

User Manual for Renewing a Small Mining License

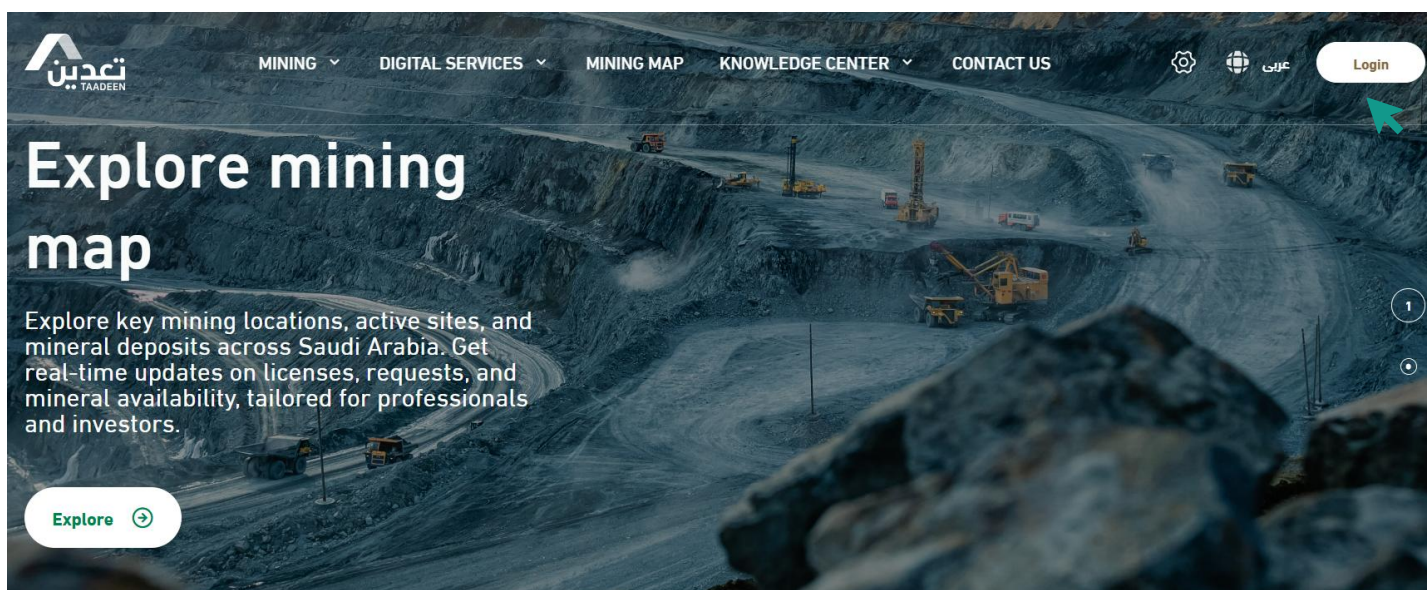


Service Description:

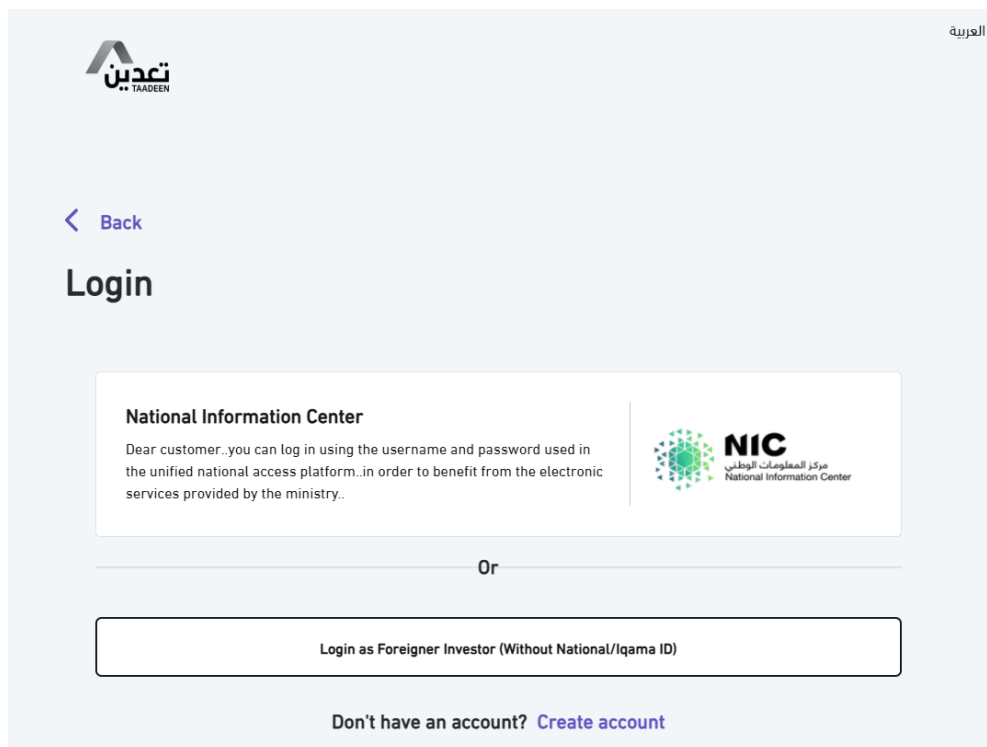
A service that enables investors to renew a license for the exploitation of Class (A) and (B) minerals.

