



MINISTRY OF  
FINANCE MONGOLIA



# Information Note

ASEM Finance Ministers' Meeting  
9-10 June 2016  
Ulaanbaatar, Mongolia

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## 1. Meeting venue

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The two-day event will be held at Conference Hall of State Palace, located on Sukhbaatar District, Chinggis Khaan Square-1, Ulaanbaatar 12, Mongolia 14201.

Upon entering through central gate of the State Palace, after security check please come to the Registration desk for Deputies' Meeting and Finance Ministers' Meeting Registration will take place in the lobby of the central gate.

## 2. Meeting documents

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Draft program of 12<sup>th</sup> ASEM Finance Ministers' Meeting is enclosed in the invitation and available at official website of 12<sup>th</sup> Finance Ministers' Meeting (<http://finmm12.mof.gov.mn/>)

Additional documents will be shared through focal points of the member states and will be regularly uploaded to official website.

Additional meeting packages will be provided upon registration.

## 3. Registration

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- Delegates can register through our website or send us the registration forms with detailed information to [finmm12@mof.gov.mn](mailto:finmm12@mof.gov.mn)
- If you would like to register through our website secure password is assigned for each member states and international organizations. Please use the assigned password for you delegates' registration (**Attachment 1**). Should you need secure passport please contact us.
- For registration purposes ID badge with photo will be issued. Thus, any registration form should include the delegate's most recently taken color photo on a white background.
- Registration is open until 20th of May, 2016.
- Participants are strongly encouraged to register as soon as possible to avoid delays in visa issuance and logistics arrangements.

## 4. Passport and Visa

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Visa requirements and visa application for delegates and partners for ASEM Meetings are as follows:

- Entering and staying in Mongolia is subject to holding a valid passport and visa;
- Passport must be valid for at least 6 months from the date of arrival and have valid return ticket. The immigration officer at the port of entry might ask the passenger to provide necessary documents (such as hotel reservation and registration form);

- Delegates and accompanying persons attending the 12th Finance Ministers' Meeting are advised to check the visa requirement (**Attachment 2**) or visit website of the Ministry of Foreign Affairs of Mongolia (<http://www.mfa.gov.mn>) to find out if they need an entry visa;
- Delegates who require an entry visa should contact the Embassy or Consulate that represents Mongolia in their country of residence to check all the formalities necessary for obtaining a visa.
- Visas for all participants who do not have a diplomatic mission of Mongolia in their respective countries will be issued upon arrival at the airport. Thus, those delegates are kindly requested to contact assigned liaison officers for each member states or [finmm12@mof.gov.mn](mailto:finmm12@mof.gov.mn) for further assistance. Those delegates, staffs and accompanying persons, are kindly requested to send copies of their valid passports to [finmm12@mof.gov.mn](mailto:finmm12@mof.gov.mn), at least 14 days prior to arrival.
- Contact information on Mongolian missions abroad can also be found on the website of the Mongolian Ministry for Foreign Affairs.

## 5. Contacts

### ASEM SECRETARIAT CONTACTS

ASEM Mongolia Office  
 Ministry of Foreign Affairs, Mongolia  
 Telephone: (976)-75772016-303  
 Fax: (976)-11-322127  
 E-mail: [aseminfo@mfa.gov.mn](mailto:aseminfo@mfa.gov.mn)  
 Website: [www.asem11.mn](http://www.asem11.mn)

### MINISTRY OF FINANCE CONTACTS

ASEM Finance Ministers' Meeting Secretariat  
 Tel: 976-51-264694  
 Fax: 976-51-264908  
 Email: [finmm12@mof.gov.mn](mailto:finmm12@mof.gov.mn)  
 Website: [www.finmm12.mof.gov.mn](http://www.finmm12.mof.gov.mn)

In case of further assistance please contact following officials from the Ministry.

**Ms. Uilst Boldbaatar,**  
 Development Financing and Debt Management  
 Department  
 Tel: 976-51-264694  
 Fax: 976-51-264908  
 email: [uilst\\_b@mof.gov.mn](mailto:uilst_b@mof.gov.mn)

**Ms. Ayasgalan Molor,**  
 Development Financing and Debt Management  
 Department  
 Tel: 976-51-264908  
 Fax: 976-51-264908  
 email: [ayasgalan\\_m@mof.gov.mn](mailto:ayasgalan_m@mof.gov.mn)

## 6. Hotel accommodation

Followings are the recommended hotels with special rates for the ASEM Finance Ministers' meeting participants.

