISTRATION OF RIGHTS

REQUIRED DOCUMENTS	
1	Application
2	Verification document of ownership
3	Decision on the issuance of land ownership (with Governor's resolution and appendix)
4	Certificate for land possession right or contract, if there is land which has the right to possess
5	Land cadastral map registered in the land cadaster database (original copy)
6	Land condition and state quality assurance assessment
7	Private house's design (with size of the property)

8	Four-sided full image of the private house
3	Address of the private house issued by a competent authority
4	Stamp duty fee: 0,01% of the value
If required, if an owner is a citizen, a copy of citizen identity card, or if the owner is a legal entity, a copy of state registration certificate and charter of legal entity shall be needed.	
Registration period: It shall be decided whether to register in state registration of rights and the applicant shall be notified within 5 working days after the receipt of original copies of relevant documents.	
Articles and provisions of law: 7.1, 10.1 and 10.6 of Law on state registration of property rights, 182.1 of The Civil code.	

REGISTRATION OF PRIVATIZED (BY THE STATE) APARTMENT OWNERSHIP RIGHTS IN STATE REGISTRATION OF RIGHTS

REQUIRED DOCUMENTS	
1	Application
2	Certificate for apartment ownership issued by the Committee of Housing Privatization (original copy)
3	Decision of an authorized person that determined the owner
4	Service fee: 5.000 MNT (ordinary), 10.000 MNT (promptly)
If required, if an owner is a citizen, a copy of citizen identity card, or if the owner is a legal entity, a copy of state registration certificate and charter of legal entity shall be needed.	
Registration period: It shall be decided whether to register in state registration of rights and the applicant shall be notified within 5 working days or 8 hours of work (if it is promptly) after the receipt of original copies of relevant documents.	
Articles and provisions of law: 7.1, 10.6 of Law on state registration of property rights, 182.1 of The Civil code.	

**INITIAL REGISTRATION OF NEWLY CONSTRUCTED APARTMENT,
GARAGE AND CONSTRUCTION FOR PUBLIC SERVICE'S
OWNERSHIP RIGHTS IN STATE REGISTRATION OF RIGHTS**

REQUIRED DOCUMENTS	
1	Application
2	Order contract for apartment /garage, construction for public service/ or other contracts for ownership (copy shall be notarized)
3	Description of completion of fee (by an authorized person)
4	Address of the immovable property location issued by a competent authority (copy)
5	Assessment of the state commission for the commissioning of construction (copy)
6	Construction design (related areas of the immovable property)
7	Construction's four-sided full image (maybe highlight the window of the immovable property)
8	Service fee: free
9	Stamp duty fee: 0,01% of the value
<p>If required, if an owner is a citizen, a copy of citizen identity card, or if the owner is a legal entity, a copy of state registration certificate and charter of legal entity shall be needed.</p>	
<p>Registration period: For initial registration of immovable property ownership, whether to register in state registration of rights shall be decided and the applicant shall be notified within 5 working days after the receipt of original copies of relevant documents.</p>	
<p>Articles and provisions of law: 7.1, 10.5, 10.6 of Law on state registration of property rights, 182.1 of The Civil code.</p>	

**INITIAL REGISTRATION OF IMMOVABLE PROPERTY OWNERSHIP
RIGHTS, EXCEPT FOR LAND, IN STATE REGISTRATION OF
RIGHTS**

REQUIRED DOCUMENTS	
1	Application
2	Verification document of ownership

3	Certificate for land ownership, possession and use right (copy of one of these certificates)
4	Land cadastral map registered in the land cadaster database (original copy)
5	Apartment and the immovable property's design (with size of the property)
6	Four-sided full image of the apartment and the immovable property
7	Address of the apartment and the immovable property location issued by a competent authority
8	Other verification documents
9	Service fee: free
10	Stamp duty fee: 0,01% of the value
If required, if an owner is a citizen, a copy of citizen identity card, or if the owner is a legal entity, a copy of state registration certificate and charter of legal entity shall be needed.	
Registration period: For initial registration of immovable property ownership, whether to register in state registration of rights shall be decided and the applicant shall be notified within 5 working days after the receipt of original copies of relevant documents.	
Articles and provisions of law: 7.1, 10.1, 10.6 of Law on state registration of property rights, 182.1 of The Civil code.	

REGISTRATION OF PROCUREMENT CONTRACT IN STATE REGISTRATION OF RIGHTS

REQUIRED DOCUMENTS	
1	Application
2	Procurement contract (notarized copy)
3	Certificate for immovable property ownership (original copy)
4	Receipt of tax on income from purchasing of immovable property
5	Service fee: 20.000 MNT (ordinary), 40.000 MNT (promptly)

If required, if an owner is a citizen, a copy of citizen identity card, or if the owner is a legal entity, a copy of state registration certificate and charter of legal entity shall be needed.

Registration period: It shall be decided whether to register in state registration of rights and the applicant shall be notified within 3 working days or 8 hours of work (if it is promptly) after the receipt of original copies of relevant documents.

Articles and provisions of law: 7.1, 11.1, 11.2 of Law on state registration of property rights, 189.1 of The Civil code.

