

User Manual for Issuing an Exploration License

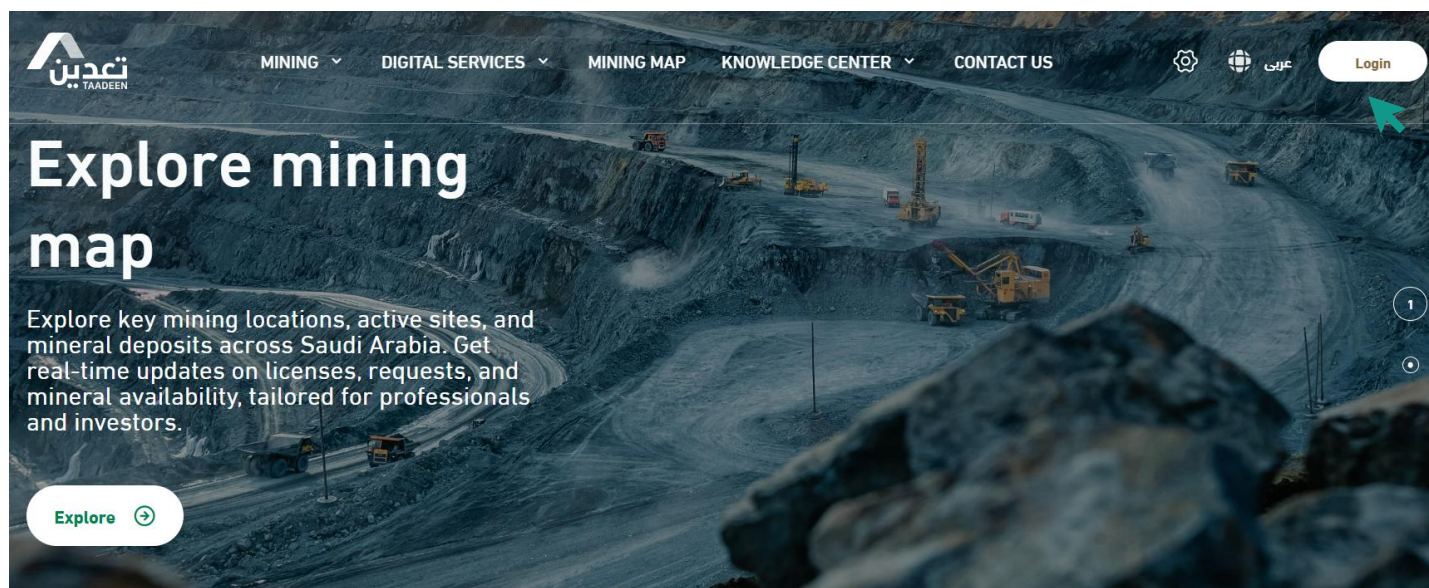


Service Description:

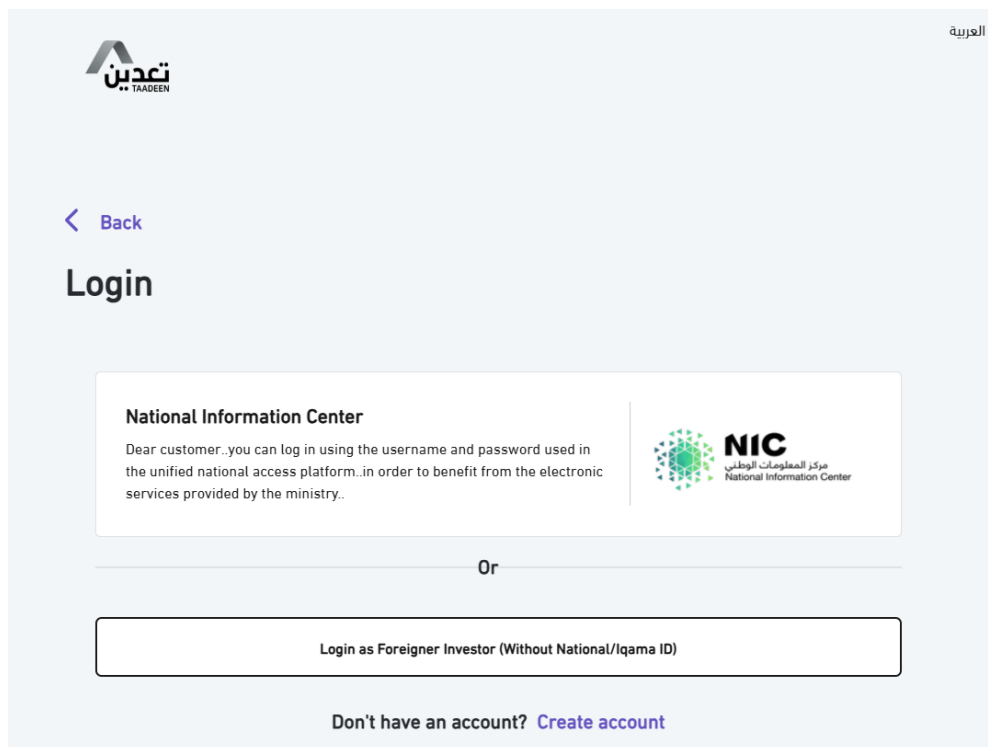
This service aims to enable investors to detect all minerals licensed to them at license site using geological, geophysical, or geochemical methods, or digging, or any other appropriate method to determine the presence of such deposits, their extent, quantity, quality, and mining viability.

Steps to Access the Service :

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

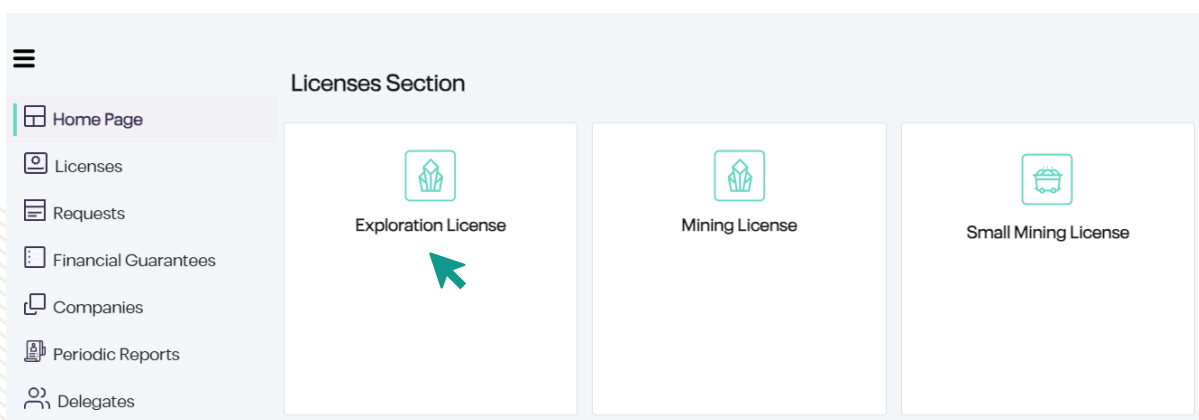


2- Log in to your account.



