

User Manual for Creating an Annual Report on Class (B) Minerals





Contents





Steps to Access the Service:

1. Visit <u>Taadeen Platform</u> and click on the Login button.



2. Log in to your account.

	العربية
<u>تعدین</u>	
(Deele	
K Back	
Login as Foreigner Investor (Without	
National/Igama ID)	/
Username	
Enter your email here	
Enter your email here	
Enter your email here Password	
Password	
Password	
Password Enter your password here Forgot password?	
Password Enter your password here	



3. Navigate to "Periodic Reports" section.

Home Page	Licenses Section	
 Licenses Requests Financial Guarantees Companies Periodic Reports	Exploration License	Mining License

4. Click on "Submit New Report" button.

	Subm	it New	/ Report	
τ	Report	τ	Action	
	Edit		Delete	
	View			
	View			

5. Select the desired report to create.

Submit New Report
Exploration Report
Mining Report
Small Mining Report



6. Choose the required license.

Periodic Report									
elect License									
Choose license									
Company Name									
CR Number									
License Number		0							
License Expiry Date									
License Class									
Minerals									
Unified Number									
CR Expiry Hijri Date									

7. License details and reports related to selected license will be displayed automatically. Then, click "Start" button next to the desired report.

	Periodic Report												
Select License													
													ж ~
Company Name													
CR Number													
License Number													
License Expiry Date					2025/04/23								
License Class					В								
Minerals					Magnesite ar	nd Associat	ed Mine	rals, Clay	(For Ce	ramics)			
Unified Number													
CR Expiry Hijri Date													
\equiv Report Type $^{\vee}$	Active Date	т	Due Date	τ	Status ^T	Start	Υ	Edit	τ	View	τ	Delete	τ
Annual	2024-01-01				Overdue	Start				8000			



8. "Financial Compensation" page will be displayed, and you will select (Yes) or (No) for the question "Is there exploitation?"

Financial Compensation	Exploitation Information	Exportation 3	Financial Information	Manpower 5	Used Material	Acknowledgement	Legal Authentication	Payment 9
			Finar	ncial Compensa	ation			
there is exploitation?		◯ Yes		O No				
lon-Exploitation Reaso	ns							
Save as Dr	aft						Cancel	Next

If you select (No), you must provide "Reasons for Non-Exploitation" then, click "Next".

Financial Compensation	Exploitation Information	Exportation 3	Financial Information	Manpower 5	Used Material	Acknowledgement	Legal Authentication	Payment 9	
			Finar	ncial Compensa	ation				
Is there is exploitation?		O Yes		O No					
Non-Exploitation Reasons	5							le le	
Save as Draf	ft						Cancel	Next	
				6					



If you select (Yes), you must provide "Exploitation Procedure" and the following fields, then, click "Next".

Financial Compensation	Exploitation Information	Exportation 3	Financial Information	Manpower 5	Used Material	Acknowledgement	Legal Authentication	Payment 9							
	Financial Compensation														
Is there is exploitation?		O Yes		No											
Exploitation Procedure								le.							
							+	add new mineral							
Previous Total Severance Fee	es				(Type Number									
Annual Severance Fee							0								
Remaining credit balance							0								
Utilized credit balance							0								
Total Financial Com	pensation		0												
Save as Drat	ft						Cancel	Next							

9. Then, "Exploitation Information" page will be displayed. Fill in the following fields and then click "Next".

Compensation Informatio	n3	4	5	6	7	8	9
		Expl	oitation Inforn	nation			
Quantity of Remaining Mini	ng Reserves of Ores						
Remaining mining reserves quantity	ofores						
				Data da la			
	of Ores – The identified rese						
Remaining Mining Reserves Quantity	of Ores = The identified rese	rves ores quantity at Expi	ioration Stage - Tota	Extracted ores			
		rves ores quantity at Expi	loration Stage - Tota	Extracted ores			
	3						
Number of remaining years in site life	3						
Number of remaining years in site life	3						
Number of remaining years in site life	3	ar / remaining mining reso	erves quantity of ore				
Number of remaining years in site life	3	ar / remaining mining reso	erves quantity of ore		cel Previe	pus	Next



10. Then, "Exportation" page will be displayed. Answer the question, and if you select (No), click "Next".

Financial Compensation	Exploitation Inform <u>ation</u>	Exportation 3	Financial Information	Manpower 5	Used Material	Acknowledgement	Legal Authentication	Payment 9
				Exportation				
		ls There E	xportation? Yes		O No			
Save as Draft					Cano	Previ	bus	Next

If you select (Yes), fill in the following fields, then, click "Next".

