

User Manual for Issuing Building Materials Quarries License

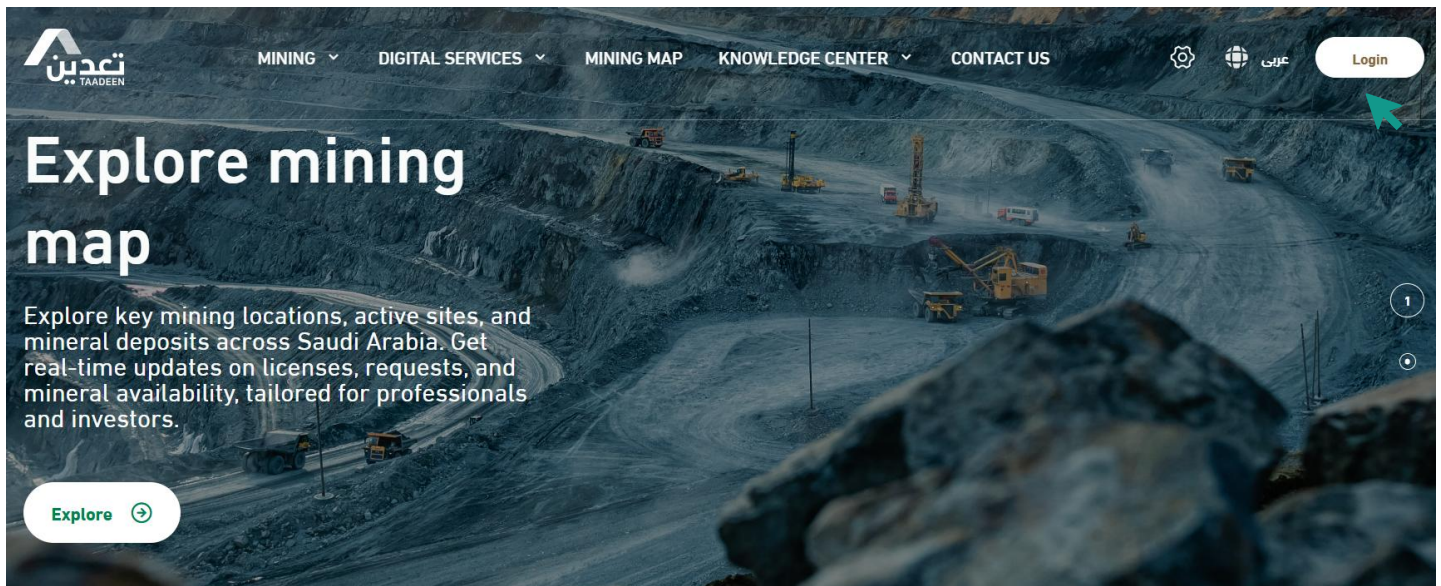


Service Description:

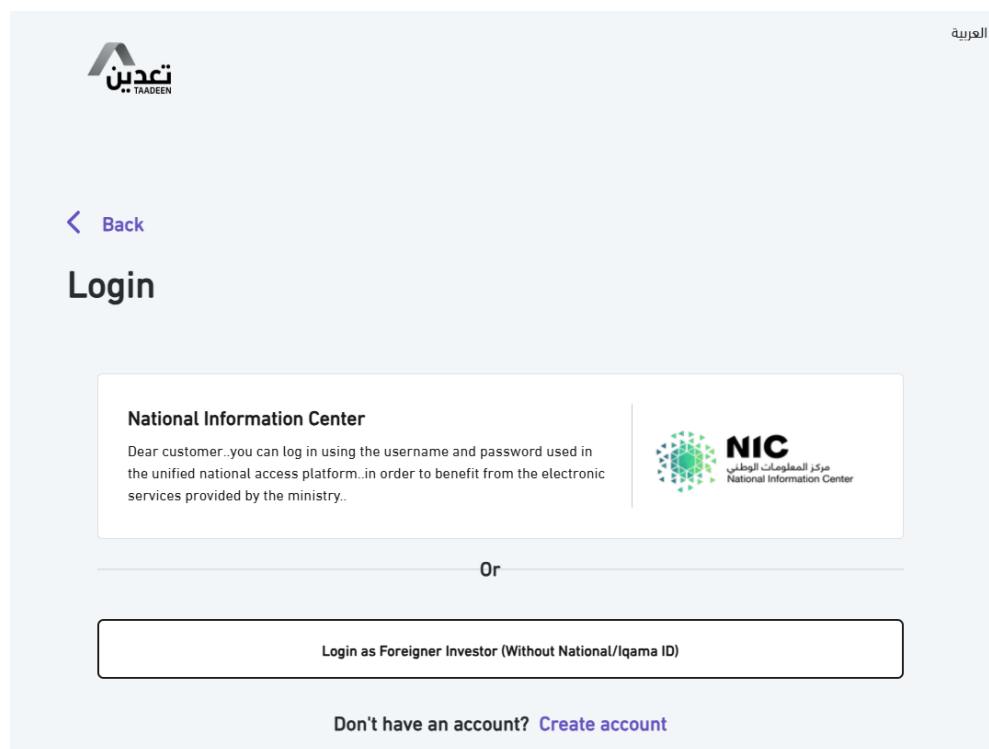
The investor was able to obtain a license to exploit materials used for construction purposes for Class (C) minerals.

Steps to Access the Service :

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

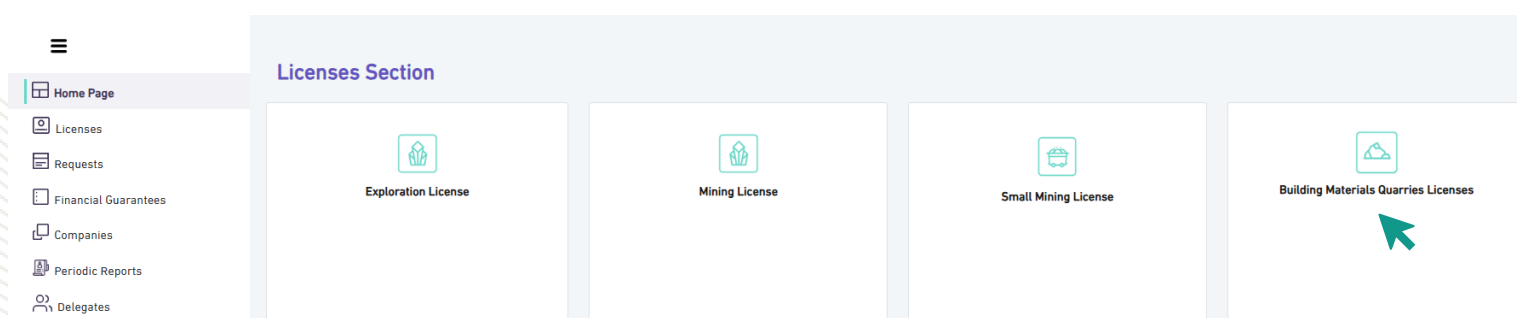


2- Log in to your account.