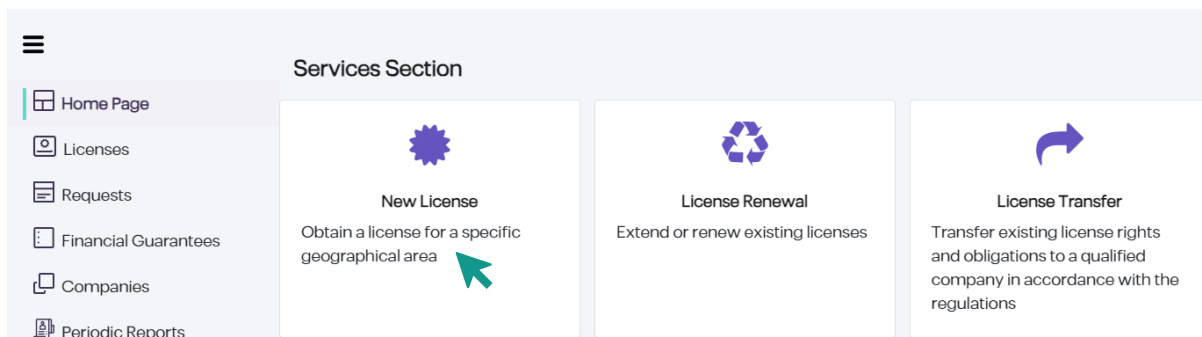
The screenshot shows the login page of the TAADEEN National Information Center. At the top left is the TAADEEN logo, and at the top right is the word "العربية". Below the logo is a "Back" link. The main heading is "Login". A white box contains the "National Information Center" logo and text: "Dear customer..you can log in using the username and password used in the unified national access platform..in order to benefit from the electronic services provided by the ministry..". Below this box is a horizontal line with "Or" in the center. Underneath is a button labeled "Login as Foreigner Investor (Without National/Iqama ID)". At the bottom, it says "Don't have an account? [Create account](#)".

3- Navigate to “Exploration License”.

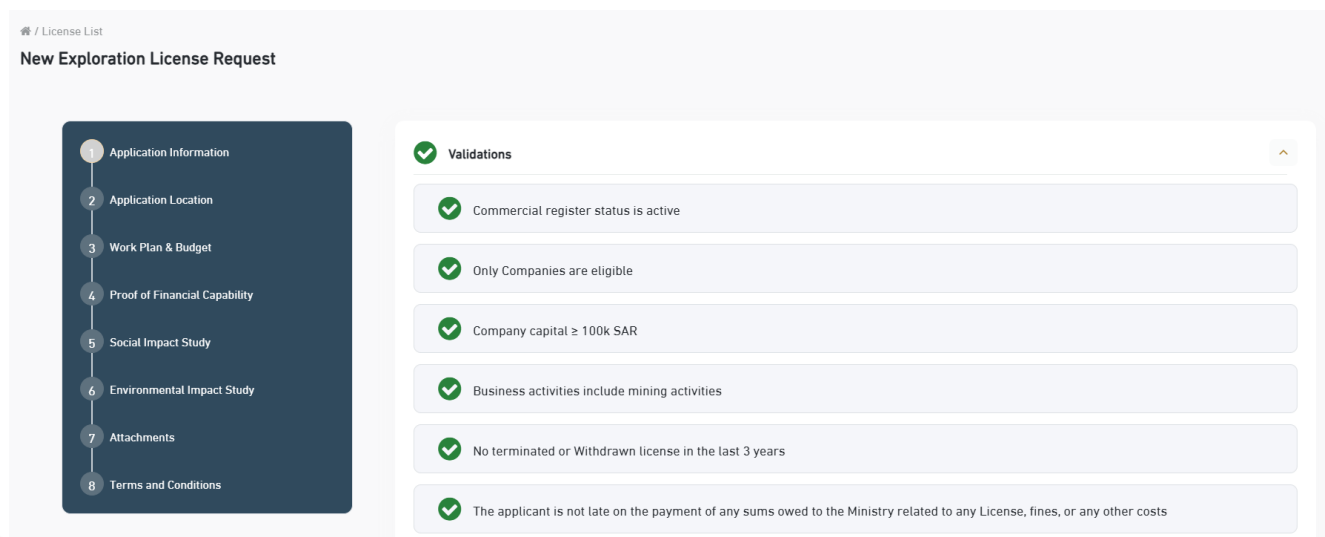


The screenshot shows the "Licenses Section" of the TAADEEN portal. On the left is a sidebar menu with a hamburger icon and the following items: "Home Page", "Licenses", "Requests", "Financial Guarantees", "Companies", "Periodic Reports", and "Delegates". The main area displays three license options, each with an icon and a label: "Exploration License" (with a green icon of a building and a green arrow pointing to it), "Mining License" (with a green icon of a building), and "Small Mining License" (with a green icon of a truck).

4- Click on “New License”.



The "Application Information" screen will appear, and eligibility will be verified.



- 5- The "Company Information" will appear for viewing only. Please select all the boxes in the "Declarations" section.

Company Information

Name

Commercial Number

Unified Number

ID Number /Residence Number

CR type

CR expiry date

Declarations

Apply all

☐ Availability of funding to cover 100% of minimum costs.

☐ No previous criminal conviction.

☐ Non-bankruptcy reports Not being under an investigation by the Violations & Penalties Committee.

☐ Is clear of breaches of any of the obligations imposed under the Law, the Regulation, or the terms and conditions.

If there is a consortium, click the "Add" button, then fill in the information and press the "Save" button.

Consortium

Consortium – whether foreign or registered in the Kingdom of Saudi Arabia

Add

Consortium

Name of Partner

Commercial Register Number

Legal Representative

Role

Share Capital

Consortium Percentage

Commercial Register Copy

Copy of the signed Consortium

Select file

Select file

Save

6- Fill in the information in the "Minerals Information" section, add the geological experts, then click the "Next" button.