Steps to Access the Service :

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

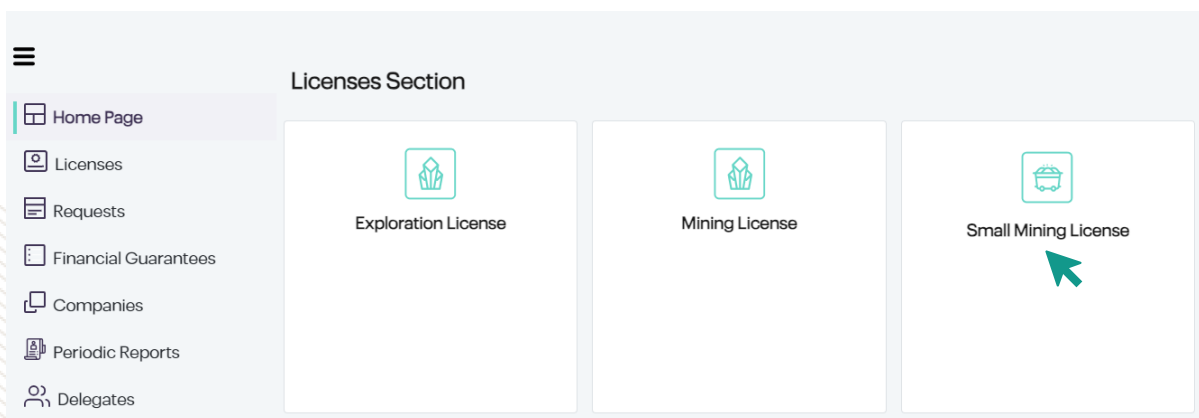


2- Log in to your account.



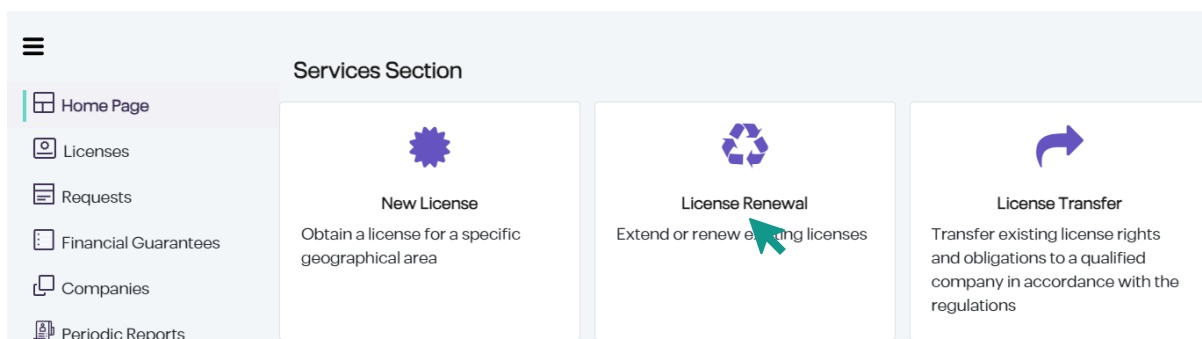
The screenshot shows the login page of the TAADEEN system. At the top left is the TAADEEN logo, and at the top right is the text "العربية". Below the logo is a "Back" link. The main heading is "Login". A box contains the "National Information Center" logo and text: "Dear customer..you can log in using 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 is a horizontal line with "Or" in the center. A button labeled "Login as Foreigner Investor (Without National/Iqama ID)" is present. At the bottom, it says "Don't have an account? [Create account](#)".