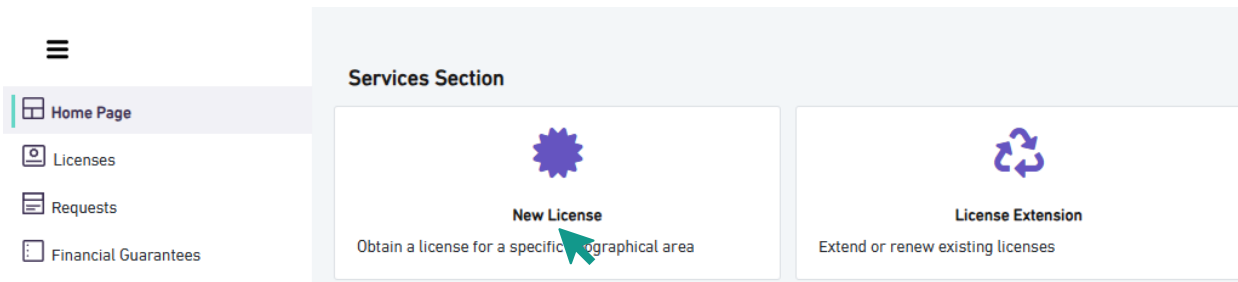


The screenshot shows the login page of the TAADEEN system. At the top left is the TAADEEN logo, and at the top right is the text "العربية". Below the logo is a "Back" link with a left arrow. The main heading is "Login". Below this is a box for the "National Information Center" (NIC) with a description: "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..". To the right of the text is the NIC logo. Below this box is a horizontal line with the word "Or" in the center. Underneath is a button labeled "Login as Foreigner Investor (Without National/Iqama ID)". At the bottom, there is a link that says "Don't have an account? Create account".

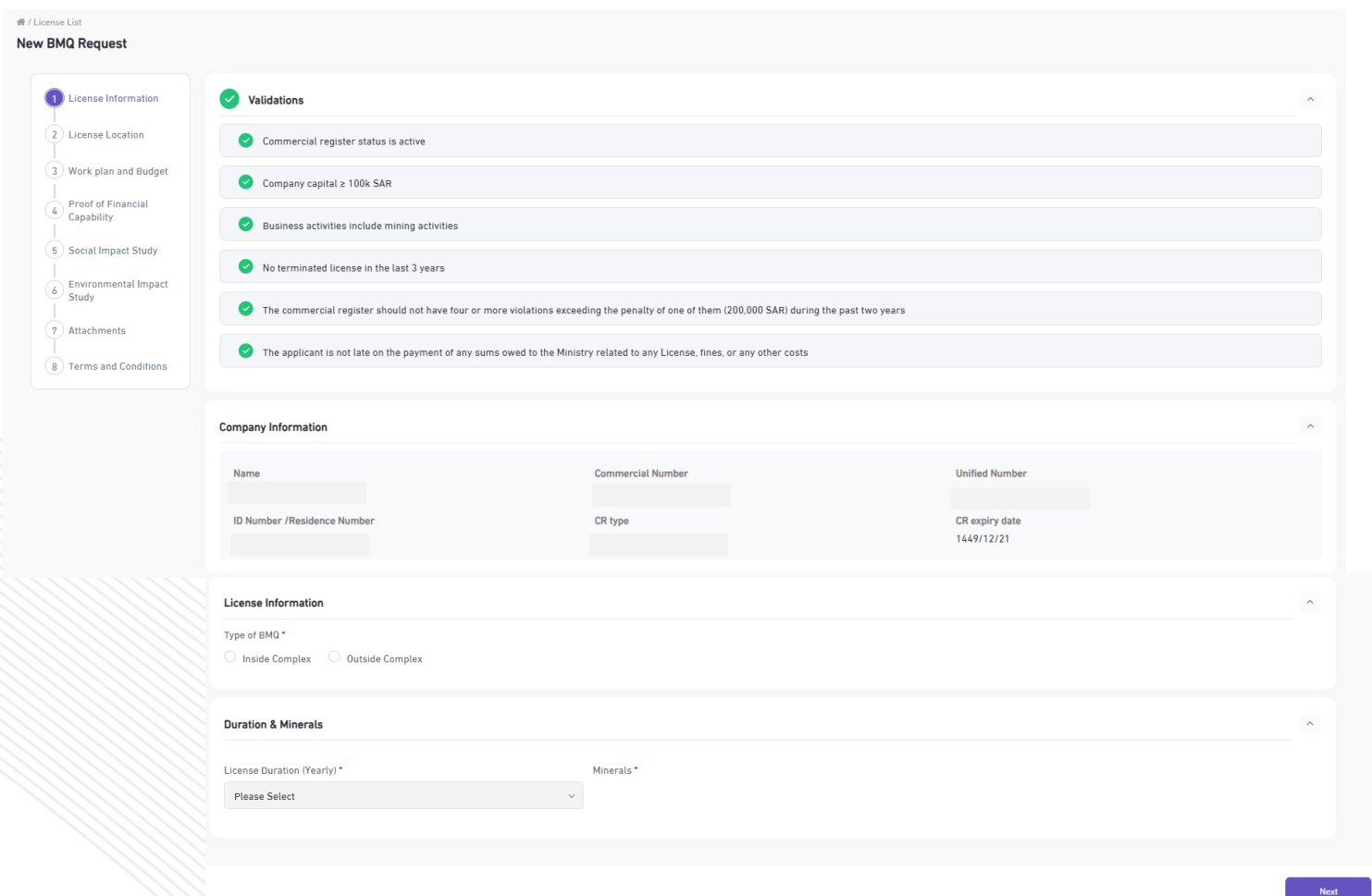
3- Navigate to “Building Materials Quarries License”.



4- Click on “New License”.

