

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

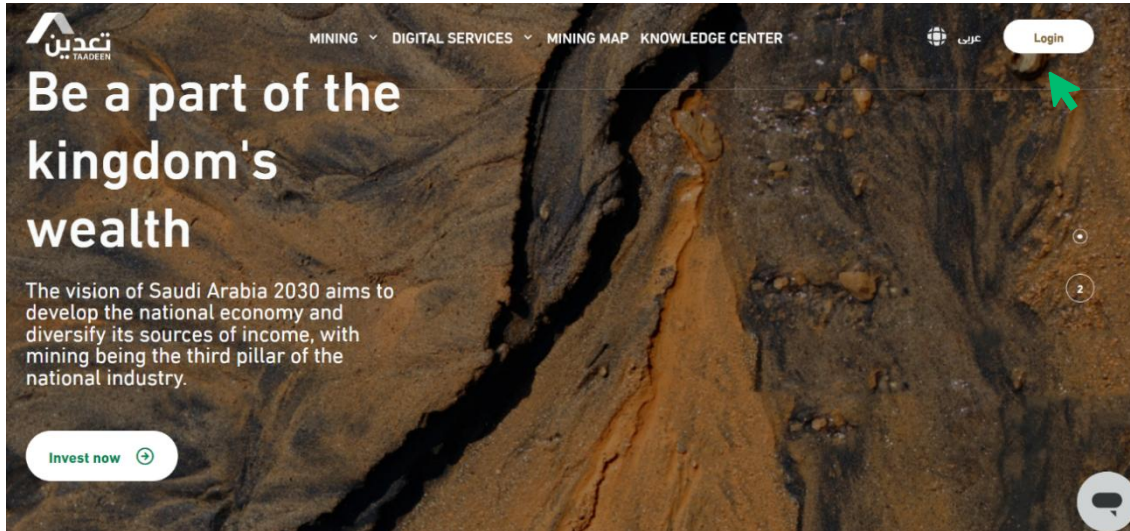


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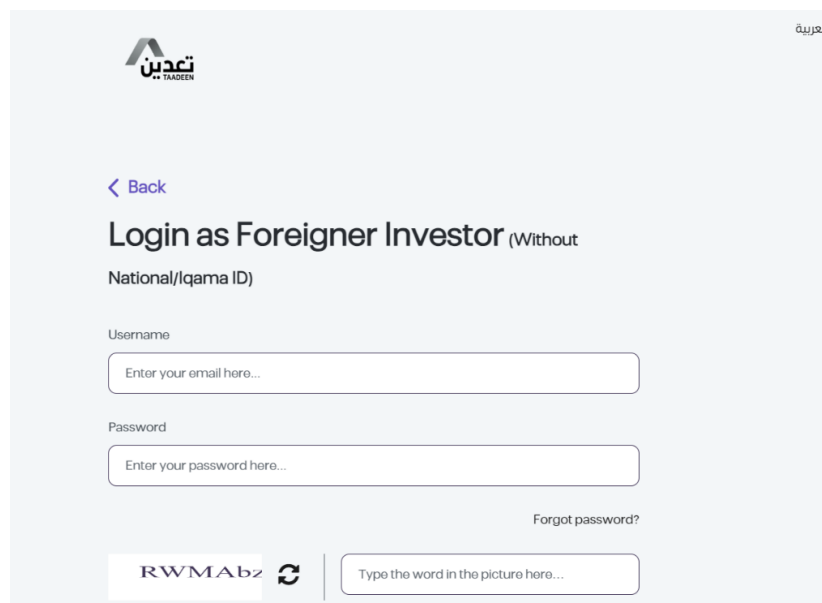
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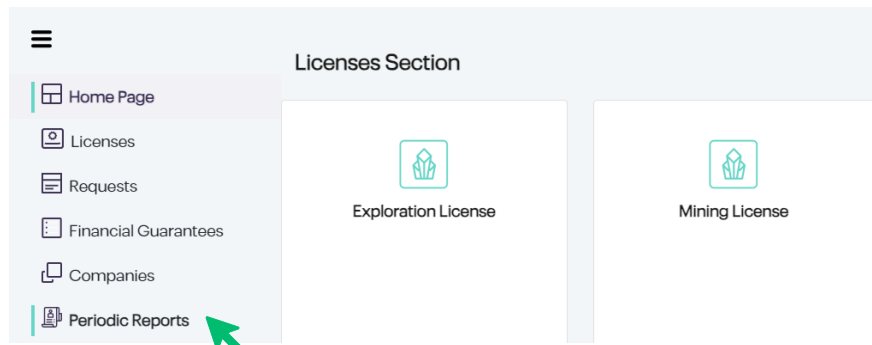
1. Visit [Taadeen Platform](#) and click on the Login button.