3- Navigate to “Small Mining License”.



The screenshot shows the "Licenses Section" of the TAADEEN system. 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: "Exploration License", "Mining License", and "Small Mining License". A green arrow points to the "Small Mining License" option.

4- Click on "License Renewal".



5- The "License Information" screen will appear, and eligibility will be verified. Please select all the boxes in the "Declarations" section.

License List

Renew Small Mining License

1 License Information

2 License Location

3 Business Feasibility Study

4 Social Impact Study

5 Environmental Impact Study

6 Proof of Financial Capability

7 Attachments

8 Terms and Conditions

9 Payment

✓ Validations

✓ Commercial register status is active

✓ Company capital ≥ 100k SAR

✓ Business activities include mining activities

✓ No terminated or Withdrawn license in the last 3 years

✓ The applicant is not late on the payment of any sums owed to the Ministry related to any License, fines, or any other costs

Company Information

Name

Commercial Number

Unified Number

ID Number /Residence Number

CR type

CR expiry date

Declarations

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

☐ No delays in settling any previous fees with the ministry.

☐ I the executive officer, acknowledge that I have not been convicted of any criminal offense during the past three years.

☐ I acknowledge that I have not previously declared bankruptcy, nor am I currently undergoing any bankruptcy procedures.

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

Apply all

6- Select the Active Mining License, Duration then click on “Next” button.

License Information ⓘ

Active Mining Licenses *

Please Select

Duration & Minerals ⓘ

License Renewal Duration (Yearly) *

Please Select

Minerals ⓘ

Next

7- After that, you will move to the " Location License" screen, click the “Next” button.

License Information

License Location

Business Feasibility Study

Social Impact Study

Environmental Impact Study

Proof of Financial Capability

Attachments

Terms and Conditions

Payment

Cancel

Save as draft

License Location

Degree X	Minute X	Second X	Degree Y	Minute Y	Second Y
42	10	24.12	22	14	56.01
42	10	17.44	22	14	25.59
42	9	44.6	22	14	12.49
42	10	24.12	22	14	56.01



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Next

8- You will then proceed to the "Business Feasibility Study" screen to enter the data shown below.

- ✓ License Information
- ✓ License Location
- 3 **Business Feasibility Study**
- 4 Social Impact Study
- 5 Environmental Impact Study
- 6 Proof of Financial Capability
- 7 Attachments
- 8 Terms and Conditions
- 9 Payment

Technical Justification

Technical justifications for License renewal *

0/5000

Resources and Reserves

Primary Mineral

Changing the primary mineral will affect the secondary minerals. Please make sure to update the data accordingly.

Mineral Name *

Ore Quantity *

Concentration *

Ore's Metal Content *

Please select the unit first above to be able to fill the table

Mineral Resource	Ore Quantity (Ton)	Concentration (Gram Per Ton)	Ore's Metal Content (Ton)
Measured Mineral Resources			
Indicated Mineral Resources			
Inferred Mineral Resources			
Total Mineral Resources			

Ore Reserve	Ore Quantity (Ton)	Concentration (Gram Per Ton)	Ore's Metal Content (Ton)
Proven Ore Reserve			
Probable Ore Reserve			
Total Ore Reserve			

Authors of the Feasibility Study

Authors of the Feasibility Study

Add

Attachments

Attachment Name	Upload Attachment
Feasibility Study *	Upload

Declarations

☐ Adhere to the work program described above and abide by the provisions of the Mining Investment System issued by Royal Decree No. M/140 dated 10/19/1441 AH and its executive regulations, any amendments thereto and other governmental regulations, instructions and orders. In the event of failure to implement this program, the Ministry of Industry and Mineral Resources has the right to take the necessary measures to terminate the license.

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9- Next, the "Social Impact Study" screen will appear. Enter the information below, then click the "Next" button.