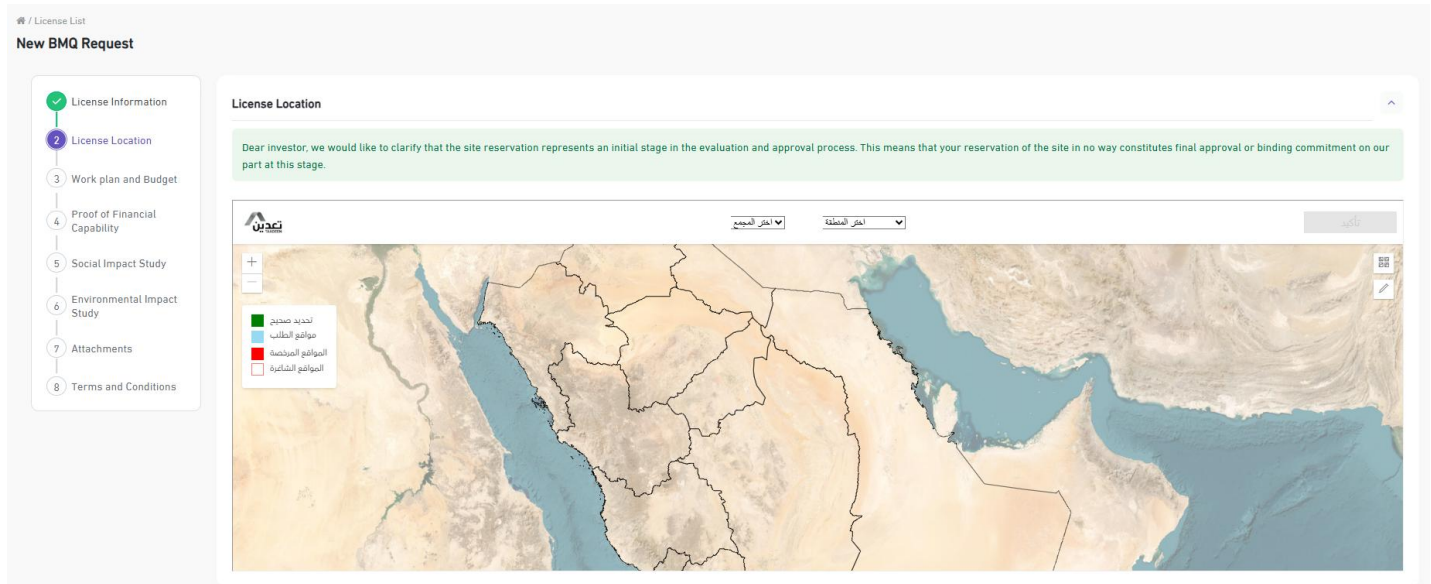


The “License Information” screen will appear. Eligibility will be verified. Fill in the information and then click the 'Next' button.

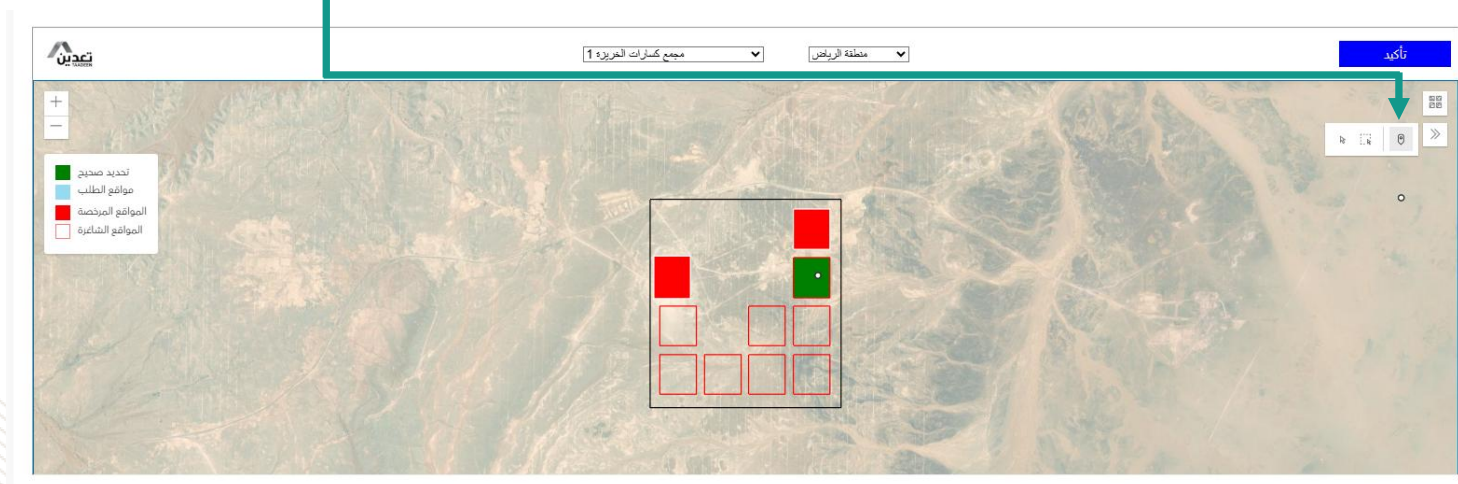


The screenshot displays the 'New BMQ Request' form. On the left is a vertical progress bar with steps 1 through 8. Step 1, 'License Information', is highlighted. The main form area includes a 'Validations' section with six green checkmarks indicating successful status checks. Below this is the 'Company Information' section with input fields for Name, Commercial Number, Unified Number, ID Number /Residence Number, CR type, and CR expiry date. The 'License Information' section contains a 'Type of BMQ' field with radio buttons for 'Inside Complex' and 'Outside Complex'. The 'Duration & Minerals' section has a 'License Duration (Yearly)' dropdown menu and a 'Minerals' field. A 'Next' button is located at the bottom right of the form.

- 5- You will then proceed to the “**License Location**” screen. If the location “**Inside Complexes**” is selected, choose the region and the complex.



Then click the button below, select the location on the map, and then click the “Confirm” button.



A message will appear “A Location was selected Successfully” Agree to the “Application Obligations / Undertaking Section, then click the “Next” button.

License Location

Dear investor, we would like to clarify that the site reservation represents an initial stage in the evaluation and approval process. This means that your reservation of the site in no way constitutes final approval or binding commitment on our part at this stage.

تعددين

مجمع كسارات البصرة

منطقة الرياض

تأكيد

+

-

تحديد صنيح

مواقع الطلب

المواقع المخصصة

المواقع الشاغرة

✓

نجاح

تمت العملية بنجاح

إغلاق

Applicant Obligations/Undertaking section

Apply all

Previous

Next

If the location “**Outside Complexes**” is selected, you can either “Use the same location of exploration license” or “Select part of the location” by entering the coordinates manually or uploading a file for the system to read and display automatically.

License Information

2 License Location

3 Work plan and Budget

4 Proof of Financial Capability

5 Social Impact Study

6 Environmental Impact Study

7 Attachments

8 Terms and Conditions

License Location

Dear investor, we would like to clarify that the site reservation represents an initial stage in the evaluation and approval process. This means that your reservation of the site in no way constitutes final approval or binding commitment on our part at this stage.