Minerals Information

License Class

License Duration (Yearly)

Minerals

Complex Type

Technical Ability

Geology Experts

Technical Consultant

Consultant's Name	Years' Experience	Consultant Presentation	Letter of Agreement with Consultant
		Select file	Select file

7- After that, you will move to the " **Application Location**" screen. If the mining complex "**Inside Mining Complexes**" is selected, the area and complex will be chosen.

- [1 Application Information](#)
- [2 Application Location](#)**
- [3 Work Plan & Budget](#)
- [4 Proof of Financial Capability](#)
- [5 Social Impact Study](#)
- [6 Environmental Impact Study](#)
- [7 Attachments](#)
- [8 Terms and Conditions](#)

Application Location

Dear investor, please be aware that the location booking procedures represent an initial stage in the evaluation and approval process. This means that your booking of the site does not in any way constitute a final consent or a binding commitment on our part at this stage.

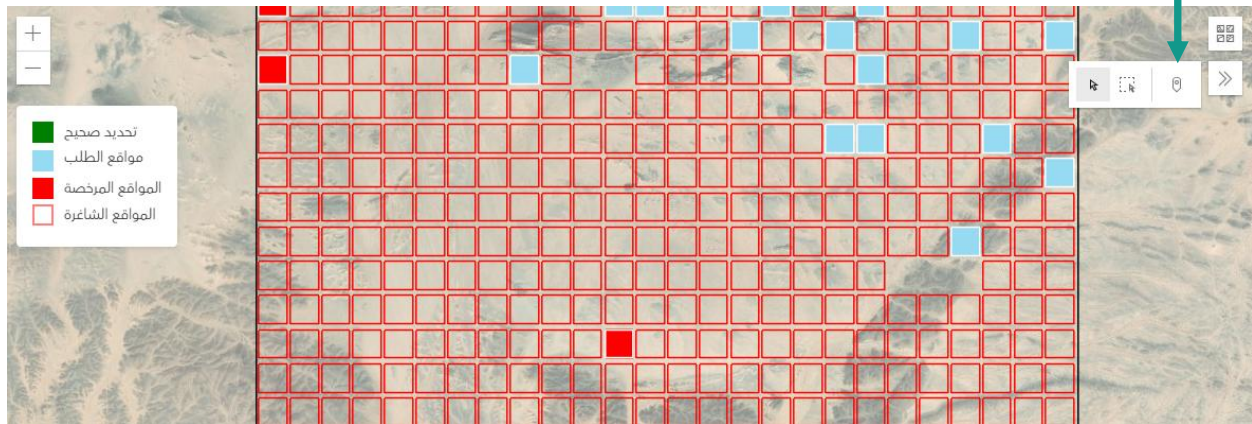
Mining complexes will be displayed according to the selected minerals.




اختر المجمع
اختر المنطقة
تأكيد

- تحديد صحيح
- مواقع الطلب
- المواقع المرخصة
- المواقع الشاغرة

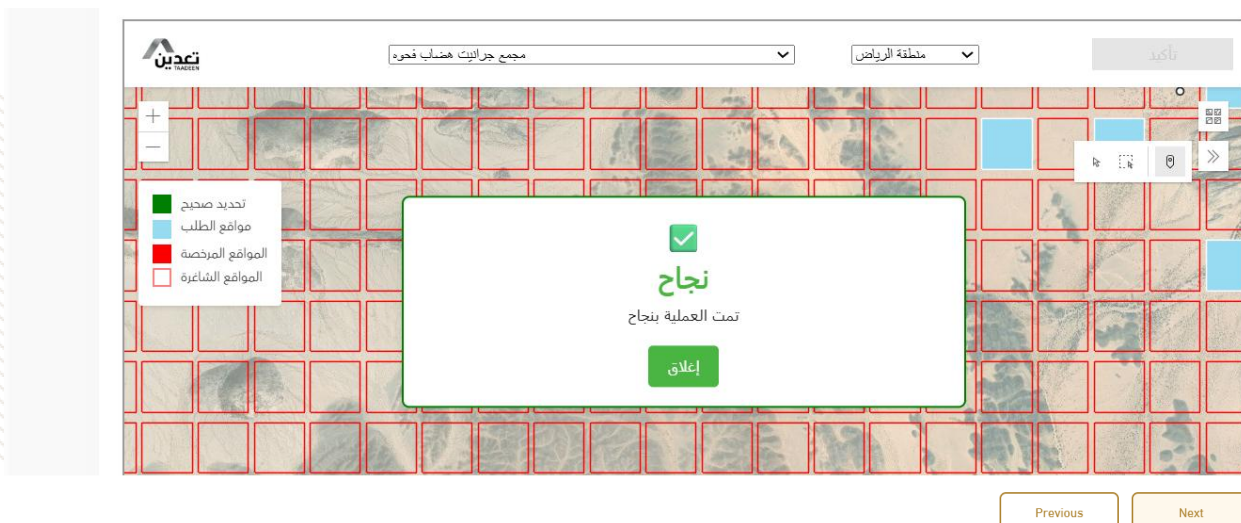
Select the location by clicking the button below, then choose one of the available sites.



After selecting the location, click the "Confirm" button.



A message saying "Operation completed successfully" will appear, then click the "Next" button.



If the mining complex "Outside Mining Complexes" is selected, specify the location either by entering the coordinates or uploading the file.

License List

New Exploration License Request

1 Application Information

2 Application Location

3 Work Plan & Budget

4 Proof of Financial Capability

5 Social Impact Study

6 Environmental Impact Study

7 Attachments

8 Terms and Conditions

Application Location

Dear investor, please be aware that the location booking procedures represent an initial stage in the evaluation and approval process. This means that your booking of the site does not in any way constitute a final consent or a binding commitment on our part at this stage.

you can either enter the coordinates manually or upload a file for the system to read and display them automatically.

Enter Coordinates

Upload File

Add Coordinate

If you choose "Enter Coordinates," click the "Add Coordinate" button, then enter the coordinates and click the "See on Map" button.

2 Application Location

3 Work Plan & Budget

4 Proof of Financial Capability

5 Social Impact Study

6 Environmental Impact Study

7 Attachments

8 Terms and Conditions

Dear investor, please be aware that the location booking procedures represent an initial stage in the evaluation and approval process. This means that your booking of the site does not in any way constitute a final consent or a binding commitment on our part at this stage.

you can either enter the coordinates manually or upload a file for the system to read and display them automatically.

