User Manual for Issuing a Reconnaissance Licenses

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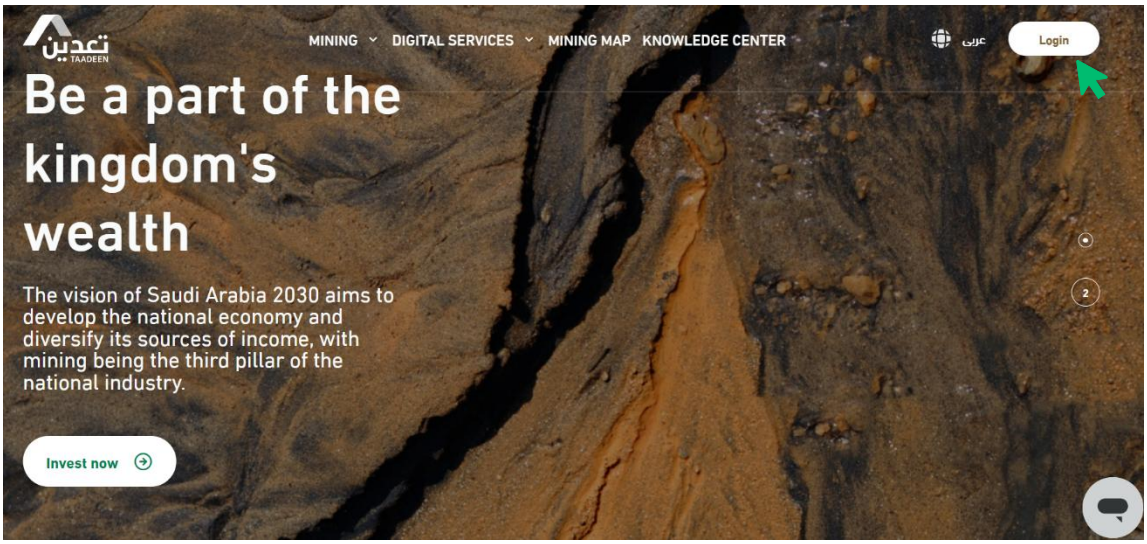
Service Description:

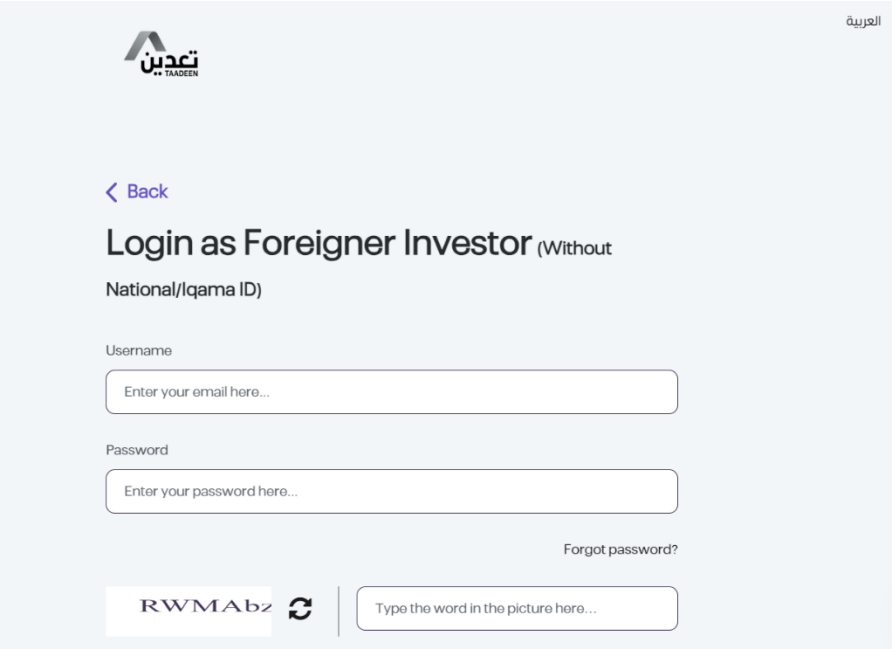
This service enables investors to conduct a preliminary geological survey which, prior to carrying out exploration activities, is conducted for the identification of geological environment and surface evidence of minerals and ores.