☐ Use the same location of Exploration License
 ☒ Select part of the location

Coordinates File

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

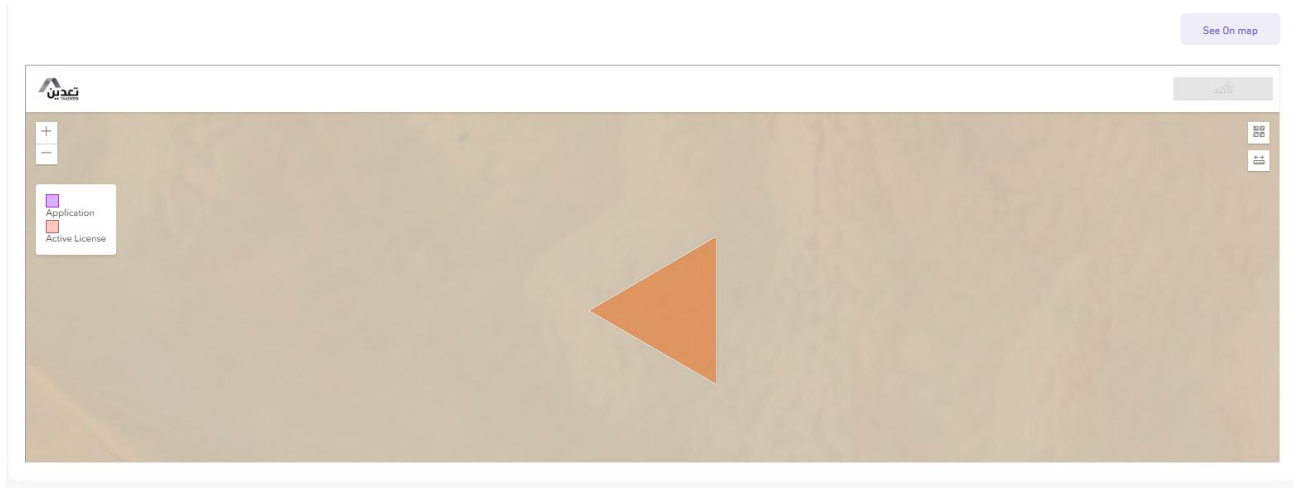
Attachment

Upload

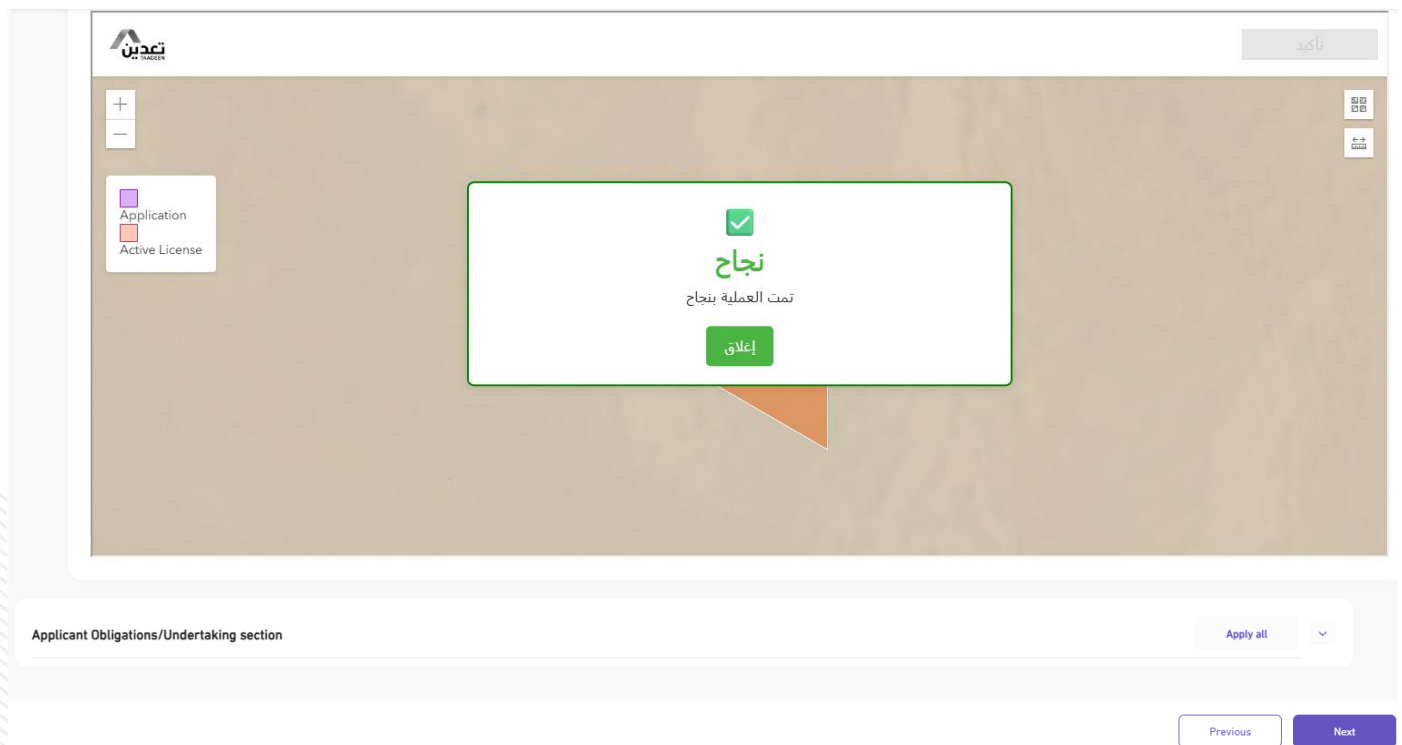
Longitude and Latitude	Degree	Minute	Second
X (Longitude - East)	46	29	47.34
Y (Latitude - North)	26	21	26.36
X (Longitude - East)	46	29	47.34

6

After adding the coordinates, click the "See on Map" button, then click the "Confirm" button.



A message will appear "A Location was selected Successfully" Agree to the "Application Obligations / Undertaking Section, then click the "Next" button.



User Manual for Issuing Building Materials Quarries License

6- Fill in the information in the “Work Plan and Budget”, then click the “Next” button.

