**Unofficial translation**

**Attachment 4 to the order of Minister of Mining and heavy industry, No. A/37 of 2020**

Guidelines to fill in a Report on performance of the Entity engaged in Petroleum exploration, and extraction for year of 20… (3-EITI-2)

The entity engaged in Petroleum exploration and extraction shall submit this report to Mongolia EITI E-reporting portal before April 15th of following calendar year.

EITI Secretariat shall submit a reconciled report of entities electronically to the National Statistical Committee before May 15th of the same calendar year.

**I. Address section**

**Address of entity**. An entity shall fill out a name and registration of entity without abbreviation and clearly as specified in the certificate.

It shall fill out indicators such as name and residence with reference of aimag, capital city, soum, district, bagh, horoo, street, microdistrict, building, fence and gate number, where located.

**Information of person to contact.**  This section shall be filled out with reference such as first and last name of chief of entity, or accountant, official position, office and cell phone, E-mail.

**Form of liabilities and property.** An entity shall select a respective code of form of liabilities and property. If entity is joint venture, percentage of private ownership, if state joint venture, percentage of state property, if local joint venture, percentage of local property, if private joint venture, percentage of foreign property shall be filled out.

**Type of activities.** Type of activities shall be clearly and in detailed way filled out in accordance with sectoral categorization of all economic form of activities. At first, the core then secondary and third form of activities shall be filled out.

**II.MAJOR INFORMATION**

**1.RESERVES INFORMATION**

This section shall be filled out by only license holders such as state property economic entities.

48.12 of the Mining Law stipulates: “Independent judgements over Report of exploration work specified in 48.3 and production of feasibility study specified in 48.6.1 of this law, shall be conducted by professional specialist, legitimate legal entity, and therefore Mineral resources professional council shall discuss geological study-work under state budget funds on territory of Mongolia, calculations of results of exploration work of all type minerals, report with economic calculations, feasibility study of mineral deposit or mining production, and oil study-work, draft work, plan and findings related to other operations, submitted by exploration and production license holders, issue a professional recommendations over in compliance with relevant laws, charters and research methodologies, and judgements, and shall have non-executive status.

**Row 1-2** shall have date of meeting and reference number of decisions of the Mineral resources professional council of Mineral and Petroleum Authorities, which discussed minerals field.

**Row 3-4** shall have date of meeting and reference number of decisions of the Mineral resources professional council of Mineral and Petroleum Authorities, which registered reserves.

**Row 5** shall have estimation of reserves specified in the feasibility study in tugrug value.

**Row 6** shall have size of initial reserves as referred in feasibility study, which shall be expressed in relevant unit of measurement.

**2.PROJECT LEVEL INFORMATION**

A project means activities regulated by single agreement, or license, or concession, or package of legal documents and agreements co-related, basic condition of payments to the State.

A co-related agreement shall mean interconnected contracts, license, concession in terms of activities and geography, or package of similar contracts and agreements, or concluded with the Government and payment liabilities are specified, correlated contracts by contents. Such agreement is generally regulated by a single agreement, joint venture agreement, production sharing agreement, or legal agreement with common regulation.

If respective economic entity is implementing 2 or more projects, then additional page shall be for information.

**Row 1** shall have given name of the Project.

**Row 2** shall have dates of Contracts, and if Project has several contracts, date of very first contract shall be filled out,

**Row 3-4** have date and reference No. of decision of Mineral resources professional council, which discussed feasibility study.

**Row 5** shall have duration specified in feasibility study but in years.

**Row 6** shall have investment volume specified in feasibility study but in tugrug.

**Row 7** shall have total investment since launch of Project, in tugrug.

**Row 8** shall have total planned investment of reported year, but in tugrug.

**Row 9** shall have actual investment of reported year, but in tugrug.

**Row 10** shall have annual capacity specified by feasibility study, in relevant unit of measurement.

**Row 11** shall have quantity of product since launch of Project, in relevant unit of measurement in accumulated value.

**Row 12** shall have quantity of product of reported year, in relevant unit of measurement.

**Row 13** shall have **q**uantity of product planned for following year, in relevant unit of measurement.

**3. INFORMATION ON QUALITY OF FINANCIAL REPORT**

This section shall be filled out with information on compliance of standards specified in art.4 of Accounting law, and international standard specified in art.5 of the Audit law by the economic entities, and be publicly available.