✓ License Information

✓ License Location

✓ Business Feasibility Study

4 Social Impact Study

5 Environmental Impact Study

6 Proof of Financial Capability

7 Attachments

8 Terms and Conditions

9 Payment

Employee appointed to manage community performance

Employee Details

Assigned employee *

Identity Number *

Job title *

Phone Number *

Email *

Attachments

Attachment Name	Upload Attachment
Letter of Employment	Upload

Local Community Employment Plan

Add

Local Procurement Plan

Add

Attachments

Attachment Name	Upload Attachment
Social Impact Study	Upload

Previous

Next

10-The "Environmental Impact Study" screen will appear. Enter the following data, then click the "Next" button.

- ☒ License Information
- ☒ License Location
- ☒ Business Feasibility Study
- ☒ Social Impact Study
- ☒ **Environmental Impact Study**
- ☐ 6 Proof of Financial Capability
- ☐ 7 Attachments
- ☐ 8 Terms and Conditions
- ☐ 9 Payment

Source of Water and Energy

Water Source

☐ Water Wells
 ☐ Treated Water
 ☐ Surface Water
 ☐ Others

Energy Source

☐ Electrical Grid
 ☐ Generators
 ☐ Renewable Power
 ☐ Others

Mine Closure Cost Program

[Add New](#)

Process Plant Closure Program

[Add New](#)

Infrastructure Closure Program

[Add New](#)

Site Final Reclamation Works

[Add New](#)

Monitoring program

Monitoring Period

[Add New](#)

Total Costs Section

Stage	Total Equipment Cost	Total Non-equipment Cost	Total Cost
Mine Closure Cost Program	0	0	0
Process Plant Closure Program	0	0	0
Infrastructure Closure Program	0	0	0
Site Final Reclamation Works	0	0	0
Monitoring program	0	0	0

Total Operational Reclamation Program Costs ⓘ

Total Operating and Monitoring Reclamation Costs ⓘ

Financial reserve ⓘ

Future Value ⓘ

Environmental Permit

Environmental Permit Number (if exist)

Attachments

Attachment Name	Upload Attachment
Environmental Impact Study submitted to NCEC	Upload
Rehabilitation and Closure Plan	Upload
Geotechnical study	Upload
Environmental Permit	Upload

PreviousNext

11-You will then proceed to the "Proof of Financial Capability" screen to fill in the data and agree to the declarations, then click the "Next" button.

✓ License Information

✓ License Location

✓ Business Feasibility Study

✓ Social Impact Study

✓ Environmental Impact Study

6 Proof of Financial Capability

7 Attachments

8 Terms and Conditions

9 Payment

Proof of financial ability

Financial Statements

First year (2024)

Second year (2023)

Third year (2022)

Available

Not available

Not available

Add

Attachments

Attachment Name	Upload Attachment
Articles of Association	Upload

Additional Proofs

☐ Bank Certificate ☐ Bank Statement ☐ Bank facilities letter ☐ Statement of fixed assets ☐ Financing from the owner or the partners

Saudi Main Stock Market (TASI)

☐ Is the company listed on the Saudi Stock Exchange ☒ Not listed on the Saudi Stock Exchange

Attachment Name	Upload Attachment
Financial pledge letter	Upload

Undertakes

Apply all

☐ I, the license applicant, undertake to provide a financial guarantee covering the estimated cost of rehabilitation and closure in accordance with the provisions of the regulations and to submit it to the Ministry on time

☐ I, the license applicant, pledge to ensure the financial guarantee remains valid throughout the license period, with a commitment to renew it no less than six months before its expiry. If the guarantee is not renewed to cover the entire license duration, the Ministry has the right to liquidate the guarantee in favor of the Ministry's account, while the company's obligation to rehabilitate and close the license remains in effect.

☐ I, the license applicant, pledge to bear all financial consequences and compensations resulting from violations of the qualification and closure procedures.

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12-Next, **attach** any supporting documents if available, then click the "Next" button.

✓ License Information

✓ License Location

✓ Business Feasibility Study

✓ Social Impact Study

✓ Environmental Impact Study

✓ Proof of Financial Capability

7 Attachments

8 Terms and Conditions

9 Payment

Attachments

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

Add Attachment

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User Manual for Renewing a Small Mining License

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

License Information

License Location

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Attachments

Terms and Conditions

Payment

Terms and Conditions

General Terms and Conditions

To Ensure that the financial guarantee remains valid throughout the license term and to renew it, as to keep it valid.