Steps to Access the Service:

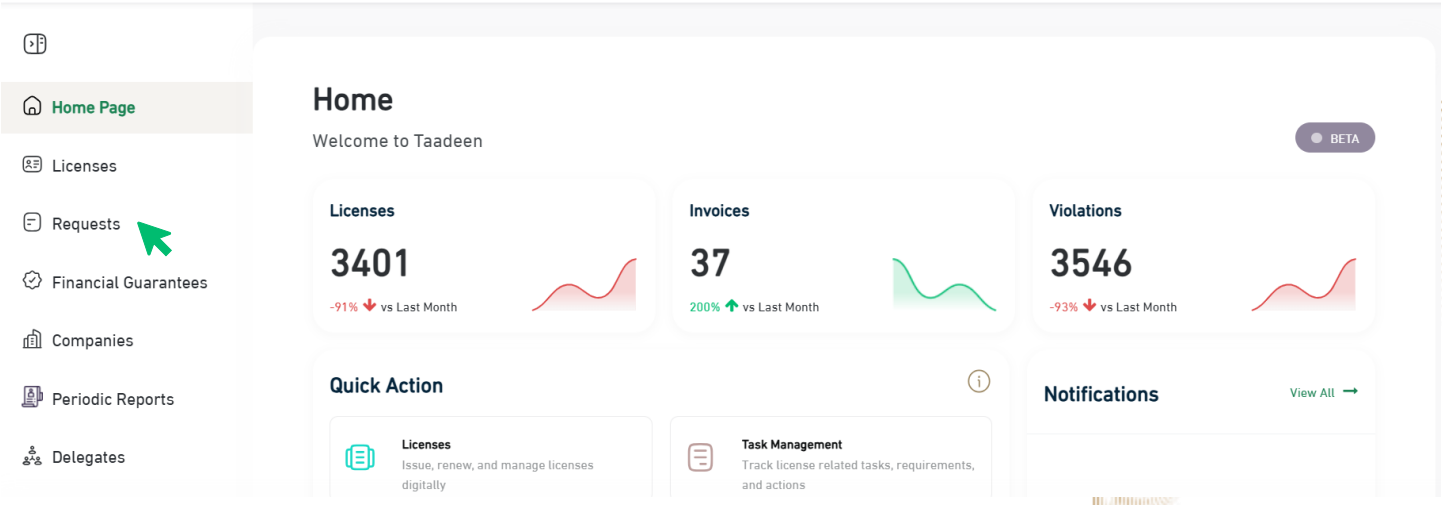
1. Visit Taadeen Platform and click on "Login" option.



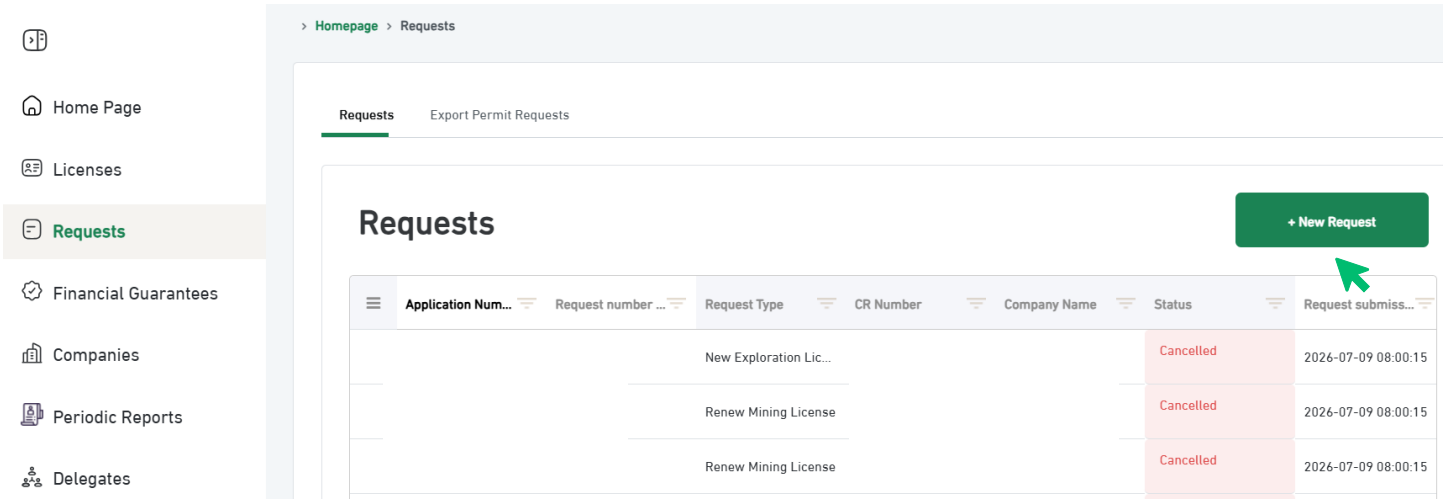
2. Log in to your account.