REGISTRATION OF GIFT AGREEMENT IN STATE REGISTRATION OF RIGHTS

REQUIRED DOCUMENTS	
1	Application
2	Gift agreement (notarized copy)
3	Certificate for immovable property ownership (original copy)
4	Service fee: 20000 MNT (ordinary), 40000 MNT (promptly)
<p>If required, if an owner is a citizen, a copy of citizen identity card, or if the owner is a legal entity, a copy of state registration certificate and charter of legal entity shall be needed.</p>	
<p>Registration period: It shall be decided whether to register in state registration of rights and the applicant shall be notified within 3 working days or 8 hours of work (if it is promptly) after the receipt of original copies of relevant documents.</p>	
<p>Articles and provisions of law: 7.1, 11.1, 11.2 of Law on state registration of property rights, 182.1 of The Civil code.</p>	

REGISTRATION OF TRADE CONTRACT IN STATE REGISTRATION OF RIGHTS

REQUIRED DOCUMENTS	
1	Application
2	Trade contract (original copy)

3	Certificate for immovable property ownership (original copy)
4	Service fee: 20.000 MNT (ordinary), 40.000 MNT (promptly)
If required, if an owner is a citizen, a copy of citizen identity card, or if the owner is a legal entity, a copy of state registration certificate and charter of legal entity shall be needed.	
Registration period: It shall be decided whether to register in state registration of rights and the applicant shall be notified within 3 working days or 8 hours of work (if it is promptly) after the receipt of original copies of relevant documents.	
Articles and provisions of law: 7.1, 11.1, 11.2 of Law on state registration of property rights, 182.1 of The Civil code.	

REGISTRATION OF THE CHANGE OF CO-OWNER CONTRACT IN THE STATE REGISTRATION OF RIGHTS

REQUIRED DOCUMENTS	
1	Application
2	Contract (original copy)
3	Certificate for immovable property ownership rights (original copy)
4	Service fee: 8.000 MNT (ordinary), 16.000 MNT (promptly)
If required, if an owner is a citizen, a copy of citizen identity card, or if the owner is a legal entity, a copy of state registration certificate and charter of legal entity shall be needed.	
Registration period: It shall be decided whether to register in state registration of rights and the applicant shall be notified within 3 working days or 8 hours of work (if it is promptly) after the receipt of original copies of relevant documents.	
Articles and provisions of law: 7.1, 11.1, 11.2 of Law on state registration of property rights, 182.1 The Civil code.	

REGISTRATION OF RIGHT TO INHERIT IN STATE REGISTRATION OF RIGHTS

REQUIRED DOCUMENTS	
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1	Application
2	Certificate of inheritance (original copy)
3	Certificate for immovable property ownership rights from state registration of rights (original copy)
4	Service fee: 20.000 MNT (ordinary), 40.000 MNT (promptly)
If required, if an owner is a citizen, a copy of citizen identity card, or if the owner is a legal entity, a copy of state registration certificate and charter of legal entity shall be needed.	
Registration period: It shall be decided whether to register in state registration of rights and the applicant shall be notified within 3 working days or 8 hours of work (if it is promptly) after the receipt of original copies of relevant documents.	
Articles and provisions of law: 7.1, 11.1, 11.2 of Law on state registration of property rights, 519-515, 520-522, 531 of The Civil code.	

REGISTRATION OF TRANSFER OWNERSHIP RIGHTS IN STATE REGISTRATION OF RIGHTS BY COURT OR ARBITRAL DECISION

REQUIRED DOCUMENTS	
1	Application
2	Court or arbitral decision
3	Relevant documents if the court decision has been executed
4	Certificate for immovable property ownership rights (original copy)
5	Service fee: 20.000 MNT (ordinary), 40.000 MNT (promptly)
If required, if an owner is a citizen, a copy of citizen identity card, or if the owner is a legal entity, a copy of state registration certificate and charter of legal entity shall be needed.	
Registration period: It shall be decided whether to register in state registration of rights and the applicant shall be notified within 3 working days after the receipt of original copies of relevant documents.	
Articles and provisions of law: 7.1, 11.1, 11.2-11.6 of Law on state registration of property rights.	

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REGISTRATION OF IMMOVABLE PROPERTY MORTGAGE AGREEMENT IN STATE REGISTRATION OF RIGHTS

REQUIRED DOCUMENTS	
1	Application
2	Loan and mortgage agreement (notarized copy)
3	Certificate for immovable property ownership rights from state registration of rights (original copy)
4	Pledge certificate if it is specified in the agreement as the pledge right certified by the pledge certificate (original copy)
5	Service fee: considered 0.05 percent of value on commitment to be provided as pledge, if promptly, 0.1 percent.
	Service fee: Registration of change of immovable property mortgage agreement in the state registration of rights: 5.000 MNT (ordinary), 10.000 MNT (promptly)
6	Pledge certificate 3.000 MNT (ordinary), 6.000 MNT (promptly)
If required, if an owner is a citizen, a copy of citizen identity card, or if the owner is a legal entity, a copy of state registration certificate and charter of legal entity shall be needed.	
Registration period: It shall be decided whether to register in state registration of rights and the applicant shall be notified within 3 working days or 8 hours of work (if it is promptly) after the receipt of original copies of relevant documents.	
Articles and provisions of law: 7.1, 15.1, 16 of Law on state registration of property rights.	