**Row 1** shall havequestion whetherthe international standard of financial reporting complied with, if yes pick 1, if not pick 2.

**Row 2** shall havequestion whether audit performed in financial statements, if yes pick 1, if not pick 2.

**Row 3** shall have question whether audit performed in compliance with international audit standardif yes pick 1, if not pick 2.

**Row 4** shall have name of company, which conducted audit.

**Row 5** shall have type of audit conclusion over financial statements, if no fault, pick 1, if fault, pick 2, if negative conclusion, pick 3, if refused to give conclusion pick 4.

**4.INFORMATION ON EMPLOYEE**

**Employees** mean thoseindividuals, who participate in economic activities to earn salary and income, engaged in work. Information of employees shall be filled out disaggregated by gender and age.

**Number of employees** shall equal to the sum of numbers of national and foreign workers.

**Local workers** shall mean individuals working and recruited from local area surrounding mining operation. This shall mean a number less than total number of national employees.

**Engineers and technicians** will mean those specialists, who educated as engineers and obtained high and special professional certificate. This shall mean a number less than total number of employees

The sum of Column 1 shall be equal to the sum of Column 2-5.

**5.INFORMATION ON PRODUCTION SHARING AGREEMENT**

A production sharing agreement shall a document concluded based on agreement Petroleum Authorities and contractor company. The Contractor company pays every field deposit to the Government in accordance with the law of Mongolia on oil and its implementing procedure and “a field deposit shall mean payment for exercise privilege in regard to run operation connected to oil in the contract field by contractor.

**Column А** shall have name of contracted field under production sharing agreement, name per each field.

**Column 1-2** shall have a date and No. of Resolution of the Government relevant to Production sharing agreement.

**Column 3** shall have name of contractor –economic entity relevant to Production sharing agreement.

**Column 4** shall have name of Contract parties. There shall be 3rd contracting parties except 2 prime parties such as Government and Contracting Company.

**Column 5** shall have date of conclusion of production sharing agreement.

**Column 6** shall have share entitled for the Government under production sharing agreement.

**Column 7-8** shall have the date and reference No. of Ministerial order on grant of license

**Column 9** shall have the date of expiry of the license.

**6.INFORMATION ON PRODUCTION AND SALE OF OIL**

Information of oil exploration and production periods shall be filled out per each own contract field.

**Column А** shall have name of each oil exploration and production field.

**Column 1-2** shall have a physical quantity of oil production and value per each oil field.

**Column 3-4** shall have a physical quantity of oil sale and value per each oil field.

**Column 5-6** shall have share entitled for the Government from the sale of oil under production sharing agreement.

Monetary value of extraction and production of product shall be defined as cost and expenses of producer, however, value of the sale shall price paid by buyers.

**7.INFORMATION ON REHABILIATED FIELD**

**Column 1-2** shall have indication of planned physical size and monetary values.

**Colum 3-4** shall have indications of actual executed size and monetary value.

**Row 1** shall be filled out with total area size consigned for mining in hectares. An area consigned for mining means land defined by coordinates of licensed area.

**Row 2** shall be filled out with land destroyed size in hectares. Destroyed land shall mean land as result of operation, lost original values, became as source of negative impact on environment.

**Row 3** shall have a total size of field rehabilitated damaged because of mining operation in hectares. The total size of rehabilitated field shall be equal to size of fields of technical and biological rehabilitation.

**Row 4** shall have a size of field where technical rehabilitation is conducted in hectares because of mining operation. The technical rehabilitation means rehabilitation of damaged land is executed in form of repair and refurbishment for certain purposes.

**Row 5** shall have a size of field where biological rehabilitation is conducted in hectares because of mining operation. The biological rehabilitation means complex activities of agrotechnical and phyto-meloration character to restore biologically valuable of damaged land.

**Row 6** shall have size of rehabilitated field with internal dump in cubic meters.

**Row 7** shall have size of substituted rehabilitation of damaged land because of mining operation in hectares.

**Row 8** shallhave sum of monetary value of planned and executed deposit at special account for rehabilitation guarantee of protection of environment and value in tugrug.

**Row 9** shall have size of rehabilitation cost, planned and executed out of deposits of protection of environment in reported year and value in tugrug.

