

User Manual for Renewing an Exploration License



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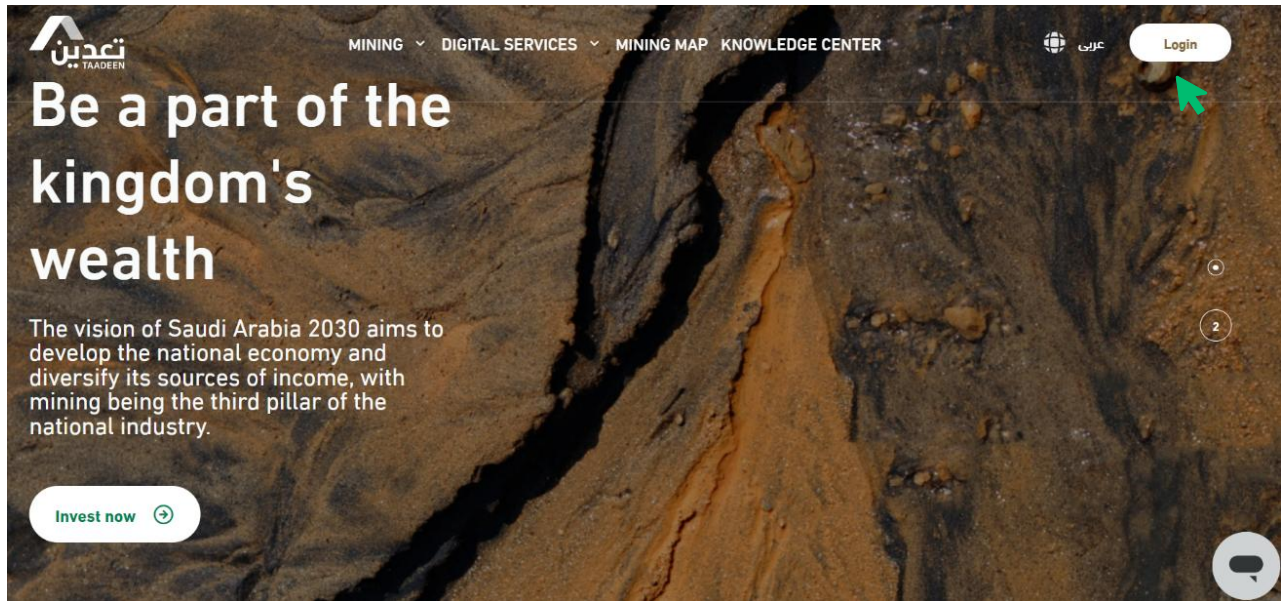
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Service Description:

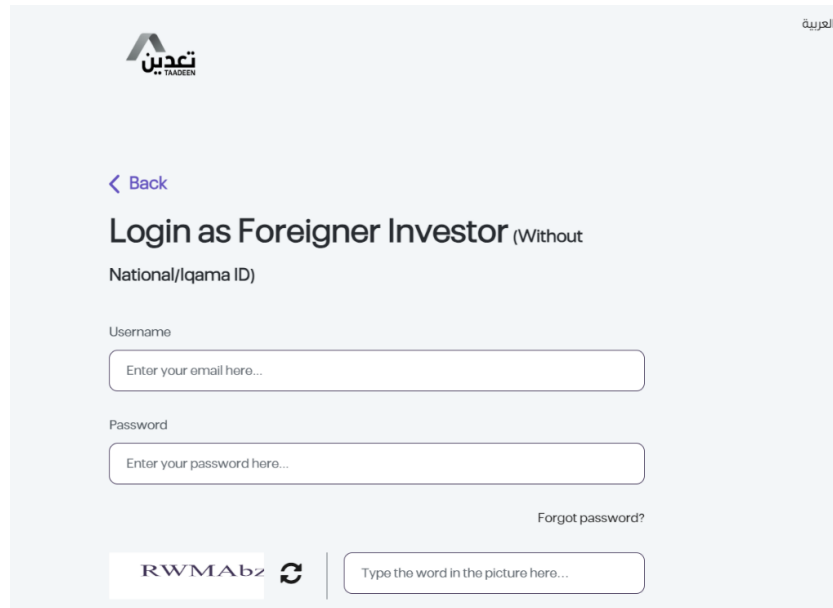
This service allows investors to renew their exploration licenses for all minerals authorized within the license area.