License List

New BMQ Request

1 License Information

2 License Location

3 Work plan and Budget

4 Proof of Financial Capability

5 Social Impact Study

6 Environmental Impact Study

7 Attachments

8 Terms and Conditions

Company Technical Information

Establishment date *

Number of branches of the establishment *

Number of factories *

Number of current projects *

Number of employees of the facility *

Forecasted technical for the current License *

Forecasted non-technical for the current License *

Saudis at License Site (Tech and Non-Tech) *

Technical Project Description

Annual Exploitation Plan

Exploitation Plan for First Year

Quarter One *

Quarter Two *

Quarter Three *

Quarter Four *

Average sale price of the ore

Total Annual Energy Target (SAR)

Project Details

Objectives of the project *

Material/ Ore Expected Final Use *

Exploitation Method *

Estimated timeline for the development works

Task Name *	Start Year *	Start Month *	Duration (in Months) *	Cost (SAR) *
Fence	Select	Select		
Access Roads	Select	Select		
Housing	Select	Select		
Ramp	Select	Select		
Office	Select	Select		
Workshop	Select	Select		

Add

Work Plan Characteristics

Equipment Details and Value

Add

Project Costs

Capital Cost of the Project (SAR) *

Operating Cost (Cash Cost) (SAR) *

Size Of The Quarry

Area of Excavation (m2) *

Anticipated Average Depth of Quarry (m) *

Anticipated Maximum Depth of Quarry (m) *

Attachments

Attachment Name	Upload Attachment
Layout Plan of The License Site	Upload

Previous Next

7- You will then proceed to the “Proof of Financial Capability” screen to fill in the following information, and then click the “Next” button.

License List

New BMQ Request

- License Information
- License Location
- Work plan and Budget
- Proof of Financial Capability**
- Social Impact Study
- Environmental Impact Study
- Attachments
- Terms and Conditions

Proof Of Financial Capability

☐ Bank Certificate
 ☐ Bank Statement
 ☐ Bank facilities letter
 ☐ Statement of fixed assets
 ☐ Financial Statements

Financial Guarantee

☒ Full Financial Guarantee

Full Financial Guarantee

Year	Financial Guarantee Amount
Total	500,000.00

Undertakings

☐ I, the license applicant, undertake to provide a financial guarantee covering the estimated cost of rehabilitation and closure according to the duration and area of the license and the type of independent ore and to submit it to the Ministry on time

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

8- The "Social Impact Study" screen will appear. Fill in the following fields, then click the "Next" button.

- License Information
- License Location
- Work plan and Budget
- Proof of Financial Capability
- Social Impact Study**
- Environmental Impact Study
- Attachments
- Terms and Conditions

Employee Appointed to Manage Community Performance

Employee Details

Assigned employee *
 Identity Number *
 Position *

Phone Number *
 Email *

Attachments

Attachment Name	Upload Attachment
Letter of assignment	<input type="button" value="Upload"/>

Local Communities and Engagement

Local communities Surrounding the Site

[Add](#)

Community Engagement Information

[Add](#)

Local community and potential expectations management methodology

[Add](#)

Social Impact Assessment Plan

Social Impact

Add

Local Development Programs

Add

Local Community Employment Plan

Add

Purchase plans from the Local Community

Add

Additional Information

Local Land Use (Optional)

Additional obligations (Optional)

Previous

Next

9- Then the "Environmental Impact Study" screen will appear. Enter the following information, then click the "Next" button.

License Information

License Location

Work plan and Budget

Proof of Financial Capability

Social Impact Study

6 Environmental Impact Study

7 Attachments

8 Terms and Conditions

Source of water and energy

Water Source

☐ Water Wells ☐ Treated Water ☐ Surface Water ☐ Others

Source of energy

☐ Electrical Grid ☐ Generators ☐ Renewable Power ☐ Others

Impacts Caused by Exploitation Activities.

Add

Closure and Rehabilitation Costs

Total estimated costs of the closure and rehabilitation plan *

Enter value

Attachments

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

Undertakings

Apply all

Previous

Next

10-Add the **attachments** if available, then click the "Next" button.

✓ License Information

✓ License Location

✓ Work plan and Budget

✓ Proof of Financial Capability

✓ Social Impact Study

✓ Environmental Impact Study

7 Attachments

8 Terms and Conditions

Attachments

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

Add Attachment

Previous

Next

11-Agree to the “Terms and Conditions”, then click the “Submit” button.

✓ License Information

✓ License Location

✓ Work plan and Budget

✓ Proof of Financial Capability

✓ Social Impact Study

✓ Environmental Impact Study

✓ Attachments

8 Terms and Conditions

Terms and Conditions

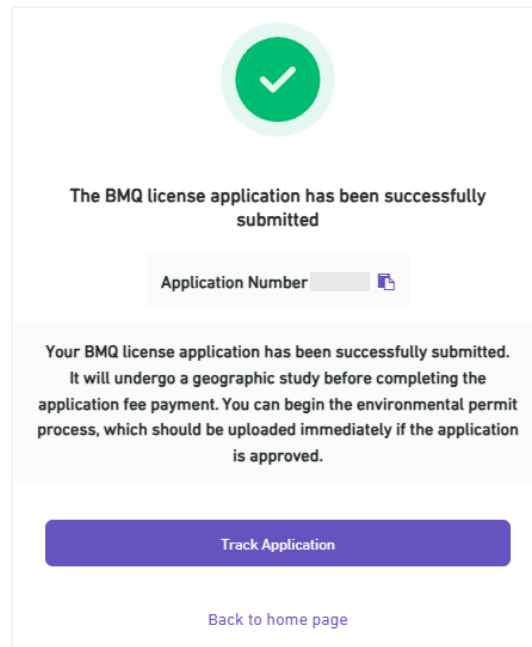
☐ I agree to Terms and Conditions of the Saudi Mining Services Company and its Executive Regulations and related regulations and instructions

