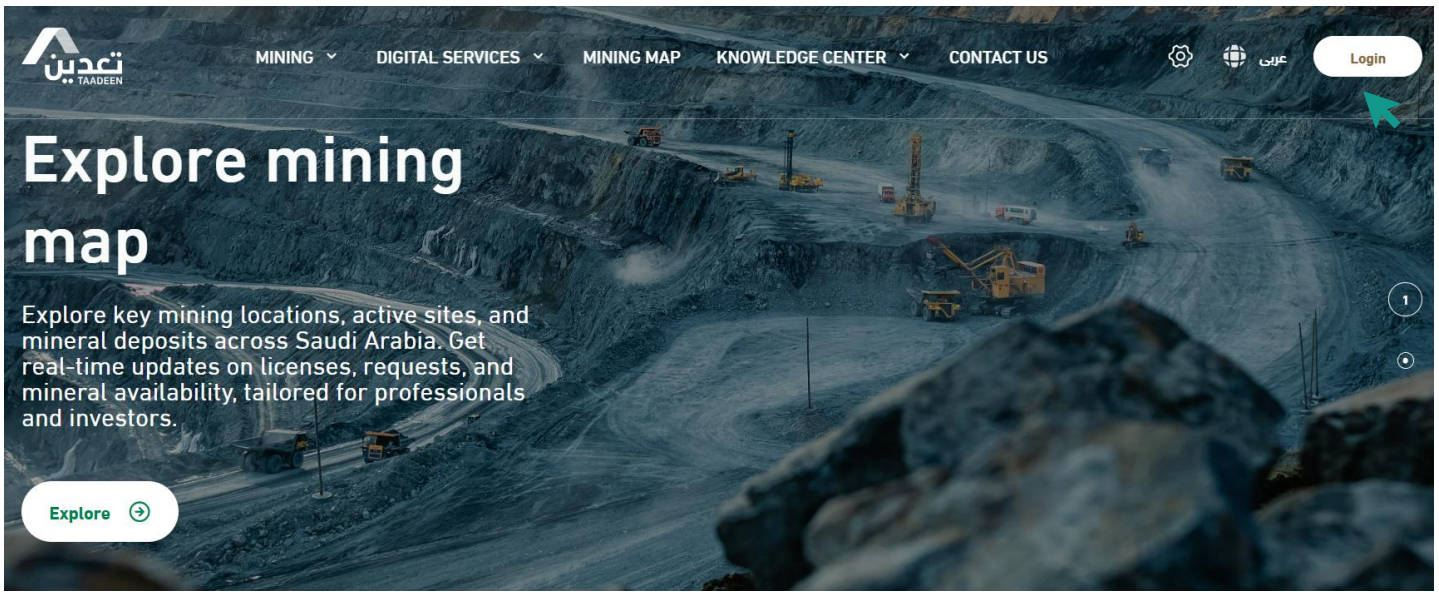
User Manual for Renewing a Mining License

Service Description:

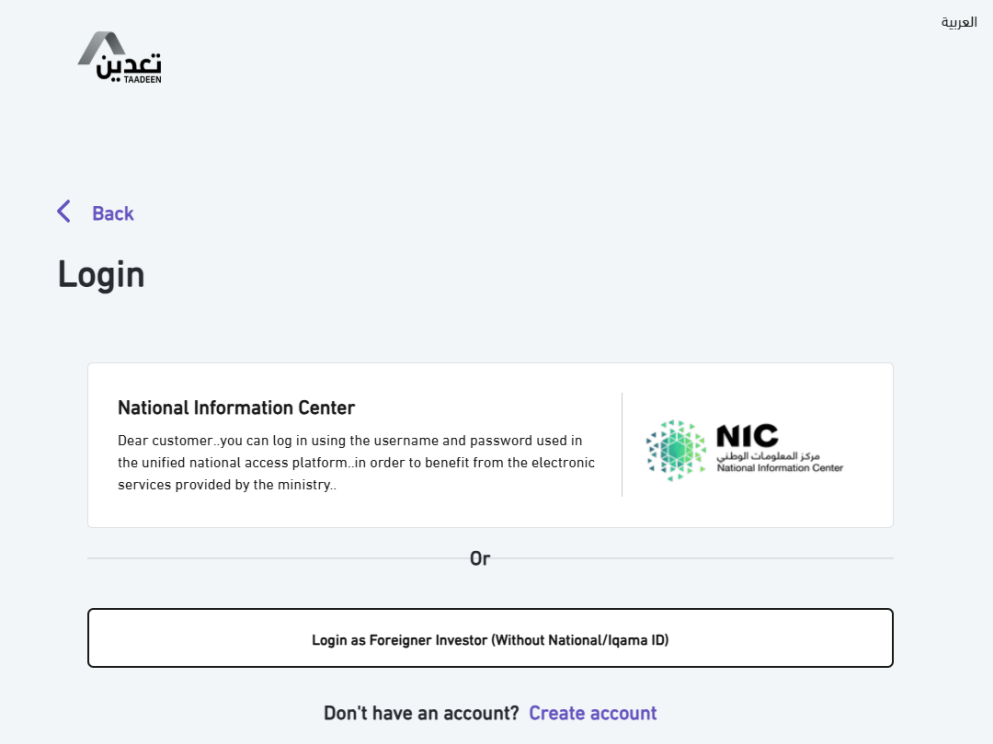
A service that enables investors to renew a license for the exploitation of Class (A) and (B) minerals.

Steps to Access the Service :

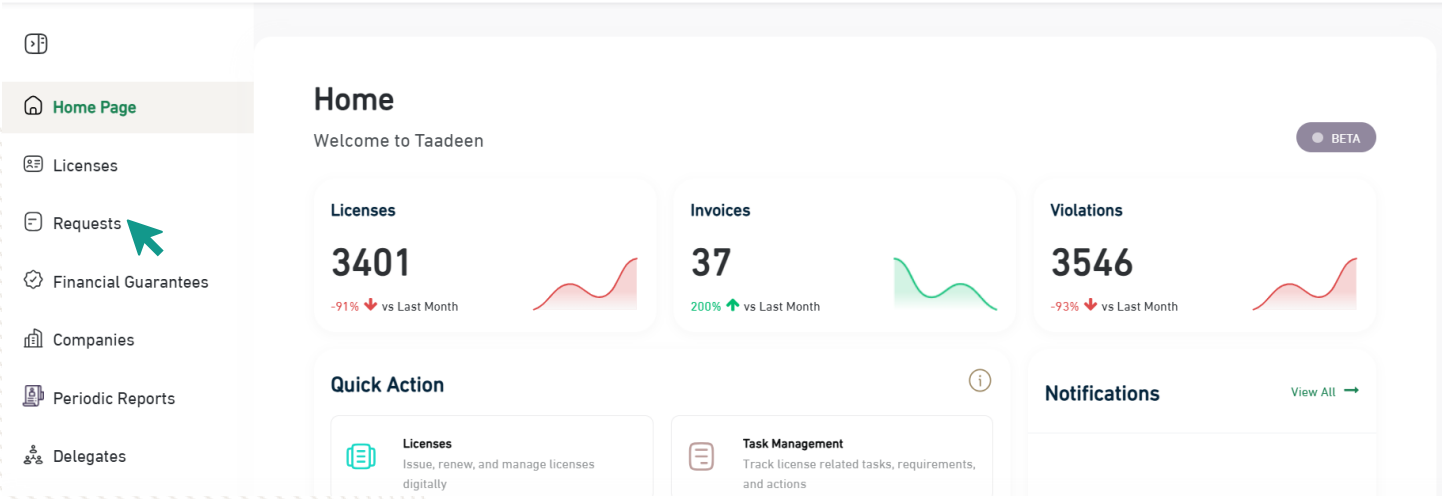
1- Visit Taadeen Platform and click on "Login" option.