Shangri-La Hotel	Blue Sky Hotel	Best Western Premier Tuushin Hotel
19 Olympic street Ulaanbaatar 14241, Mongolia Tel: +976 7702 99 99 Fax: +976 7702 77 99 Web site: <a href="http://www.shangri-la.com/ulaanbaatar/shangrila/">www.shangri-la.com/ulaanbaatar/shangrila/</a>	Peace avenue 17 14240 Ulaanbaatar, Mongolia Tel: +976 7010 0505 Fax: +976 70100404 Web site: <a href="http://www.hotelbluesky.mn">www.hotelbluesky.mn</a>	Prime Minister Amar's street 15 Ulaanbaatar 14200, Mongolia Tel: +976 11 32 31 62 Fax: +976 11 32 59 03 Web site: <a href="http://www.bestwesternmongolia.mn">www.bestwesternmongolia.mn</a>

Rates are guaranteed until the dates specified on each Hotel reservation form. Participants are requested to make their own booking for the hotel accommodation by completing the reservation forms found in **Attachment 3 and 4**.

If you choose to stay at Shangri-La Hotel, please directly visit their website to make contact reservation desk.

Participants are asked to carefully read the terms of the cancellation policy.

If you consider any other options for hotel accommodation please visit at: <https://ihotel.mn/index.php?asem>.

## 7. Transportation

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Participants are kindly requested to indicate their flight numbers, as well as their arrival and departure dates on both the Registration Form and the Hotel Reservation Form in order to facilitate their airport transfers and other related facilitations.

Chinggis Khaan International Airport is located approximately 18 km away from the city center. Transportation to and from the airport and the official reception will be provided by the Government of Mongolia.

During the meetings, a coach service will be provided between the Venue and the recommended hotels.

There will be a welcome desk at Chinggis Khaan International Airport to greet delegates and accompanying persons. Local staffs will be present to direct participants to vans and buses, which will run to the hotels throughout the day.

Please note that transportation will be available to and from Chinggis Khaan International Airport only on the arrival and departure dates.

Transportation schedules will be available at the information desks at the hotels' and at the State Palace lobbies.

Separate car will be provided for Head of Delegation of the member states.

## 8. Registration and Information Desks

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The Registration desk is open at lobby of the Blue Sky Hotel for badge pickup and meeting packages in by following schedule from 08th of July, Wednesday to —10th of June 10, 2016, Friday.

Date	Time	Registration Place
08 June 2016	10:00 am – 17:30 pm	Lobby of Blue Sky Hotel
09 June 2016	08:30 am – 12:00 pm	
10 June 2016	08:30 am – 12:00 pm	

Attendance to the ASEM Finance Ministers' meeting is by registration only and all participants must be accredited in advance of the Meetings.

Upon arrival, all participants are kindly requested to register as soon as possible at the Registration Desk; where will receive their access badges. Participants will be required to present their official identification on registering (passport or identity card).

All participants will be able to collect handbooks and other materials after their registration.

A provisional List of Participants will be distributed. In order to enable the Mongolian Secretariat to issue the final list and to ensure the accuracy of its content, national delegations are kindly requested to indicate any corrections to the provisional list at the Registration Desk.

Please note that an onsite Registration Desk operates for issuance of participant badges to those who are already accredited. Facilities for onsite accreditation are very limited and onsite accreditation is not guaranteed. Please plan your attendance at the Ministers' Meeting events in advance.

Information desks will be at the disposal of the participants in the lobby of the State Palace during the meeting days.

Help Desk for the participants can be found at lobbies of Best Western Premier Tuushin Hotel, Blue Sky Hotel and Shangri-La Hotel from 10:00 AM to 5:30 PM on June 9 -10, 2016.

## 9. Identification and Security

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For security purposes, all participants, including accompanying persons, observers, delegation staffs and members of the press are requested to wear their identity badges at all meetings and social functions. Name badges will be required for access to all conference events.

Loss of identity badges should be reported immediately to the conference staff.

Access to the State Palace and to all social function facilities will be secured.

## 10. Diplomatic representations

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All Embassies and Consulates in Mongolia will be notified of the 12<sup>th</sup> ASEM Finance Ministers' Meeting and will receive a copy of the program.

Participants wishing to reach their diplomatic representatives in Mongolia may consult the list available on the website of the Ministry of Foreign Affairs of Mongolia at: [http://www.mfa.gov.mn/?page\\_id=26402&lang=en](http://www.mfa.gov.mn/?page_id=26402&lang=en)

## 11. Liaison Officers

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Liaison Officers will be appointed for each member states and international organizations.

