

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



## Contents

Steps to Access the Service:
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#### Steps to Access the Service:

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



2. Log in to your account.

تعدين	
K Back	
Login as For	eigner Investor (Without
National/Iqama ID)	
Username	)
Username Enter your email here	
(	
Enter your email here	
Enter your email here Password	
Enter your email here Password	Forgot password?
Enter your email here Password	Forgot password?



3. Click on "Periodic Reports" section.

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

4. Click on "Submit New Report" button.



5. Select the desired report to create.

Submit New Report
Exploration Report
Mining Report
Small Mining Report



6. Choose the required license.

	Period	dic 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.

			F	Perioc	odic Report
Select License					
					x v
Company Name					
CR Number					
License Number					
License Expiry Date					2030/01/06
License Class					А
Minerals					Gold
Unified Number					
CR Expiry Hijri Date					1446/08/24
$\equiv$ Report Type $^{\intercal}$	Active Date	τ	Due Date	τ	Status <sup>T</sup> Start <sup>T</sup> Edit <sup>T</sup> View <sup>T</sup> Delete <sup>T</sup>
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?"

Financial Compensation	Manpower 2	Used Materials	Acknowledgment	Legal Authentication	Payment 6
		Financial Con	npensation		
Is there is exploitation?	Yes	O No			
Non-Exploitation Reasons					1.
Quantity of Remaining Mi Remaining mining reserves quantity o	-				
The Maethod resones: one quantity at ExplorationStage - Total Ex Number of remaining years in site life					
Average extraction per year remaining mining meaners quantity o	taus				
<ul> <li>Save as Dran</li> </ul>				Cancel	Next

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

Financial Compensation	Manpower 2	Used Materials	Acknowledgment	Legal Authentication	Payment	
$\sim$						
		Financial Cor	npensation			
Is there is exploitation?	⊖ Yes	O No				
Non-Exploitation Reasons						
Quantity of Remaining M	ining Reserves of Ores					
Remaining mining reserves quantity o	ofores					
The identified reserves ones quantity at Exploration Stage - Total Ex	dacked ares					
Number of remaining years in site life						
Average extraction per year / remaining mining reserves quantity of Serve as Draft	at ones			Cancel	Next	
				Ganoa		



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

bedecin Procedure Terrer Cardination of Severance Fees 1 Standardstandstandstandstandstandstandstandstan	Financial Compensation	Manpower	Used Materials	Acknowledgment	Legal Authentication	Payment
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bitter Provide Text quaterative Text quaterati			Financial Co	ompensation		
bitter fronders bitter		_				
Image: Section of Severance Fees   Severance Fees   Severance Fees   Previous Total Severance Fees   Severan	s there is exploitation?	O Yes	○ No			
ame	xploitation Procedure					10
table v						
mputation of Severance Fees of Minerals Upon Extraction  1 to forward dataset for a fees of Minerals Upon Extraction  2 to for determined to ease for a set of the se	Select your Exploitation Mineral *Minerals is	mandatory				
11 Indicational Informational Inf	Select					~
11 Indicense reference fees   0   12 Indicense reference fees   0   13 Reference fees   0   14 Total Severance Fees   0   15 Reference fees   15 Reference fees   15 Reference	Computation of Coverance		traction			
1 Stardbardstarding fromting       0       ~         1 Stardbardstarding fromting fromting       0       ~         1 Stardbardstarding fromting f			LIACION		0	
Number of the state						
A transformation or Qual		ties and before the revenues are generated at the valuation point			0	~
	3. Total Disallowable Operational Expense	s			0	~
	4. Total Estimated Return on Capital				0	~
Imputation of Severance Fees of Income Tax Equivalent  Introme Vicentification withing lower  1 Text definitions that knows Lower  1 Text definitions that knows Lower  1 Text definitions  1 Text and the severance Fees  Previous Total Severance Fees  Total Severance  Total Severance Fees  Total Severance Fees  Total Severance Fees  Total Severance  Tot					0	~
Nikoomu (Lus from Miking Kukiy 0     1 Tad kaldbinets between (Lus 0     2 Boweener from Nie booms (Lus 0     9 Boweener from Nie booms (Lus 0     Previous Total Severance Fees 0     Annual Severance Fees 0   Remaining credit balance 0   Utilized credit balance 0    Total Severance Fees o Total Severance Fees o      Annuel Severance Fees o      Total Severance Fees o      Annuel Severance Fees o      Total Severance Fees o  Total Severance Fees o  Total Severance Fees o o    Previous functional severance Fees o	6. Severance Fee for the Value of Minerals	Upon Extraction (SAR)			0	
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2. Total Additions to the learning (Loss     8. Total Additions to the learning (Loss)     9. Total Deleters from the learning (Loss)     0     9. Total Severance Fees     0     Previous Total Severance Fees     0     Annual Severance Fees     0     Previous Total Severance Fees     0     animg mining reserves of Ores     animg mining reserves quantify of ores     animg mining years in site life	-				0.0	
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Previous Total Severance Fees TreeNurter Annual Severance Fee Annual Severance Fee Remaining credit balance Utilized credit balance Utilized credit balance Total Severance Fees Total Severance Fees	8. Total Deductions From Net Income / Los	8			0	· ·
Annual Severance Fee  Annual Severance Fee  Annual Severance Fee  Annual Severance Fees  An	9. Severance Fees as per Income Tax Equi	valent			0	~
Annual Severance Fee  Annual Severance Fee  Remaining credit balance  Utilized credit balance  Total Severance Fees  Total Severance Fees  Total Severance Fees  Annual Feestre Fees  Annual Feestre Fees  Annual Feestre Fees  Annua		_				
Remaining credit balance  Utilized credit balance  Total Severance Fees  Total Severance	Previous Total Se	everance Fees	Type Nur	mber		
Remaining credit balance  Utilized credit balance  Total Severance Fees  Total Severance	Annual Severand	ce Fee		0		
Utilized credit balance						
Total Severance Fees	Remaining credi	t balance		0		
Total Severance Fees	Utilized credit ba	lance		0		
Anality of Remaining Mining Reserves of Ores anining mining reserves quantity of ores anining mining reserves quantity of ores and device of remaining years in site life						
alaring mining reserves quantity of ores	Tota	al Severance Fees			0	
alaring mining reserves quantity of ores						
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nber of remaining years in site life						
nber of remaining years in site life						/
Peace make sare your calculate all the fields to be able to review your data? Review your data?	lumber of remaining years in site life	0				
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Peace make sum your calculater all the fields to to a she to review your claim? Benchmer your claim?						/.
	erage extraction per year / remaining mining reserves quantity	y of onus		Please make su	re you calculate all the fields to be able to review your data!	Review your data
Bave as Draft     Cancel     Next						
	Save as Draft				Cancel	Next
						MBIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
WILLY Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y						