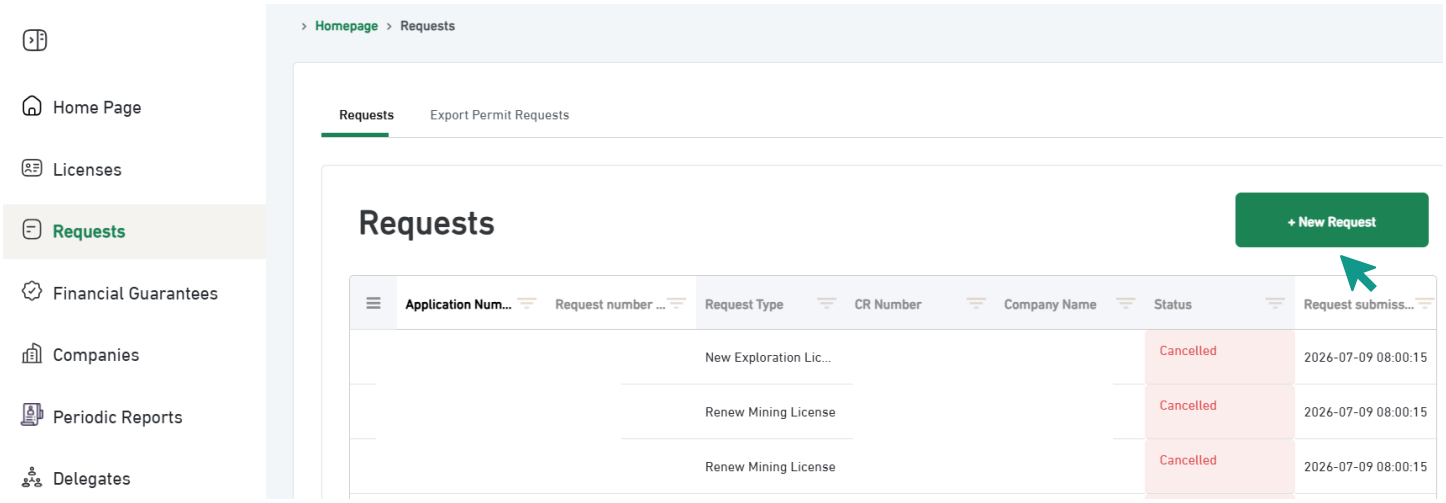
2- Log in to your account.



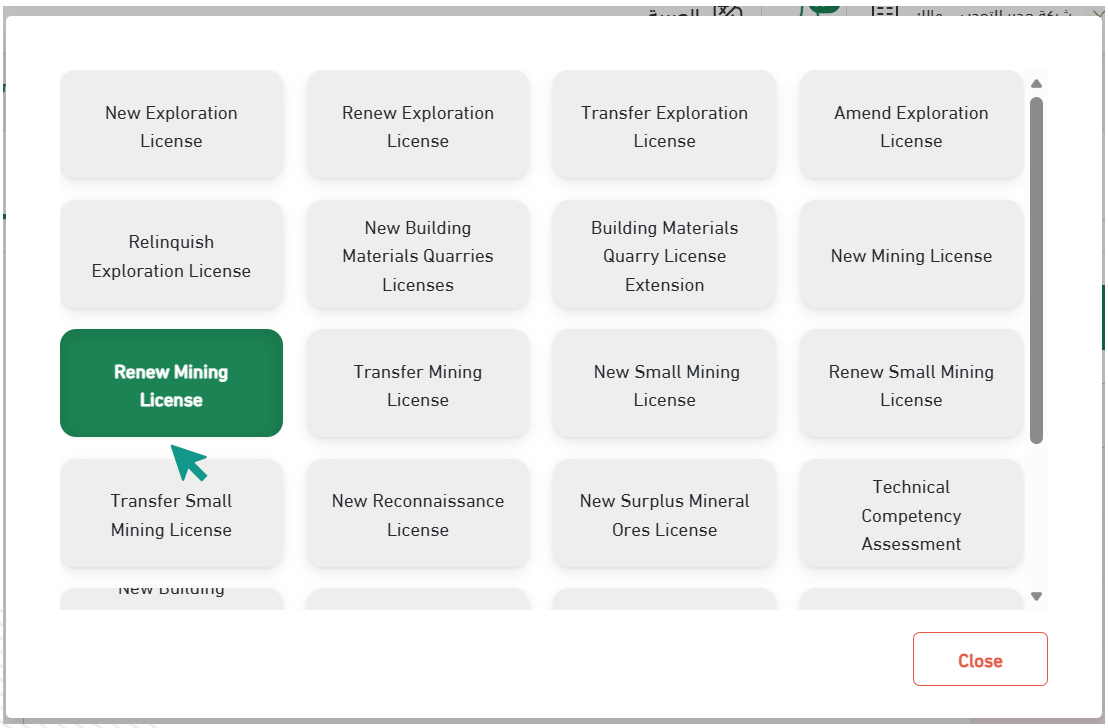
3- Click on "**Requests**".



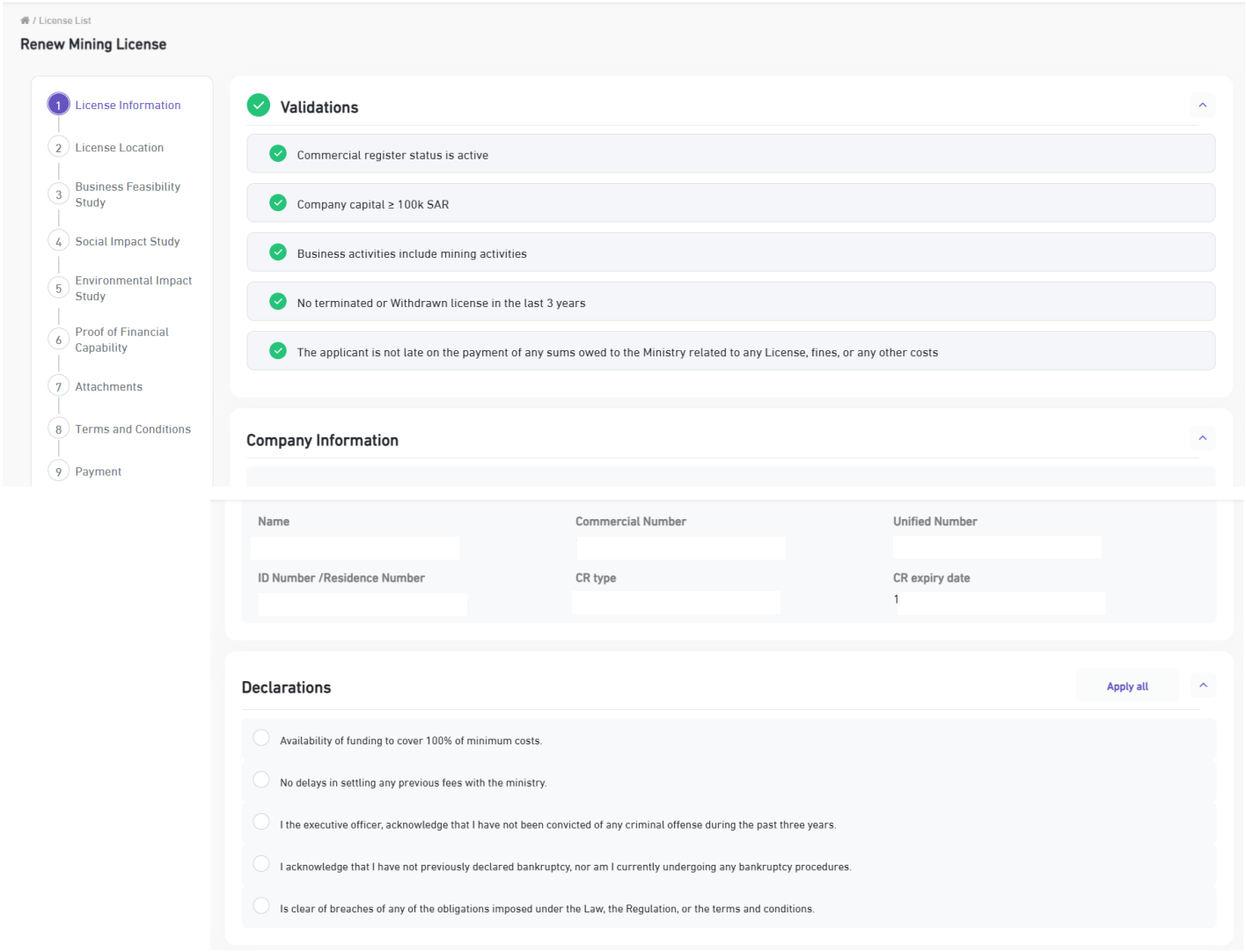
4- Click on “**New Request**”.