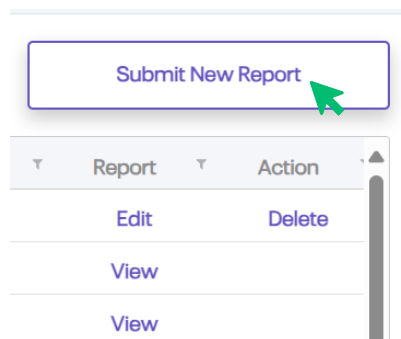
2. Log in to your account.



3. Click on "Periodic Reports" section.



4. Click on "Submit New Report" button.




5. Select the desired report to create.



6. Choose the required license.

Periodic Report

Select 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

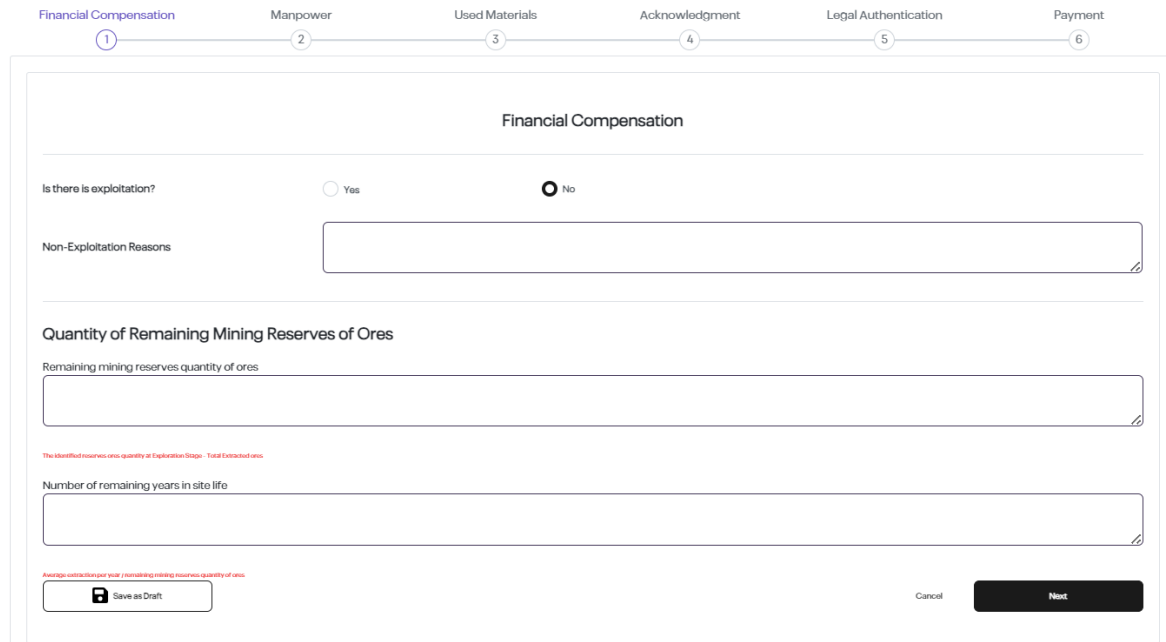
Select License



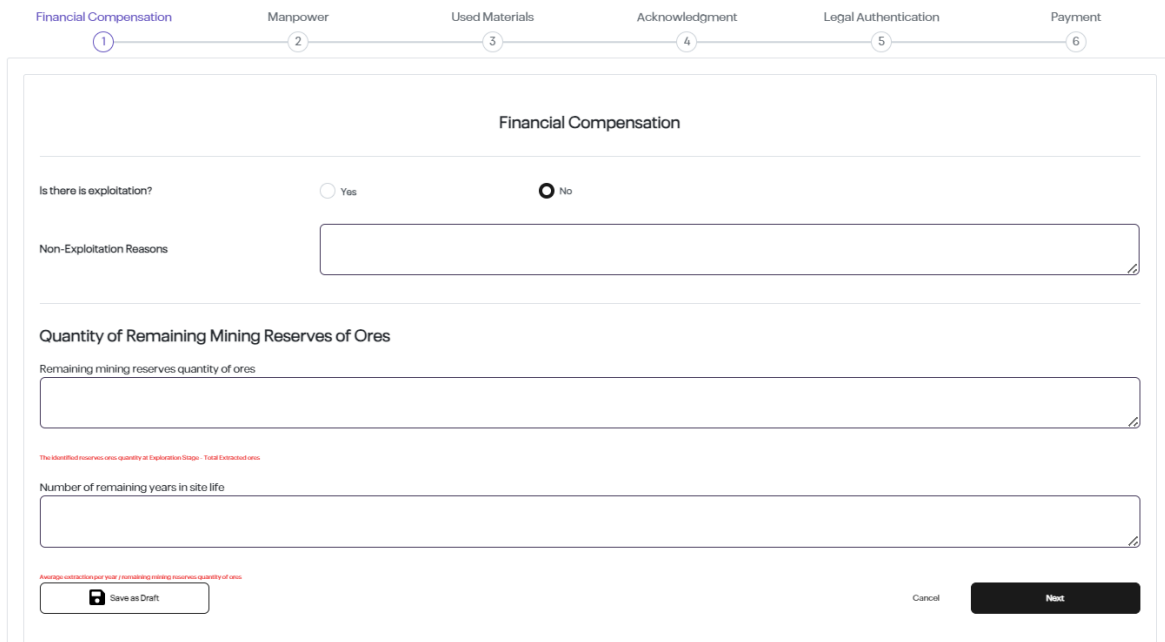
Company Name	
CR Number	
License Number	
License Expiry Date	2030/01/06
License Class	A
Minerals	Gold
Unified Number	
CR Expiry Hijri Date	1446/08/24

Report Type	Active Date	Due Date	Status	Start	Edit	View	Delete
Quarter2	2025-07-01	2025-08-01	Yet to start				
Quarter1	2025-04-01	2025-05-01	Yet to start				
Annual	2025-01-01	2025-04-30	Yet to start	Start			
Quarter3	2025-10-01	2025-10-30	Yet to start				

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



If you select (No), you must provide "Reasons for Non-Exploitation" and the "Quantity of Remaining Mineral Reserves of Ores" then, click "Next".



If you select (Yes), you must provide "Exploitation Procedures", "Selected Mineral," and fill in the following fields then, click "Next".

Financial Compensation 1
Manpower 2
Used Materials 3
Acknowledgment 4
Legal Authentication 5
Payment 6

Financial Compensation

Is there exploitation? ☒ Yes ☐ No

Exploitation Procedure

Select your Exploitation Mineral *Minerals is mandatory Select...

Computation of Severance Fees of Minerals Upon Extraction

1. Total Revenue of Minerals Extracted During the Period	0	v
2. Total Operation Expenses <small>The expenses associated with the Post-Extraction Activities and before the revenues are generated at the valuation point</small>	0	v
3. Total Disallowable Operational Expenses	0	v
