

User Manual for Issuing a Reconnaissance Licenses



Contents

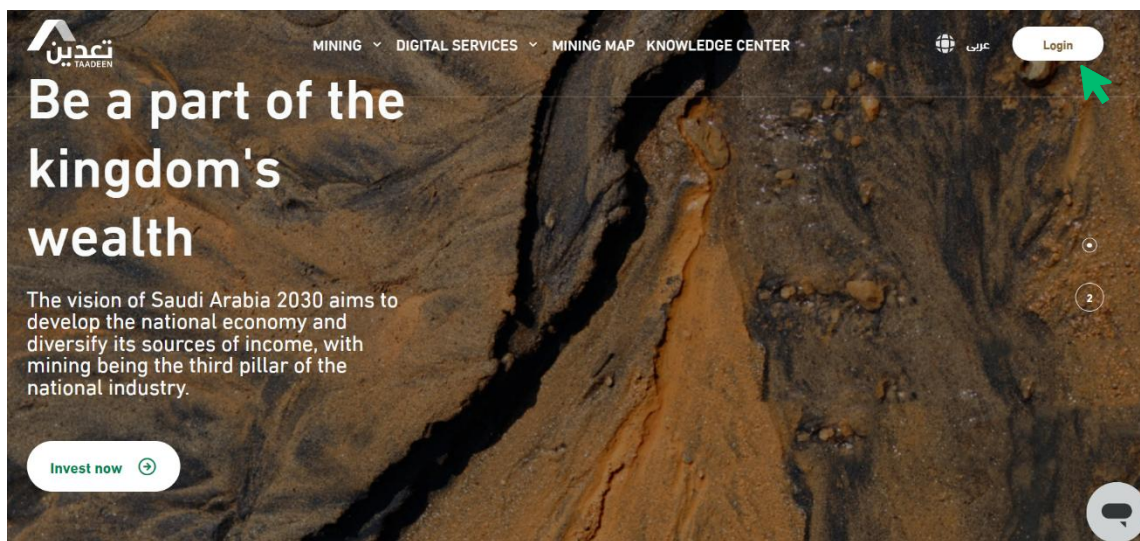
Service Description:.....	3
Steps to Access the Service:	3

Service Description:

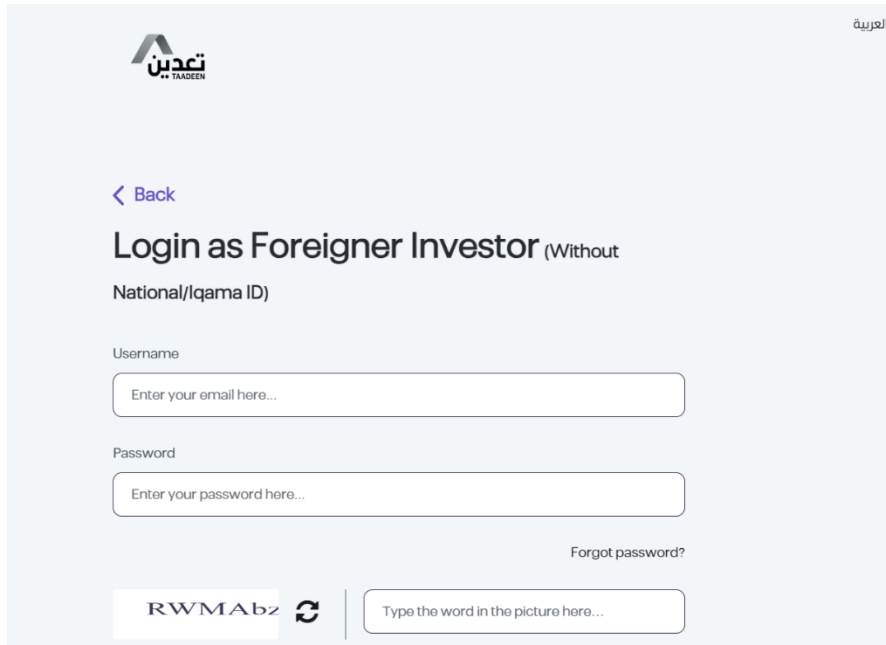
This service enables investors to conduct a preliminary geological survey which, prior to carrying out exploration activities, is conducted for the identification of geological environment and surface evidence of minerals and ores.