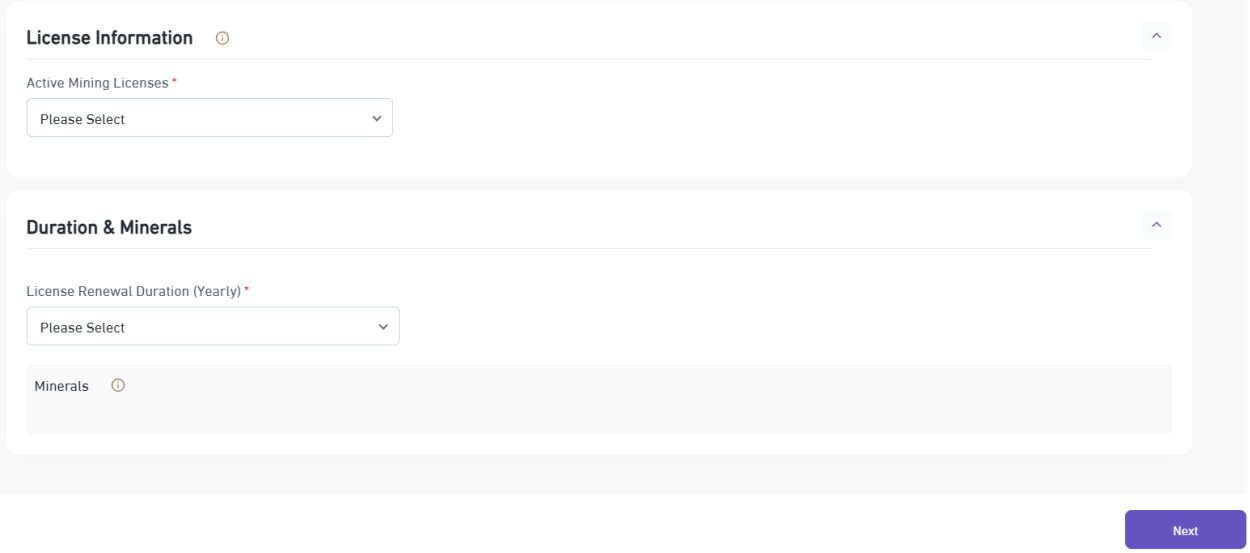
5- Then click on “**Renew Mining License**”.



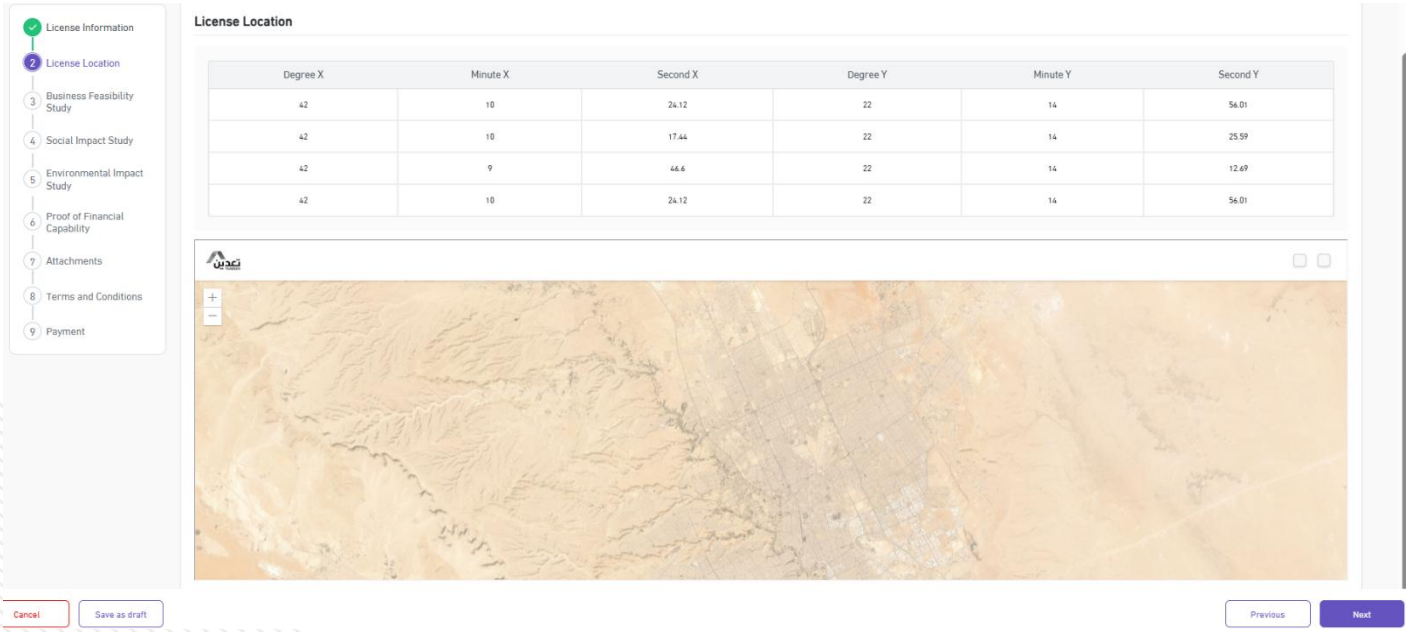
6- The "**License Information**" screen will appear, and eligibility will be verified. Please select all the boxes in the "Declarations" section.



