

User Manual for Transferring a Mining License



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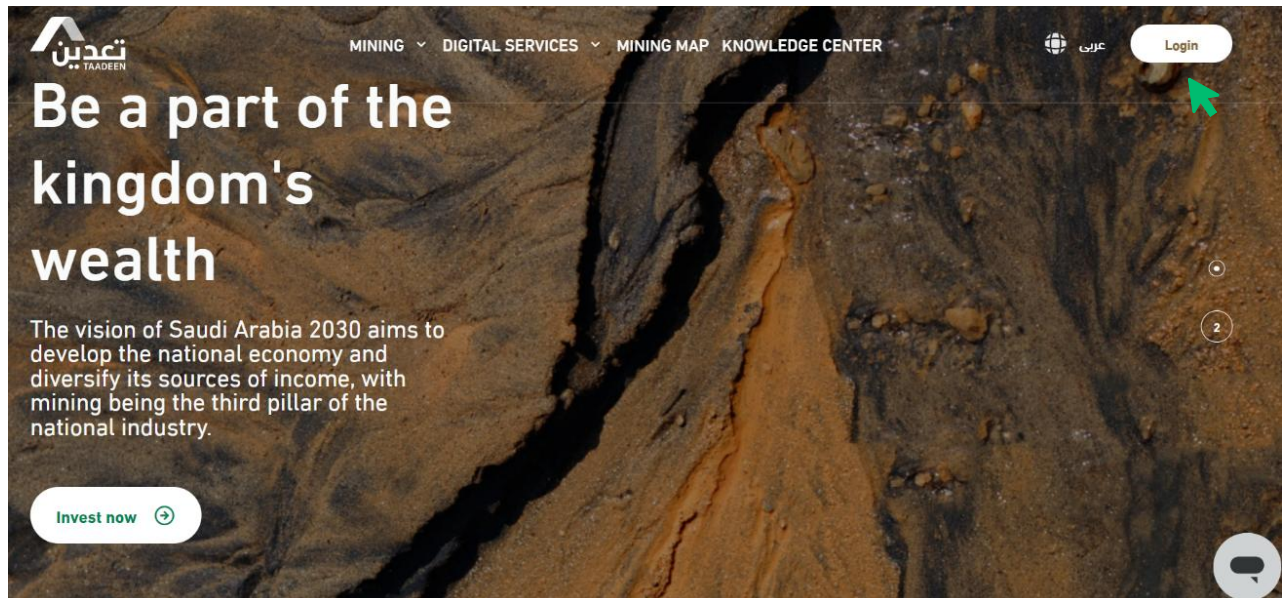
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Service Description:

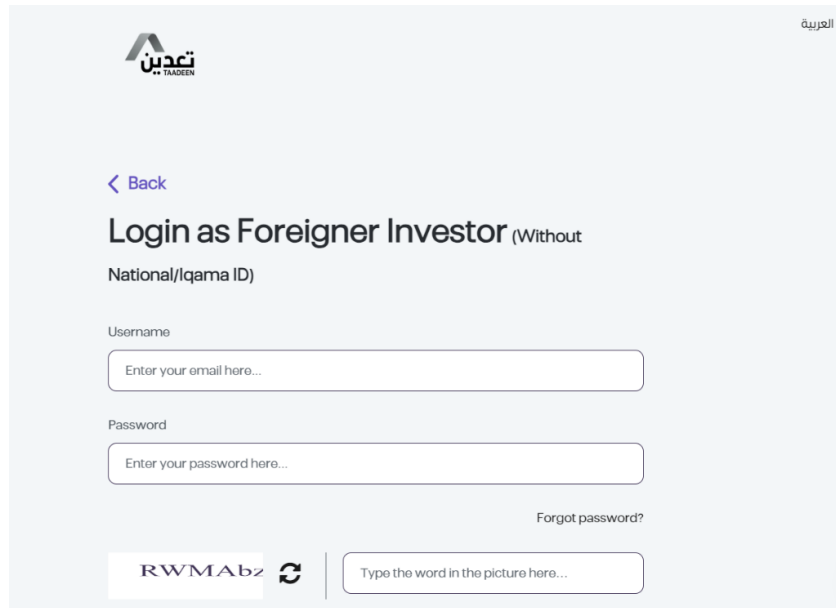
This service allows an investor to transfer a license to a qualified investor, including all rights and obligations associated with the license.