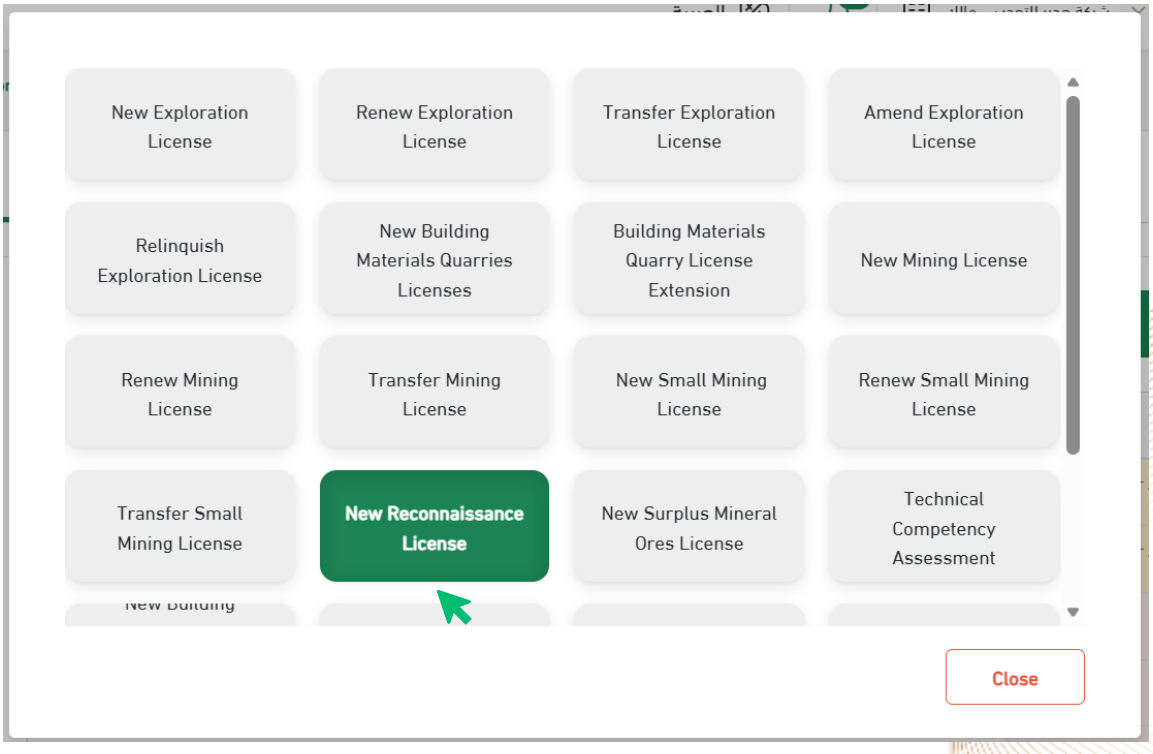
3. Click on "**Requests**".



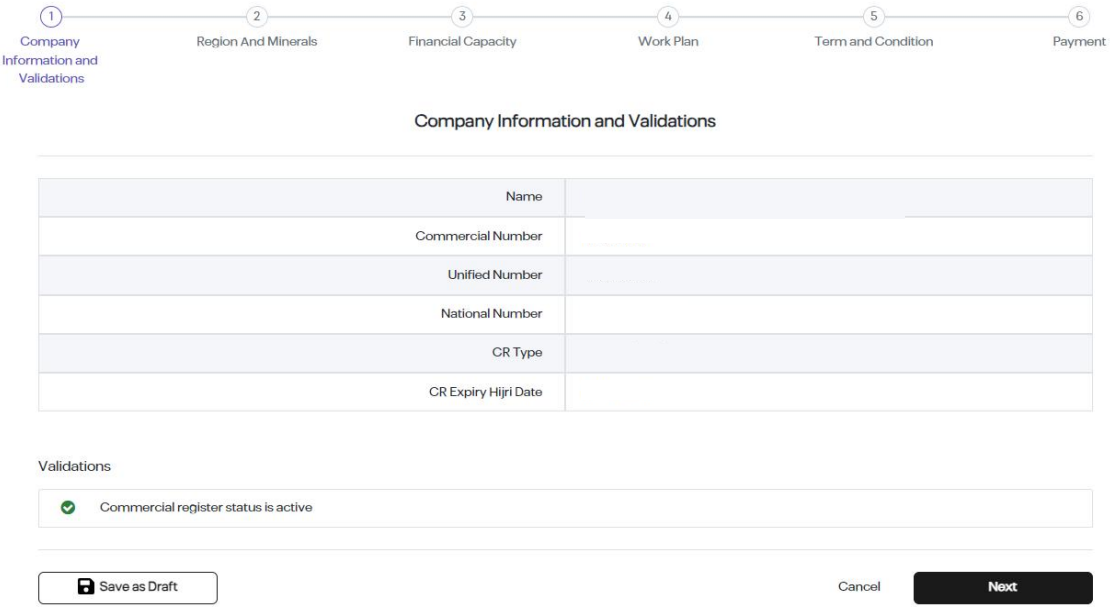
4. Click on "**New Request**."