Steps to Access the Service:

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

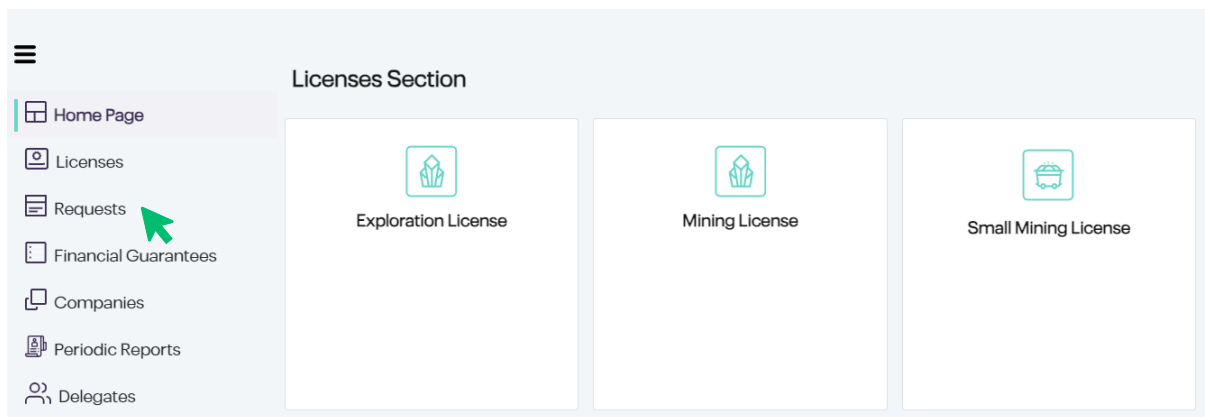


2. Log in to your account.



The screenshot shows a login interface for foreign investors. At the top left is the TAADEEN logo, and at the top right is the text 'العربية'. 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...'. A 'Forgot password?' link is located below the password field. At the bottom, there is a CAPTCHA section with the text 'RWMAbz' and a refresh icon, followed by an input field with the placeholder 'Type the word in the picture here...'.

3. Select "Requests" from the list.



4. Click on "New Request" and select "New Reconnaissance License."

+ New Request
New Exploration License
Renew Exploration License
Transfer Exploration License
Amend Exploration License
Relinquish Exploration License
New Building Materials Quarries License
New Mining License
Renew Mining License
Transfer Mining License
New Small Mining License
Renew Small Mining License
Transfer Small Mining License
New Reconnaissance License

Then, "Company Information and Verification" page will be opened, which is for read-only.

Upon confirming conditions in "Eligibility Verification" section, you will be permitted to move to next step.

