

## ***Electronic signature is introduced for social insurance return filing***

### **Contacts:**

#### **Michael Ahern**

Partner & TLS Leader  
michael.ahern@kz.pwc.com

#### **Tsendmaa Choijamts**

Executive Director, Tax Services  
tsendmaa.choijamts@mn.pwc.com

#### **Maryna Tarnavska**

Manager, Tax Services  
tarnavska.maryna@mn.pwc.com

#### **PwC Tax TMZ LLC**

Central Tower 6th floor.  
Suite 603, Ulaanbaatar  
14200, Mongolia  
Tel : + 976 70009089  
Fax : +976 11 322068

**[www.pwc.com/mn](http://www.pwc.com/mn)**

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### ***Entities are required to use e-signature when filing social insurance returns starting from June 2016***

Following the Law of Mongolia on Electronic signature dated December 15, 2011, the Social Insurance Authority issued a notification, under which starting from 1<sup>st</sup> of June 2016, entities are required to submit their social insurance returns using e-signature, while filing in hard copy is no more required.

Steps to be followed in order to get e-signature.

- Register the entity with a MonPass Ca website ([www.monpass.mn](http://www.monpass.mn));
- Log in the system and fill in application form for an E-signature certificate;
- Prepare a set of required documents (contract, official letter, copy of state registration certificate and responsible person's ID card and power of attorney if necessary);
- Make payments for e-signature and e-token storage;
- Visit one of the MonPass Ca's contracted registration places with required documents including payment receipt and get e-token driver;
- Download certificate in e-token driver.

Entities should obtain its e-signature within this month following above stated steps. You could refer to MonPass Ca's website for detailed information.