**8.INFORMATION ON OFFICIAL TAXES, PAYMENT, FEES AND DIVIDENDS PAID TO THE STATE BUDGET**

The section shall have indication of paid official taxes, payments, fees and other taxes to the state budget, disaggregated by type specified in templates and shall be based on cash accounting principles.

Official tax means a monetary value collected by the state by size and percentage defined by law from value of revenue, income, assets of economic entity.

**Column 1** shall have tugrug value of paid official taxes, payments, fees and other taxes to the state budget by economic entity for reporting year.

**Row 1** shall have value of total official taxes paid by economic entity to the state budget in reported year. Official tax shall mean corporate income tax, customs tax, value added tax, excise tax of auto-gasoline and diesel fuel, tax of auto-gasoline and diesel fuel. Sum of row 1 shall equal to sum of rows 2-6.

**Row 2** shall have the paid corporate income tax to the state budget in reported year in tugrug value. The corporate income tax is consisted of revenue of dividends, revenue of right’s charge, revenue of interest, revenue of sale of rights, remitted profit from shared to representative office of foreign economic entity, tax from dividend and payment for issuing guarantee collected from tax-payer registered to operate in Mongolia, but not located in the territory of Mongolia, from payment paid to management expenses, revenue from fee for rights of tax-payer not located in the territory of Mongolia, from revenue of interest for financial leasing, from leasing payment, revenue for use of physical and non-physical assets, revenue of sold goods, executed work and rendered service of tax-payer registered to operate in Mongolia, but not located in the territory of Mongolia.

**Row 3** shall have the paid customs tax to the state budget in reported year in tugrug value. “Customs tax” means an official tax levied, collected and to be paid in compliance with customs tariff for the goods imported or exported. If a value added tax is paid along with customs tax, it shall be registered separately from customs tax.

**Row 4** shall have sum of the paid value added tax to the state budget by economic entity. A value added tax means a tax collected from purchase by producer and whole sellers of raw materials, materials, semi-processed products, ready-made products, also collected from sale of semi-processed and read-made products, produced themselves from buyers.

**Row 5** shall have tugrug value of paid excise tax by economic entities for automobile gasoline and diesel fuel for reporting year. This row shall cover rate of paid excise tax for automobile gasoline and diesel fuel in compliance with Law on excise tax law, and also paid at the rate fixed by the Government considering specifics of the sector within limits specified in 6.1 and 6.2 of this law.

**Row 6** shall have paid tax of automobile gasoline and diesel fuel paid by economic entity to the state budget for reporting year. This tax shall be customs official tax for importation of automobile gasoline and diesel fuel as defined in article 35, 36 and 39 of the law on Customs tariff and tax.

**Row 7** shall have all paid payments, fees and social insurance fees and premiums to the state budget for reporting year. The payments, fees and social insurance premiums shall include signature bonus of production sharing agreement, bonus for for launch of extraction under production sharing agreement, bonus for increase of extraction under production agreement, fees for oil exploration and production license, payment for enlargement of field for oil exploration and production, payment for transfer of rights and liablities under production sharing agreement, payment for foreign specialist and worker work place, social insurance premium of staff and customs service duty. Sum of row 7 shall equal to the sum of rows 8, 13, 18, 23, 28, 33, 38 and 39.

**Row 8-12** shall have paid by economic entity signature bonus of production sharing agreement to the state budget for reporting year in value of tugrug. If economic entity has 4 or more licenses, then it will issue additional pages.

**Row 13-17** shall have paid by economic entity bonus for launch of extraction under production sharing agreement to the state budget for reporting year in value of tugrug. If economic entity has 4 or more licenses, then it will issue additional pages.

**Row 18-22** shall have paid by economic entity bonus for increase of extraction under production agreement to the state budget for reporting year in value of tugrug. If economic entity has 4 or more licenses, then it will issue additional pages.

**Row 23-27** shall have paid by economic entity fees for oil exploration and production license to the state budget for reporting year in value of tugrug. If economic entity has 4 or more licenses, then it will issue additional pages.

**Row 28-32** shall have paid by economic entity payment for enlargement of field for oil exploration and production to the state budget for reporting year in value of tugrug. If economic entity has 4 or more licenses, then it will issue additional pages.