Take all necessary measures to ensure the implementation of rehabilitation and closure.

The value of the financial guarantee will cover the estimated cost of Rehabilitation and closure plan, as well as any Sudden Closure.

That the presented information regarding the costs of the rehabilitation and closure plan are correct and accurate.

That the person assigned to prepare the report on the estimated total rehabilitation and closure cost in the rehabilitation and closure plan is an independent and qualified person.

That the report of estimated total rehabilitation and closure cost complies with the minimum requirements stated in Article 85 of the Regulations.

To bear all financial consequences and compensation resulting from violating the rehabilitation and closing procedures.

Increase the amount of the financial guarantee annually if the guarantee is a partial financial guarantee.

That the Ministry has the right to request an extension or enforce of the financial guarantee in accordance with the licensee rehabilitation and closure works.

Oblige to fully inspect the site, consequently in event of the application for a license overlaps with private property or public facilities, will not to work on those sites without prior approval and must provide the Ministry with proof of agreement with the landowner, the beneficiary or the public utilities to operate at the site of the license or submit a compensation plan involving all expected costs of compensation and take responsibility for the actions in the event of any damages to other

The validity and accuracy of the information provided in the environmental impact study, and the environmental management plan, approved by the designated authority for the environment.

That the environmental impact study is consistent with the requirements of the environmental law and the requirements of the relevant environmental authority.

That all necessary measures have been taken at the facility where the environmental management plan is implemented, and any other requirements related to the approval of the environmental impact study, the environmental management plan, and the rehabilitation and closure plan are implemented.

Planting twice count of trees affected by mining activity, in the surrounding area with the same type of affected trees.

That all provided information contained in the rehabilitation and closure plan is true and accurate.

That the rehabilitation and closure plan meet the minimum requirements stipulated in Article (83.1) of the regulations and the relevant prescribed forms.

Commitment to continue conducting the necessary geotechnical studies for the mine, tailings dams, mineral ore processing facilities, and piles of rock waste within the boundaries of the license to maintain safe slopes and include them in the mining plan and annual periodic reports submitted to the Ministry.

Design the inclines and sides of the excavation engineeringly and geotechnically, ensure their safety from collapse, and stabilize them during work in the mine, after completion of the work, and upon closing the mine, and bear full responsibility for any collapses or damage to lives or properties, treat any damages resulting from any collapses, and bear the costs of repairing and rehabilitating.

Comply with the plan to regularly interact with Local Communities.

Comply with the plan that stipulates the process which shall be followed to address any complaints from Local Communities during the License period.

(Waiting Translation)

(Waiting Translation)

Specific Terms and Conditions

Without prejudice to Article (139) of the Executive Regulations of the Mining Investment law, allocating of using the exploited mineral(s) for the industrial purposes that feeding factories, whether belonging to our company or other parties, according to documents such as invoices, delivery notes and receipts, which are subject to control, and to carry out the processes of processing, converting and manufacturing the extracted minerals into a product for industrial uses to achieve value added

Commitment to the pledges submitted to the Ministry, including those which previous licenses (exploration licenses) were issued based on, which made our company eligible to apply for small mine licenses or mining licenses.

Adhering to the methodology as the Ministry prescribe for calculating quantities of minerals or ore exploited (installing a scale at the license site and operating for using in measuring the quantities of minerals or ore exploited, while maintaining the scale in operation condition, and to remain in service permanently).

Implementing the work program and project implementation plan.

Not to rent the license site or partly or assign any rights granted by the license to another party without written approval from the Ministry of Industry and Mineral Resources.

To implement the conditions, requirements and standards determined by the National Center for Environmental Compliance, obtain an environmental permit for operation, and provide the Ministry with a copy of upon issuance.

Acknowledged that the Ministry has the right to reject the application or terminate the license if the company does not comply with any of the above-mentioned obligations or does not adhere to the terms and conditions imposed by the license, the mining investment law and regulations.

☐ I agree to the Terms and Conditions of the Saudi Mining Services Company 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

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Back

14- Next, the "Payment" screen will appear. Agree to the acknowledgment, then click the "Submit" button and proceed to pay the renewal application fees.