1

Company Information and Validations

2

Region And Minerals

3

Financial Capacity

4

Work Plan

5

Term and Condition

6

Payment

Company Information and Validations

Validations

✓

Commercial register status is active

Save as Draft

Cancel

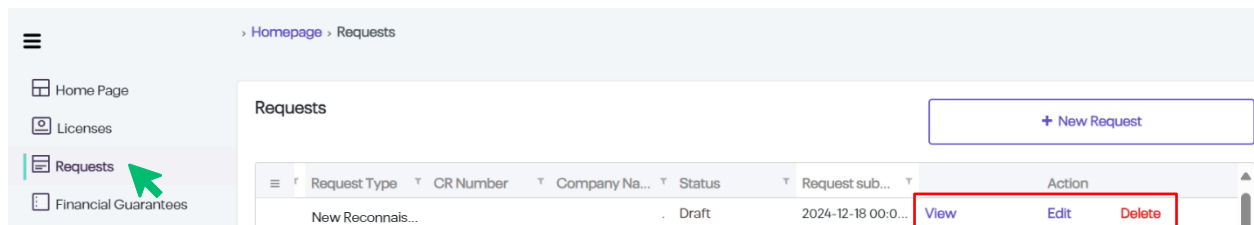
Next

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

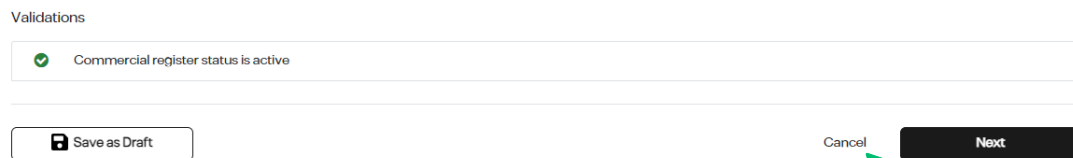
✓ Data saved successfully

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

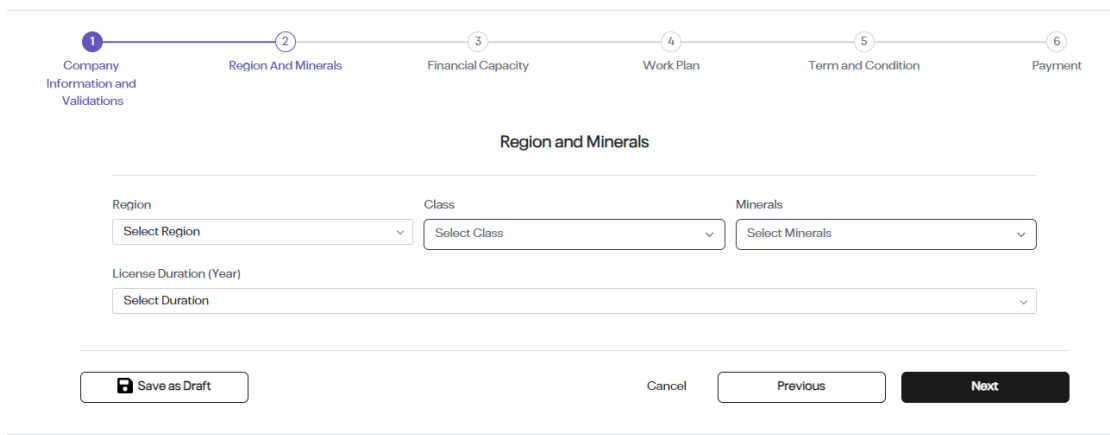
Additionally, you can access “request details” by clicking on "View" or cancel it completely by clicking on "Delete.”



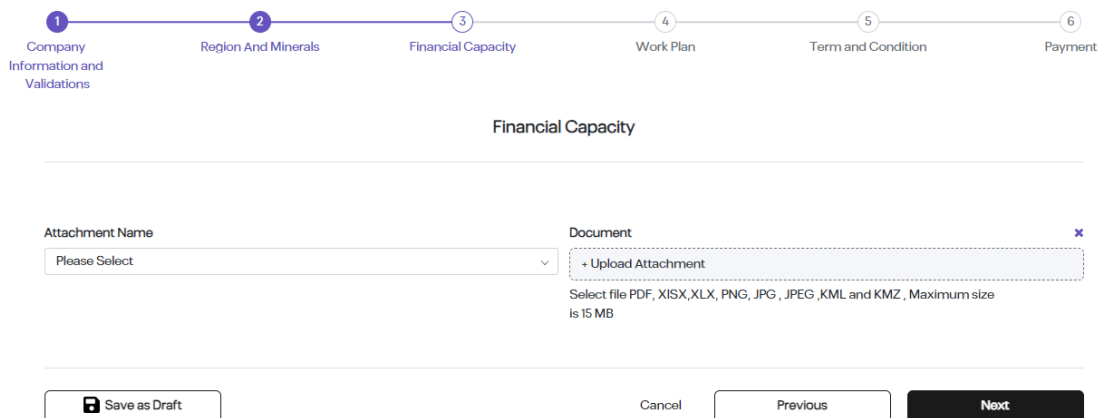
You can cancel your application at any time by clicking “Cancel” at the bottom of the page.



5. Upon clicking "Next", "Region and Minerals" page will be opened, enabling investors to select from following options.



6. Once you click "Next" button, "Financial Capability" page will be displayed, where you will select "Facility Name" and then "Upload Attachment."



7. Upon clicking "Next", "Work Plan" page will be displayed. Fill in the required fields and then click "Next".

1 Company Information and Validations 2 Region And Minerals 3 Financial Capacity 4 Work Plan 5 Term and Condition 6 Payment

Work Plan

Means of achieving reconnaissance objectives

Financial expenses

First Year Total

Attachment Name Document

Select file PDF, XISX, XLX, PNG, JPG, JPEG, KML and KMZ, Maximum size is 15 MB

8. Next, "Terms and Conditions" page will be displayed. You must confirm your acceptance and then click "Next" button.

Terms and Conditions

Terms and Conditions

تم الوقوف على موقع الطلب والتأكد من مناسبة وتوفر الخام الذي يحقق أغراض الرخصة

عدم وجود أي عائق للاستغلال بالموقع

تم الاطلاع على كامل حدود وإحداثيات الموقع

في حال تداخل طلبكم مع ممتلكات خاصة أو مرافق عامة، فيجب على مقدم الطلب أن يقدم للوزارة ما يثبت اتفاقه مع مالك الأرض، أو المنتجع بها أو الجهات التي تحرير المرافق العامة للعمل بموقع الرخصة، أو تقديم خطة للتعويضات مشتملة على كافة التكاليف المتوقعة للتعويضات، وأن يتحمل مسؤولية أعماله في حال تسببت في أي أضرار للغير