Steps to Access the Service:

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

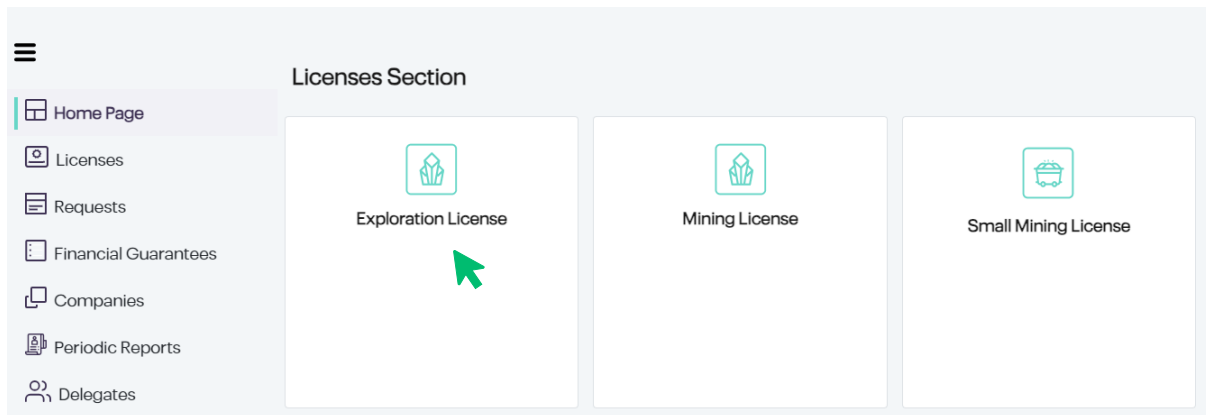


2. Log in to your account.

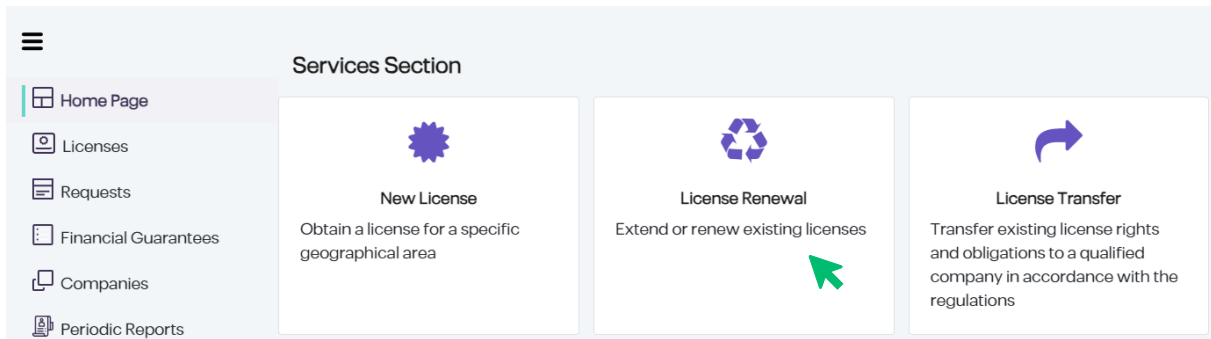


The screenshot shows a login page for foreign investors. At the top left is the TAADEEN logo, and at the top right is the word 'العربية' (Arabic). Below the logo is a '< Back' link. The main heading is 'Login as Foreigner Investor (Without National/Iqama ID)'. There are two input fields: 'Username' with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

3. Click on "Exploration License".



4. Click on "License Renewal".



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

Progress bar: 1. Select License (active) 2. Renewal Details 3. Location 4. Work Plan 5. Spending plan 6. Environmental Impact Form 7. Terms and Conditions 8. Payment

Select License

Select License

Choose license

Company Name	
License No.	
License Location	
License Expiry Date	
License Class	
Minerals	
Renewal 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
✓	License class is eligible for renewal
✓	The date of submission is within the last 6 months of the license duration and before the last 30 days of the validity of the license
✓	Total duration of license is less than 15 years
✓	Periodic reports are submitted
✓	There is no pending transfer request on selected license

You can save your application as a draft at any time, with a confirmation message displayed upon saving.

✓ Data saved successfully

You can update your application at any time from "Requests" section by selecting "Edit", ensuring the entered data is verified before proceeding.

You can view application details by selecting "View" or delete the application entirely by selecting "Delete".

Homepage > Requests

Requests


+ New Request

Request Type	CR Number	Company Na...	Status	Request sub...	Action
Renew Explorat...	...	Draft	1900-01-01 00:0...	View Edit Delete	

You can cancel your application at any time by clicking "Cancel" at the bottom of the page.

Validations

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 Save as Draft

Cancel

Next

7. After clicking "Next", "Renewal Details" page will appear. Enter the required fields and upload the necessary attachment.

