

User Manual for Transferring an Exploration License



Contents

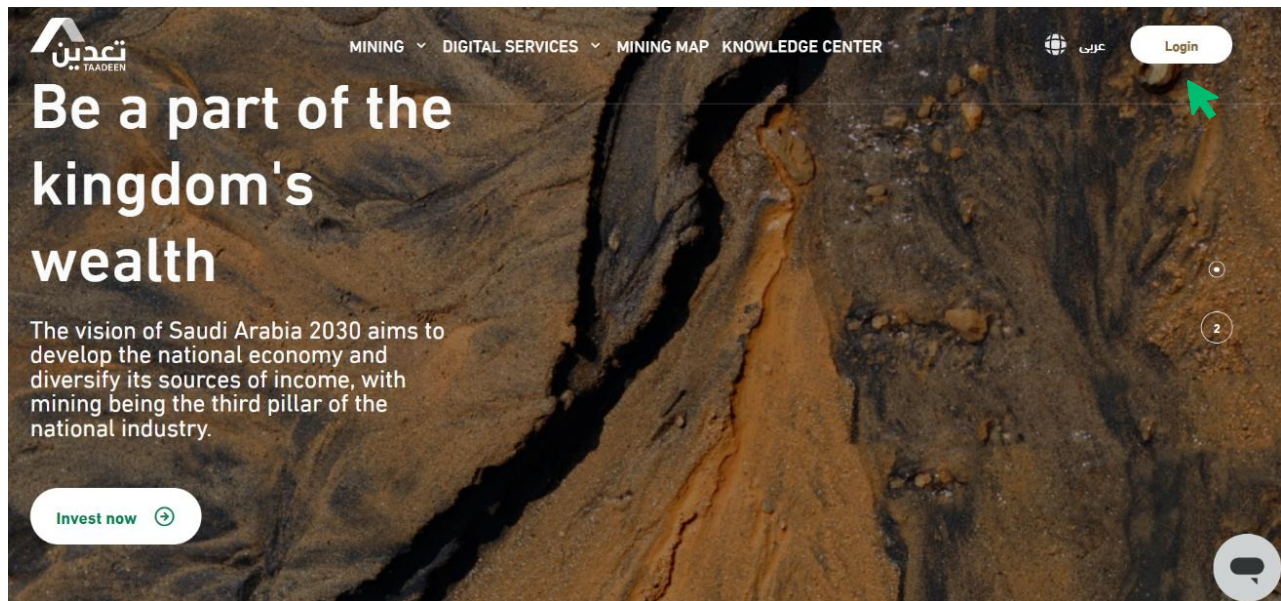
Service Description:.....	3
Steps to Access the Service:	3

Service Description:

This service allows an investor to transfer a license to a qualified investor, including all rights and obligations associated with the license.

Steps to Access the Service:

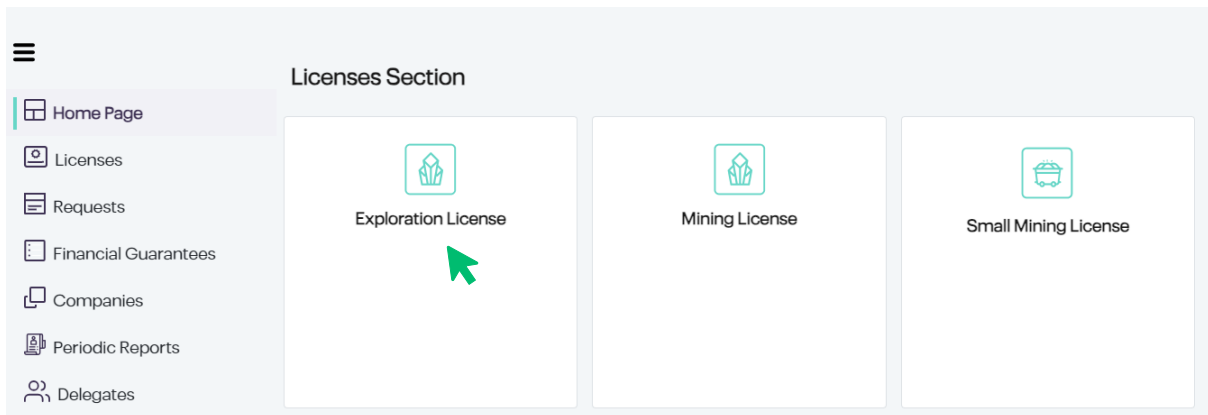
1. Visit [Taadeen Platform](#) and click on "Login" button.