4. Total Estimated Return on Capital	0	v
5. Net Value of Minerals Upon Extraction	0	v
6. Severance Fee for the Value of Minerals Upon Extraction (SAR)	0	v

Computation of Severance Fees of Income Tax Equivalent

Net Income / Loss From Mining Activity	0.0
7. Total Additions to Net Income / Loss	0 v
8. Total Deductions From Net Income / Loss	0 v
9. Severance Fees as per Income Tax Equivalent	0 v

Previous Total Severance Fees

Annual Severance Fee

Remaining credit balance

Utilized credit balance

Total Severance Fees

Quantity of Remaining Mining Reserves of Ores


Remaining mining reserves quantity of ores

The identified reserves ores quantity at Exploration Stage - Total Extracted ores

Number of remaining years in site life

Average extraction per year / remaining mining reserves quantity of ores

Please make sure you calculate all the fields to be able to review your data!

 Save as Draft
Cancel
Review your data
Next

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

Manpower

Manpower Information on site

Saudi employees: Type Number

Non-Saudi employees: Type Number

Saudi employee percentage: 0 %

Number of specialists in earth sciences: Type Number

Manpower Information on Management

Saudi employees: Type Number

Non-Saudi employees: Type Number

Saudi employee percentage: 0 %

Number of specialists in earth sciences: Type Number

Upload attachment

+ Upload Attachment

Select file PDF, Xlsx, Xls, PNG, JPG and JPEG; Maximum size is 15 MB

Total

Total Number of Saudi: 0

Total Number of non-Saudi: 0

Total Percentage: 0 %

Total specialists in earth sciences: 0

Save as Draft Cancel Previous Next

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

Material Used in Off-Site Production

Was There Materials Used in Off-Site Production ?