5. Then click on "**New Reconnaissance License**".



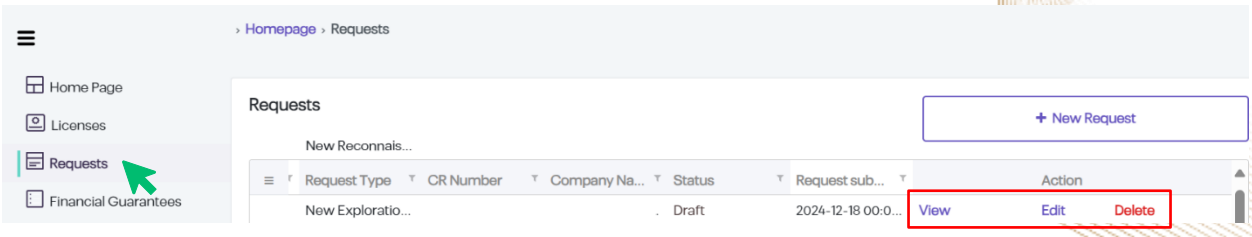
Then, "Company Information and Verification" page will be opened, which is for read-only. Upon confirming conditions in "Eligibility Verification" section, you will be permitted to move to next step.



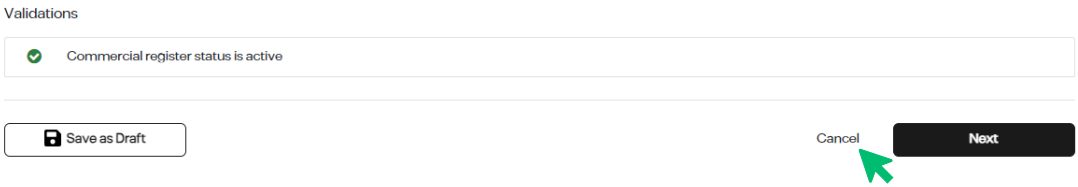
You can save your application as a draft at any time, with a confirmation message displayed upon saving.

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

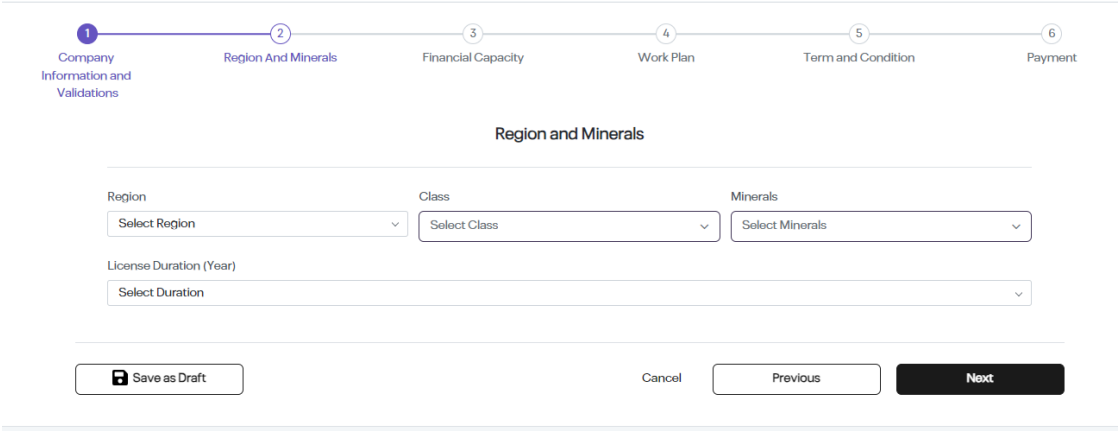
Additionally, you can access "request details" by clicking on "View" or cancel it completely by clicking on "Delete."