Enter Coordinates

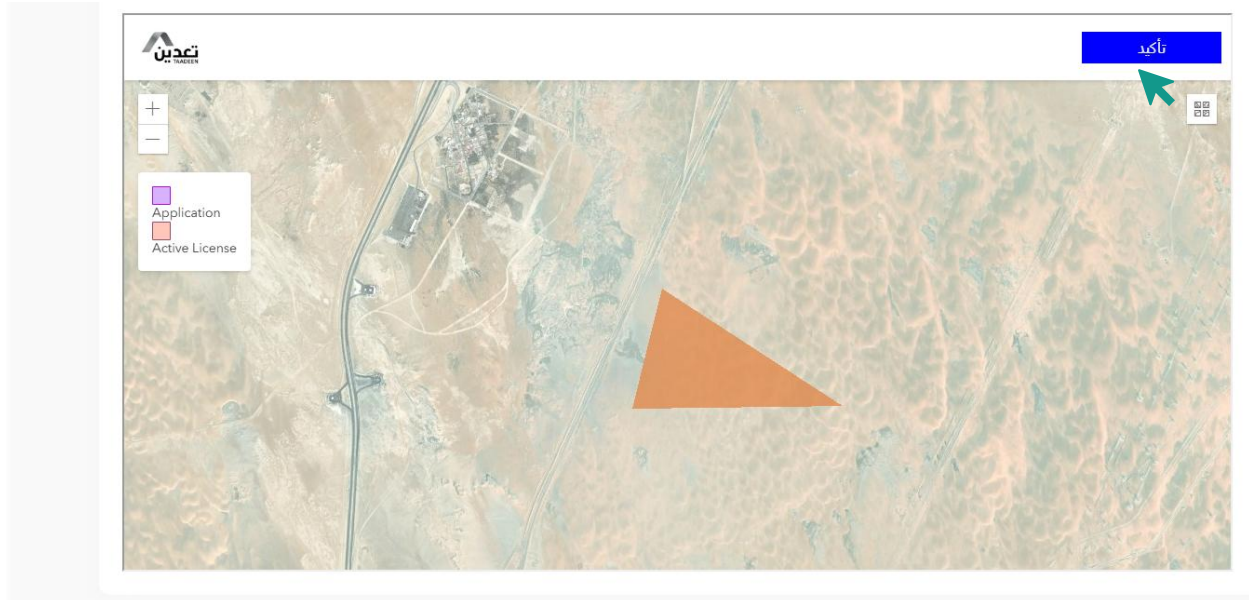
Upload File

Longitude and Latitude	Degree	Minute	Second
X (Longitude - East)	34 - 55	0 - 60	0 - 60.00
Y (Latitude - North)	16 - 32	0 - 60	0 - 60.00
X (Longitude - East)	34 - 55	0 - 60	0 - 60.00
Y (Latitude - North)	16 - 32	0 - 60	0 - 60.00
X (Longitude - East)	34 - 55	0 - 60	0 - 60.00
Y (Latitude - North)	16 - 32	0 - 60	0 - 60.00

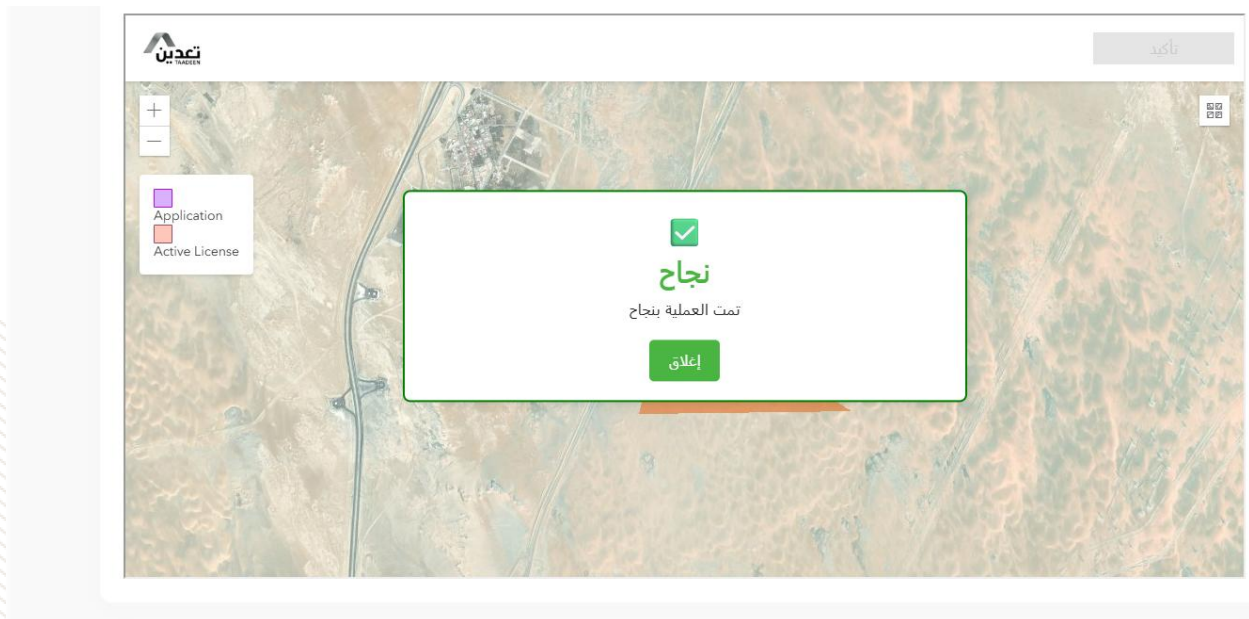
Add Coordinate

See On map

After that, click the "Confirm" button.



A message saying "Operation completed successfully" will appear. After that, click the "Next" button.



8- You will then proceed to the "Work Plan and Budget" screen to enter the data shown below.

1 Application Information

2 Application Location

3 Work Plan & Budget

4 Proof of Financial Capability

5 Social Impact Study

6 Environmental Impact Study

7 Attachments

8 Terms and Conditions

Technical Justification

Technical Justification

Add

Other Technical Justification

Add

Work Plan Description

Nature and Scope of Exploration Activities and the Minerals or Deposits to be Explored

Nature of Exploration Activities

Select

Field Survey Results

Please choose one of the options below.

☐ The site was visited, and a field survey was conducted within the geographical coordinates of the targeted exploration license. It was found that there are no private or public properties, such as buildings, public facilities, establishments, agricultural projects, wells, or any mining activities or other activities. This is according to the attached report, which includes a summary of the field visit and recent aerial and photographic images.

☒ The site was visited and a field survey was conducted within the geographic coordinates of the targeted exploration license, and it was found that there are some resources present.