☐ 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

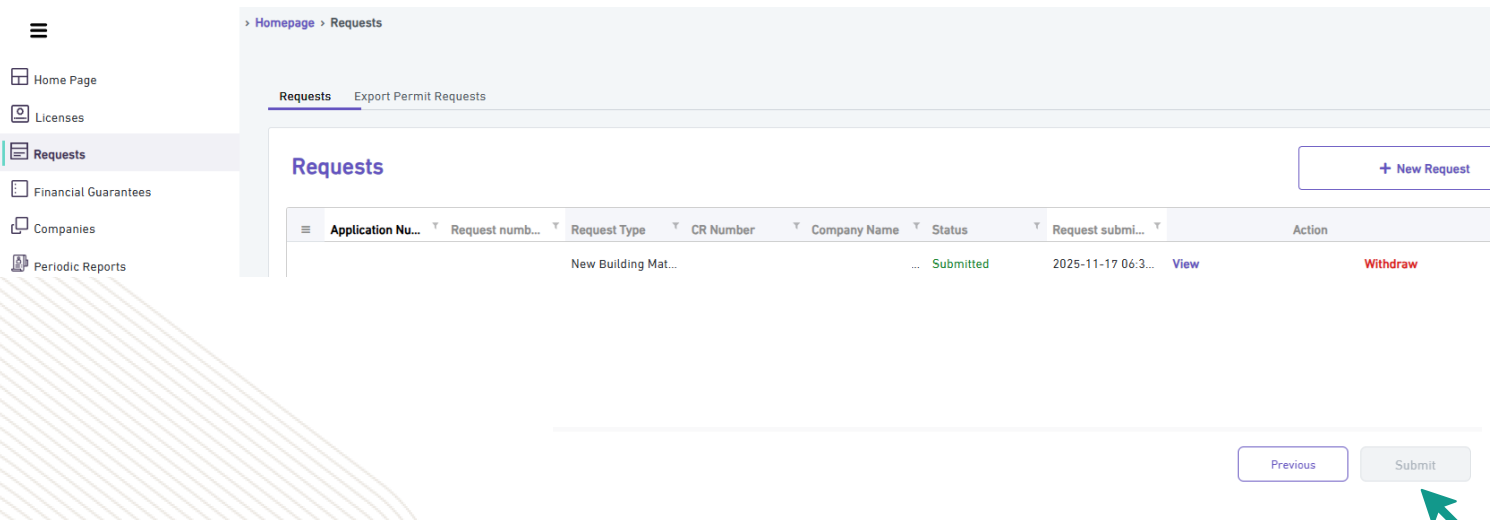
Previous

Submit

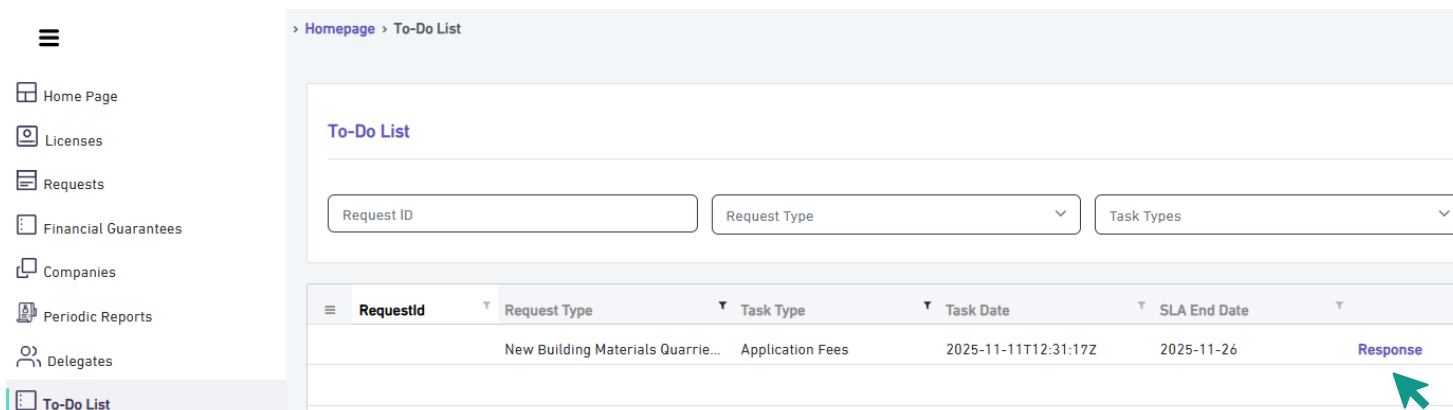
After that, a message will appear saying “The building materials quarry license application has been successfully submitted.”



The status “Submitted” will appear. The application will undergo a geographical study before completing the payment process. You may begin the environmental permit procedures, so it can be submitted immediately once the application is approved.

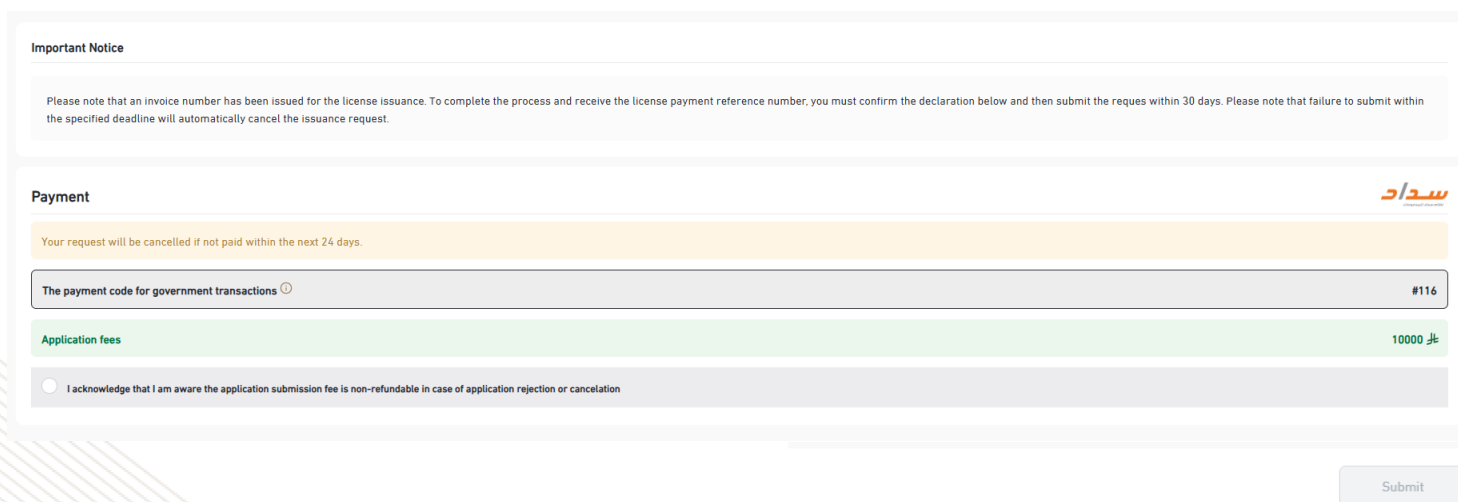


12-After the application has been reviewed by the specialized team, you will be notified to pay the “Application Submission Fees” Go to the “To Do List,” where the task type “Application Fees” will appear, then click “Respond”.



RequestId	Request Type	Task Type	Task Date	SLA End Date	Response
	New Building Materials Quarrie...	Application Fees	2025-11-11T12:31:17Z	2025-11-26	Response

13-Next, the “Payment” screen will appear. Agree to the acknowledgment and click “Submit” to pay the application submission fees.



Important Notice

Please note that an invoice number has been issued for the license issuance. To complete the process and receive the license payment reference number, you must confirm the declaration below and then submit the request within 30 days. Please note that failure to submit within the specified deadline will automatically cancel the issuance request.

Payment

Your request will be cancelled if not paid within the next 24 days.