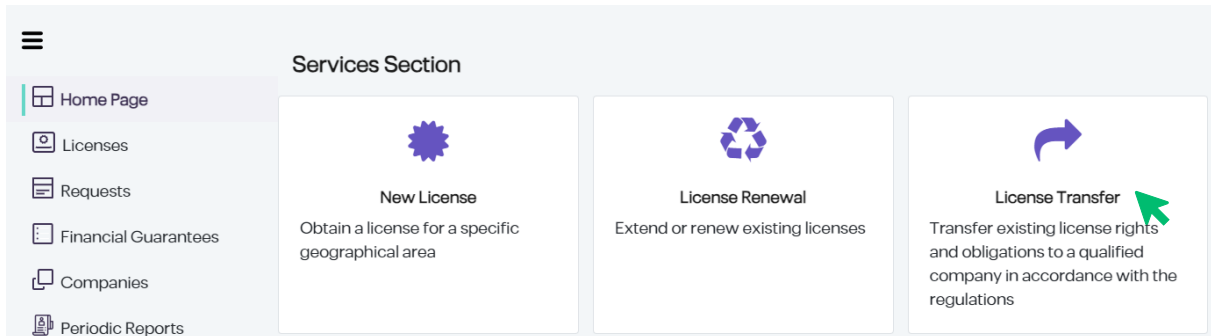
2. Log in to your account.

The screenshot shows the TAADEEN login interface. 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...'. To the right of the password field is a 'Forgot password?' link. At the bottom, there is a CAPTCHA section with the RWMabz logo and a box containing the text 'Type the word in the picture here...'.

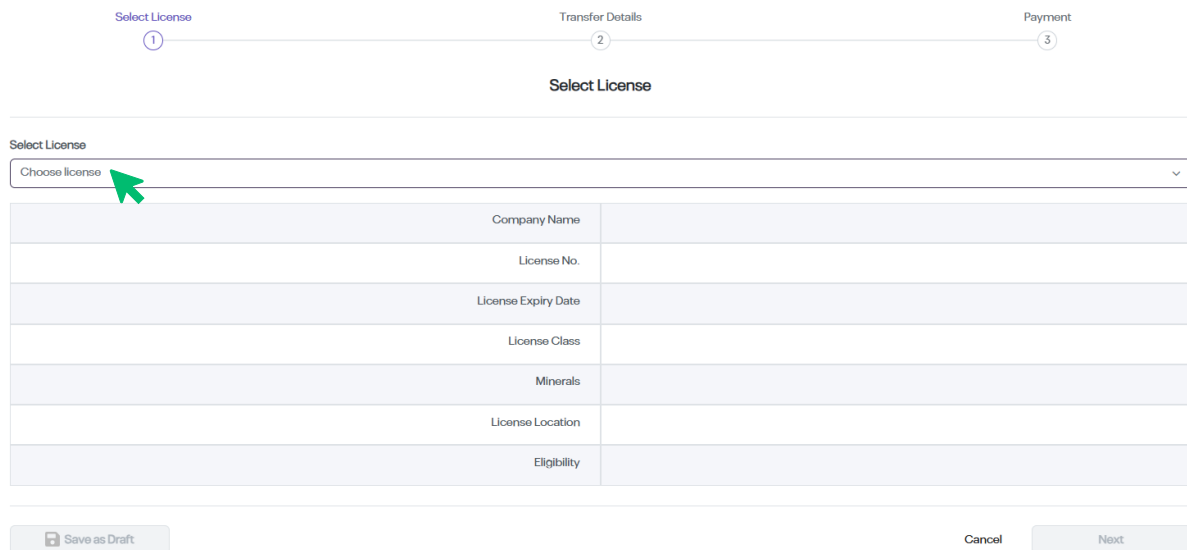
3. Click on "Exploration License".



4. Click on "License Transfer".



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



The screenshot shows the 'Select License' form. At the top, there is a progress bar with three steps: 'Select License' (1), 'Transfer Details' (2), and 'Payment' (3). The 'Select License' step is active. Below the progress bar, there is a dropdown menu labeled 'Choose license' with a green arrow pointing to it. Below the dropdown menu is a table with the following columns: Company Name, License No., License Expiry Date, License Class, Minerals, License Location, and Eligibility. At the bottom of the form, there are two buttons: 'Save as Draft' and 'Next'.