## 12. Documentation and Copying Services

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Most of the documents related to the Meeting can be downloaded from the ASEM Finance Ministers' Meeting: <http://finmm12.mof.gov.mn/>

Additional materials will be distributed at the registration.

Photocopying machines will be at the disposal at the Business Centre in the State Palace. Delegations are strongly advised to have their speeches printed at least three copies and transmitted to interpreters' booths in advance through the Secretariat.

## 13. Interpretation

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During the meetings, simultaneous interpretation will be provided in English language.

No translation service will be available.

## 14. Website of the 12<sup>th</sup> ASEM Finance Ministers' Meeting (ASEM FinMM12)

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The official website of the ASEM FinMM12 will be updated with information about the meeting: <http://finmm12.mof.gov.mn/>

## 15. Cultural Program

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More details will be provided in due time.

## 16. Accompanying persons

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Accompanying persons program will be provided soon.

## 17. Insurance

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Personal and medical insurance is responsibility of the individual participant.

The Secretariat of ASEM FinMM12 will not be responsible for any lost luggage, currency or personal effects, or any medical costs.

## 18. Medical Facilities

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Medical assistance will be available throughout the meetings. However, illness requiring medical treatment or hospitalization is responsibility of the individual. Participants taking medicine should bring sufficient to cover their needs.

## 19. Dress Code

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Business attire is required for formal occasions and most social events.

Casual dress (jacket, no tie) is suitable for the cultural and for the accompanying persons' program.

## 20. Currency and Banking

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The national currency is the Mongolian tugrug (MNT).

Exchange rate is approximately 2234 MNT against 1 € and 1980 MNT against 1 USD (as of 24 April 2016).

Cash can be withdrawn from ATM machines anytime.

Banks are open from Monday to Friday, from 09:00 to 18:00. It is possible to exchange money at Currency exchange points in the most hotels. Credit cards are widely accepted, except for small purchases.

## 21. Electricity

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The voltage in Mongolia is 220V/50 Hz.

Mongolia uses Type C and Type E plugs. (Type C 2-pin plugs also fit J sockets.)



## 22. Telecommunications

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The international code for Mongolia is +976 and 11 for land line in Ulaanbaatar only.

You can purchase a local number from national operators. Please ask your liaison officer for further details.

### **23. Special needs**

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Secretaries of Delegations should inform the Mongolian Secretariat (e-mail: [finmm12@mof.gov.mn](mailto:finmm12@mof.gov.mn)) of guests with special needs in order to make necessary arrangements in advance.

### **24. Smoke-free policy**

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Smoking is forbidden in all public places, restaurants, bars, public transport and etc.



## Attachment 2

## Visa Requirements

№	Country	Passport type			Place of visa issuance if Required <sup>f</sup>
		Ordinary	Official	Diplomatic	
1.	Australia	Required	Required	Required	Mongolian Embassy in Canberra
2.	Austria	Required	Required	Required	Mongolian Embassy in Vienna
3.	Bangladesh	Required	Required	Required	<i>On arrival at the port of entry</i>
4.	Belgium	Required	Required	Required	Mongolian Embassy in Brussels
5.	Brunei Darussalam	Required	Exempt	Exempt	<i>On arrival at the port of entry</i>
6.	Bulgaria	Required	Exempt	Exempt	Mongolian Embassy in Sofia
7.	Cambodia	Required	Exempt	Exempt	<i>On arrival at the port of entry</i>
8.	China	Required	Exempt	Exempt	Mongolian Embassy in Beijing, Consulate General in Hohhot and Consulate in Eriian
9.	Croatia	Required	Required	Required	<i>On arrival at the port of entry</i>
10.	Cyprus	Required	Exempt	Exempt	<i>On arrival at the port of entry</i>
11.	Czech Republic	Required	Required	Exempt	Mongolian Embassy in Prague
12.	Denmark	Required	Required	Required	<i>On arrival at the port of entry</i>
13.	Estonia <sup>b</sup>	Required	Required	Exempt <sup>b</sup>	<i>On arrival at the port of entry</i>
14.	Finland	Required	Required	Required	<i>On arrival at the port of entry</i>
15.	France	Required	Required	Exempt	Mongolian Embassy in Paris
16.	Germany	Exempt	Exempt	Exempt	
17.	Greece	Required	Required	Required	<i>On arrival at the port of entry</i>
18.	Hungary	Required	Exempt	Exempt	Mongolian Embassy in Budapest
19.	India	Required	Exempt	Exempt	Mongolian Embassy in New Delhi
20.	Indonesia	Required	Exempt	Exempt	Mongolian Embassy in Jakarta
21.	Ireland	Required	Required	Required	<i>On arrival at the port of entry</i>
22.	Italy	Required	Required	Exempt	Mongolian Embassy in Rome
23.	Japan	Exempt	Exempt	Exempt	
24.	Kazakhstan	Exempt	Exempt	Exempt	
25.	Korea	Required	Exempt	Exempt	Mongolian Embassy in Seoul
26.	Lao PDR	Exempt	Exempt	Exempt	
27.	Latvia	Required	Exempt	Exempt	<i>On arrival at the port of entry</i>
28.	Lithuania	Required	Required	Required	<i>On arrival at the port of entry</i>
29.	Luxembourg	Required	Required	Required	<i>On arrival at the port of entry</i>
30.	Malaysia	Exempt	Exempt	Exempt	
31.	Malta	Required	Required	Required	<i>On arrival at the port of entry</i>
32.	Myanmar	Required	Exempted	Exempt	<i>On arrival at the port of entry</i>
33.	Netherlands	Required	Required	Required	<i>On arrival at the port of entry</i>
34.	New Zealand	Required	Required	Required	<i>On arrival at the port of entry</i>
35.	Norway	Required	Required	Required	<i>On arrival at the port of entry</i>
36.	Pakistan	Required	Required	Required	<i>On arrival at the port of entry</i>
37.	Philippines	Exempt	Exempt	Exempt	