Steps to Access the Service:

1. Visit [Taadeen Platform](#) and click on "Login" button.

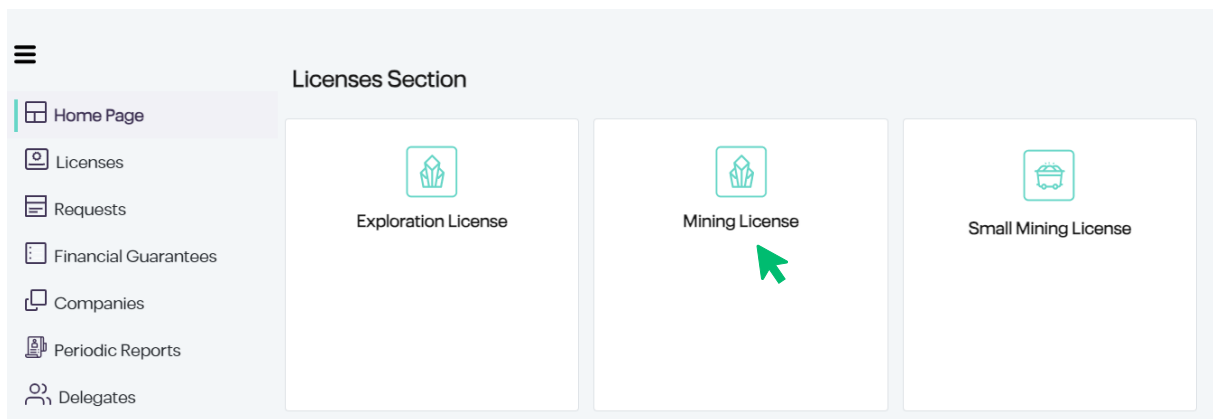


2. Log in to your account.

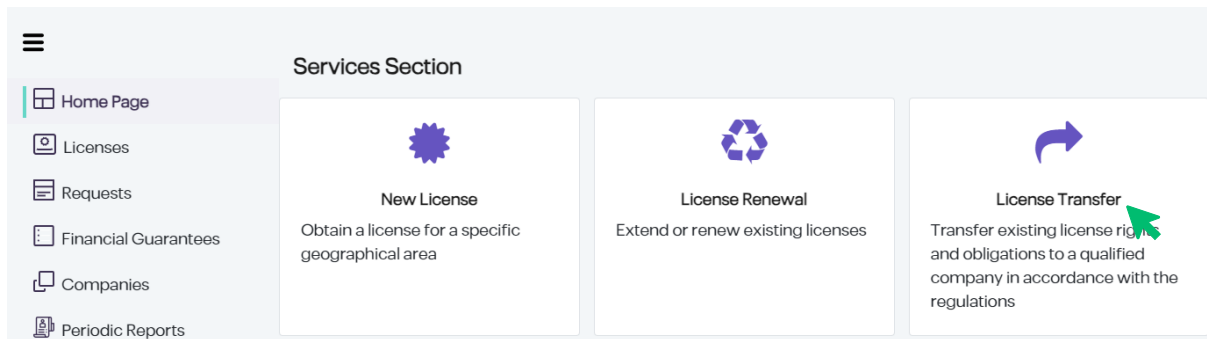


The screenshot shows a login page for a foreign investor. At the top left is the TAADEEN logo. In the top right corner, the word "العربية" (Arabic) is displayed. Below the logo is a blue link labeled "< Back". The main heading is "Login as Foreigner Investor (Without National/Iqama ID)". There are two input fields: "Username" with the placeholder "Enter your email here..." and "Password" with the placeholder "Enter your password here...". Below the password field is a link that says "Forgot password?". At the bottom, there is a CAPTCHA section showing the text "RWMAbz" and a refresh icon, followed by an input field with the placeholder "Type the word in the picture here...".