				_				
				Exportation				
		Is There	Exportation? O Yes		No			
Minerals								~
Total The sellin	g price of the exported	d quantity (Optional)	Exported quantity ((tons) of all exported mi			duction capacity before cr	rude
					proc	essing (tons) of all exp	orted minerals	
Net sales	of the source metal or	ore of all exported	Exported quantity p	percentage of all export	ted minerals			
	(Optional)		(Optional)					
Save as Draft	:				Cancel	Previo	us	Next



11. Then, "Financial Information" page will be displayed. Fill in the following fields and then click "Next".

Financial Compensation	Exploitation Information 2	Exportation	Financial Information	Manpower 5	Used Material	Acknowledgement	Legal Authentication	Payment 9		
			Fina	ncial Informat	ion					
Sales			Sales Cost			Gross Income				
Type Number	Type Number Type Number						0.00			
Selling and Marketing Expenses General and Administrative Expenses						Exploration Expenses a	nd Technical Services			
Type Number	Type Number Type Number					Type Number				
Other Operating Ex	xpenses		Total Operating Expen	Ses		Operations Income				
Type Number			0				0.00			
Financing Expense	95		Other Expenses /Net Ir	come		Profit/Loss Before Zaka	t and Tax			
Type Number			Type Number			0.00				
Income Tax			Zakat Expenses			Net Profit / Loss for the	year			
Type Number			Type Number				0.00			
Save as Dr	raft				Cancel	Previous		Next		

12. Then, "Manpower" page will be displayed. Fill in the following fields and then click "Next".

ompensation	Exploitation Information	Exportation	Financial Information	Manpower	Used Material		t Legal Authentication	Payment	
1	2	3	4	(5)	6	7	8	9	
				Manpower					
Manpower Informa	ation on site								
Saudi employees		Non-Saudi (employees	Saudi emplo	Saudi employee percentaĝe		Number of specialists in earth sciences		
Type Number		Type Nun	nber	0 %		Ту	pe Number		
Manpower Informa	ation on Management								
Saudi employees		Non-Saudi	employees	Saudi emplo	yee percentaĝe	Num	ber of specialists in earth sc	iences	
Type Number		Type Nun	nber	0 %		Ту	Type Number		
+ Upload Attachment	nent								
+ Upload Attachn									
+ Upload Attachn Select file PDF,Xlsx	nent								
+ Upload Attachn Select file PDF, XIsx size is 15 MB	nent ,Xlx PNG, JPG and JPEG, M:	aximum	er of non-Saudi	Total Percen	(age	Tota	I specialists in earth science:	S	

13. Then, "Materials Used" page will be displayed. Answer the question, and if you select (No), click "Next".

Financial Compensation	Exploitation Information	Exportation 3	Financial Information	Manpower 5	Used Material	Acknowledgement 7	Legal Authentication	Payment 9
			Material Us	ed in Off-Site I	Production			
			Was There Mate	rials Used in Off-S	Site Production ?			
			0	Yes O No				
Save as Draft					Cancel	Previo	bus	Next

If you select (Yes), fill in the following fields, then, click "Next".

		terials Used in Off-Site Production	ז?		
		Yes No			
Material name	Quantities Used (Ton)	Ore source (company/seller)	Exploitation Site	Used materials location license number	
Type text	Type Number	Type text	Type text	Type Number	
Copy of the supplier's contract o	f the material				
+ Upload Attachment					
Select file PDF, Xlsx, Xlx PNG, JPG Maximum size is 15 MB	and JPEG,				
terial					
Save as Draft			Cancel Pre	vious	Next