REGISTRATION OF TERMINATION OF PLEDGE RIGHT

REQUIRED DOCUMENTS	
1	Application
2	Request, description, negotiation of pledgee or a decision by court or arbitration
3	Pledge certificate (original copy)

4	Service fee: free
If required, if an owner is a citizen, a copy of citizen identity card, or if the owner is a legal entity, a copy of state registration certificate and charter of legal entity shall be needed.	
Registration period: It shall be decided whether to register in state registration of rights and the applicant shall be notified within 3 working days after the receipt of original copies of relevant documents.	
Articles and provisions of law: 7.1, 21.1 of Law on state registration of property rights.	

REGISTRATION OF SERVITUDE IN STATE REGISTRATION OF RIGHTS

REQUIRED DOCUMENTS	
1	Application
2	Servitude contract (notarized copy)
3	If public servitude is established on the land under the ownership of a citizen as specified in Paragraph 33.1 of the Law on Allocation of Land to Mongolian Citizens for Ownership, the application shall be accompanied with a soum or district governor's decision on the establishment of public servitude.
4	Service fee: 10.000 MNT (ordinary), 20.000 MNT (promptly)
If required, if an owner is a citizen, a copy of citizen identity card, or if the owner is a legal entity, a copy of state registration certificate and charter of legal entity shall be needed.	
Registration period: It shall be decided whether to register in state registration of rights and the applicant shall be notified within 3 working days or 8 hours of work (if it is promptly) after the receipt of original copies of relevant documents.	
Articles and provisions of law: 7.1, and 23 of Law on state registration of property rights and 151 of the Civil Code.	

REGISTRATION OF USUFRUCT IN STATE REGISTRATION OF RIGHTS

REQUIRED DOCUMENTS	
1	Application (only owner)

2	Contract (original copy or notarized copy if it is specified in the contract)
3	If a possessor of usufruct is to pledge or rent the immovable property, it shall be registered in state registration of rights as specified in this Law and the application shall be accompanied with a notarized copy of its possessor's consent specified in Paragraph 152.2 of the Civil Code.
4	When registering usufruct, a contract obligating has been registered, the written consent of the person whose interests may be affected shall be attached.
5	Service fee: 10.000 MNT (ordinary), 20.000 MNT (promptly)
If required, if an owner is a citizen, a copy of citizen identity card, or if the owner is a legal entity, a copy of state registration certificate and charter of legal entity shall be needed.	
Registration period: It shall be decided whether to register in state registration of rights and the applicant shall be notified within 3 working days or 8 hours of work (if it is promptly) after the receipt of original copies of relevant documents.	
Articles and provisions of law: 7.1, and 25 of Law on state registration of property rights and 152 of the Civil Code.	

RE-ISSUANCE OF LOST CERTIFICATE

REQUIRED DOCUMENTS	
1	Application
2	Request by the applicant (with owners' signature and shall be notarized)
3	Advertisement to have the certificate invalidated in a newspaper (original copy of the newspaper)
4	Service fee: 20.000 MNT
If required, if an owner is a citizen, a copy of citizen identity card, or if the owner is a legal entity, a copy of state registration certificate and charter of legal entity shall be needed.	
Registration period: It shall be considered invalid by a decision of the general state inspector and a state registrar shall re-issue the certificate within 15 working days.	
Articles and provisions of law: 5.5 and 5.5.3 and of Law on state registration of property rights.	

RE-ISSUANCE OF DAMAGED OR DESTROYED CERTIFICATE

REQUIRED DOCUMENTS	
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1	Application
2	Request by the applicant
3	Certificate which is damaged or destroyed
4	Assessment on destroyed certificate from relevant authority (In case of destruction of the certificate due to flood or fire)
5	Service fee: 20.000 MNT
<p>If required, if an owner is a citizen, a copy of citizen identity card, or if the owner is a legal entity, a copy of state registration certificate and charter of legal entity shall be needed.</p>	
<p>Registration period: In cases other than stated in paragraphs 5.6 and 5.7 of this law, a state registrar shall re-issue the certificate within 10 working days.</p>	
<p>Articles and provisions of law: 5.5 of Law on state registration of property rights.</p>	

TERMINATION OF STATE REGISTRATION OF RIGHTS

REQUIRED DOCUMENTS	
1	Application
2	Request by the applicant
3	Relevant verification documents
4	Service fee: free
<p>If required, if an owner is a citizen, a copy of citizen identity card, or if the owner is a legal entity, a copy of state registration certificate and charter of legal entity shall be needed.</p>	
<p>Articles and provisions of law: 14.1 of Article 14 of Law on state registration of property rights “State registrar shall close the state registration of rights in the following cases by the decision of the head of state administrative organ in charge of state registration, based on the applicant’s request, relevant verification documents and state inspector’s conclusion:”</p>	