**Row 33-37** shall have paid by economic entity payment for transfer of rights and liablities under production sharing agreement to the state budget for reporting year in value of tugrug. If economic entity has 4 or more licenses, then it will issue additional pages.

**Row 38** shall have paid tugrug value of payment of employment payments of foreign workforce by economic entity to the state budget for reporting year. It shall include payment defined by law for provision of foreign citizen with employment, and handling work and service with revenue.

**Row 39** shall have paid rates by economic entity payment of social insurance of employees to the state budget for reporting year. It shall include paid rates social insurance from economic entity and employed workers.

**Row 40** shall have paid by economic entity service charge and fees to Ministries and State administrative organization to the state budget for reporting year. It shall include paid customs service duty, service fee for booking of exploration oil field, training incentives under production sharing agreement and support of representative office. Sum of row 40 shall equal to the sum of rows 41-43, and 48.

**Row 41** shall have paid by economic entity duty of customs service to the state budget for reporting year. This shall include service duties for customs clearance of exportation and importation.

**Row 42** shall have paid service fee for booking of exploration oil field by economic entity to the state budget for reporting year.

**Row 43-47** shall have paid by economic entity training incentives under production sharing agreement to the state budget for reporting year in value of tugrug. If economic entity has 4 or more licenses, then it will issue additional pages.

**Row 48-52** shall have paid by economic entity support of representative office under production sharing agreement to the state budget for reporting year in value of tugrug. If economic entity has 4 or more licenses, then it will issue additional pages.

**Rows 53** shall have paid payment to the Government by economic entity for reporting year in value of tugrug. This shall include revenue from oil entitled to the Government under production agreement.

**Rows 54-58** shall have paid payment to the state budget revenue of oil to Government by economic entity for reporting year in value of tugrug under production agreement. If economic entity has 4 or more licenses, then it will issue additional pages.

**Rows 59-63** shall have paid royalties to the state budget revenue by economic entity for reporting year in value of tugrug. If economic entity has 4 or more licenses, then it will issue additional pages.

**Row 64** shall have paid all type of fines and other compensation payments by economic entity to the state budget for reporting year in value of tugrugs. Sum of row 64 shall equal to the sum of rows 65-67.

**Row 65** shall have paid all type of fines by economic entity to the state budget for reporting year in value of tugrugs.

**Row 67** shall have paid all type compensation payments by economic entity to the state budget for reporting year in value of tugrugs not mentioned.

**9. INFORMATION ON OFFICIAL TAXES, PAYMENT, FEES AND DIVIDENDS PAID TO THE LOCAL BUDGET**

The section shall have indication of paid official taxes, payments, fees and other taxes to the local budget, disaggregated by type specified in templates and shall be based on cash accounting principles.

**Rows 1-3** shall be filled out by economic entity, and if this entity has several licenses in respective aimag, capital city, soum and district, then paid official taxes, payment, fees and other payment and fees shall be sorted out and name of aimag, soum and district shall be filled out. If the economic entity has 3 and more licenses, it shall report adding more pages.

**Row 1** shall have paid official taxes in value of tugrug by economic entity to the local budget for reporting year. This shall cover only official tax for non-movable assets and auto-self moving mobiles. The sum of row 1 shall equal to the sum of rows 2 and 3.

**Row 2** shall have paid official non-movable assets taxes in value of tugrug by economic entity to the local budget for reporting year. It shall include official tax on non-movable assets like land and stuff, which is not applicable without land.

**Row 3** shall have paid official taxes of auto-self moving mobiles in value of tugrug by economic entity to the local budget for reporting year. Official taxes of auto-self moving mobiles shall include official taxes levied on all type of trucks, bus, passenger vehicles, motorcycles and mobiles other than vehicles designated for food technological transportation, not designed for human and cargo carrying vehicles.

**Row 4** shall have paid all- type of payments by economic entity to the local budget for the reporting year. This shall include land rent, water consumption payment, water polluting payment, royalties for use of minerals of common spread, expenses for employment of foreign specialist and worker. The sum of row 4 shall equal to the sum of rows 4-9.

**Row 5** shall have paid land rent in value of tugrug by economic entity to the local budget for reporting year. It shall include all-type payment paid for possessing and using land by economic entity and organization.