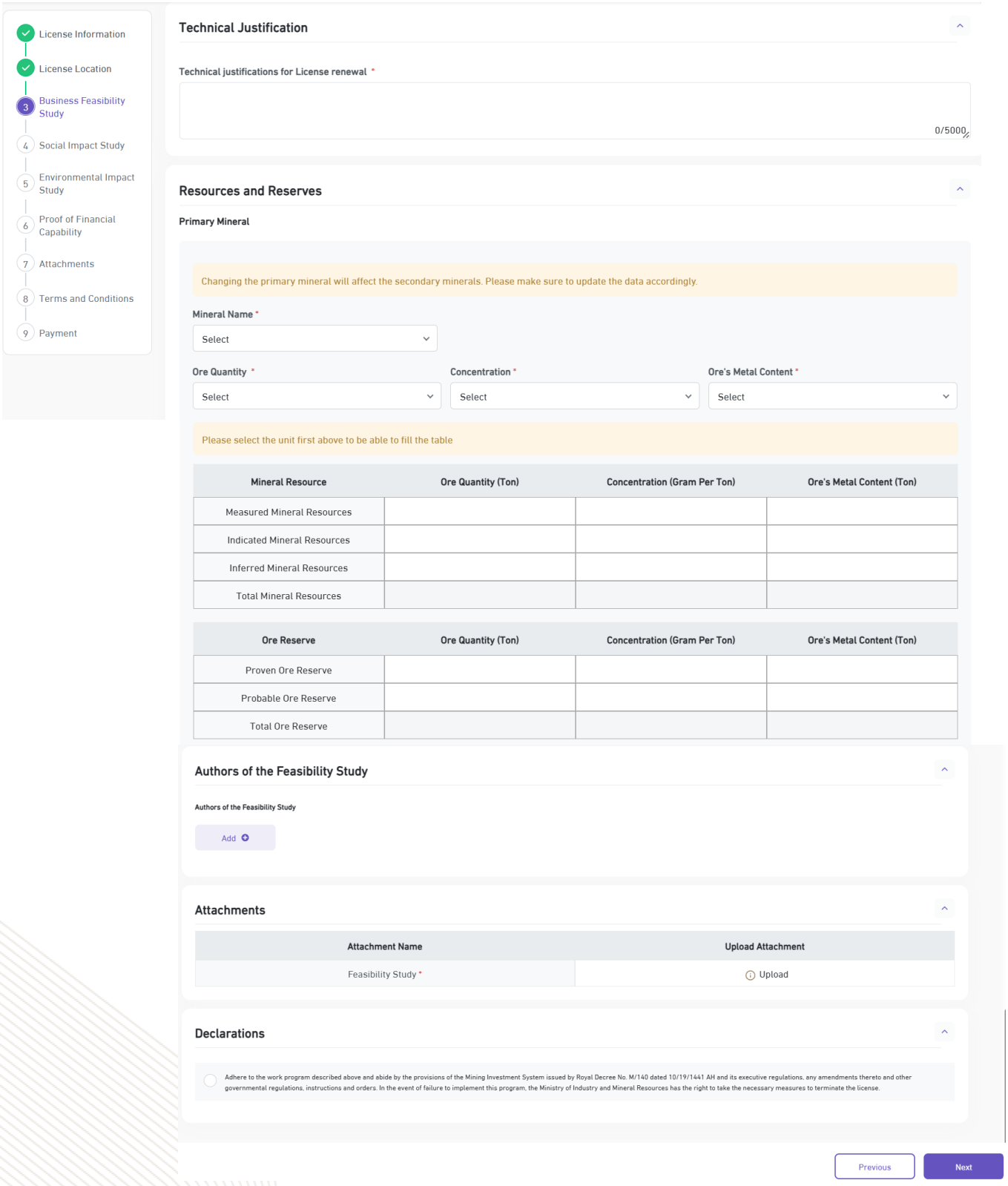
7- Select the Active Mining License, Duration then click on “Next” button.



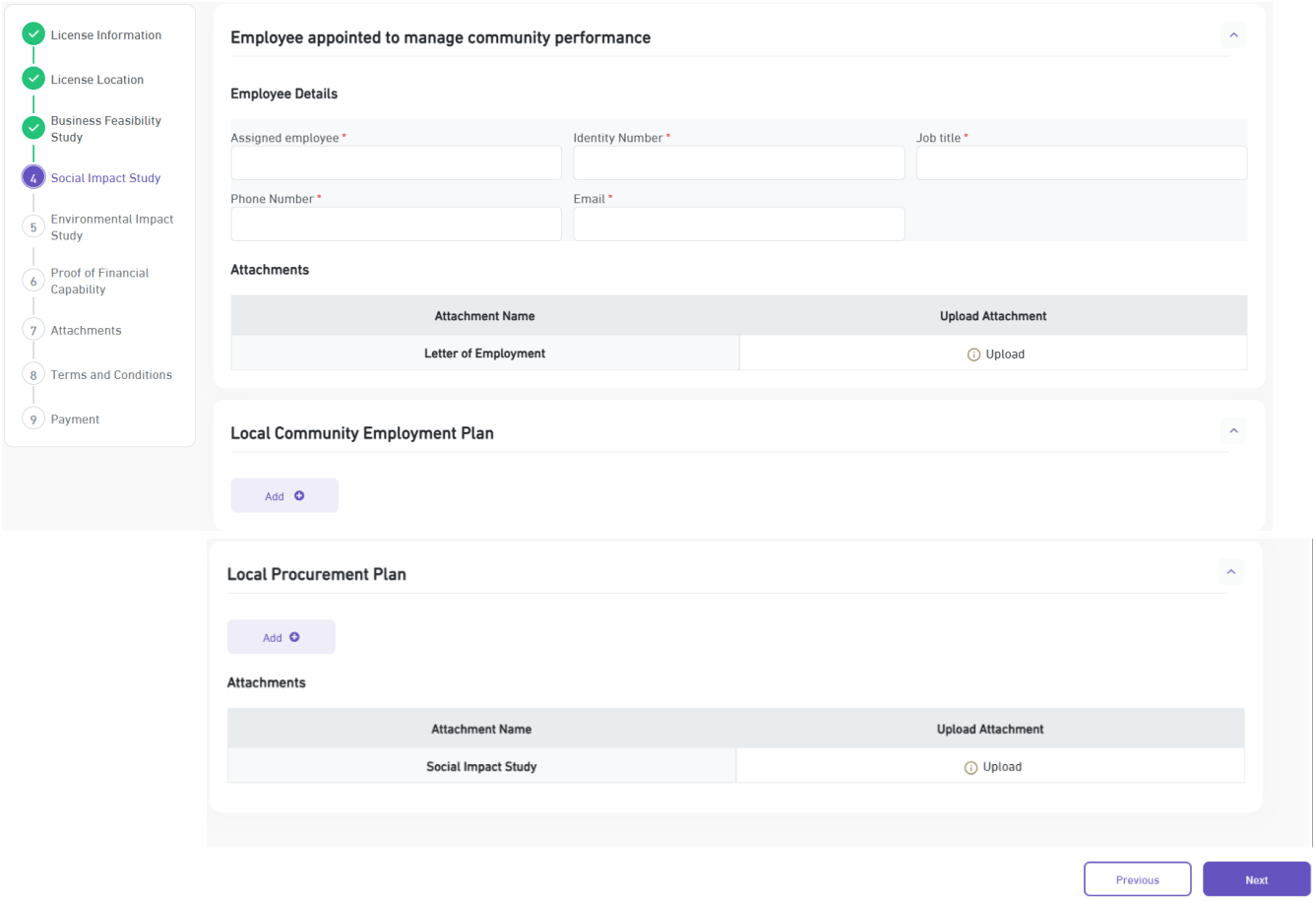
8- After that, you will move to the " Location License" screen, click the “Next” button.