Assets within license boundaries

Select

Attachment

Name Of Attachment	Attachment
Field Report	Select file

Land Ownership

☒ Public Ownership

☐ Full Ownership

☐ Partial Ownership

Expenditure Plan

Below you will find the detailed tables for the work and expenditure plans for each activity, taking into consideration the type and class of target mineral and the required area. Please review each section carefully and ensure that the required data is completed

Study Plan

Preliminary Studies / Desk Studies

Year	Data Type	Total costs/unit	Total quantities	Actions
First Year		0.00	0.00	ⓘ
Second Year		0.00	0.00	ⓘ
Third Year		0.00	0.00	ⓘ
Total		0.00		ⓘ

Technical Studies

Technical Studies

Year	Technical Studies Type	Total Costs/Study	Total Number of studies	Actions
First Year		0.00	0.00	⋮
Second Year		0.00	0.00	⋮
Third Year		0.00	0.00	⋮
Total			0.00	⌵

Drilling plan

Trenching Exploration

➕ Add

Excavation of Exploration Pits

➕ Add

Air Rotary Drilling

➕ Add

Reverse Circulation Drilling

➕ Add

Diamond Drilling

➕ Add

Geotechnical Drilling

➕ Add

Hydrological Drilling

➕ Add

Survey plan

Geochemical Analysis / Surveying

Year	Geochemical Analysis Type	Total Number of chemical elements	Total Cost/Sample	Total Number of samples	Actions
First Year		0.00	0.00	0.00	⋮
Second Year		0.00	0.00	0.00	⋮
Third Year		0.00	0.00	0.00	⋮
Total Amount				0.00	⌵

Geophysical Survey

Year	Geophysical Methods	Total Target areas	Total Cost/Area	Total Average Line Lengths	Actions
First Year		0.00	0.00	0.00	⋮
Second Year		0.00	0.00	0.00	⋮
Third Year		0.00	0.00	0.00	⋮
Total Amount				0.00	⌵

Physical Laboratory Tests Plan

Physical Laboratory Tests Plan

Year	Physical analysis Type	Total Cost/Sample	Total Number of Samples	Actions
First Year		0.00	0.00	⋮
Second Year		0.00	0.00	⋮
Third Year		0.00	0.00	⋮

Total Amount 0.00 ١٤

Rehabilitation and closure plan

Year	Rehabilitation Cost
First Year	add value
Second Year	add value
Third Year	add value

Total Amount 0.00 ١٤

Other expenses plan

Other expenses

Year	Administrative Expenses	Salaries, Wages and Allowances	Consultations	Surface fees	Total	Actions
First Year	0.00	0.00	0.00	13.57	0.00	⋮
Second Year	0.00	0.00	0.00	13.57	0.00	⋮
Third Year	0.00	0.00	0.00	13.57	0.00	⋮

Total 200,810.72 ١٤

Details Of The Development Works (Exploration work implementation timeline)

Task Name	Start Year	Start Month	Duration (In Months)
Technical Studies	Select ▼	Select ▼	Add value
Geochemical Analysis / Surveying	Select ▼	Select ▼	Add value
Geophysical Survey	Select ▼	Select ▼	Add value
Physical Laboratory Tests	Select ▼	Select ▼	Add value
Rehabilitation and closure	Select ▼	Select ▼	Add value

Expenditure Plan total amount

Year	Minimum Annual Expenditure per Square Kilometer	Total Actual Annual Costs According to the Work Program	Annual Cost Difference
First Year	407.18	0.00	407.18
Second Year	814.37	0.00	814.37
Third Year	1,628.73	0.00	1,628.73
Total	2,850.28	0.00	2,850.28

9- Select all the fields in the "Permits" section, then click the "Next" button.

Applicant's Declaration

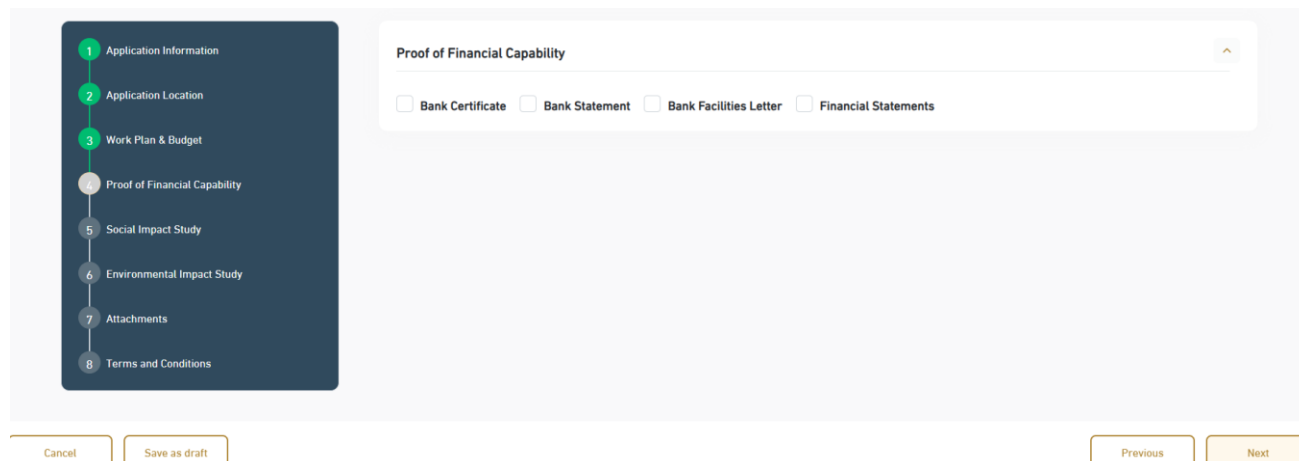
Apply all

- ☒ Provide all information and data included in this form accurately.
- ☒ Affirm the validity of the information and data provided in this form.
- ☒ Commit to the minimum expenditure required to determine the presence or absence of geological indicators of the targeted mineral ores, and to commit to increasing exploration activities across all fields in order to obtain sufficient geological, geochemical, geophysical, physical, geotechnical, and hydrological information and results required for calculating the geological mineral resources and mining reserves in accordance with professional geological standards and practices.
- ☒ Complete all required sections related to field, office, and laboratory exploration activities in a technical manner, and to attach all supporting documents for the required reports, including technical justifications and field survey reports such as geological maps, recent aerial images, topographic surveys, geophysical surveys, geological reports of previous geological missions, and geological information and data obtained through the National Geological Database Portal.
- ☒ Submit all required reports on the official letterhead of the applicant company.