☐ Yes ☒ No

Save as Draft Cancel Previous Next

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

Financial Compensation 1 — Manpower 2 — **Used Materials 3** — Acknowledgment 4 — Legal Authentication 5 — Payment 6

Material Used in Off-Site Production

Was There Materials Used in Off-Site Production ?

☒ Yes ☐ No

Material name	Quantities Used (Ton)	Ore source (company/seller)	Exploitation Site	Used materials location license number
<input type="text" value="Type text"/>	<input type="text" value="Type Number"/>	<input type="text" value="Type text"/>	<input type="text" value="Type text"/>	<input type="text" value="Type Number"/>

Copy of the supplier's contract of the material

Select file: PDF, Xls, Xlsx, PNG, JPG and JPEG, Maximum size is 15 MB

[+ Add Material](#)

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

Financial Compensation 1 — Manpower 2 — Used Materials 3 — **Acknowledgment 4** — Legal Authentication 5 — Payment 6

Acknowledgment

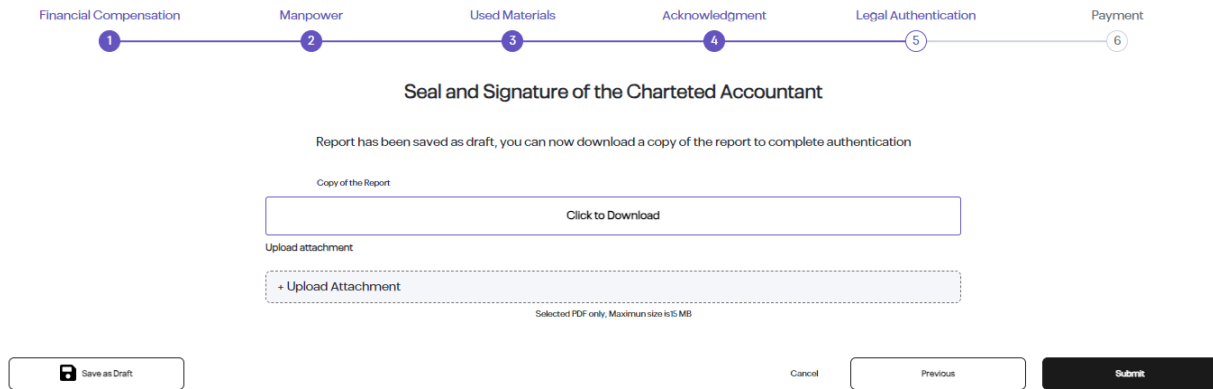
☐ I acknowledge and pledge that the Ministry of Industry and Mineral Resources holds the right to Audit and Amend the submitted declaration above

☐ I acknowledge and pledge the validity of the data entered into the Mining Portal and attached above and take full responsibility if otherwise proven to exist.

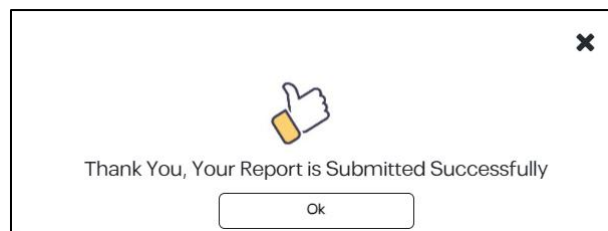
☐ I acknowledge and pledge to attach all documents supporting the figures submitted including the financial statements. And I take full responsibility if otherwise proven to exist.

☐ أتعهد وأقر أنه المرحلي بالتزام وعدم مخالفة أي مما ورد في نظام الاستثمار التعدين الصادر بالمرسوم الملكي رقم م / ١٤٠ وتاريخ ١٥ شوال ١٤٤١هـ، واللائحة التنفيذية لنظام الاستثمار التعدين الصادر بموجب القرار الوزاري رقم ١٤٤٤ / ١٠٦ / ٥٥ وتاريخ ١٤٤٤ / ١٠٦ / ٥٥.