Company Name	License No.	License Expiry Date	License Class	Minerals	License Location	Eligibility

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
✓	There are no violations and fines on the Transferer
✓	Annual report available
✓	There are no pending requests on selected license
✓	The license is valid at least 60 days
✓	Annual and Semi Annual Reports are uploaded, processed and approved

 Save as Draft

Cancel **Next**

7. Click "Next" to proceed to "Transfer Details" page. Enter the "Commercial Registration Number" of the transferee. Select the "Reason for Transfer". Confirm the declaration.

Select License Transfer Details Payment

1 2 3

Transfer Details

Transferee CR/Unified Number

CR/Unified Number

Transferee Company Name


Transferee Company Name

Reason for Transfer

Select Reason for Transfer

Others

☐ I acknowledge that I would be held liable for all the matters to this license until the transfer process is completed

 Save as Draft

Cancel Previous **Next**

8. Proceed to "Payment" page to pay the Transfer submission fees.

Select License 1 Transfer Details 2 Payment 3

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

10000 SAR Transfer Submission fees

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

Reference number 202501215001 

Payment still pending



Cancel **Next**

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

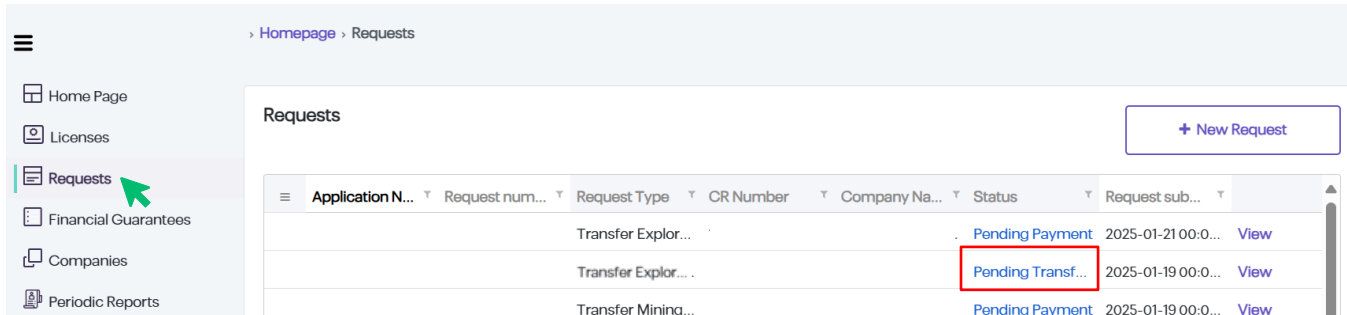


Your license transfer request will be automatically submitted after successful payment
The process of reflecting an invoice's payment status can take up to 15 minutes on Taadeen platform

Application Number	
Company Name	
Submission Date	21-01-2025
Reference number	
Payment Expiry Date	28-01-2025
Status	Pending Payment

Back to home page

You can track the request under "Status" section in "Requests" menu. The status of the submitted transfer request will show as "Pending Transfer Approval".

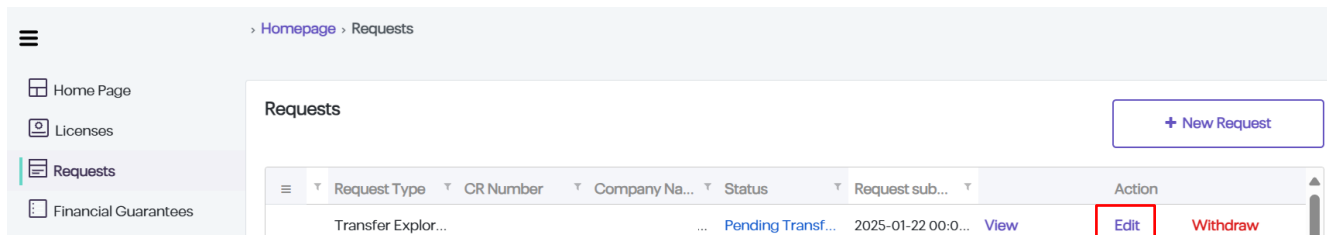


Requests

+ New Request

Application N...	Request num...	Request Type	CR Number	Company Na...	Status	Request sub...
		Transfer Explor...			Pending Payment	2025-01-21 00:00:00 View
		Transfer Explor...			Pending Transf...	2025-01-19 00:00:00 View
		Transfer Mining...			Pending Payment	2025-01-19 00:00:00 View

1. The transferee will then approve the transfer by navigating to "Requests" and clicking "Edit" button.



Requests

+ New Request

Request Type	CR Number	Company Na...	Status	Request sub...	Action
Transfer Explor...			Pending Transf...	2025-01-22 00:00:00 View	Edit Withdraw

2. "License Details" page will appear. Click "Next".