**Row 6** shall have paid payment for water consumption in value of tugrug by economic entity to the local budget for reporting year. It shall include all-type payment paid for consuming water for mining purpose by economic entity and organization.

**Row 7** shall have paid payment for water polluting in value of tugrug by economic entity to the local budget for reporting year. It shall include payment paid for removing and dumping recycled water, which met waste water standard.

**Row 8** shall have paid royalties for use of minerals of common spread in value of tugrug by economic entity to the local budget for reporting year.

**Row 9** shall have paid expenses for employment of foreign specialist and worker in value of tugrug by economic entity to the local budget for reporting year. It shall include payment levied by law for running revenue creating work and service while providing employment for foreign citizen.

**Row 10** shall have dividends paid in tugrug value by economic entity to the local budget for reporting year.

**Row 11** shall have paid fines, compensating payment and other type of payments by economic entity to the local budget for the reporting year. The sum of row 11 shall equal to the sum of rows 12-14.

**Row 12** shall have paid fines, compensating payment and other type of payments by economic entity to the local budget for the reporting year.

**Row 13** shall have paid not mentioned compensating payment by economic entity to the local budget for the reporting year.

**Row 14** shall have paid not mentioned fines and compensating payments by economic entity to the local budget for the reporting year.

**10. INFORMATION ON ZONE OF IMPACT**

This information shall be filled out based on report of detailed assessment of environmental impact.

**Column А** shall have name of administrative unit, where license is located. Administrative unit’s name shall be disaggregated by aimag, soum and bagh level.

**Column 1** shall have radius of impact zone of license location in value of km.

**Column 2** shall have territory of impact zone of license location in value of hectares.

**Column 3-4** shall have population number disaggregated by gender living in impact zone of license location. Location shall cover resident population number of citizens.

**Column 5** shall have population number of domestic animals in impact zone of license location. This shall be total quantity of livestock of resident households in zone of impact.

**Column 6** shall have number of wintering and spring places in zone of impact. This shall be total quantity of places designated for winter and spring time possessed by resident households. Livestock fences shall include facility to protect from cold weather.

**Column 7** shall have number of soums and residential areas located in zone of impact. This shall have a number of administrative units in zone of impact.

**11.INFORMATION OF CONSUMED WATER**

An economic entity and organization engaged in mineral exploration, extraction and production shall fill out consumed water information for the reporting year.

**Column А** shall have name of soum, aimag where mineral exploration, extraction and production is ongoing.

**Column 1** shall have a respective code of organization, which has issued conclusion on water consumption to an economic entity and organization engaged in mineral exploration, extraction and production. If it is environmental department, then it shall be 1, if it is water basin administration, then it shall be 2, and if is Aimag Environmental office, then it shall be 3.

**Column 2** shall have date of issued conclusion on water consumption to an economic entity and organization engaged in mineral exploration, extraction and production.

**Column 3** shall have water quantity to be consumed as per contract in value of cubic meters.

**Column 4** shall have total consumed water in value of cubic meters for the reporting period. Total quantity of consumed water shall be equal to the sum of consumed surface and underground water.

**Column 5** shall have quantity of surface water consumed in value of cubic meters for reporting year. The surface water shall include river, lake, pond, glacier and permafrost.

**Column 6** shall have quantity of underground water in value of cubic meters for reporting year.

**Column 7** shall have quantity of water consumed over than contracted quantity in value of cubic meters for reporting year. This shall equal to deduction of consumed water from over-consumed from contacted quantity.

**Column 8** shall have quantity of water consumed less than contracted quantity in value of cubic meters for reporting year. This shall equal to deduction of consumed water from over-consumed from contacted quantity.

**Column 9** shall have paid sum of water payments for reporting year. Water consumption payment shall mean a payment paid for consumption of water and spring water reserves for household, industrial and service purpose.

**Column 10** shall have paid payment for water polluting in value of tugrugs for reporting year. It shall include payment paid for removing and dumping recycled water, which met waste water standard.

**Column 11** shall have information on whether gray water was consumed in operation of exploration, extraction and production for reporting year, and if recycled water is used then it shall be 1, if not it shall be 2. Gray water means polluted water originating from household consumption.