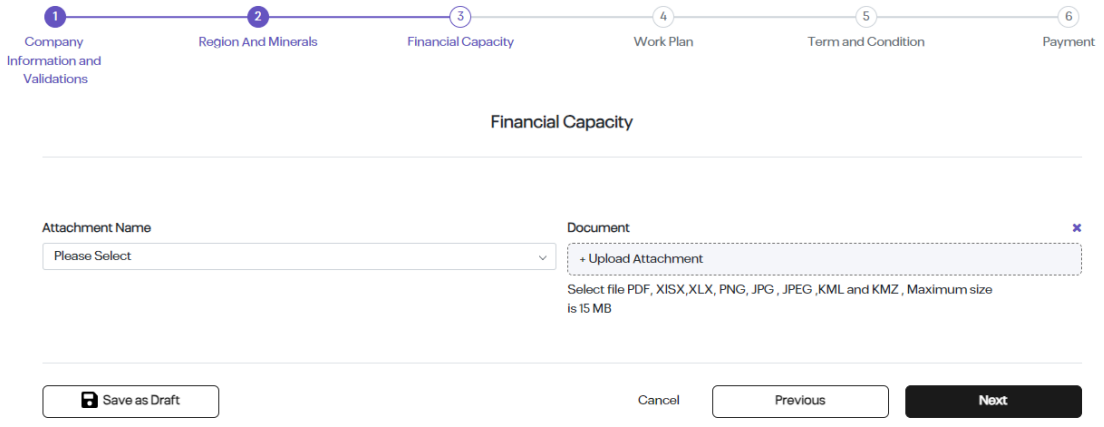
You can cancel your application at any time by clicking "Cancel" at the bottom of the page.



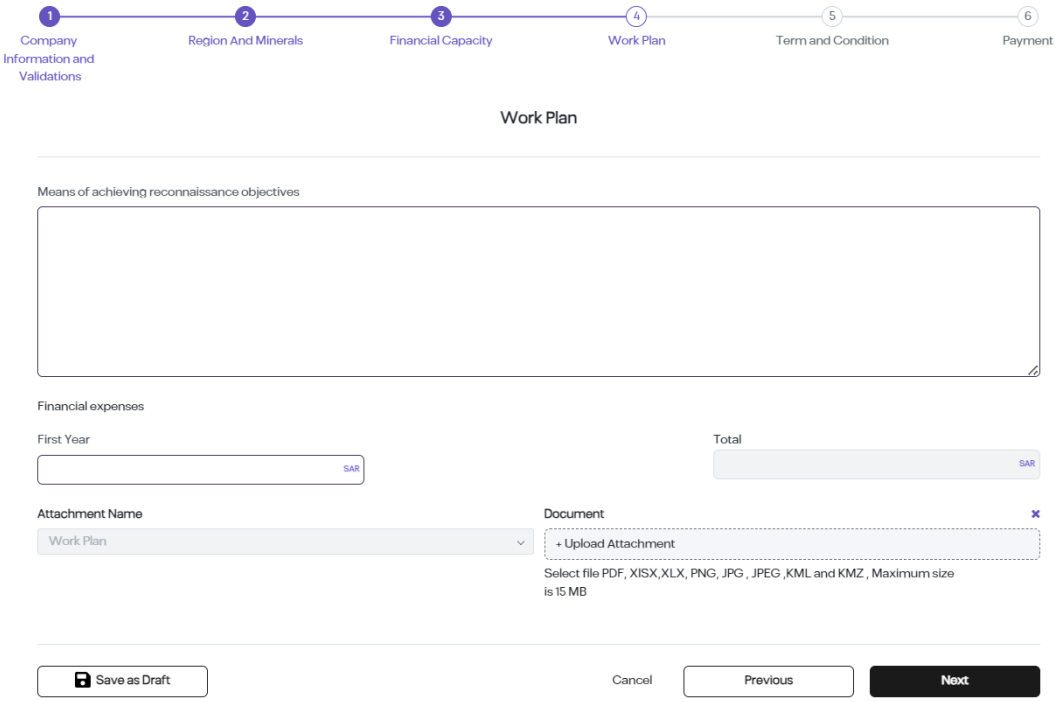
6. Upon clicking "Next", "Region and Minerals" page will be opened, enabling investors to select from following options.