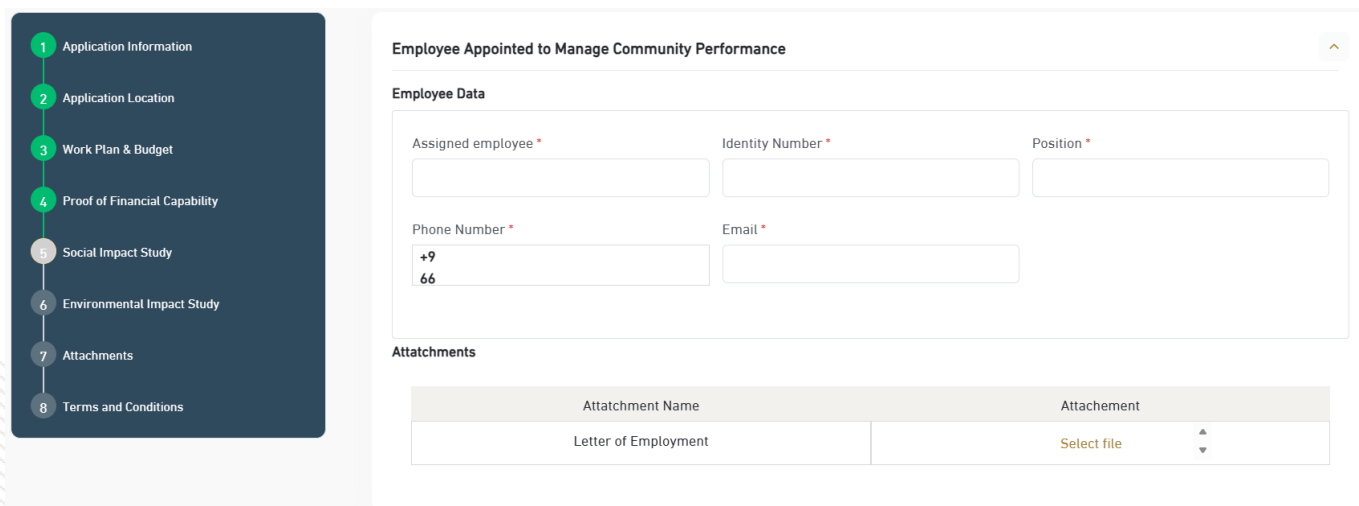
Previous

Next

10-The "Proof of Financial Capability" screen will appear. Select one of the following options, then click the "Next" button.



11-You will then proceed to the "Social Impact Study" screen to enter the information, then click the "Next" button.



Attachment Name	Attachment
Letter of Employment	Select file

Local Communities and Engagement

Local communities Surrounding the Site

Add ➕

Community Engagement Information

Grievance Mechanism Methodologies

Select

Stakeholders' identification

Select

Stakeholders' engagement plan

Select

Social Impact Assessment Plan

Identify Social Impacts

Select

Social Local Development Programs

Select

Employment of Local Community Members Plan

Add ➕

Purchase plans from the Local Community

Add ➕

Local Land Use

Any additional Activities that the applicant may voluntarily undertake

Previous

Next

User Manual for Issuing an Exploration License

12-Next, the "Environmental Impact Study" screen will appear. Add the Impacts Caused by Mining Activities, agree to the Applicant Obligations/Undertaking, then click the "Next" button.

1 Application Information

2 Application Location

3 Work Plan & Budget

4 Proof of Financial Capability

5 Social Impact Study

6 Environmental Impact Study

7 Attachments

8 Terms and Conditions

Impacts Caused by Mining Activities

Add

Applicant Obligations/Undertaking

Apply all

☐ إن خطة إدارة الأثر البيئي تتوافق مع جميع الشروط والمتطلبات الواردة في اللائحة التنفيذية لنظام الاستثمار التعديني والأدلة الإرشادية المعتمدة من الوزارة

☐ صحة ودقة المعلومات الواردة في هذه الخطة. وأقر بعلمي أن للوزارة الحق في رفض الطلب في حال ثبت قيامي بتقديم معلومات أو بيانات أو مستندات مضللة أو غير صحيحة أو غير مكتملة. أو إخفاء أي معلومة يجب الإفصاح عنها أو بالتدليل بأي طريقة للحصول على الرخصة

☐ الالتزام بالاشتراطات والمواصفات التي تضعها الجهة المختصة بالبيئة وبجميع الأنظمة واللوائح والتعليمات والقرارات ذات العلاقة بشأن الرخصة

☐ الحصول على التصاريح اللازمة من الجهة المختصة بالبيئة قبل استخدام أي مواد كيميائية في موقع طلب الرخصة

☐ تقديم تقرير سنوي عن تنفيذ خطة إدارة الأثر البيئي لرخصة الكشف

☐ تحديد طرق الوصول إلى مناطق العمل لتقليل الأضرار التي تلحق بالبيئة ولتجنب المسارات الملعودة

☐ مراعاة أنظمة التخلص الصحيحة من النفايات عند بناء معسكرات الكشف. مع اتخاذ تدابير خاصة لإدارة النفايات الخطرة (الإطارات، البطاريات، الزيوت المستعملة، مواد التشحيم، إلخ) وحماية جميع مكامن اللوؤود المؤقتة بشكل كامل من تسرب اللوؤود

☐ تنظيف مواقع الحفر بالكامل من أي مواد نفايات وإعادة تأهيلها بعد الانتهاء من الحفر. باستثناء طوق الحفر الذي يمكن تمييزه بكتلة خرسانية دائمة والتأكد من إغلاقه بإحكام

☐ استخدام أفضل الطرق لحماية البيئة من أي تسرب للوؤود أو تفطير الزيت أثناء الحفر

☐ أن تكون الخنادق والحفر محصورة ومعلّمة بوضوح بعلامات التحذير المناسبة خلال فترة الأعمال مع إعادة تأهيلها بعد الانتهاء من الأعمال. والاحتفاظ بسجل فوتوغرافي (قبل وبعد التأهيل) لجميع الخنادق والحفر وأحداثياتها الجغرافية

Previous

Next

13-After that, **attach** any documents if available, then click the "Next" button.

1 Application Information

2 Application Location

3 Work Plan & Budget

4 Proof of Financial Capability

5 Social Impact Study

6 Environmental Impact Study

7 Attachments

8 Terms and Conditions

Attachments

The table below to include any relevant attachments (if applicable).