وفي حال وجود أصول متحركة أو ثابتة في موقع الطلب، أتعهد بتقديم ما يثبت ملكية هذه الأصول

وفي حال وجود عمليات استغلال سابقة أتعهد بتحمل كافة تكاليف إعادة التأهيل بغض النظر عن قام بهذه الأعمال دون أدنى مسؤولية على هذه الوزارة

يكون المرخص له مسؤولاً مسؤولية كاملة عن جميع العمليات المنفذة بموجب الرخصة، ويتحمل أي مخالفات أو أضرار ذات علاقة بنشاط الرخصة قد تنشأ، وما يترتب عليها في موقع الرخصة وخارجها

يجب على المرخص له في جميع الأوقات التقيد بجميع الأنظمة المعمول بها في المملكة والنظام واللوائح وشروط وأحكام الرخصة والنماذج والتعليمات الصادرة عن الوزارة وفقاً لتلك المادتين الثالثة من اللائحة

إضافة إلى الالتزامات الواردة في النظام واللوائح وشروط وأحكام الرخصة يلتزم المرخص له بما يلي:

تعيين موظف سعودي فاعل بمقتضىات النظام واللوائح، يتواجد في موقع الرخصة بشكل مستمر في أوقات التشغيل، للتأكد من استيفاء شروط وأحكام الرخصة

☐ I Agree To The Rules And Conditions Of Mining Investment Law And Its Executive Regulation And All Related Laws And Systems And Instructions, And The Rules And Conditions Of The License

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

1 Company Information and Validations
 2 Region And Minerals
 3 Financial Capacity
 4 Work Plan
 5 Term and Condition
 6 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
License Submission fees

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

Reference number
202412265001

Payment still pending

Cancel
Next

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

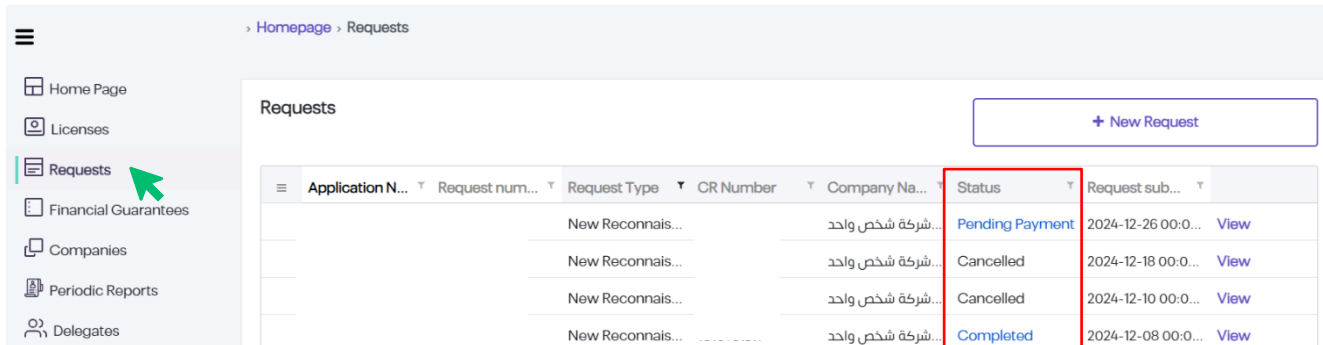


Your request will be automatically submitted after successful payment
 The process of reflecting an invoice's payment status can take up to 15 minutes on Taadeen platform