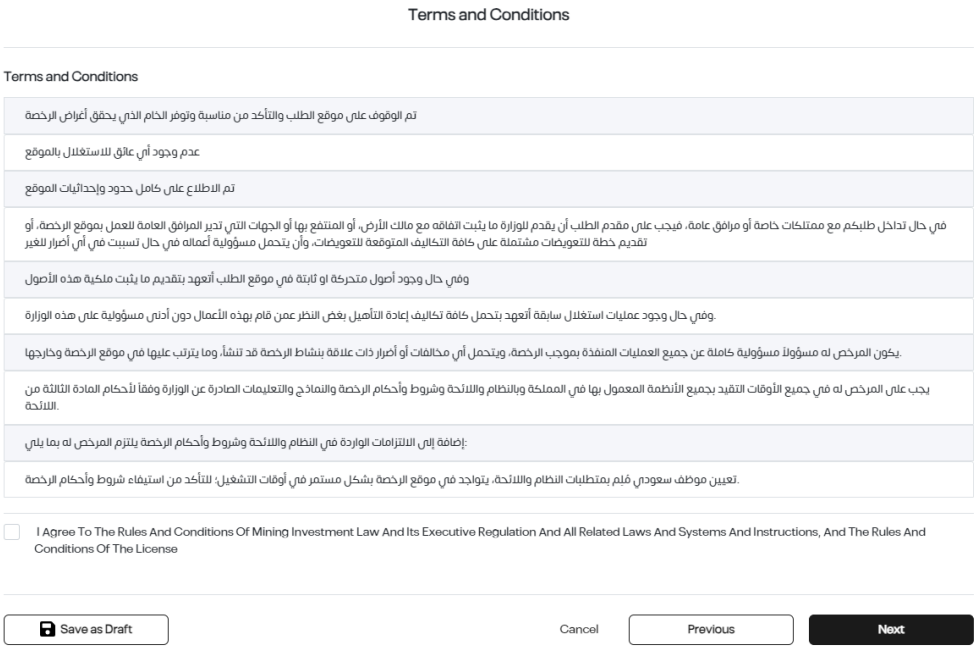
7. Once you click "Next" button, "Financial Capability" page will be displayed, where you will select "Facility Name" and then "Upload Attachment."



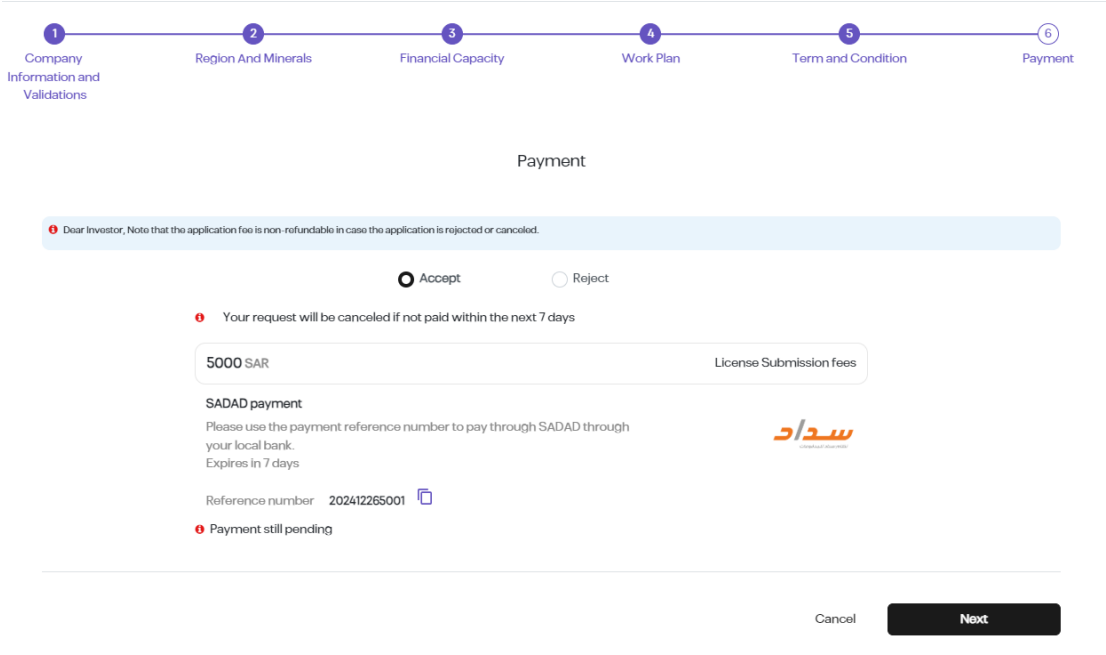
8. Upon clicking "Next", "Work Plan" page will be displayed. Fill in the required fields and then click "Next".