3. Click on "Mining License".



4. Click on "License Transfer".



5. Select the license you wish to transfer from the menu.

Progress bar: 1 Select License, 2 Transfer Details, 3 Payment

Select License

Select License

Choose license

Company Name	
License No.	
License Expiry Date	
License Class	
Minerals	
License Location	
Eligibility	

Save as Draft Cancel Next

6. Once the conditions outlined in "Validations" section are verified, you will be allowed to proceed to the next step.

Validations

☒	Commercial register status is active
☒	Company capital ≥ 100k SAR
☒	Business activities include mining activities
☒	There are no violations and fines on the Transferer
☒	Annual report available
☒	There are no pending requests on selected license
☒	The license is valid at least 180 days
☒	Annual and Semi Annual Reports are uploaded, processed and approved

7. Click "Next" to proceed to "Transfer Details" page. Enter the "Commercial Registration Number" of the transferee. Select the "Reason for Transfer". Confirm the declaration.

Select License Transfer Details Payment

1 2 3

Transfer Details

Transferee CR/Unified Number

CR/Unified Number

Transferee Company Name

Reason for Transfer

Select Reason for Transfer

Others

☐ I acknowledge that I would be held liable for all the matters to this license until the transfer process is completed

8. Proceed to "Payment" page to pay the Transfer submission fees.

Progress bar: 1 Select License, 2 Transfer Details, 3 Payment

Payment

Dear Investor, Note that the application fee is non-refundable in case the application is rejected or canceled.

☒ Accept ☐ Reject

Your request will be canceled if not paid within the next 7 days

10000 SAR Transfer Submission fees

SADAD payment
Please use the payment reference number to pay through SADAD through your local bank.
Expires in 7 days

Reference number 202501215001 

Payment still pending



[Cancel](#) [Next](#)

After completing the payment, your application will be successfully submitted.

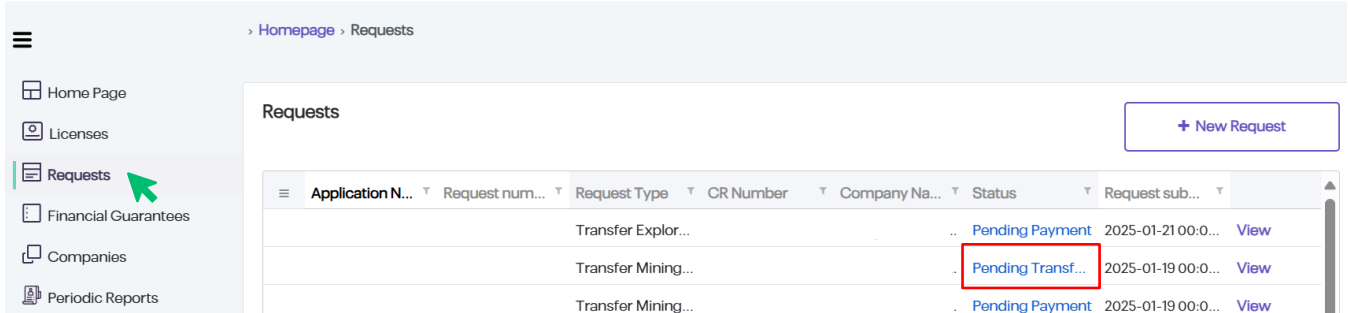


Your license transfer request will be automatically submitted after successful payment
The process of reflecting an invoice's payment status can take up to 15 minutes on Taadeen platform

Application Number	
Company Name	
Submission Date	21-01-2025
Reference number	
Payment Expiry Date	28-01-2025
Status	Pending Payment

[Back to home page](#)

You can track the request under "Status" section in "Requests" menu. The status of the submitted transfer request will show as "Pending Transfer Approval".