**Column 12** shall have quantity of gray water was consumed in operation of exploration, extraction and production for reporting year in value of cubic meters.

**Column 13**shall indicate if water payment is exempted, then it shall be 1, if not then it shall be 2.

**12. INFORMATION ON CONSUMED ELECTRICITY, GASOLINE, FUEL, FOODSTUFF AND MERCHANDISE FOR LABOR SAFETY AND HYGIENE**

**Column А** shall have names of economic entities, which provided electricity, gasoline, fuel, foodstuff and merchandise for labor safety and hygiene for operating mineral exploration, extraction and production for reporting year.

**Column 1-2** shall have dates for commencement and expiry of the contracts concluded with economic entities, which provided electricity, gasoline, fuel, foodstuff and merchandise for labor safety and hygiene.

**Column 3** shall have consumed electricity from central network for reporting year in value of thousand Kilo Watt.

**Column 4** shall have consumed electricity from imported source for reporting year in value of thousand Kilo Watt.

**Column 5** shall have consumed electricity from other sources for reporting year in value of thousand Kilo Watt.

**Column 6** shall have consumed diesel fuel for reporting year in value of tons.

**Column 7** shall have consumed gasoline for reporting year in value of tons.

**Column 8** shall have consumed other fuels for reporting year in value of tons.

**Column 9** shall have purchased foodstuff for reporting year in value of tugrug.

**Column 10** shall have purchased foodstuff from local areas reporting year in value of tugrugs.

**Column 11** shall have purchased labor safety and hygiene merchandise for reporting year in value of tugrug.

**Column 12** shall have purchased labor safety and hygiene merchandise from local area for reporting year in value of tugrug.

**13.INFORMATION OF WASTE DISPOSAL**

**Column А** shall have name of soum, district, aimag, capital city where mineral exploration, extraction and production is ongoing.

**Column 1** shall have paid payment for waste disposal for reporting year in value of tugrugs.

**Column 2** shall have quantity of waste during mineral exploration, extraction and production for reporting year in value of tons. Total quantity of waste shall be equal to the sum of common and hazardous wastes.

**Column 3** shall have quantity of common waste during mineral exploration, extraction and production for reporting year in value of tons.

**Column 4** shall have quantity of hazardous waste during mineral exploration, extraction and production for reporting year in value of tons. Hazardous waste means those are explosive, flammable, reactive, oxidizing, emitting toxic gases that interact with air and water, infectious, corrosive, short-term and long-term harmful to humans and animals, harmful to the environment, and hazardous after disposal.

**Column 5** shall have quantity of destroyed waste for reporting year in value of tons.

**Column 6** shall have quantity of land-filled waste for reporting year in value of tons. Landfilled mean a landfill facility that does not adversely affect the environment.

**Column 7** shall have quantity of waste destroyed through burning for reporting year in value of tons. Burning of waste shall be done and decomposed in designated facility.

**Column 8** shall have quantity of waste disposed through chemical and biological means for reporting year in value of tons. Chemical means mean usage of chemicals and detoxicating. Biological disposal means the removal of contaminants by filtration, precipitation, absorption and distillation.

**Column 9** shall have quantity of waste disposed through other means for reporting year in value of tons.

**Column 10** shall have quantity of waste transferred to professional disposing economic entity for reporting year in value of tons.

**Column 11** shall have quantity of common waste transferred to professional disposing economic entity for reporting year in value of tons.

**Column 12** shall have quantity of hazardous waste transferred to professional disposing economic entity for reporting year in value of tons.

**14. INFORMATION ON OPERATOR, SUBCONTRACTOR ENTERPRISES**

**Column 1** shall have name of soum, district, aimag, capital city where mine is located.

**Column 2-3** shall have dates for commencement and expiry of the contracts concluded with economic entities as operator and subcontractor.

**Column 4** shall have amount of payment under the contracts concluded with economic entities as operator and subcontractor in value of tugrug.

**Column 5** shall have type of service from operator, subcontractor to economic entity, if it is extraction, then A, if road repair, then B, if removing land mass, then C, if mill, then D and if other, E shall be filled out respectively. Here it is possible to select multiple answers.

**Column 6-7** shall have quantity of total workforce of respective operator and subcontractor, disaggregated by gender. Total quantity of workforce shall equal to sum of foreign and national workforce.