License Information

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Business Feasibility Study

Social Impact Study

Environmental Impact Study

Proof of Financial Capability

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Terms and Conditions

Payment

Payment

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

The payment code for government transactions ⓘ #116

Renewal Application fees 10000

☐ I acknowledge that the license renewal fee is non-refundable.

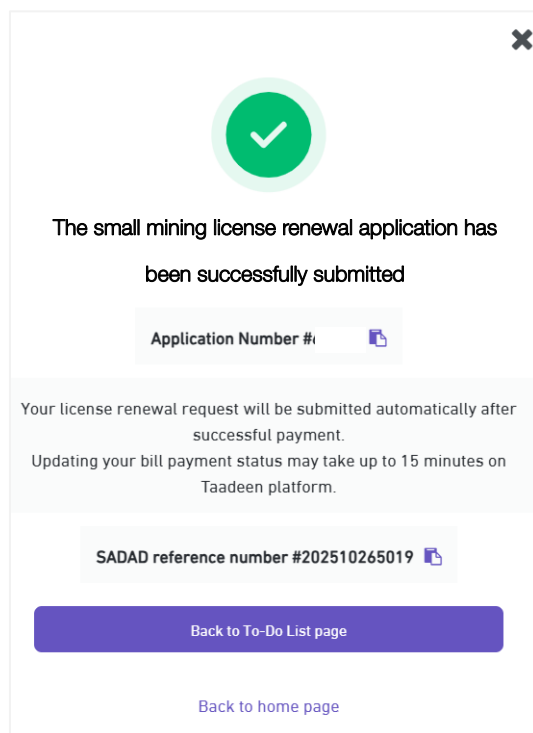
Cancel

Save as draft

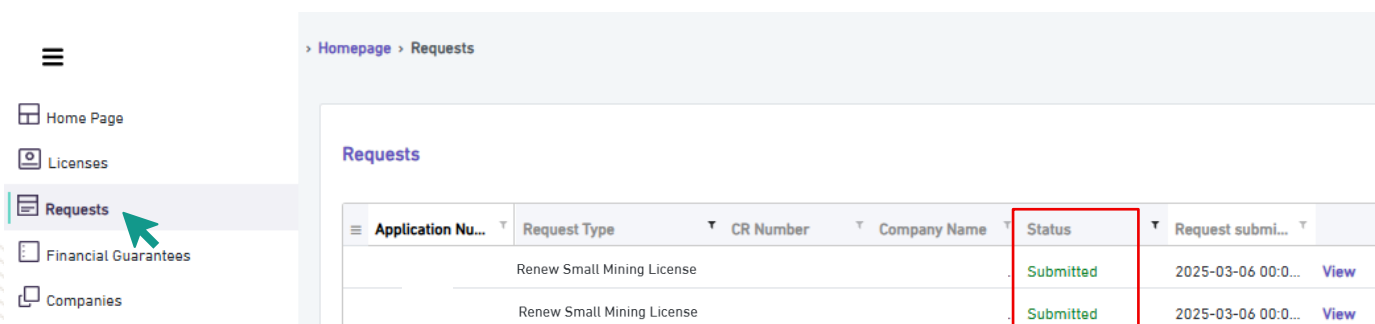
Previous

Submit

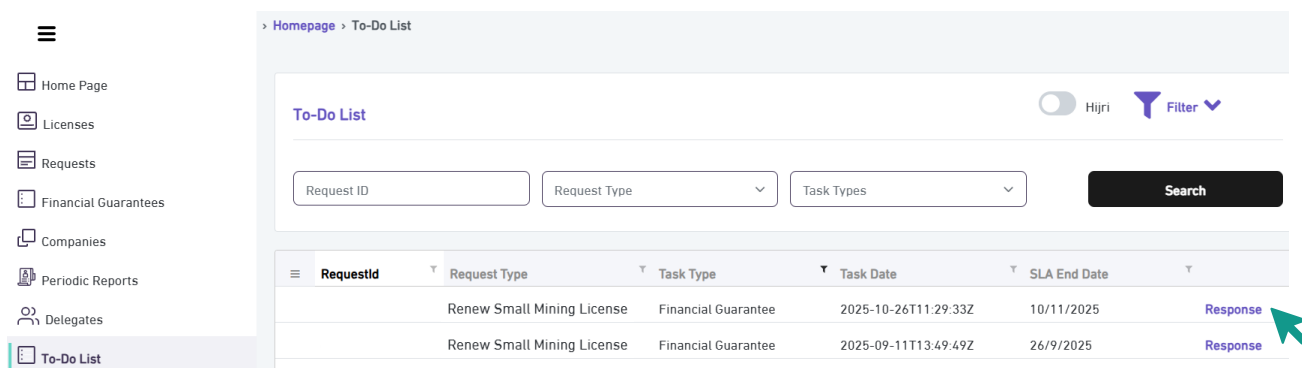
A message saying "The Small Mining License Renewal Application has been Successfully Submitted" will then appear.