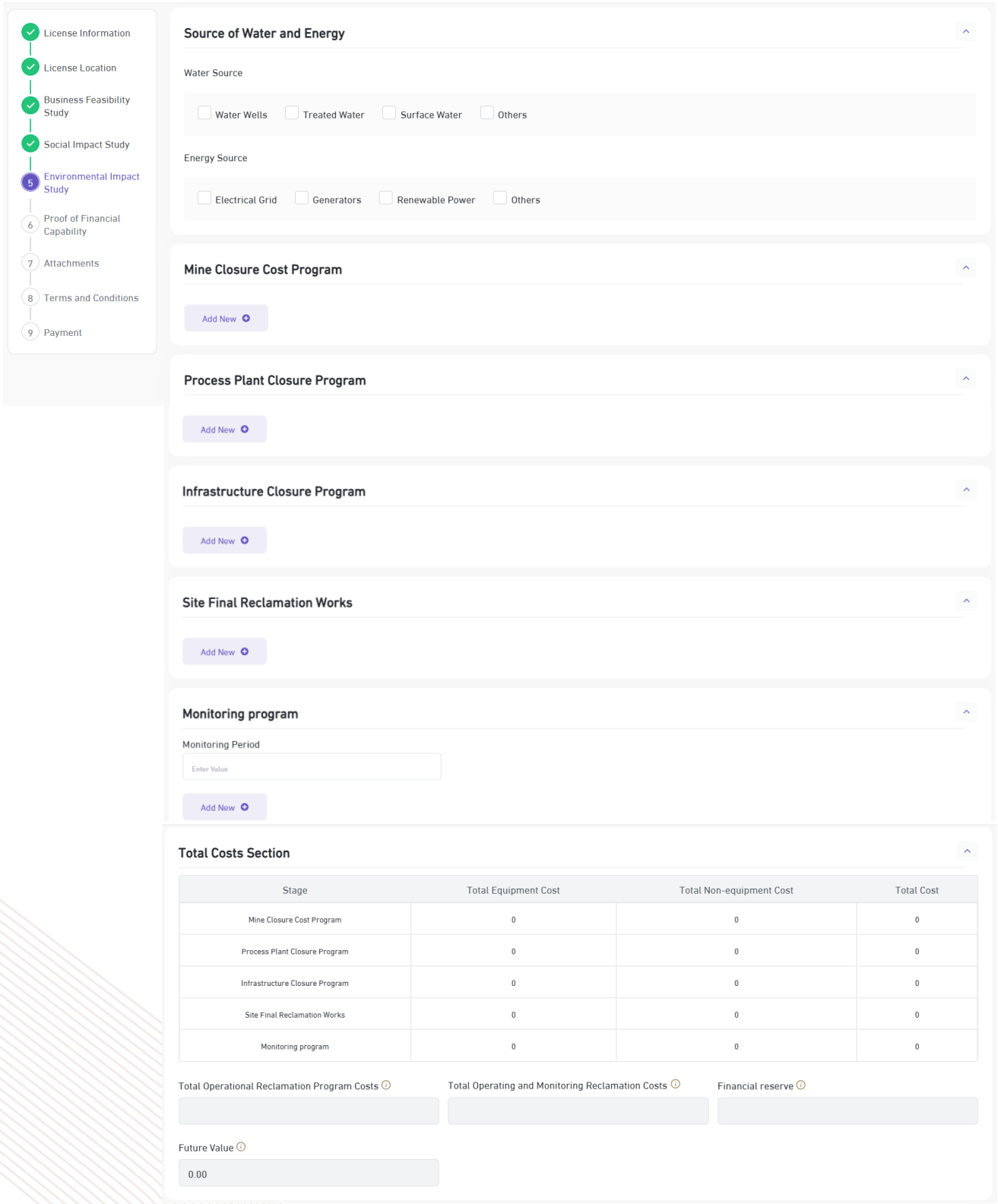
9- You will then proceed to the "**Business Feasibility Study**" screen to enter the data shown below.

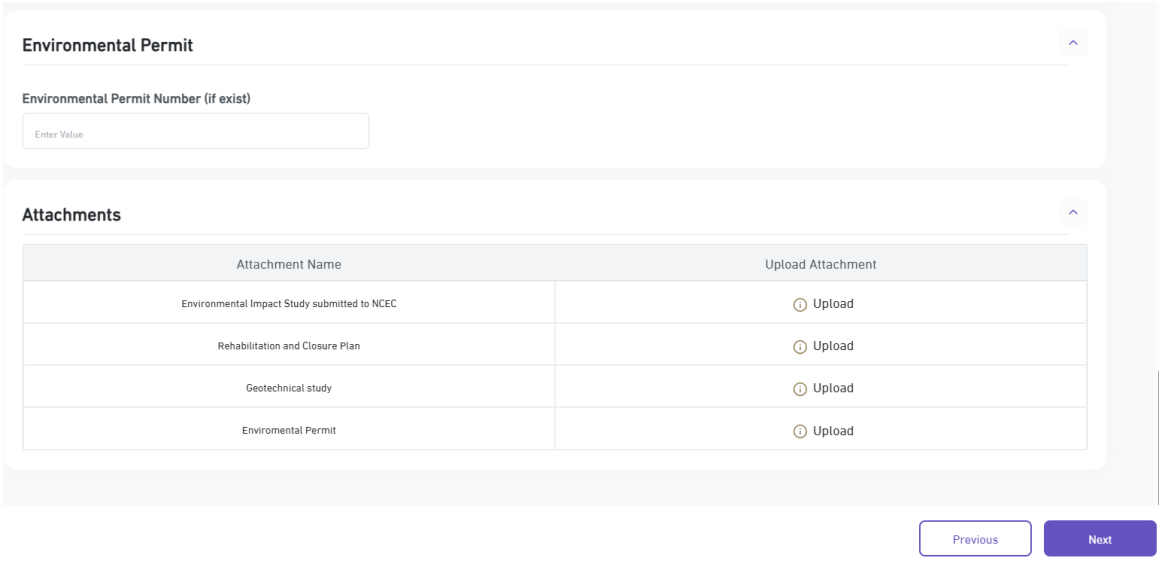


10-Next, the "Social Impact Study" screen will appear. Enter the information below, then click the "Next" button.