**Column 8-9** shall have quantity of foreign workforce of respective operator and subcontractor, disaggregated by gender.

**Column 10-11** shall have quantity of national workforce of respective operator and subcontractor, disaggregated by gender.

**15.INFORMATION ON CONTRACT CONCLUDED WITH LOCAL ADMINISTRATION**

**Column А** shall have name of local administrative organization.

**Column 1-3** shall have information on dates of conclusion of contract, commencement and expiry.

**Column 4** shall have purpose of Contract as art.42.1 of the Mining law defines, if with purpose of environment protection then A shall be selected, if with purpose of use of mine then B shall be selected, if with purpose of development of infrastructure then C shall be selected, and if with purpose of creation of jobs, then D shall be selected. Here could be multiple answers selected.

**Column 5-6** shall have surname and first name, official position of official, who authorized contract on behalf of local administrative organization.

**Column 7-8** shall have surname and first name, official position of official, who authorized contract on behalf of economic entity.

**Column 9-11** shall have as Resolution of the Government No.179 from 2016 requires information on members of Cooperation Committee consisted of local administration, economic entity, Non-Governmental organization and local community and disaggregated by constituency.

**Column 12-13** shall have information on organized hearing process, its date and number of participants.

**Column 14** shall have online link where Contract is disclosed publicly.

**Column 15** shall have assets fund created under Contract in value of tugrug.

**Column 16** shall have information of appreciation of Contract, if it is appreciated then 1 shall be selected, if not than 2 shall be selected.

**16.INFORMATION ON INVESTMENT FOR INFRASTRUCTURE AND BARTER CONTRACT**

Under this table, investment for infrastructure and barter contract with value of more than 100 mio tugrug shall be reported. Work such as construction of road, building, flats, hospital, repair and service, expansion, innovation shall be considered as investment for infrastructure and barter contract.

**Column 1-3** shall have information period of commencement, expiry and spun in value of years.

**Column 4-5** shall have information on sources of investment and barter contract, if a source is domestic one, then 1 shall be selected, if foreign one, then 2 shall be selected.

**Column 6** shall have investment sum, specified in the Contract in value of tugrugs. If the sum is meant in foreign currency, it shall be converted into tugrug at respective period’s official rate of Mongolbank.

**Column 7** shall have information on condition in the contract and specify whether turn-key, joint investment and other.

**Column 8-9** shall have information on third party of cooperation and beneficiary organization.

**Column 10** shall have information on whether there is deposit from the Government, and if there is, then 1 shall be selected, and if not 2 shall be selected.

**Column 11** shall have after calculation a real value, and received amount shall be in tugrug. Real value shall be in tugrugs, the same as stated in handover act. If the sum is meant in foreign currency, it shall be converted into tugrugs at respective period’s official rate of Mongolbank.

**Column 12**shall have judgement over implementation of the Contract, and there is a judgement, then 1 shall be selected, if not 2 shall be selected.

**17.INFORMATION OF BENEFICIAL OWNERS**

Beneficial owner means individual, who possesses 5 or more % of share, or similar securities, 20 or more % of voting rights, 5 or more % of dividend directly or indirectly, and owns, receives dividend, executes management and control directly or indirectly, executes rights in other form, of legal entity such as license holder, investor, tender bidders or contractor.

**17.1. BENEFICIAL OWNERS- INDIVIDUALS**

**Column А** shall have complete surname and first name of beneficial owners.

**Column 1-3** shall have information on nationality, citizenship, (if there any double citizenship), residential address.

**Column 4** shall have information whether the person is politically exposed person, if yes, then 1, if not 2 shall be filled out. “Politically exposed person” means a person as Mongolian relevant law –law on regulation and prevention of conflict of public and private interest in public service, its art. 20.2 defines.

**Column 5** shall have information on whether a person has executive status in the economic entity, if yes then 1, if not then 2 shall be filled out.

**Column 6** shall have detailed information about address of economic entity where concurrently beneficial owners works.

**Column 7-8** shall be filled out with number of shares, or similar securities over 5% and possession percentage.

**Column 9-10** shall be filled out with percentage of voting rights over 20% and more, direct and indirect voting rights.