Progress bar: 1 Select License, 2 Renewal Details, 3 Location, 4 Work Plan, 5 Spending plan, 6 Environmental Impact Form, 7 Terms and Conditions, 8 Payment


Renewal Details

Renewal Duration
Choose license duration

Reason for Renewal
Type your text here...

Means of achieving renewal objective
Type your text here...

Supporting Document [+ Add Document](#)

 Save as Draft

Cancel Previous Next

8. Click "Next" to proceed to "Location" page.

Progress bar: 1 Select License, 2 Renewal Details, 3 Location, 4 Work Plan, 5 Spending plan, 6 Environmental Impact Form, 7 Terms and Conditions, 8 Payment

Location

X (longitude - East) coordinate			Y (latitude - North) coordinate		
Degree	Minute	Second	Degree	Minute	Second
43	11	13.92	22	32	23.55
43	11	13.92	22	27	21.82
43	5	23.208	22	30	50.922

9. After clicking "Next", the "Work Plan" page will appear. Enter the technical justifications.

Progress bar: 1 Select License, 2 Renewal Details, 3 Location, 4 Work Plan, 5 Spending plan, 6 Environmental Impact Form, 7 Terms and Conditions, 8 Payment

Work Plan

Technical Justification
 Technical justifications that explain the reason for choosing the specific site or layer of land

Type your text here...

The results of the survey work

Type your text here...

Previous studies (Optional) [+ Add Document](#)

The nature and scope of detection operations and minerals or deposits required for detection

Type your text here...

[Save as Draft](#) [Cancel](#) [Previous](#) [Next](#)

10. After clicking "Next", the "Spending Plan" page will appear. Enter geological studies, geochemical surveys, technical studies, rehabilitation and other expenses.

Spending Plan

Geological Studies

1. Preliminary Studies/Office Studies

Classify the Data:

Cost: Cost SAR

Total 0 SAR

Type: Type

Cost: Cost SAR

Total 0 SAR

The Area:

The Area

Cost: Cost SAR

Total 0 SAR

2. Trench

Number of Trenches: Number of Trenches

Cost: Cost SAR

Length (meter): Length (meter)

Cost: Cost SAR

Total 0 SAR

Total 0 SAR

11. Attach the "Certified Accountant's Report".

Chartered Accountant Report

Attachment Name

Chartered Accountant Report

Document

+ Upload Attachment

Select file PDF, XLSX, PNG, JPG, JPEG, XML, and KMZ. Maximum size is 15 MB

Document Type

Proof of Financial Ability

+ Upload Attachment

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

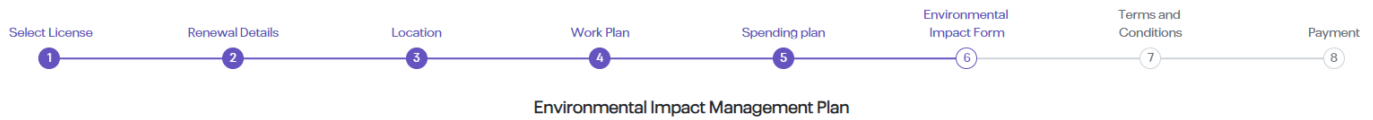
Save as Draft

Cancel

Previous

Next

12. After clicking "Next", the "Environmental Impact Management Plan" page will appear. Enter the following fields: site details, source and quantity of water used, and source and quantity of energy used.



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

Site Details

Requested metal category

Gold and Allied Metals

The nearby residential communities and the distance to the site

Type your text here...

A brief explanation of the proposed exploration activities

Type your text here...

Source and Quantity of Water Used

☐ Wells

☐ Treated water

☐ Desalinated water

Source and Amount of Energy Used

☐ Electrical grid

☐ Generators

☐ Solar panel

☐ Others

13. Confirm all "Applicant Obligations / Undertaking".

Applicant Obligations/Undertaking

<input type="checkbox"/>	To abide by all the requirements and specifications set by the environmental authority, and all laws, regulations, instructions and decisions related to the license activity
<input type="checkbox"/>	To obtain the necessary permits from the environmental authority before using any chemical materials at the requested license site.
<input type="checkbox"/>	To submit an annual report on the implementation of the environmental impact management plan for the exploration license.
<input type="checkbox"/>	Abide to correct waste disposal regulations when building exploration camps; while taking special measures to manage hazardous waste (tires, batteries, used oils, lubricants, etc.) and adequately protect all temporary fuel tanks from fuel leakage.
<input type="checkbox"/>	Use best practices to protect the environment from any fuel leakage or oil drips during drilling
<input type="checkbox"/>	Adhere to the work program described above and abide by the provisions of the Mining Investment Law issued by Royal Decree No. M/140 dated 10/19/1441 AH and its executive regulations, and any amendment to them and other government regulations, instructions and orders. In the event that this program is not implemented, the Ministry of Industry and Mineral Resources has the right to take the necessary measures to terminate the license.
<input type="checkbox"/>	Test11
<input type="checkbox"/>	sad