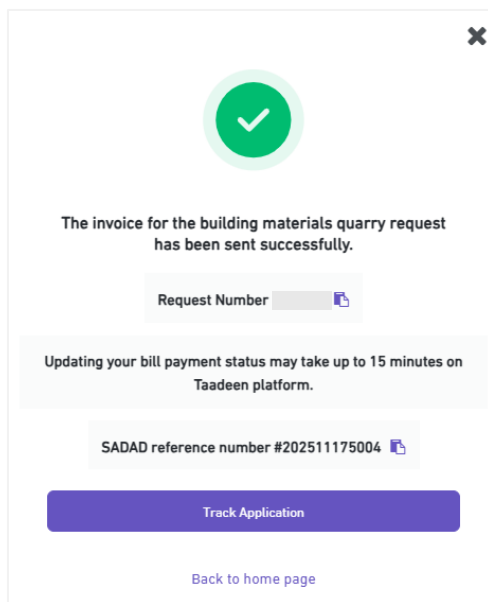
The payment code for government transactions ⓘ #116

Application fees 10000 SAR

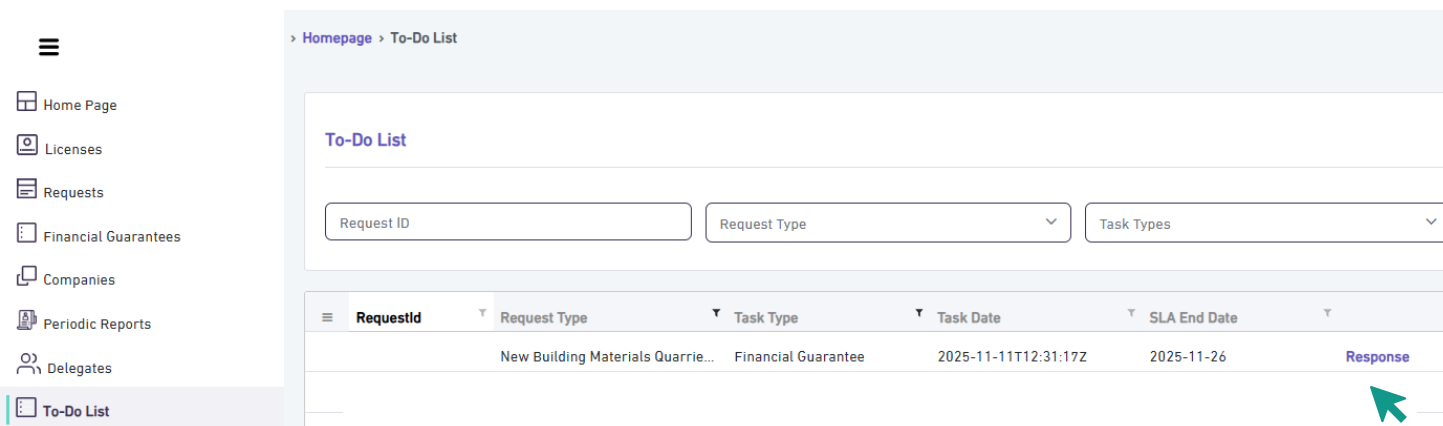
☐ I acknowledge that I am aware the application submission fee is non-refundable in case of application rejection or cancellation

[Submit](#)

A message will appear saying “The building materials quarry application invoice has been successfully sent.”



14-After that, you will be notified to complete requirements such as the “Financial Guarantee.” Go to the “To Do List,” where the task type “Financial Guarantee” will appear, then click “Respond”.



15-The “Financial Guarantee” screen will appear. Fill in the following information, then click the “Submit” button.

Request Details

Request Number

68127

Task Date

2025-11-11

Number of Remaining Days

9

Financial Guarantee Type

Below is the type of financial guarantee that was selected while applying.

Full Financial Guarantee


Year	Financial Guarantee Amount
Total	500,000.00

Financial Guarantee Data Input

Financial Guarantee Reference Number *

Select

Attachments

Attachment Name	Attachment
Financial Guarantee	 Upload

Cancel

Submit

16-After that, the application will be reviewed by the specialized team, and you will be notified to submit the “**Environmental Permit**” Go to the “To Do List,” then click “Respond”.

☰

Home Page

Licenses

Requests

Financial Guarantees

Companies

Periodic Reports

Delegates

To-Do List

Homepage

>

To-Do List

To-Do List

Request ID

Request Type

Task Types

RequestID	Request Type	Task Type	Task Date	SLA End Date	
	New Building Materials Quarrie...	Environmental Permit	2025-11-11T12:31:17Z	2025-11-26	Response

17-Enter the “Environmental Permit Number” and “Add Attachment”.

Environmental Permit

Request Details

Request Number	Task Date	Number of Remaining Days
	2025-11-16	89

Environmental Permit Data Input

Environmental Permit Reference Number *

Inquire

Attachments

Attachment Name	Attachment
Environmental Permit	<input type="radio"/> Upload

Cancel

Request SLA Extension

Submit

After that, the environmental permit details will appear. Click the “Submit” button.

Request Details

Request Number	Task Date	Number of Remaining Days
	2025-11-16	89

Environmental Permit Data Input

Environmental Permit Reference Number *

Inquire

Environmental Permit Information

Company Name	CR Number	License Type
		New Building Materials Quarries Licenses
Application Number	Environmental Permit Number	Environmental Permit Status
		Approved
Permit Expiry Date	Permit Issuance Date	
2028-04-27	2025-11-17	

Attachments

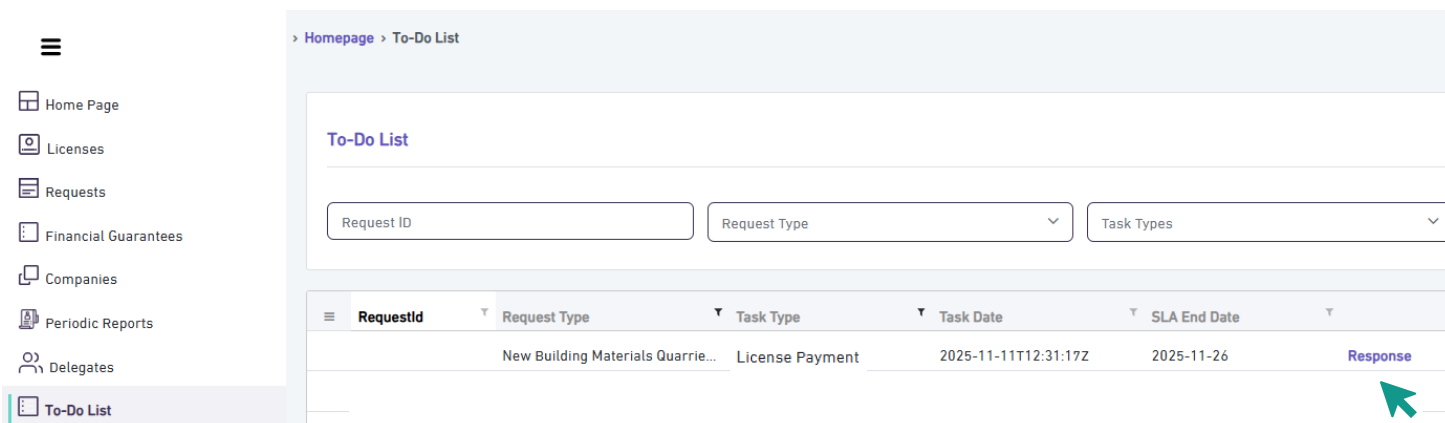
Attachment Name	Attachment
Environmental Permit	<input type="radio"/> Upload