**Column 11** shall be filled out with detailed information if control over economic entity is performed differently.

**17.2. BENEFICIAL OWNERS- REGISTRATION OF ECONOMIC ENTITIES**

Beneficial owner means as stipulated in the law of market of securities, and its art.4.1.26 a real owner entitled to get benefits from and created by securities, registered at own possession but under nominal name.

**Column А** shall have name of stock exchange where registered if company is shareholding liability formation.

**Columns 1-5** shall have name of country where economic entity is registered, address of office, phone number, official website, symbol of company at the exchange.

**18.INFORMATION ON DONATIONS GIVEN TO ORGANIZATIONS**

Information on donations given to state and non-governmental organizations, individuals and other organizations shall be filled out here.

**Column А** shall have name of organization, individual, who received the donation.

**Column 1** shall type of beneficiary, if it is a ministry then 1, if it is an agency then 2, if it is aimag then 3, if it is capital city then 4, if it is soum then 5, if it is a district then 6, if it is Non-governmental organization then 7, if it is individual then 8, and if it is other than 9 shall be selected respectively.

**Column 2** shall have form of donation, if it is monetary, then 1 shall be selected, if non-monetary then 2 shall be selected.

**Column 3** shall have type of donation, if it is gift then 1 shall be selected, if it is donation then 2 shall be selected, if it is service free of charge then 3 shall be selected, if other type then 4 shall be selected.

**Column 4** shall have designation of donation, if it is educational activities, then 1 shall be selected if it is cultural actions, then 2 shall be selected, if it is health activities, then 3 shall be selected, if it is other activities, then 4 shall be selected.

**Column 5**shall have sum of donation in value of tugrug.

**19. INFORMATION ON TAXES, PAYMENT, FEES AND SERVICE CHARGE**

**Row 1** shall have paid individual income taxes in value of tugrug offset at the rate of 10% in accordance with art.14 and 18 of the law on official individual income tax.

**Row 2-5** shall have paid state stamp fees in value of tugrug in accordance with art.34 of the law on state stamp fee.

**Row 6-8** shall have paid stamp fee and service to local administrative organization by economic entity to the local budget for reporting year, but it shall be disaggregated as per paid stamp fee to the local budget, and service charge to local administrative organization.

**Row 9** shall have following paid stamp fees to Ministry and state administrative organizations, as follows:

* Permission charge for registration of transportation and self-mobiles, and driving
* Registration fee for economic organization and organization
* Permission fee for setting up economic entity with foreign investment
* Permission fee to run production and service, for which license is needed
* Registration fee for non-movable assets
* Fee for identification card and check-up paid to Traffic police
* Paid stamp fee to court decision execution office
* Paid fee for issuance of reference to State social insurance authorities

**Row 10** shall have following paid service charge to Ministry and state administrative organizations, as follows:

* Service charge for license issuance, transfer, deposit, extend, handover back a field, resolve boundary conflict and review process for application for re-issuance of license because of loss
* Service charge for authorization of scaling and measuring
* Multiple visa for foreign individuals paid to Labor care service office, service charge, permission for residence, certification reference charge and invitation for employment.
* Service charge for license, registration charge, charge for reports service, charge for geological set of data, administrative charge for field booking, service charge for purchase of license and charge for review of reports paid to Mineral resources and petroleum authorities
* Charge for license paid to Ministry of Environment and tourism
* Service charge paid to water saving center
* Examination charge for probing at Probe and Standardization office
* Service charge paid to Standardization and measurement center for accurate measuring and standard service charge
* Permission charge to Taxation authorities

**Row 11** shall have service charge paid for foreign workforce and specialist

**Row 12** shall have paid charge for use of wood and firewood from forest for period of reporting year.

**Row 13-19** shall have following expenses paid by economic entities:

* Exempted and discounted tax under contract and certain condition
* Investment expenditure
* Expenses for employee training and capacity-build up.
* Expenditure for geology and exploration
* Expenditure for environment protection shall have expenses for protection of air of environment, clean of waste water, clean of cooling water, clean and dispose hazardous and non-hazardous waste, protection of underground and surface water, recover, protection of environment for biological diversities, recovery, protection of natural and semi-natural landmass, study for natural protection and examination, management for natural protection and other expenses related to natural protection and rehabilitation.
* Expenditure for protection from disaster (under art. 27 of the law of protection from disaster)

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