[Save as Draft](#)
[Cancel](#)
[Previous](#)
[Next](#)

14. Click "Next" to access the Terms and Conditions page for approval.



Terms and Conditions

General Terms and Conditions

☐ I agree to the Terms and Conditions of the Mining Investment System and its executive regulations and related regulations and instructions

☐ I agree that my data will be maintained and verified by the Ministry

☐ I agree to obtain the necessary permits from the relevant authority, if the exploration activity requires groundwater studies

☐ General terms and conditions

Specific Terms and Conditions

No Records

☐ I agree to Terms and Conditions of the Mining Investment Law and its Executive Regulations and related regulations and instructions.

☐ The rightness and accuracy of the information provided, and I acknowledge that the Ministry has the right to reject the request if it is proven that I have provided misleading, incorrect or incomplete information, data or documents, or withholding any information that must be disclosed, or by circumventing to obtain the license.

[Save as Draft](#)
[Cancel](#)
[Previous](#)
[Next](#)

15. Proceed to "Payment" page to pay the application submission fees.

Progress bar: 1 Select License, 2 Renewal Details, 3 Location, 4 Work Plan, 5 Spending plan, 6 Environmental Impact Form, 7 Terms and Conditions, 8 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

5000 SAR Renewal Submission fees

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

Reference number 202412305009 

Payment still pending

Cancel **Next**

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

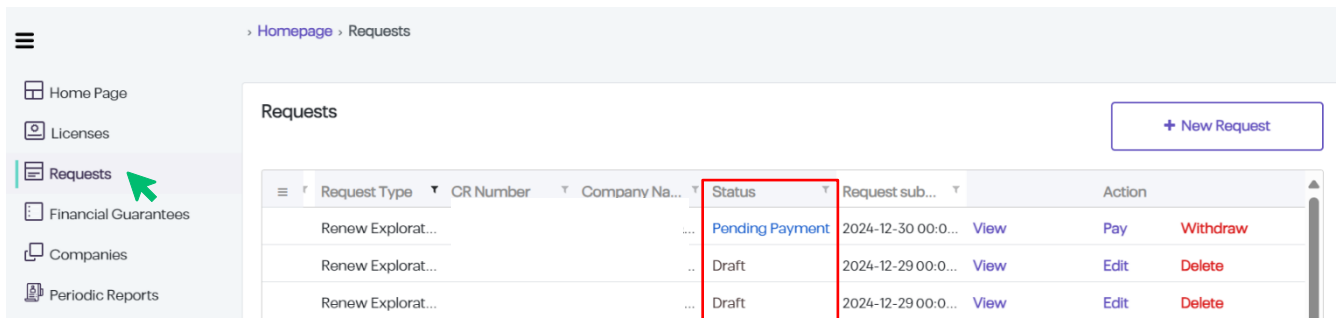


Your license renewal request will be automatically submitted after successful payment
The process of reflecting an invoice's payment status can take up to 15 minutes on Taadeen platform

Application Number	
Company Name	
Submission Date	
Reference number	
Payment Expiry Date	
Status	Pending Payment

Back to home page

You can track your application status under "Status" tab in "Requests" section.