14. Then, "Acknowledgment" page will be displayed, where you must confirm all commitments before clicking "Next".

Financial Compensation	Exploitation Informa <u>tion</u> 2	Exportation	Financial Information	Manpower 5	Used Material	Acknowledgement	Legal Authentication	9 Payment
			A	cknowledgmer	t			
I acknowledge	e and pledge that the M	inistry of Industry and	d Mineral Resources holds th	ne right to Audit and	Amend the submitted c	leclaration above		
I acknowledge	e and pledge the validit	y of the data entered	into the Mining Portal and at	tached above and t	ake full responsibility if (otherwise proven to exis	st.	
I acknowledge	e and pledge to attach a	all documents suppor	rting the figures submitted in	ncluding the financia	l statements And I take	full responsibility if othe	erwise proven to exist.	
وزاران رقم (3293 🗍 تاريخ 05 / 06 / 1444هـ		ئية لنظام الاستثمار التعد	حُ 19 شوال 1441هـ، واللائحة التنفيذ	ىلكى رقم م / 140 وتاريخ	لتعديني الصادر بالمرسوم الا	عما ورد في نظام الاستثمار ا	بالالتزام وعدم مخالفة أي ه	أتعهد وأقر أنا المرخص
Save as Draft					Canc	el Previo	bus	Next

15. Then, "Legal Authentication" page will be displayed. Download the report, get it stamped by Accredited Chartered Accountant, and re-upload it by clicking "Upload Attachment". Then, click "Submit" if no fees are required.

Financial Compensation	Exploitation Information	Exportation 3	Financial Information	Manpower 5	Used Material	Acknowledgement	Legal Authentication	Payment 9	
			Seal and Signatur	e of the Charl	teted Accountar	nt			
		Report has be	en saved as draft, you can n	ow download a copy	of the report to comple	ete authentication			
		Copy of the Re	port				_		
				Click to Download					
		Upload attachment							
		+ Upload Attachment		DF only, Maximun si					
			Jelected P	DF Only, Maximum si	Ze ISIS MID				
Save as Draft					Cance	el Previo	bus	Submit	
				11					



Once you click "Submit," a confirmation message will appear saying "Your Report is Submitted Successfully."



If fees are required, download report, get it stamped by Accredited Chartered Accountant, and re-upload it by clicking "Upload Attachment". Then, click "Next".

Financial Compensation	Exploitation Information	Exportation	Financial Information	Manpower	Used Material	Acknowledgement	Legal Authentication	Payment	
0	2	3	4	5	6	0	8	9	
			Seal and Signatu	re of the Char	teted Accountar	nt			
		Report has bee	en saved as draft, you can r	now download a copy	y of the report to comple	te authentication			
		Copy of the Re							
		Copy of the Re	port	Click to Download					
		Upload attachment							
		+ Upload Attachment							
			Selected I	PDF only, Maximun si	ize is15 MB				
Save as Draft					Cance	el Previo	pus	Next	
							And Second		
				12					



Next, "Payment" page will be displayed for paying the "Financial Compensation fees"

Financial Compensation	Exploitation Information 2	Exportation 3	Financial Information	Manpower 5	Used Material	Acknowledgement	Legal Authentication	Payment 9
				Payment				
0 Dear investor, Note that the	e fees are non-refundable, a	nd you agree that these fee	s are non-refundable.					
			O Accept	C Reject				
	0.92 SAR					Financial Compensation	Fees	
	bank.	e payment reference	number to pay through SAI	DAD through your local		<u>_/_</u>	arostal	
	Reference nu	imber 20250114500 I pending	2					
							Cancel	Next

Upon completing payment process, your report will be successfully submitted.

J.)	
Your Periodic Report will be automatic: The process of reflecting an invoice's payment st	ally submitted after successful pays atus can take up to 15 minutes on Taadeen platforn	
Report Number		
Company Name		
Submission Date	2025-01-14	
Reference number		
Status	Pending Payment	
Backtof	kome pago	
	12	



Thank you.