License Details

Selected License

Company Name	
License Class	B
License Mineral	Salt
License Duration	3

Validations

- Commercial register status is active
- Company capital > 100k SAR
- Business activities include mining activities
- There are no violations and fines on the Transferee
- Annual report available
- Business activities include mining activities
- There are no pending requests on selected license

Save as Draft Cancel **Next**

3. Confirm the declaration and approve the transfer by clicking "Accept" button on "Transferor Details" page.

Transfer Details

Transfer Details

Transfer CR	
Transfer Name	
Transfer Company Name	
Unified Number	

Reason for Transfer

Partnership Dissolution

Others

☐ I acknowledge that I would be held liable for all the matters to this license after the transfer process is completed

Response

Accept **Reject**

Save as Draft Cancel Previous Next

A confirmation message, "The response submitted successfully" will appear.

✓ The response submitted successfully

4. Click "Next" to proceed to the required fields. Enter the details of geological experts by clicking "Add" and then proceed by clicking "Next."

License Details 1 — Transferer Details 2 — **Geology experts 3** — Environmental Impact Form 4 — Social Impact Form 5 — Work Plan 6

Geology experts

Geology expert details

Type: Please Select (dropdown) | Name: Enter Name... (text input) | Years of Experience: Please select Years of Experience.. (dropdown)

Id: (text input)

Geologist's CV: + Upload Attachment (button)

Select file (PDF, PNG, JPG, GIF and JPEG), Maximum size is 10 MB

+ Add (button with green arrow)

Save as Draft (button) | Cancel (button) | Previous (button) | **Next (button)**

5. Complete the "Environmental Impact Form", confirm the "Applicant Commitments/Declarations", and click "Next".

License Details 1 — Transferer Details 2 — Geology experts 3 — **Environmental Impact Form 4** — Social Impact Form 5 — Work Plan 6

Environmental Impact Management Plan

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: Salt (dropdown)

The nearby residential communities and the distance to the site: Type your text here... (text area)

A brief explanation of the proposed exploration activities: Type your text here... (text area)


Source and Quantity of Water Used

☐ Wells

☐ Treated water

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 adequacy 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

6. Fill out "Social Impact Form", confirm the declaration, and click "Next".



 Submitted based on the item (5) of article (35) of the Mining Investment Law and article (102) of the Executive Regulations of the Mining Investment Law

Site Details

Local communities surrounding the site, specify the distance (cities, towns, and villages)

Type your text here...

Engagement with local communities within the area of the license or those affected by it, and complaints processing plan

Employee appointed to manage community performance

Name

Enter text..

Position

Enter text..

ID Type

Please Select

ID Number

Enter text..

Country Code

Select Country Code Here

Mobile Number

Enter your Mobile Number here..

Email

example@example.example

7. On "Work Plan" page, enter the required details, attach the "Proof of Financial Capability", and click "Next".

License Details Transfer Details Geology experts Environmental Impact Form Social Impact Form Work Plan

1 2 3 4 5 6

Work Plan

1. 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 if available (Optional) [+ Add Document](#)

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

Type your text here...

2. Spending Plan

Contracted Studies

A confirmation message, "Your License Transfer Request Has Been Successfully Submitted", will appear.