Add

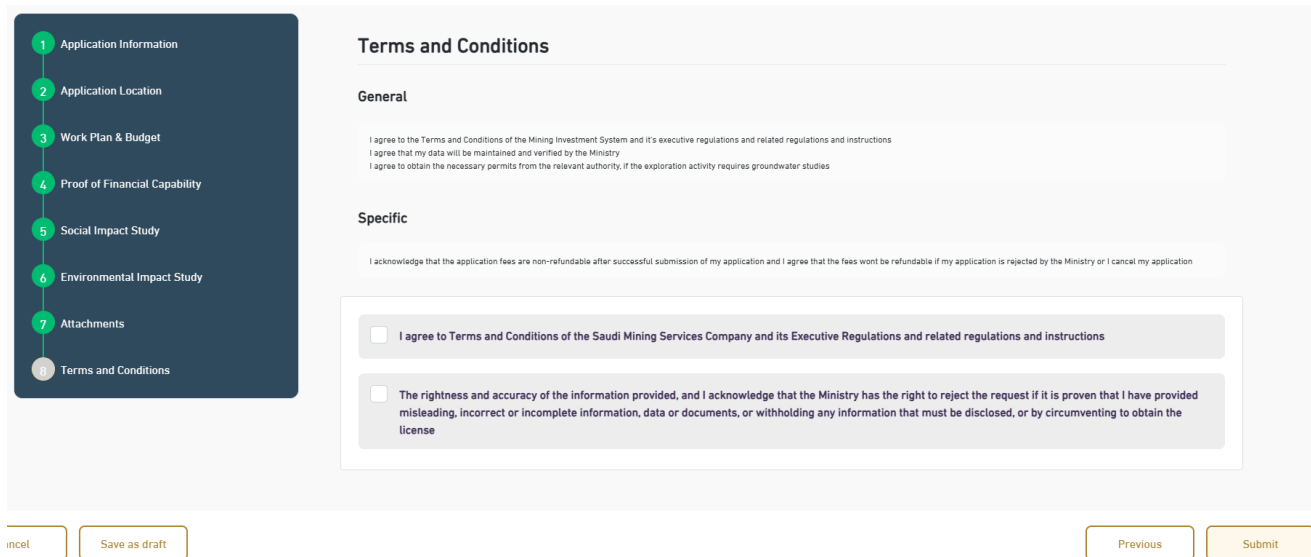
ncel

Save as draft

Previous

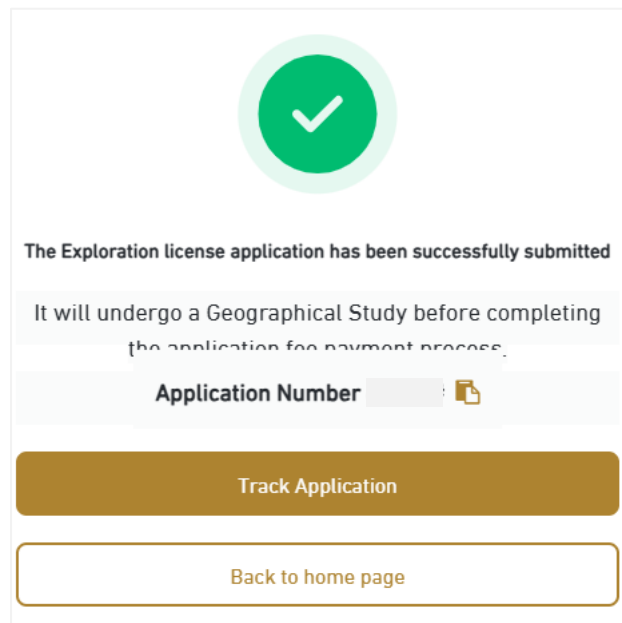
Next

14-You will then proceed to the "Terms and Conditions" screen to agree to them, then click the "Submit" button.



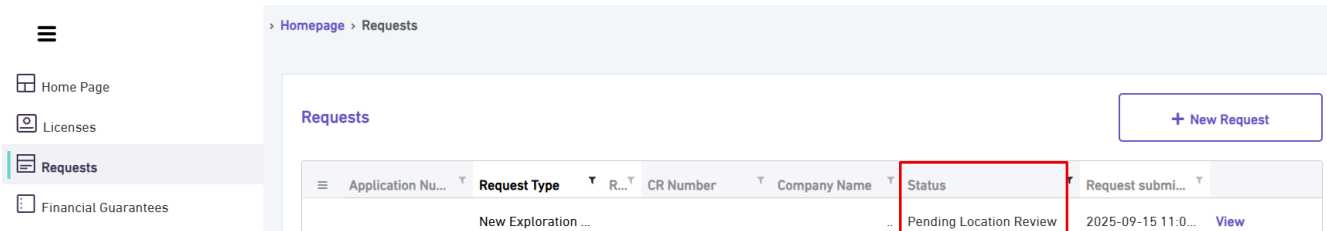
The screenshot shows the 'Terms and Conditions' screen. On the left is a vertical sidebar with 8 steps: 1. Application Information, 2. Application Location, 3. Work Plan & Budget, 4. Proof of Financial Capability, 5. Social Impact Study, 6. Environmental Impact Study, 7. Attachments, and 8. Terms and Conditions (highlighted). The main content area is titled 'Terms and Conditions' and has two sections: 'General' and 'Specific'. The 'General' section contains three lines of text: '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', and 'I agree to obtain the necessary permits from the relevant authority, if the exploration activity requires groundwater studies'. The 'Specific' section contains a line of text: 'I acknowledge that the application fees are non-refundable after successful submission of my application and I agree that the fees won't be refundable if my application is rejected by the Ministry or I cancel my application'. Below these sections are two checkboxes, both unchecked. The first checkbox is labeled 'I agree to Terms and Conditions of the Saudi Mining Services Company and its Executive Regulations and related regulations and instructions'. The second checkbox is labeled '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'. At the bottom of the screen are four buttons: 'cancel', 'Save as draft', 'Previous', and 'Submit'.

A message saying "Exploration License Application Submitted Successfully" will then appear.

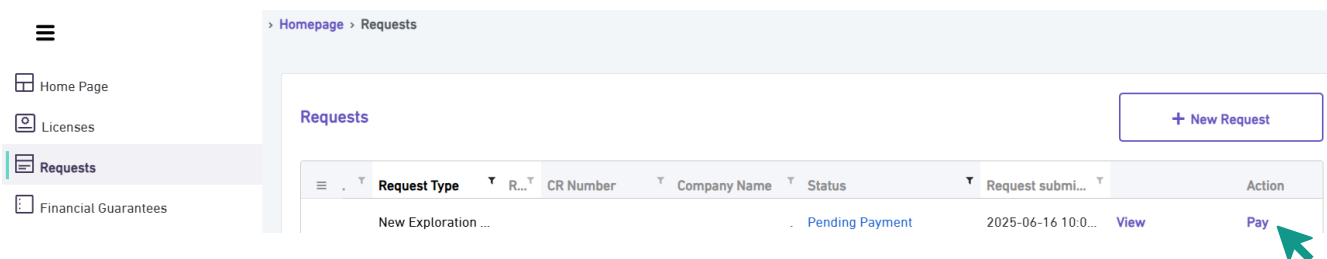


The screenshot shows a success message. At the top is a green circle with a white checkmark. Below it is the text 'The Exploration license application has been successfully submitted'. Underneath that is a line of text: 'It will undergo a Geographical Study before completing the application fee payment process.'. Below this is a field labeled 'Application Number' followed by a document icon. At the bottom are two buttons: 'Track Application' (a solid brown button) and 'Back to home page' (a white button with a brown border).