Cancel

Request SLA Extension

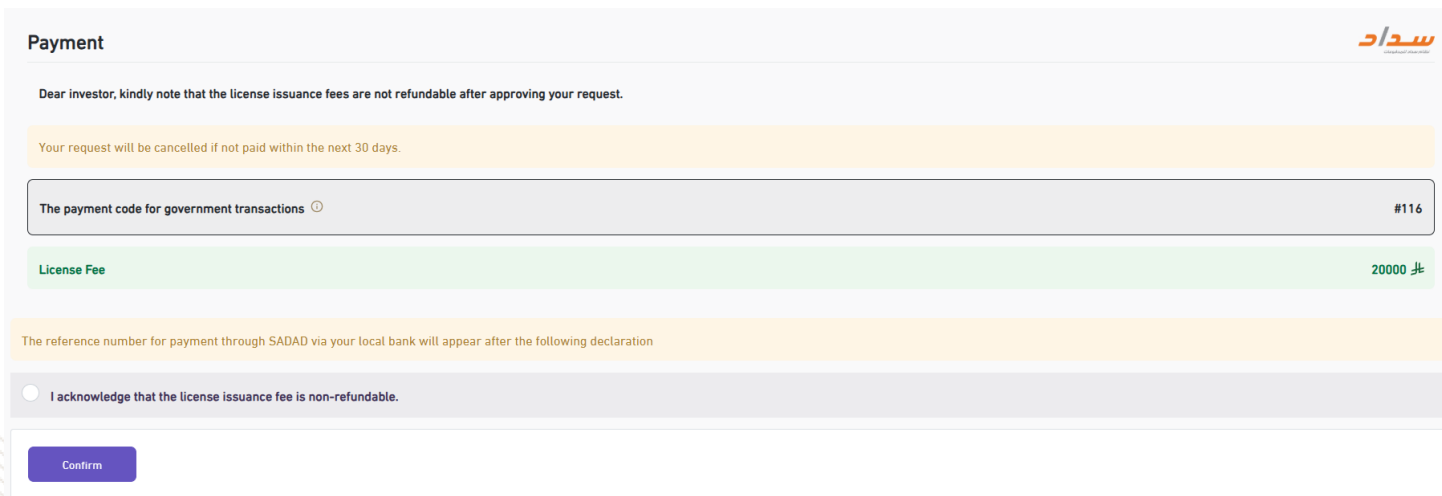
Submit

18-After that, the application will be reviewed by the specialized team. Once completed, you will be notified to pay the “**License Issuance Fees**”. Go to the “To Do List”, where the task type “License Payment” will appear, then click the “Respond” button.



RequestId	Request Type	Task Type	Task Date	SLA End Date	Response
	New Building Materials Quarries	License Payment	2025-11-11T12:31:17Z	2025-11-26	Response

19-Agree to the acknowledgment, then click the “Confirm” button and pay the “License Issuance Fees”.



Payment

Dear investor, kindly note that the license issuance fees are not refundable after approving your request.

Your request will be cancelled if not paid within the next 30 days.

The payment code for government transactions ⓘ #116

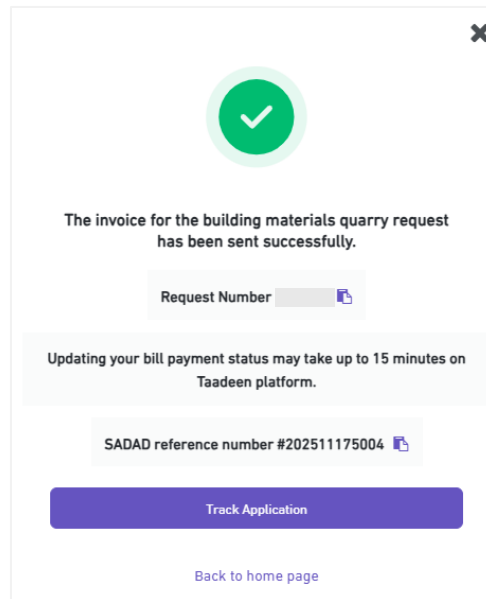
License Fee 20000 SAR

The reference number for payment through SADAD via your local bank will appear after the following declaration

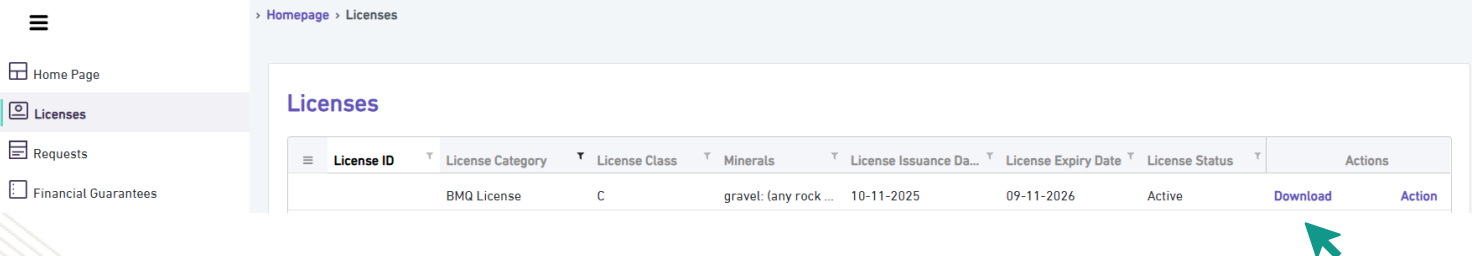
☐ I acknowledge that the license issuance fee is non-refundable.

[Confirm](#)

A message will appear saying “The building materials quarry application invoice has been successfully sent.”



After completing the payment of the license issuance fees, you can download the electronic license by going to the “Licenses” section and clicking the “Download” button.



Thank You