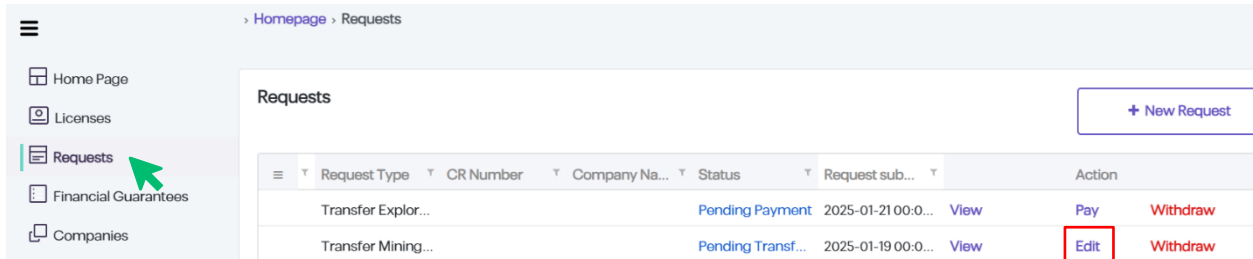
Homepage > Requests

Requests

+ New Request

Application N...	Request num...	Request Type	CR Number	Company Na...	Status	Request sub...	
		Transfer Explor...			Pending Payment	2025-01-21 00:0...	View
		Transfer Mining...			Pending Transf...	2025-01-19 00:0...	View
		Transfer Mining...			Pending Payment	2025-01-19 00:0...	View

1. The transferee will then approve the transfer by navigating to "Requests" and clicking "Edit" button.



Homepage > Requests

Requests

+ New Request

Request Type	CR Number	Company Na...	Status	Request sub...	Action
Transfer Explor...			Pending Payment	2025-01-21 00:0...	View Pay Withdraw
Transfer Mining...			Pending Transf...	2025-01-19 00:0...	View Edit Withdraw

2. "License Details" page will appear click "Next".

License Details Transferer Details Environmental Impact Study Social Impact Study Business Feasibility Study

① — ② — ③ — ④ — ⑤

License Details

Selected License

140558

Company Name	
License No.	
License Class	B
License Mineral	Gypsum
License Duration	30

Validations

- ✓ There are no violations and fines on the Transferee
- ✓ Annual report available
- ✓ There are no pending requests on selected license
- ✓ The license is valid at least 180 days
- ✓ Annual and Semi Annual Reports are uploaded, processed and approved

3. Confirm the declaration and approve the transfer by clicking "Accept" button on "Transferor Details" page.

License Details Transferer Details Environmental Impact Study Social Impact Study Business Feasibility Study

① — ② — ③ — ④ — ⑤

Transferer Details

Transferer Details

Transferer CR	
Transferer Name	
Transferer Company Name	
Unified Number	

Reason for Transfer

Retirement or Personal Reasons

Others

☐ I acknowledge that I would be held liable for all the matters to this license after the transfer process is completed

Response

A confirmation message, "The response submitted successfully," will appear.



4. Fill out "Environment Impact Study" and click "Next".

License Details
Transferer Details
Environmental Impact Study
Social Impact Study
Business Feasibility Study

1
2
3
4
5

Environmental Impact Study

• Submitted based on the item (5) of article (35) of the Mining Investment Law and article (74) of the Executive Regulations of the Mining Investment Law

Mining Site Details

Materials for Mining

Gypsum

Product Types

Type your text here...

Source and Quantity of Water Used

☐ Wells
☐ Treated water
☐ Desalinated water

Source and Amount of Energy Used

☐ Electrical grid
☐ Generators

5. Complete the "Social Impact Study" and click "Next".

License Details 1 — Transferer Details 2 — Environmental Impact Study 3 — Social Impact Study 4 — Business Feasibility Study 5

Social Impact Study

Submitted based on the Item (5) of article (35) of the Mining Investment Law and article (102) of the Executive Regulations of the Mining Investment Law

Site details & Engagement

Number of employees Number of citizens employees Localization percentage

Employee appointed to manage the community performance processes [+ Add Expert](#)

6. On "Work Business Feasibility Study" page, enter the required details, agree to the "Applicant Obligations/Undertaking", attach the "Proof of Financial Ability", and click "Submit".

License Details 1 — Transferer Details 2 — Environmental Impact Study 3 — Social Impact Study 4 — Business Feasibility Study 5