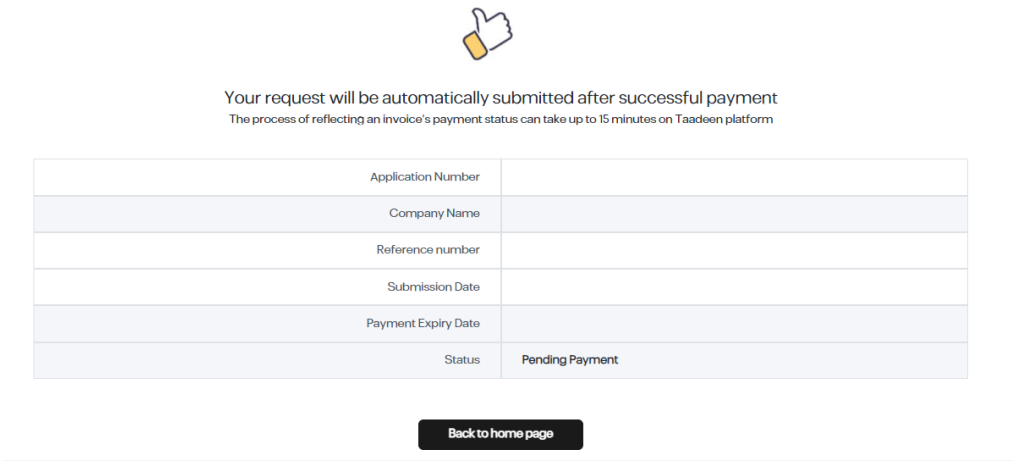
9. Next, "Terms and Conditions" page will be displayed. You must confirm your acceptance and then click "Next" button.



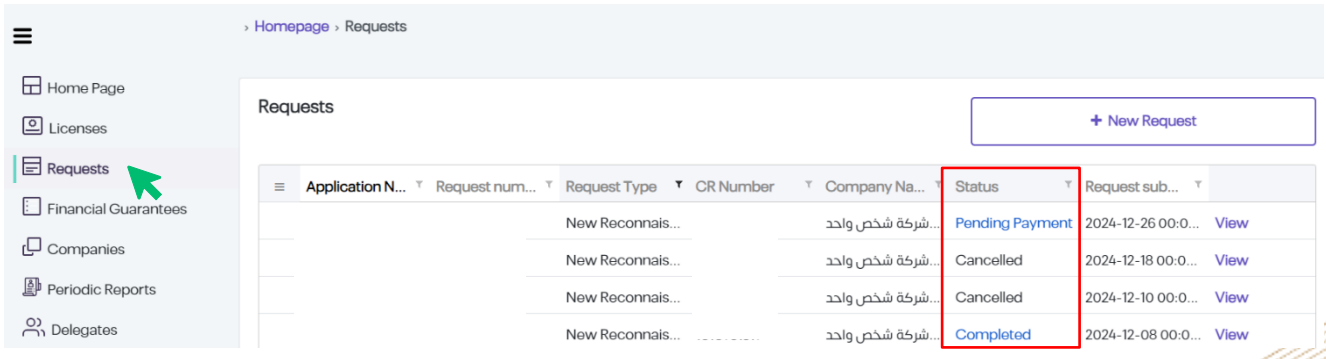
10. Proceed to "Payment" page to pay the application submission fees.



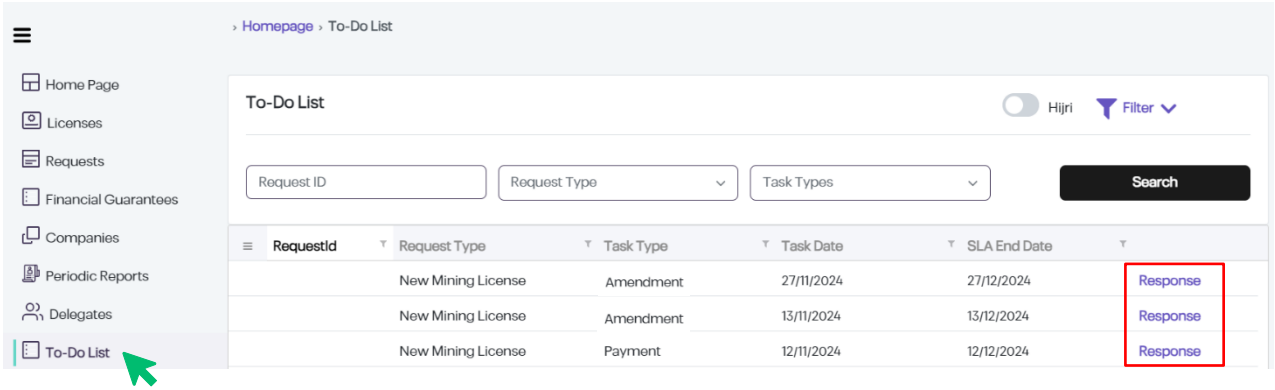
Upon completing payment process, your application will be successfully submitted.