You can track the application under the "Status" column located in the "Applications" section.



15-Once the application review is completed, you will be notified to complete the required documents, such as the "Financial Guarantee," by going to the "To Do List." The task type "Financial Guarantee" will appear, and you will need to click the "Respond" button.



Homepage > To-Do List

To-Do List Hijri Filter

Request ID Request Type Task Types **Search**

RequestId	Request Type	Task Type	Task Date	SLA End Date	
	Renew Small Mining License	Financial Guarantee	2025-10-26T11:29:33Z	10/11/2025	Response
	Renew Small Mining License	Financial Guarantee	2025-09-11T13:49:49Z	26/9/2025	Response

16-The "Financial Guarantee" screen will appear. Fill in the following information, then click the "Submit" button.

Financial Guarantee

Request Information

Request Number	Task Date 2025-10-26	Number of Remaining Days 15
----------------	-------------------------	--------------------------------

Financial Guarantee Type *

☐ Full Bank Guarantee

Register Financial Guarantee Information

Financial Guarantee Reference Number *

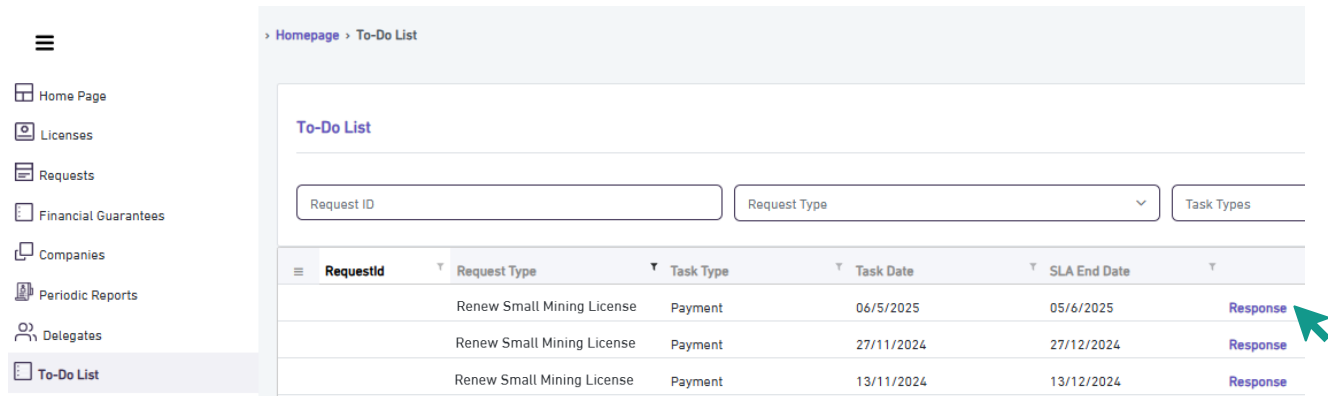
Select

Attachment

Attachment Name	Attachment
