

The document provides a step-by-step guide on how to create and submit a power of attorney (итгэмжлэл) through the website www.consul.notary.mn.

Here is a summary of the process:

1. Visit www.consul.notary.mn to start writing a power of attorney.
2. Click on the "Create New Registration" button to register.
3. Enter your surname, first name, and registration number from your ID card in Cyrillic script. Select the first two letters of the registration number by clicking on the letter "A."

Only Mongolian citizen can register to this system. If you are a foreign citizen, you should visit the Consulate General of Mongolia in person.

4. You will receive a username and password at the registered email address (sanfrancisco.mng@gmail.com).

If you do not receive the email, contact the consulate via their Facebook page or email.

5. Log in to www.consul.notary.mn using the provided username and password and select the power of attorney form to send.
6. The power of attorney will be written in five steps.
7. In the "MAIN INFORMATION" section, select the Consulate General in San Francisco.

If you select a different embassy or consulate, the staff at the San Francisco consulate will not see your power of attorney.

8. Fill in your information and the representative's information in the "MAIN INFORMATION" section.
9. Click the button in the bottom right corner to continue.
10. In the "RIGHTS GRANTED BY POWER OF ATTORNEY" section, select the actions you authorize the representative to perform.
11. If the rights you want to grant are not listed, type them in the "CONTENT" section.
12. In the "OTHER CONDITIONS" section, specify the duration of the power of attorney by entering a number and selecting days, months, or years.

The validity period can be up to 3 years from the date of issuance.

13. Attach a copy of the representative's valid Mongolian ID. Depending on the type of power of attorney, additional attachments may be required (e.g., a copy of the property certificate for real estate-related matters).

You can add multiple files by clicking the plus sign or the "upload multiple files" button.

14. Review your power of attorney in the "VIEW ACTION" section.

15. The consular officer will review the general content and attached documents, so ensure all actions you authorize are fully written.

16. Click the "SAVE" button in the bottom right corner.

17. After saving, you will be asked if you want to send it for consular review. Click "YES" to send it to the Consulate General for review. If you click "NO," it will remain in "New" status and only visible to you.

18. To check if your power of attorney has been sent, go to the "My Services" menu and select "REQUEST FOR REVIEW."

19. If the status is "UNDER REVIEW," it means it has been sent to the consulate. The review process takes 1-2 business days.

20. If the status is "NEW," it is only visible to you.

21. If the status is "RETURNED," click the return button to read the comments.

22. You will also receive the return comments via email.

23. To make corrections to the returned power of attorney, click the "EDIT" button.

24. If the power of attorney is approved, check the "APPROVED REQUEST" section.

25. You will receive an email with information on how to send the approved power of attorney.

26. In the "APPROVED REQUEST" section, the power of attorney will appear as "APPROVED" or "NEW."

27. Click the "VIEW" button to print the approved power of attorney.

28. When you click "VIEW," you will see options to save or print the power of attorney.

29. Sign the printed power of attorney on the first line after your name and write your name on the second line.

30. Check the "APPROVED REQUEST" section to see if the mailed power of attorney has been archived.

31. Click the "VIEW" button to see the attachments.

Send the code next to the QR code to the representative.

Do not send the stamped power of attorney as an attachment.

The representative can present the code to any notary in Mongolia to receive the stamped power of attorney, making it valid.