Business Feasibility Study

Technical Justification

Technology Type That Will Be Used For Mining Activities

Total Duration For Developing The Site

Industrial License Number

Factory Name Factory Address

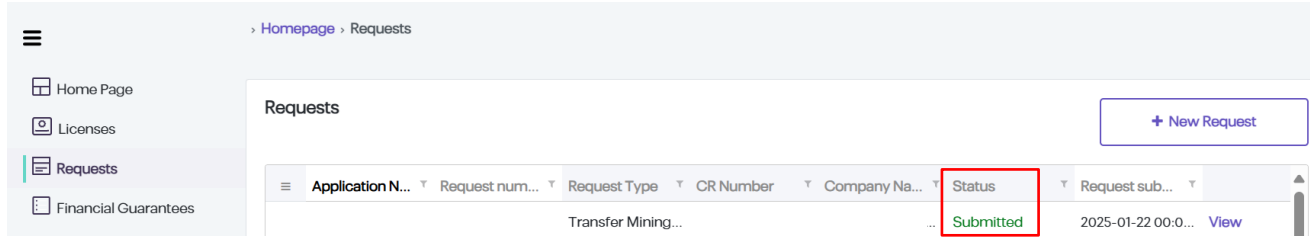
Location ownership Target of Specified Layer ☐ Yes ☒ No

Mine Site Production Capacity (YEARLY) Tons

Factory Production Capacity (YEARLY) Tons

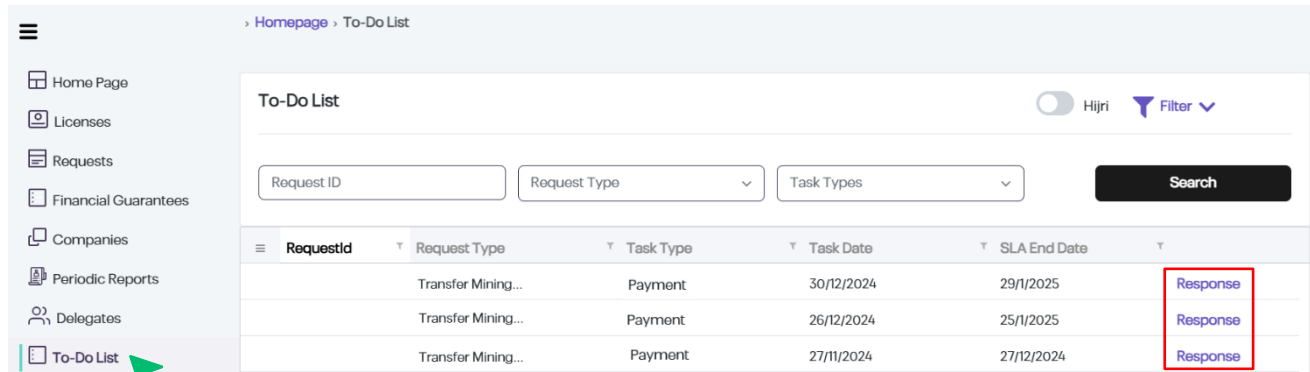
Partnerships Agreements if available (Optional)

The status will be "Submitted".



Application N...	Request num...	Request Type	CR Number	Company Na...	Status	Request sub...	View
		Transfer Mining...			Submitted	2025-01-22 00:00...	

7. The transfer request will be reviewed, and you will be notified to pay the "License Transfer Fee Invoice" by navigating to "To Do List", where the task type will appear as "Payment". Click "Respond".



RequestId	Request Type	Task Type	Task Date	SLA End Date	Response
	Transfer Mining...	Payment	30/12/2024	29/1/2025	Response
	Transfer Mining...	Payment	26/12/2024	25/1/2025	Response
	Transfer Mining...	Payment	27/11/2024	27/12/2024	Response

8. Proceed to "Payment" page to settle the license transfer fees.

Payment

Dear investor, kindly note that the request submission fees are not refundable after successful submission for your application, and you agree that those fees won't be refundable if your application rejected by the ministry or you cancel your application.

i Your request will be canceled if not paid within the next -39 days

20000 SAR

Service Fees

SADAD payment

Please use the payment reference number to pay through SADAD through your local bank.

Expires in -39 days



Reference number 202411135008 

i Payment still pending

Once payment is completed, the status for both the transferor and the transferee will be "Completed".

Homepage > Requests

Application N...	Request num...	Request Type	CR Number	Company Na...	Status	Request sub...
		Transfer Mining...			Completed	2024-12-30 00:00... View

+ New Request

The transferee can then download the electronic license by navigating to "Licenses" section and clicking "Download".

Homepage > Licenses

License ID	License Category	License Class	Minerals	License Issuance ...	License Expiry ...	License Status	Actions
	Mining License	A	sand and gravel	12-01-20...	11-01-2026	Active	Download Action

Thank you.