Financial Guarantee *	Upload

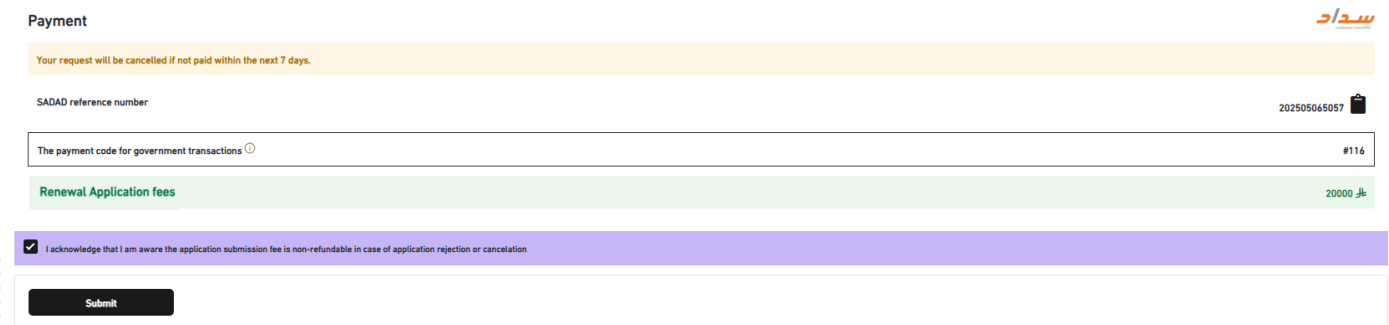
Submit **Cancel**

17-Once the application review is completed, you will be notified of the issuance of the "License Renewal" invoice. To proceed, go to the "To Do List" where a task labeled "Payment" will appear. Click the "Response" button.



Requestid	Request Type	Task Type	Task Date	SLA End Date	Response
	Renew Small Mining License	Payment	06/5/2025	05/6/2025	Response
	Renew Small Mining License	Payment	27/11/2024	27/12/2024	Response
	Renew Small Mining License	Payment	13/11/2024	13/12/2024	Response

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



Payment

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

SADAD reference number: 202505065057

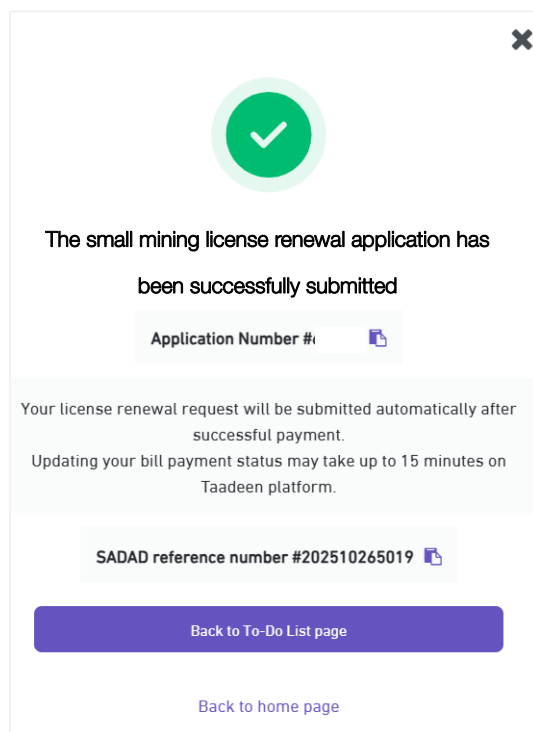
The payment code for government transactions: #116

Renewal Application fees: 20000

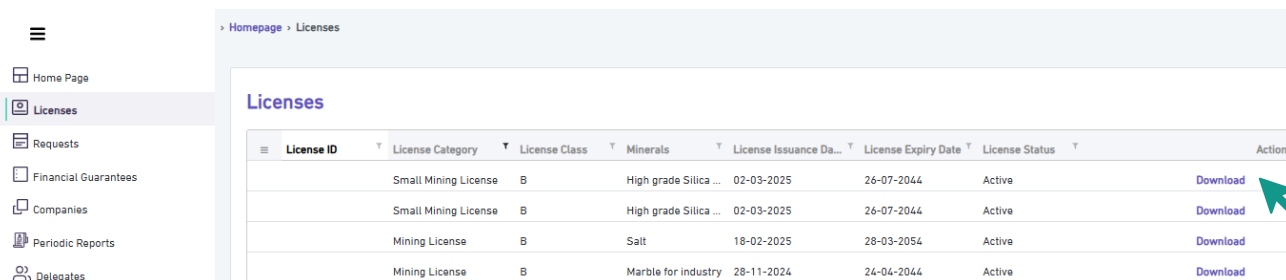
☒ I acknowledge that I am aware the application submission fee is non-refundable in case of application rejection or cancellation

Submit

A message saying "The Small Mining License Renewal Application has been Successfully Submitted" will then appear.



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



Thank You