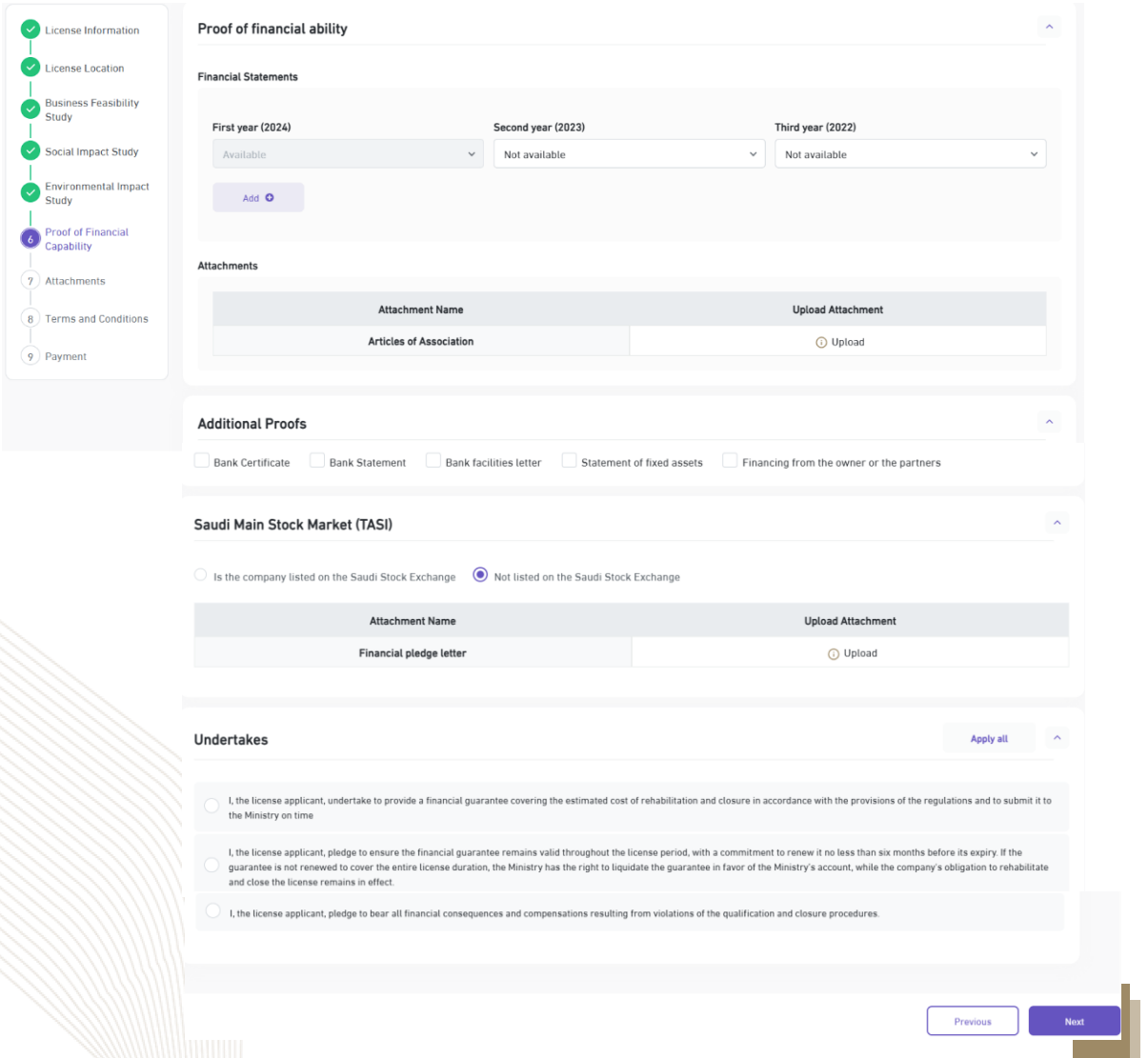


11-The "**Environmental Impact Study**" screen will appear. Enter the following data, then click the "Next" button.

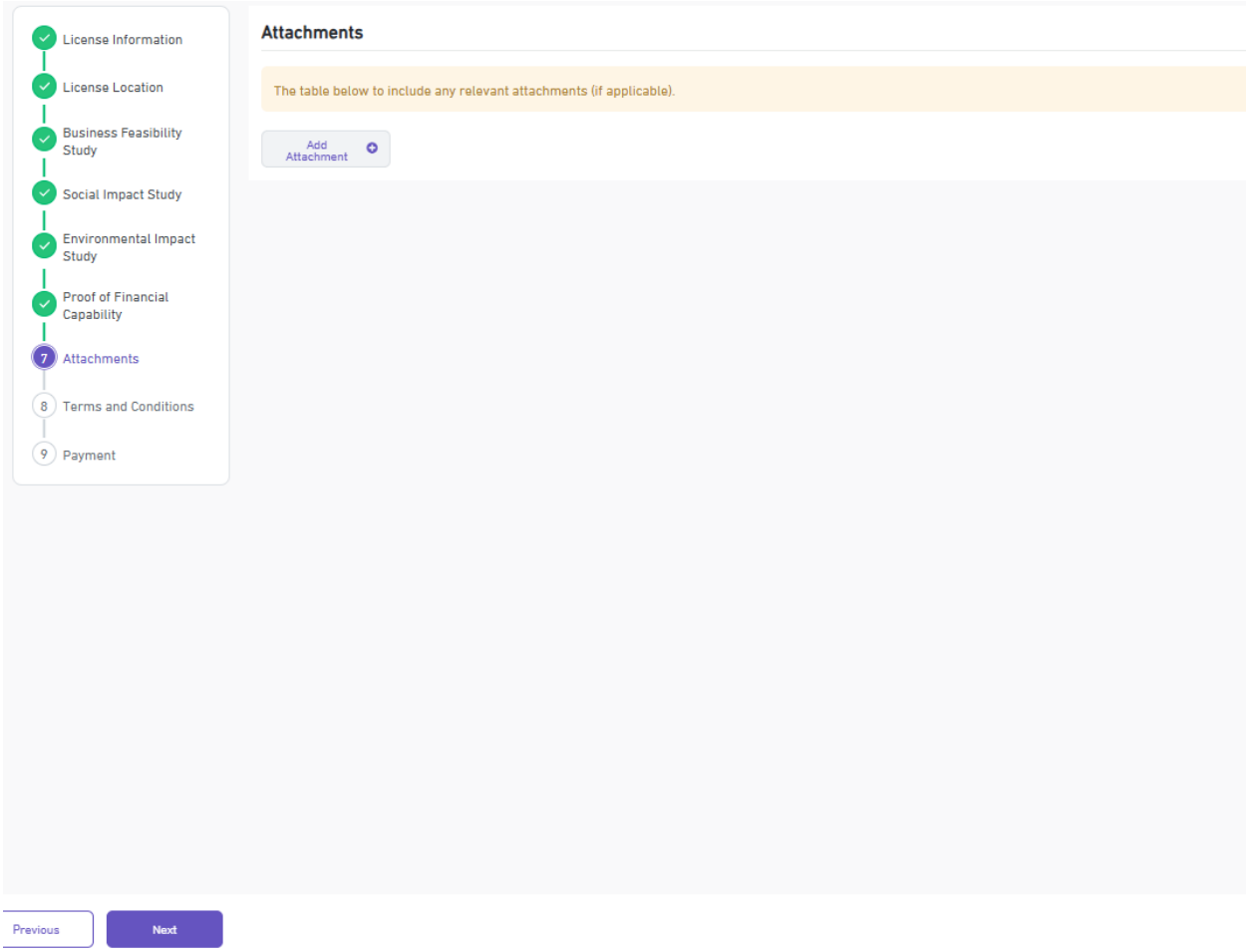




12-You will then proceed to the "**Proof of Financial Capability**" screen to fill in the data and agree to the declarations, then click the "Next" button.

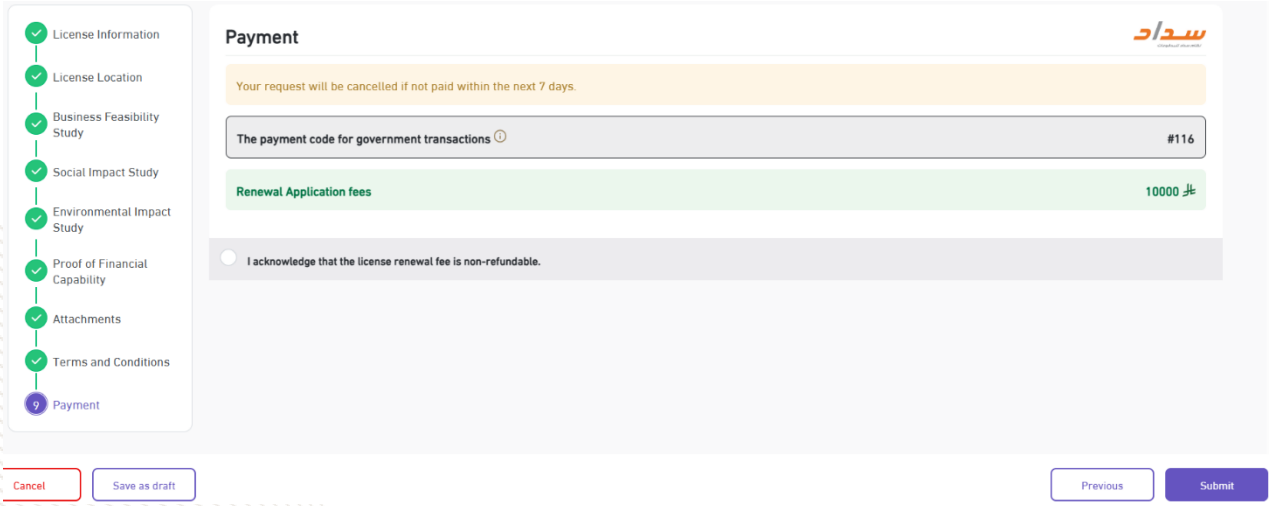


13-Next, **attach** any supporting documents if available, then click the "Next" button.