38.	Poland	Required	Exempt	Exempt	Mongolian Embassy in Warsaw
39.	Portugal	Required	Required	Required	<i>On arrival at the port of entry</i>
40.	Romania	Required	Exempt	Exempt	<i>On arrival at the port of entry</i>
41.	Russian	Exempt	Exempt	Exempt	
42.	Singapore	Exempt	Exempt	Exempt	
43.	Slovakia	Required	Exempt	Exempt	<i>On arrival at the port of entry</i>
44.	Slovenia	Required	Required	Required	<i>On arrival at the port of entry</i>
45.	Spain	Required	Required	Required	<i>On arrival at the port of entry</i>
46.	Sweden	Required	Required	Required	Mongolian Embassy in Stockholm
47.	Switzerland	Required	Required	Required	Mongolian Embassy in Geneva
48.	Thailand	Exempt	Exempt	Exempt	
49.	United Kingdom	Required	Required	Exempt	Mongolian Embassy in London
50.	Viet Nam	Required	Exempt	Exempt	Mongolian Embassy in Hanoi

## NOTES:

- a) Visa requirements for delegates from the ASEF and EU will depend on their nationalities;
- b) Estonian citizens with diplomatic biometric passports are exempt from the visa requirement;
- c) Visa fee is waived for all official delegates, supporting technical staffs, media representatives and employees of government and non-governmental organizations who are on the official list of delegates, provided by the their respective Ministry of Foreign Affairs, to attend the 11th ASEM and its related events;
- d) For delegates required to obtain a visa upon arrival, their respective Ministries of Foreign Affairs are requested to provide, 30 days prior to the intended date of arrival, with the names, complete visa applications and copies of passports of their delegates and information on the intended date of arrival if possible a flight itinerary as well as the port of entry such as the Chinggis Khaan International Airport to the Ministry of Foreign Affairs of Mongolia and the ASEM Liaison Officer responsible for their delegates;
- e) The Ministry of Foreign Affairs of Mongolia will issue an official letter confirming the issuance of visa at the port of entry for delegates who are required to obtain a visa upon arrival. Such delegates are advised to contact with the respective ASEM Liaison officers to obtain the letter;
- f) The place for issuing visa in the information sheet is provided only for informational purposes and does not require delegates to obtain a visa from that particular embassy;
- g) Please note that duration of stays for delegates coming from visa exempt countries ranges from 14 to 90 days and thus, kindly requested to visit at website of the Ministry of Foreign Affairs at [http://www.mfa.gov.mn/?page\\_id=18131&lang=en](http://www.mfa.gov.mn/?page_id=18131&lang=en) for particular dates of stay.

**CHECKLIST FOR VISA APPLICATION**

1. A letter of official list of delegates from the Ministry of Foreign Affairs;
2. A complete visa application;
3. A photocopy of a passport /least six months validity from the date of arrival;
4. Information on the intended date of arrival if possible a flight itinerary and the port of entry