You can track the application by going to the "Requests" section. The status will appear as "Pending Location Review."



15-After that, the availability of the application site will be verified by the relevant team. If the application is approved, you will be notified of the issuance of the "Application Submission" invoice. To proceed, go to the "Requests" section where the status will appear as "Pending Payment", then click the "Pay" button.



16-The "Payment" screen will appear. Agree to the acknowledge, then click the "Save" button and proceed to pay the invoice.

Payment

SADAD

Your request will be cancelled if not paid within the next 7 days.

SADAD reference number

202506165008

The payment code for government transactions ⓘ

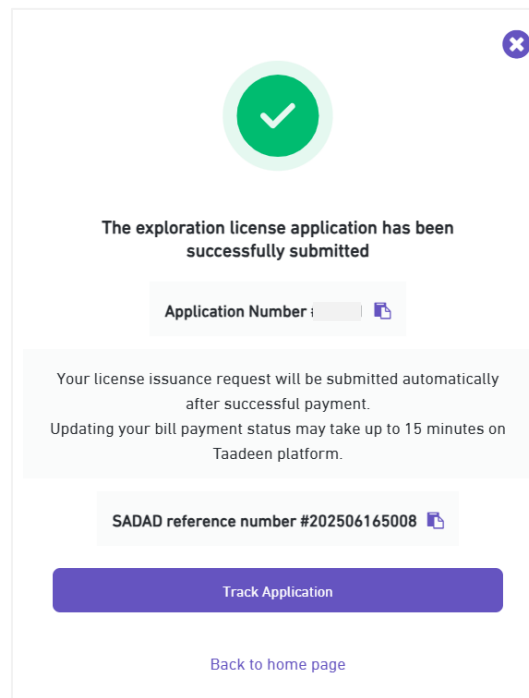
#116

Application fees

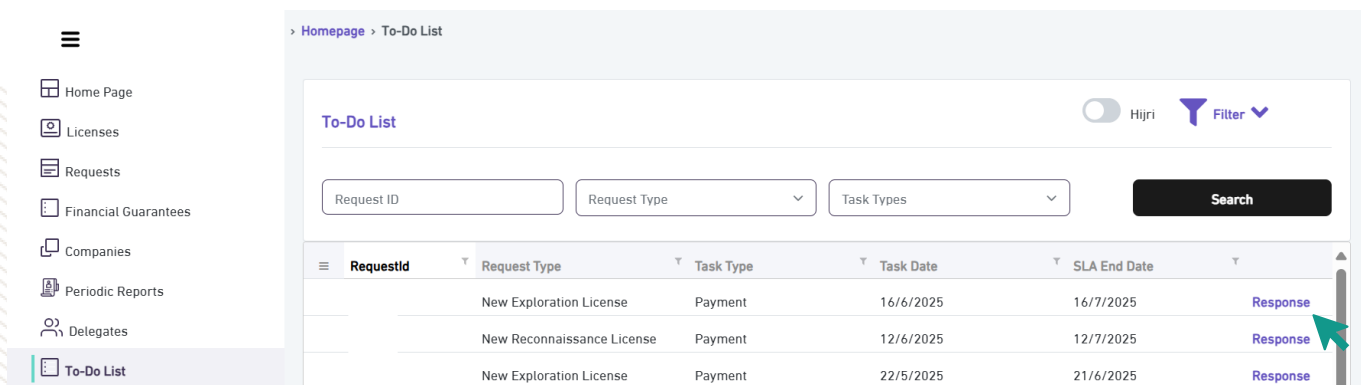
5000 ج.د

☐ I acknowledge that I am aware the application submission fee is non-refundable in case of application rejection or cancellation

A message saying "Exploration License Issuance Request Submitted Successfully" will then appear.



17-Once the application review is completed, you will be notified of the issuance of the "License Issuance" invoice. To proceed, go to the "To Do List" where the task type will appear as "Payment", then click the "Respond" button.



18-The "Payment" screen will appear. Agree to the declaration, then click the "Save" button and proceed to pay the invoice.

Payment



Your request will be cancelled if not paid within the next 7 days.

SADAD reference number 202506165008 

The payment code for government transactions ⓘ #116

Application fees 5000 ر.س

☐ I acknowledge that I am aware the application submission fee is non-refundable in case of application rejection or cancellation

A message saying "Exploration License Issuance Request Submitted Successfully" will then appear.



The exploration license application has been successfully submitted

Application Number ⓘ 

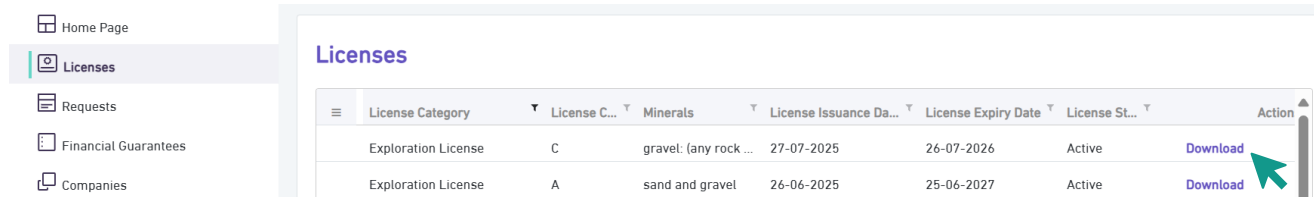
Your license issuance request will be submitted automatically after successful payment.
Updating your bill payment status may take up to 15 minutes on Taadeen platform.

SADAD reference number #202506165008 

Track Application

[Back to home page](#)

After completing the payment for the license issuance fee, you can download the electronic license by going to the "Licenses" section and clicking the "Download" button.



License Category	License C...	Minerals	License Issuance Da...	License Expiry Date	License St...	Action
Exploration License	C	gravel: (any rock ...	27-07-2025	26-07-2026	Active	Download
Exploration License	A	sand and gravel	26-06-2025	25-06-2027	Active	Download

Thank You