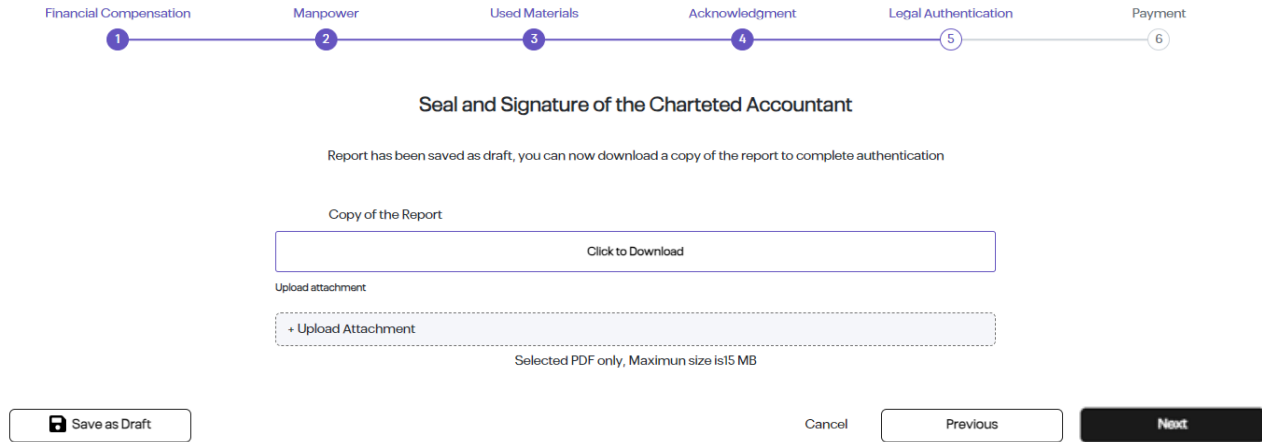
12. Then, "Legal Authentication" page will be displayed. Download the report, get it stamped by Accredited Chartered Accountant, and re-upload it by clicking "Attach File". Then, click "Submit" if no fees are required.



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 "Attach File". Then, click "Next".



Financial Compensation 1 — Manpower 2 — Used Materials 3 — Acknowledgment 4 — Legal Authentication 5 — Payment 6

Seal and Signature of the Chartered Accountant

Report has been saved as draft, you can now download a copy of the report to complete authentication

Copy of the Report

Click to Download

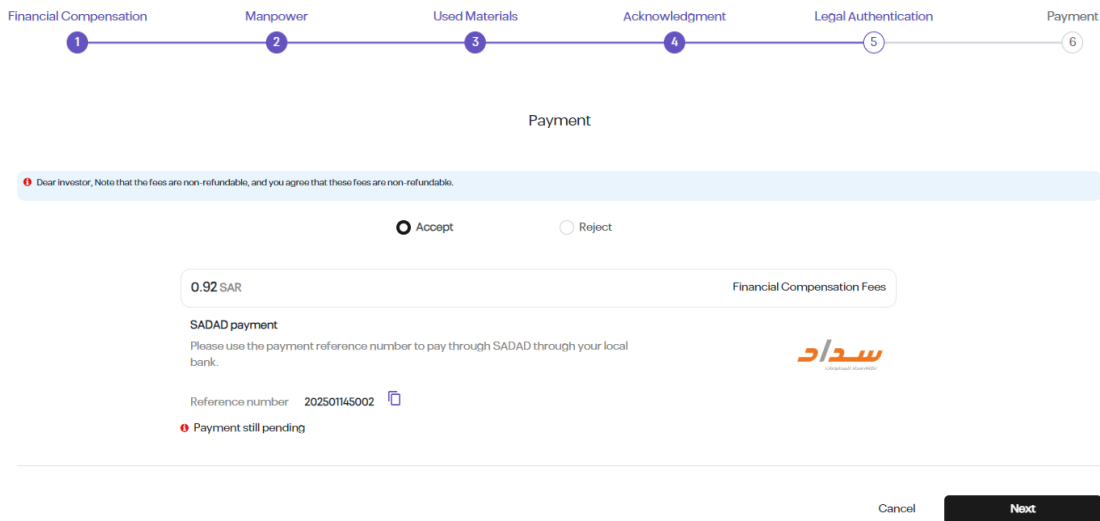
Upload attachment

+ Upload Attachment

Selected PDF only, Maximum size is 15 MB

Save as Draft Cancel Previous Next

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



Financial Compensation 1 — Manpower 2 — Used Materials 3 — Acknowledgment 4 — Legal Authentication 5 — Payment 6

Payment

Dear investor, Note that the fees are non-refundable, and you agree that these fees are non-refundable.

☒ Accept ☐ Reject

0.92 SAR Financial Compensation Fees

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

Reference number 202501145002

Payment still pending

Cancel Next

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



Your Periodic Report 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

Report Number	
Company Name	
Submission Date	2025-01-14
Reference number	
Status	Pending Payment

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Thank you.