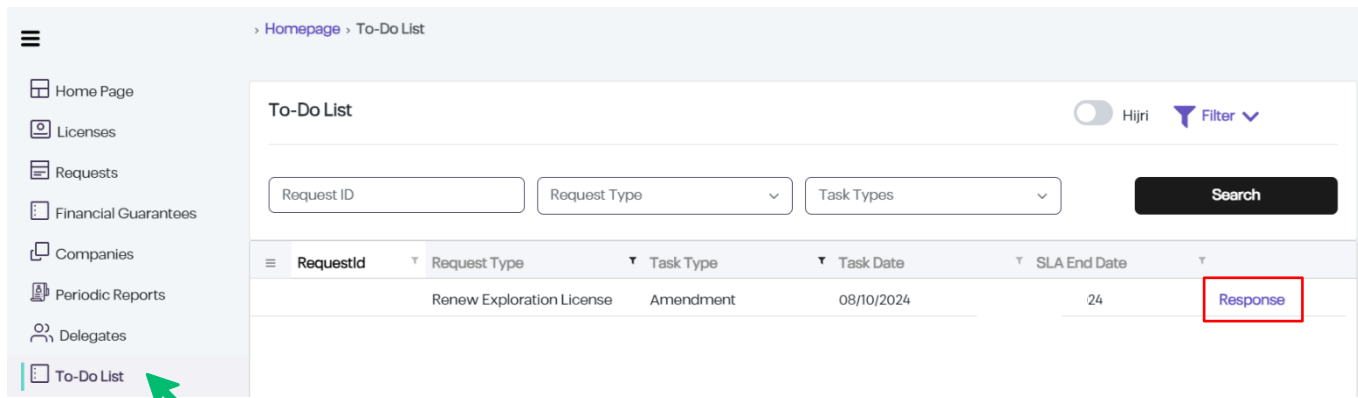


Requests

+ New Request

Request Type	CR Number	Company Na...	Status	Request sub...	Action
Renew Explorat...	Pending Payment	2024-12-30 00:0...	View Pay Withdraw
Renew Explorat...	Draft	2024-12-29 00:0...	View Edit Delete
Renew Explorat...	Draft	2024-12-29 00:0...	View Edit Delete

If your application is returned for missing requirements, go to "To Do List" section. "Amendment" task will be displayed, and you can click on "Respond".



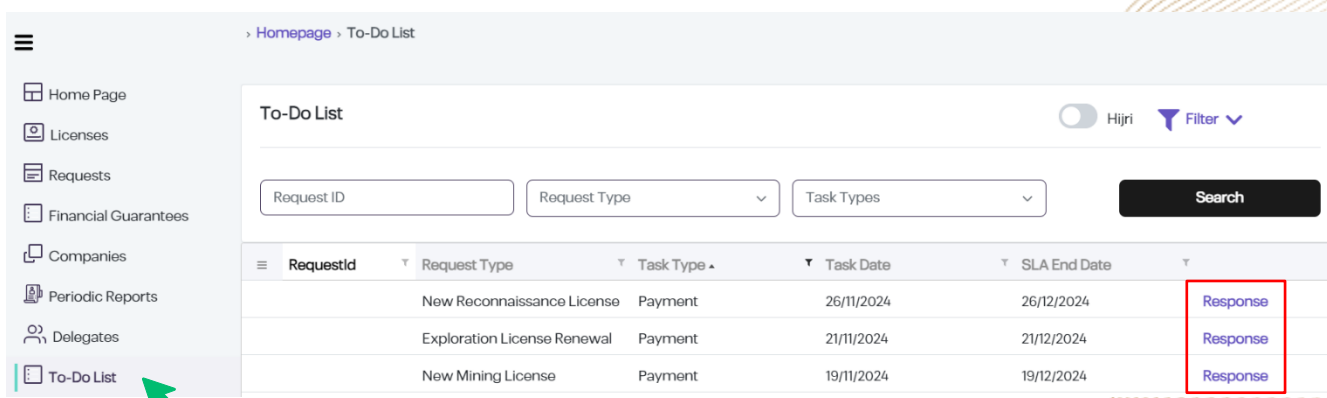
To-Do List

Hijri Filter

Request ID Request Type Task Types Search

Requestid	Request Type	Task Type	Task Date	SLA End Date	Response
	Renew Exploration License	Amendment	08/10/2024	24	Response

If your application is approved, you will be notified of a renewal invoice. To pay it, navigate to "To Do List", locate the task type "Payment", and click "Respond".



To-Do List

Hijri Filter

Request ID Request Type Task Types Search

Requestid	Request Type	Task Type	Task Date	SLA End Date	Response
	New Reconnaissance License	Payment	26/11/2024	26/12/2024	Response
	Exploration License Renewal	Payment	21/11/2024	21/12/2024	Response
	New Mining License	Payment	19/11/2024	19/12/2024	Response

16. Finally, proceed to "Payment" page to pay the renewal 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.


❗ Your request will be canceled if not paid within the next 3 days

5000 SAR
Service Fees

SADAD payment

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

Expires in 3 days

Reference number **202411215012** 

❗ Payment still pending



After completing the payment, you can download your electronic license from "Licenses" section by clicking "Download".

☰

- Home Page
- Licenses**
- Requests
- Financial Guarantees

> Homepage > Licenses

Licenses					Actions
inse Class	Minerals	License Issuance ...	License Expiry ...	License Status	
Gold Recon		08-12-2024	07-12-2025	Active	Download Action
broken marble		03-12-2024	02-12-2028	Active	Download Action

Thank you.