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

Financial Compensation	Manpower 2	Used Materials	Acknowledgment	Legal Authentication	Payment 6
		Man	power		
Manpower Information on site					
Saudi employees	Non-Saudi employees		Saudi employee percentage	Number of specialists in earth s	ciences
Type Number	Type Number		0 %	Type Number	
Manpower Information on Management					
Saudi employees	Non-Saudi employees		Saudi employee percentage	Number of specialists in earth s	ciences
Type Number	Type Number		0 %	Type Number	
Upload attachment					
+ Upload Attachment					
Select file PDF,XIsx,Xbx PNG, JPG and JPEG, Maxin	mum size is 15 MB				
Total					
Total Number of Saudi	Total Number of non-Saudi		Total Percentage	Total specialists in earth science	65
0	0		0 %	0	
Save as Draft			Canc	ol Previous	Next

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





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

			Off-Site Production		
	N	Vas There Materials Us	ed in Off-Site Production	?	
		O 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 of the material					
+ Upload Attachment					
Select file PDF, XIsx, Xix PNG, JPG and JPEG, Ma	aximum size is 15 MB				

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

0	Manpower 2	Used Materials	Acknowledgment	Legal Authentication	Payment 6
		Acknowl	ledgment		
Lacknowledge and pledge that the Mini	istry of Industry and Mineral Resources holds the r	right to Audit and Amend the submitted declaration at	bove		
I acknowledge and pledge the validity o	if the data entered into the Mining Portal and attac	ched above and take full responsibility if otherwise pro	oven to exist.		
I acknowledge and pledge to attach all e	documents supporting the figures submitted incl	uding the financial statements And I take full responsi	ibility if otherwise proven to exist.		
ل رقم (1/ 3293 / 1/ 1/ 444 ) وتاريخ 05 / 06 / 16 ما44هـ	نيذية لنظام الاستثمار التعدينى الحادرة بموجب القرار الوزارم	رسوم الملكى رقم م / ١٨٥ وتاريخ 19 شوال ١٨٩هـ، واللائحة التنة	م مخالفة أنى مما ورد فني نظام الاستثمار التعديني الصادر بالمر	أتعهد وأقرأنا المرخص بالانتزام وعد	
			Can	el Previous	Next
Save as Draft					
Save as Draft					
Save as Draft			9		



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.

Financial Compensation	Manpower 2	Used Materials 3	Acknowledgment	Legal Authentication 5	Payment 6	
		Seal and Signature of th	ne Charteted Accountan	t		
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					
			Maximun size is15 MB			
Seve as Draft			Cance	ol Previous	Submit	

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	Manpower 2	Used Materials	Acknowledgment	Legal Authentication 5	Payment 6
	S	Seal and Signature of th	e Charteted Accountan	t	
	Report has been	saved as draft, you can now down	load a copy of the report to complet	te authentication	
	Copy of the Rep	ort			
		Click to [	Download		
	Upload attachment				
	+ Upload Attachment				
	·	Selected PDF only, N	Maximun size is15 MB		
Save as Draft			Cance	Previous	Next

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

inancial Compensation	Manpower 2	Used Materials	Acknowledgment	Legal Authentication 5	Payment 6	
		Paym	ent			
Dear investor, Note that the fees are	non-refundable, and you agree that these fee					
		O Accept	Reject			
		number to pay through SADAD throug				
	bank. Reference number 20250114500 • Payment still pending	2 1		dapinali iluvitlar		
				Cancel	Next	
		1	1			



## 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			
Back to home page				





## Thank you.