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

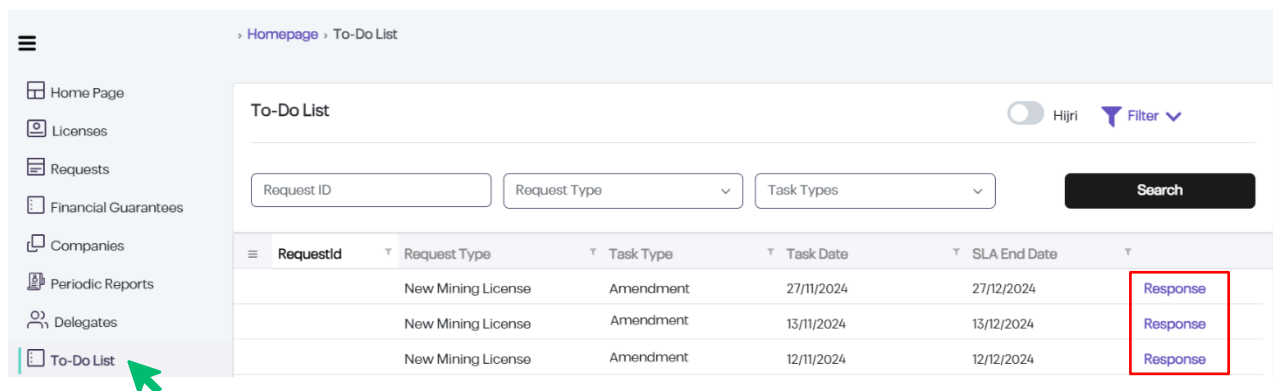
[Back to home page](#)

You can track your request by clicking on "Status" tab within "Requests" section.



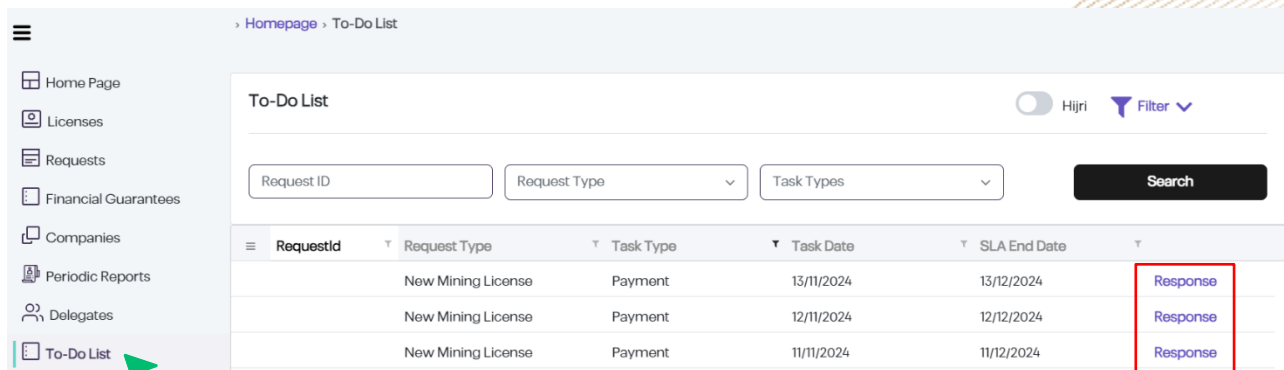
Application N...	Request num...	Request Type	CR Number	Company Na...	Status	Request sub...
		New Reconnaissance		شركة شخص واحد	Pending Payment	2024-12-26 00:00:00 View
		New Reconnaissance		شركة شخص واحد	Cancelled	2024-12-18 00:00:00 View
		New Reconnaissance		شركة شخص واحد	Cancelled	2024-12-10 00:00:00 View
		New Reconnaissance		شركة شخص واحد	Completed	2024-12-08 00:00:00 View

If your request is returned due to issues in requirements, go to "To do List" section. "Amendment" task will be displayed, and you can click on "Respond".



RequestId	Request Type	Task Type	Task Date	SLA End Date	Response
	New Mining License	Amendment	27/11/2024	27/12/2024	Response
	New Mining License	Amendment	13/11/2024	13/12/2024	Response
	New Mining License	Amendment	12/11/2024	12/12/2024	Response

Once your request is reviewed, you will get a notification with "License Issuance invoice", which can be paid by going to "To do List" section, where "Payment" task will be displayed, and you should click on "Respond".



RequestId	Request Type	Task Type	Task Date	SLA End Date	Response
	New Mining License	Payment	13/11/2024	13/12/2024	Response
	New Mining License	Payment	12/11/2024	12/12/2024	Response
	New Mining License	Payment	11/11/2024	11/12/2024	Response


Payment

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

Service Fees

سد/ك
مركز دراسات الجدوليات

Reference number 202411215012

 Payment still pending

Home Page > Licenses

Licenses

License ID	License Category	License Class	Minerals	License Issuance ...	License Expiry ...	License Status	Actions
	Reconnaissance Li...	A	Gold Recon	08-12-2024	07-12-2025	Active	Download Action

Thank you.