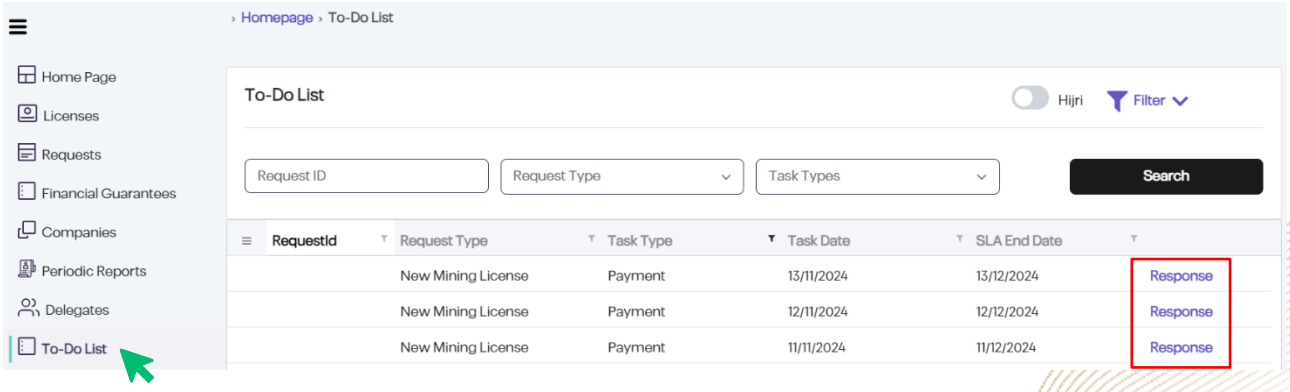
You can track your request by clicking on "Status" tab within "Requests" section.



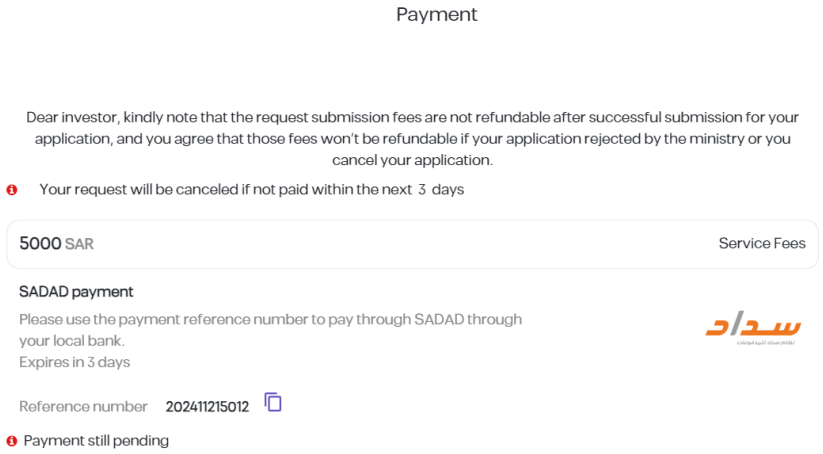
If your request is returned due to issues in requirements, go to "To do List" section. "Amendment" task will be displayed, and you can click on "Respond".



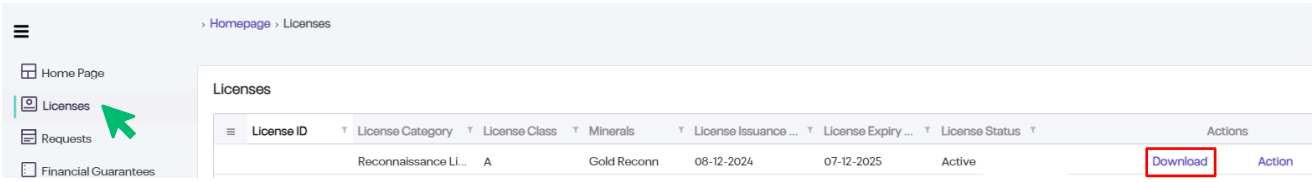
Once your request is reviewed, you will get a notification with "License Issuance invoice", which can be paid by going to "To do List" section, where "Payment" task will be displayed, and you should click on "Respond".



Next, "Payment" page will be displayed for paying the license issuance fees.



Once the license issuance fee is paid, you can download electronic license by going to "Licenses" section and clicking on "Download."



Thank you.