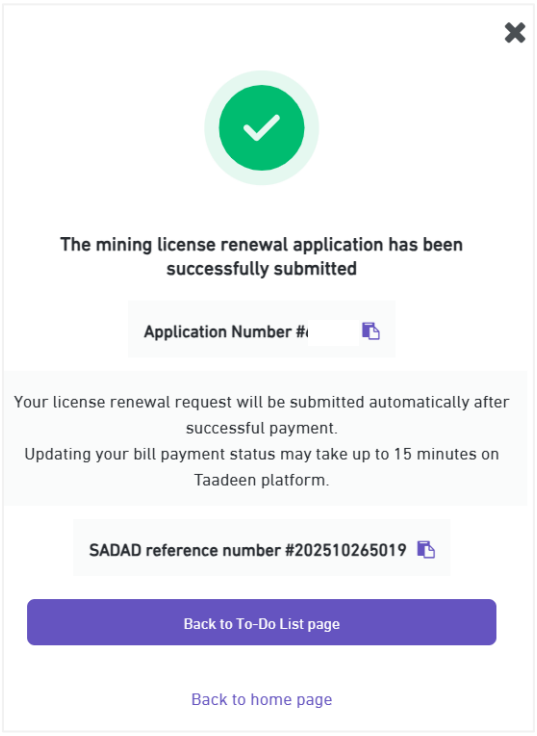


14-You will then proceed to the "**Terms and Conditions**" screen to agree to them, then click the "Next" button.

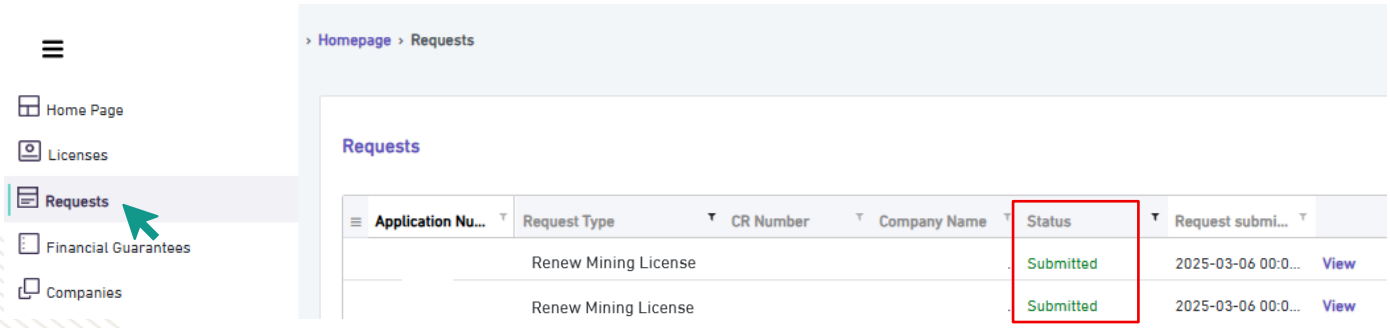
15- Next, the "**Payment**" screen will appear. Agree to the acknowledgment, then click the "Submit" button and proceed to **pay the renewal application fees**.



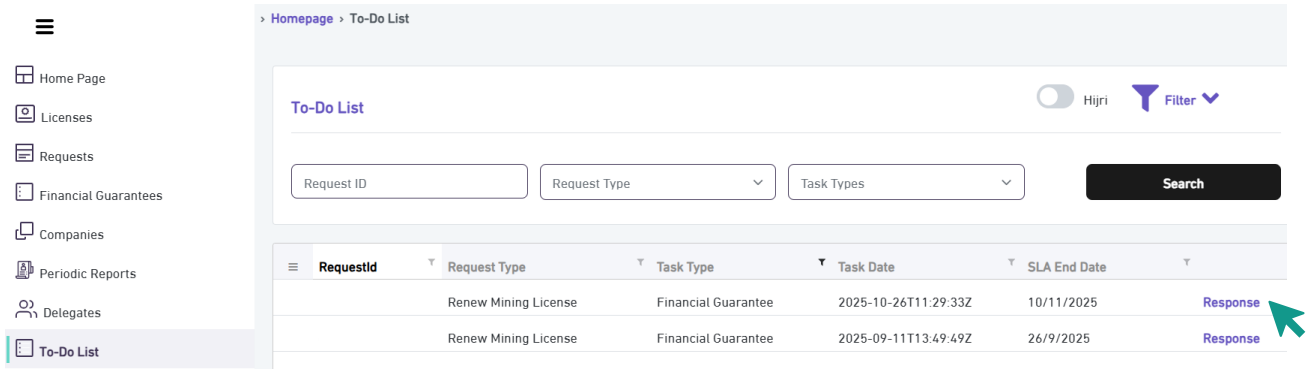
A message saying "The Mining License Renewal Application has been Successfully Submitted" will then appear.



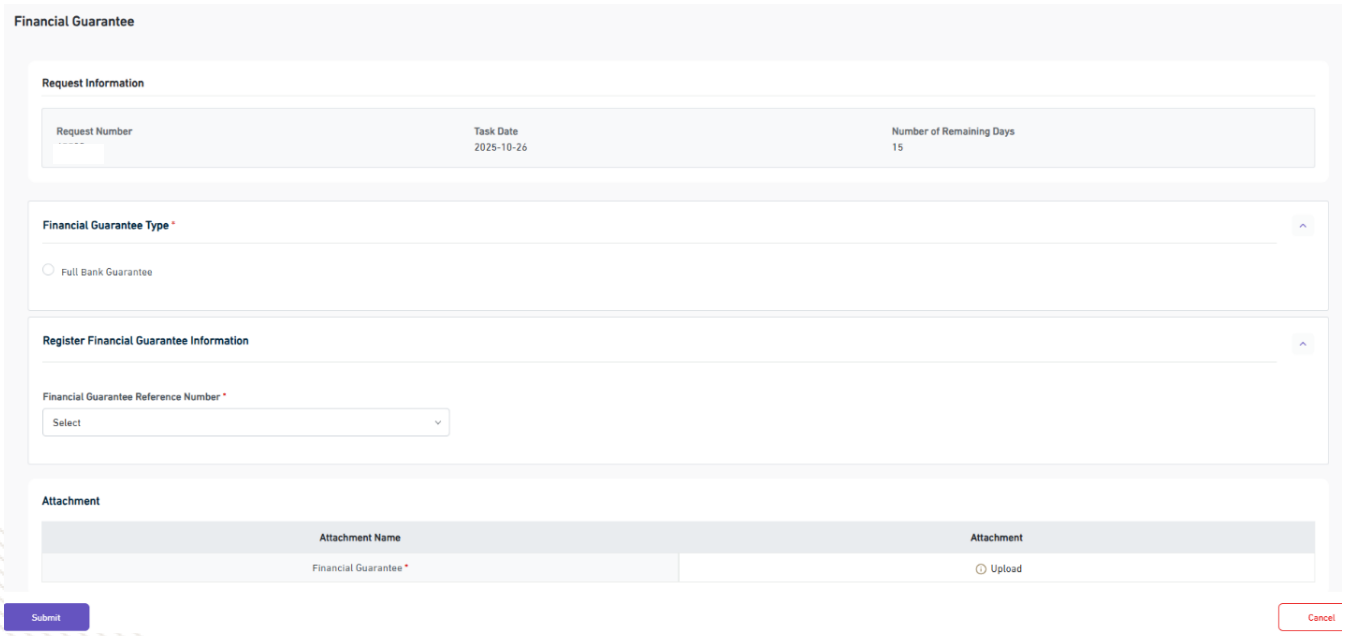
You can track the application under the "Status" column located in the "Applications" section.