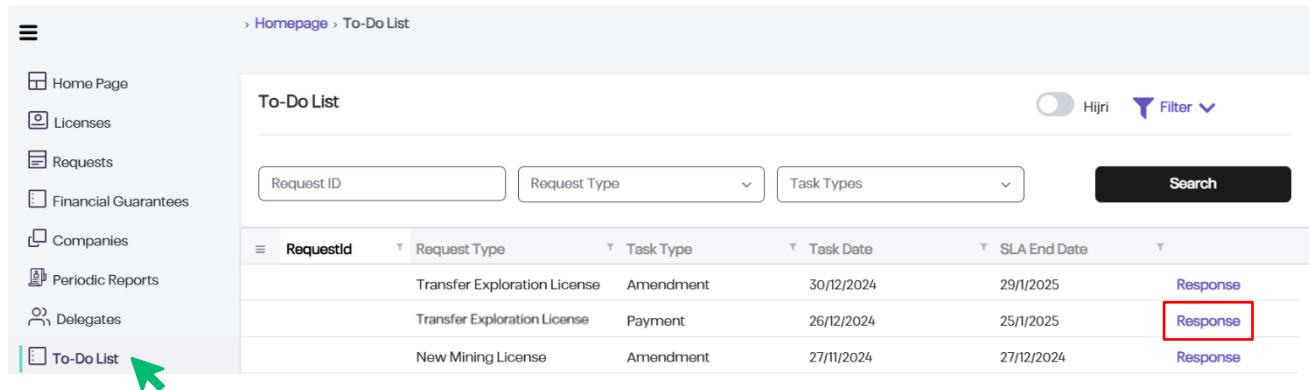


Your license transfer request has been successfully submitted
The process of reflecting an invoice's payment status can take up to 15 minutes on Taadeen platform

Application Number	
Company Name	
Submission Date	22-01-2025
Status	Submitted

[Back to home page](#)

8. The transfer request will be reviewed, and you will be notified to pay the "License Transfer Fee Invoice" by navigating to "To Do List", where the task type will appear as "Payment". Click "Respond".



Homepage > To-Do List

To-Do List

Request ID Request Type Task Types Search

RequestId	Request Type	Task Type	Task Date	SLA End Date	
	Transfer Exploration License	Amendment	30/12/2024	29/1/2025	Response
	Transfer Exploration License	Payment	26/12/2024	25/1/2025	Response
	New Mining License	Amendment	27/11/2024	27/12/2024	Response

9. Proceed to "Payment" page to settle the license transfer 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.

i Your request will be canceled if not paid within the next -39 days

20000 SAR

Service Fees

SADAD payment

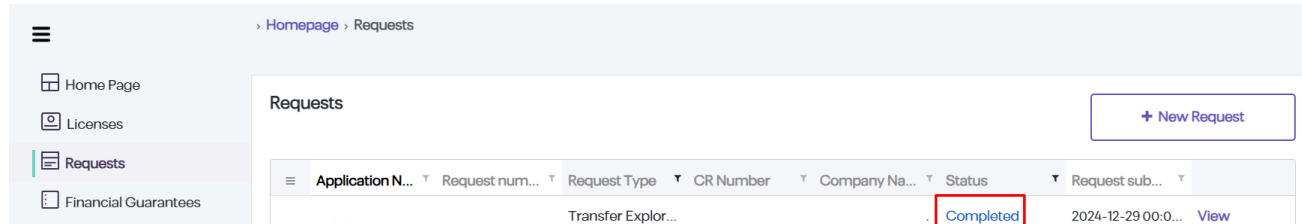
Please use the payment reference number to pay through SADAD through your local bank.
Expires in -39 days

Reference number 202411135008

i Payment still pending

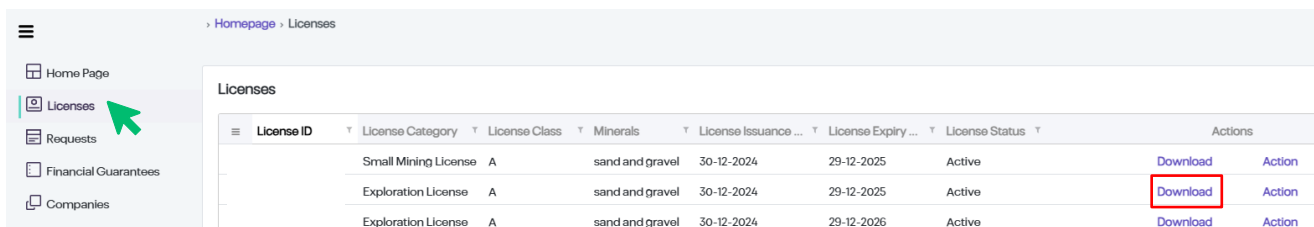


Once payment is completed, the status for both the transferor and the transferee will be "Completed".



Application N...	Request num...	Request Type	CR Number	Company Na...	Status	Request sub...	
		Transfer Explor...			Completed	2024-12-29 00:0...	View

The transferee can then download the electronic license by navigating to "Licenses" section and clicking "Download".



License ID	License Category	License Class	Minerals	License Issuance ...	License Expiry ...	License Status	Actions
	Small Mining License	A	sand and gravel	30-12-2024	29-12-2025	Active	Download Action
	Exploration License	A	sand and gravel	30-12-2024	29-12-2025	Active	Download Action
	Exploration License	A	sand and gravel	30-12-2024	29-12-2026	Active	Download Action

Thank you.