

User Manual for Creating an Exploration License Final Report





Contents

teps to Access the Service:





Steps to Access the Service:

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



2. Log in to your account.

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



3. Click on "Periodic Reports" section.

=	Licenses Section	
Home Page		
Licenses		
Requests	<u>AID</u>	
Financial Guarantees	Exploration License	Mining License
Companies		
Periodic Reports		
•		

4. Click on "Submit New Report" button.



5. Click on "Exploration Report".





6. Choose the required license.

Periodic and	Final Reports
Select License	
Choose license	~
Company Name	
License No.	
License Location	
License Expiry Date	
License Class	
Minerals	
CR Number	
Unified Number	
CR Expiry Hijri Date	
	Cancel

1.5. 1.5

7. License details and associated reports for the selected license will appear automatically. Click "Start" for Final Report.

		Periodic and	Final Reports		
License					
					× ~
		Company Name			
		License No.	144528		
		License Location			
		License Expiry Date	19-11-2023		
		License Class	А		
		Minerals	Silver		
		CR Number			
		Unified Number			
		CR Expiry Hijri Date	1448/08/24		
Report Type	Active Date	Submission Due Date	Status	Report Compliant Status	Action
Semi-Annual	14-10-2023	13-11-2023	Yet to start		Start
Annual	08-08-2024	07-09-2024	Yet to start		Start
Final	20-11-2023	19-12-2023	Yet to start		Start
				•	
		5			



8. "General Information" page will appear. Click "Next".

13	4	5	6	7	8
General Information Executive Summary Introduction and Work P		Exploration Activities	Exploration Expenditures	Environmental Compliance	Database Submission and sample handover
General Information					
Report Name	Report No		Select License		
Final	0_Final 01/01/00		0		
Name of Electronic License Holder	License Class		Minerals		
License Issuance Date	License Expiry Date		Name of Licen	se holder	
01-01-1900	01-01-1900				
Address	Phone Number				
	0				
License Area	Email Address		License Renew	val Status	
			Not renewed		
Save as Draft		Cancel	Previous		Next

9. Proceed to "Executive Summary" page. Fill in the required fields and click "Next".

0	2	3	4	5	6	7	
General Information	Executive Summary	Introduction, History and Work Program	Exploration Area Details	Exploration Activities	Exploration Expenditures	Environmental Compliance	Database Submission and sample handover
xecutive Summary	,						
eneral introduction al	bout the scope of wor	k during the reporting te	enure and objectives	1			
							li
ascribe any exploration	on operations been co	nducted during the fina	l reporting period				
			roportang portod				
							()
scribe any rehabilita	tion operations been u	undertaken during the re	eporting period				
							li
escribe any outstand	ing rehabilitation from	o current or previous rep	orting periods to be	undertaken			
							li
escribe any clarificati vere) made to comply		ent or previous reportin	g periods and provid	le how the response(s) wa	as		



10. The "Introduction, History, and Work Program" page will appear. Fill in the required fields and click "Next".

0	2	3	4	5	6	7	8
General Information	Executive Summary	Introduction, History and Work Program	Exploration Area Details	Exploration Activities	Exploration Expenditures	Environmental Compliance	Database Submission and sample handover
Introduction, History	y and Work Program	1					
Summary report as pe	er the guidelines and a	ccording final report ten	nplate				
Describe the explorati	on targets, exploration	model and concepts					
Describe the work pro	gram, as set out at the	commencement of the	tenure in an orderly	r manner for each year of	activity		
Year		Work Program					
1]
2							
3							
Provide a summary ta drilled; license (if a cor			g period, giving type	of exploration activity; lo	cation or prospect na	me; number of samp	oles, holes, meters

Year	Type Of Exploration	Location	Number Of Samples	Number Of Holes	Meters Drilled
1					





11. On "Exploration Area Details" page, upload the required attachments and click "Next".

1 General Information	2 Executive Summary	3 Introduction, History and Work Program	4 Exploration Area Details	5 Exploration Activities	6 Exploration Expenditures	7 Environmental Compliance	8 Database Submission and sample handover
Exploration Area De	tails						
Access		Topograp	hy		Infrasturctur	9	
+ Upload Attachmer	ıt	+ Uple	oad Attachment		+ Upload	d Attachment	
Select file PDF, KML, K JPG and JPEG, Maximi			ile PDF, KML, KMZ, D J JPEG, Maximum si	Docx, Xlsx,Xlx, PNG, ze is 15 MB		PDF, KML, KMZ, Docx, PEG, Maximum size is 1	
Table of Coordinates							
Save as Dra	ft			Cancel	Prev	rious	Next

12. Proceed to "Exploration Activities" page, select exploration activities and expense from the menu, complete the fields, and click "Next".

lect Exploration Activit	ies and Expense	and Work Program	Details		Expenditures	Compliance	and sample handover	
Save as Draft				Cancel	Previous		Next	
				8				



13. "Exploration Expenditures" page will appear. Fill in the required fields and click "Next".

Exploration Expen	ditures					
Spending Category	Spending Items	Quantity	Unit	Price Per Unit	Upload Invoice	Total
Preliminary Stv	Data Collectiov		lump	SAR	Ť	0 SAR
Preliminary St v	Data Collectiov		Study	SAR	÷	o SAR
Preliminary Stv	Data Collectiov		Study	SAR	÷	0 SAR
Preliminary St v	Data Collectiov		Study	SAR	Ť	0 SAR
					_	
+ Add new Item			_			



14. On "Environmental Compliance" page, complete the required fields, and click "Next".

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	 Save as Draf 	t			Cancel	Previou	JS	Next



15. "Database Submission and Sample Handover" page will appear. Upload the required attachments and click "Next".

	4 5	6	8		
General Information Executive Summary Introduction and Work P			ironmental Database Submission mpliance and sample handover		
Database Submission and Sample Handover					
Report No	License Id	License Area	License Area		
0_Final_Report-08/01/25	0				
Database handover	Sample Handover	Final Exploration Technical R	Final Exploration Technical Report		
+ Upload Attachment	+ Upload Attachment	+ Upload Attachmer	+ Upload Attachment		
Select file PDF, KML, KMZ, Docx, Xlsx,Xlx, PNG, JPG and JPEG. Maximum size is 15 MB	Select file PDF, KML, KMZ, Docx, XIsx,XIx, PNG, JPG and JPEG. Maximum size is 15 MB		Select file PDF, KML, KMZ, Docx, Xlsx,Xlx, PNG, JPG and JPEG. Maximum size is 15 MB		
Final Exploration Expenditure Report		Ji O and Ji EO, Maxim			
Upload Final Exploration Expenditure Report	Upload Audit Report prepared by chartered accounted				
+ Upload Attachment	+ Upload Attachment				
Select file PDF, KML, KMZ, Docx, Xlsx,Xlx, PNG, JPG and JPEG, Maximum size is 15 MB	Select file PDF, KML, KMZ, Docx, Xlsx,Xlx, PNG, JPG and JPEG, Maximum size is 15 MB				
Save as Draft	Cancel	Previous	Next		

After clicking "Next", a confirmation message will appear: "The report has been successfully submitted".

	report has been successfully submitted atus can take up to 15 minutes on Taadeen platform
Application Number	
Company Name	
Submission Date	08-01-2025
Status	Submitted
Back to h	ome page



Thank you.