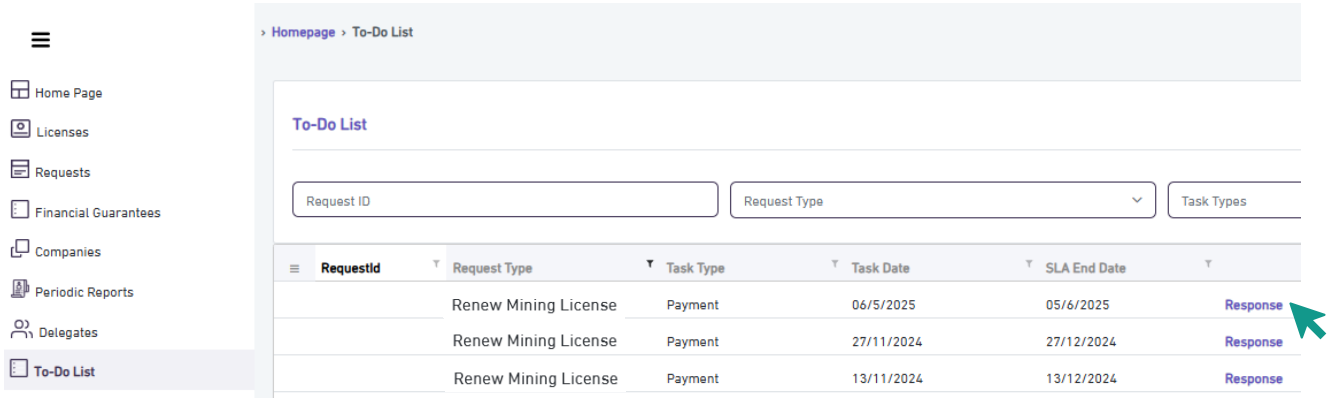
16-Once the application review is completed, you will be notified to complete the required documents, such as the "Financial Guarantee," by going to the "To Do List." The task type "Financial Guarantee" will appear, and you will need to click the "Respond" button.



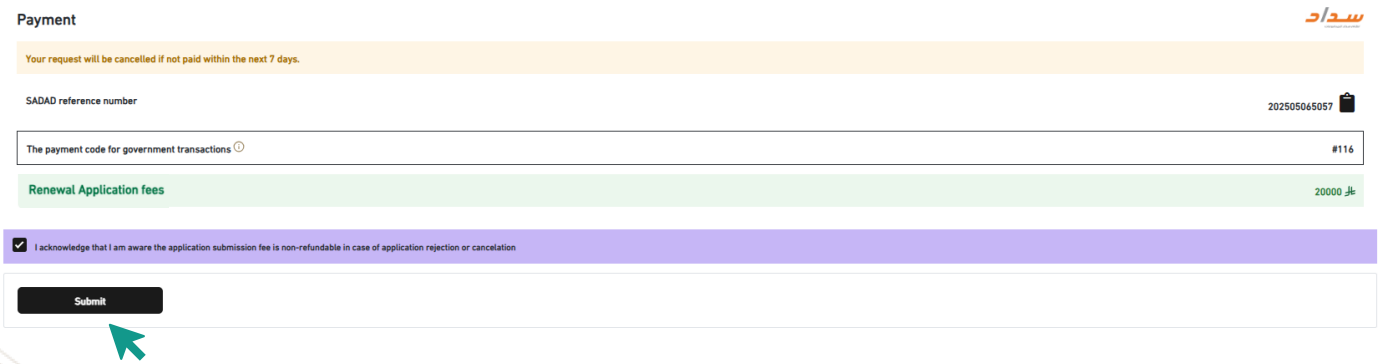
17-The “Financial Guarantee” screen will appear. Fill in the following information, then click the “Submit” button.



18-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.



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



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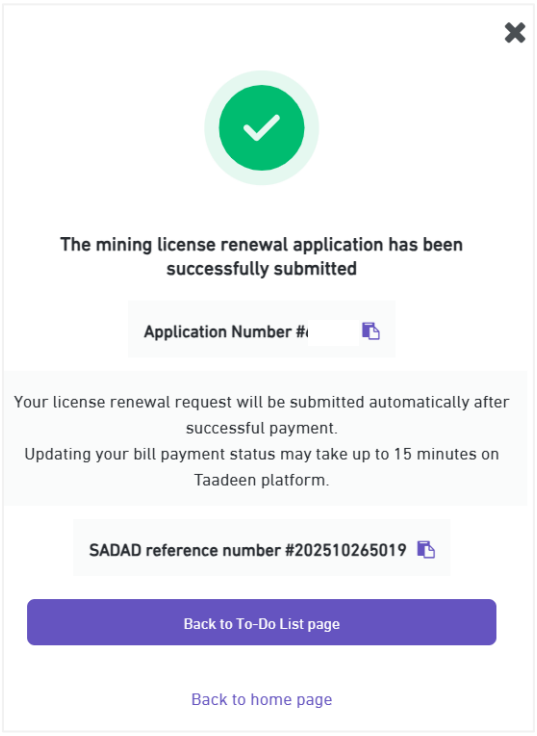
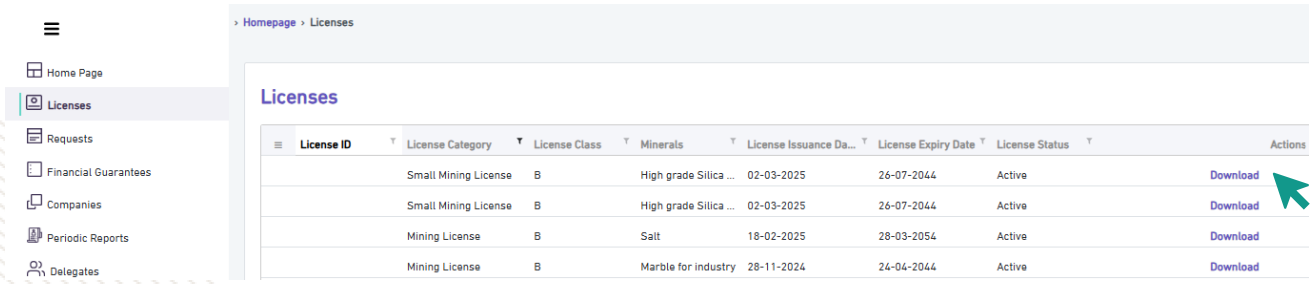


After completing the payment for the license renewal fees, you can download the electronic license by going to the "Licenses" section and clicking the "Download" button.



Thank You

For more information, please visit the "Help Center" page.

For support, please visit the "Contact Us" page or call the unified number 8001281111.