User Manual for Renewing an Exploration License

Contents

Service Description:.....3

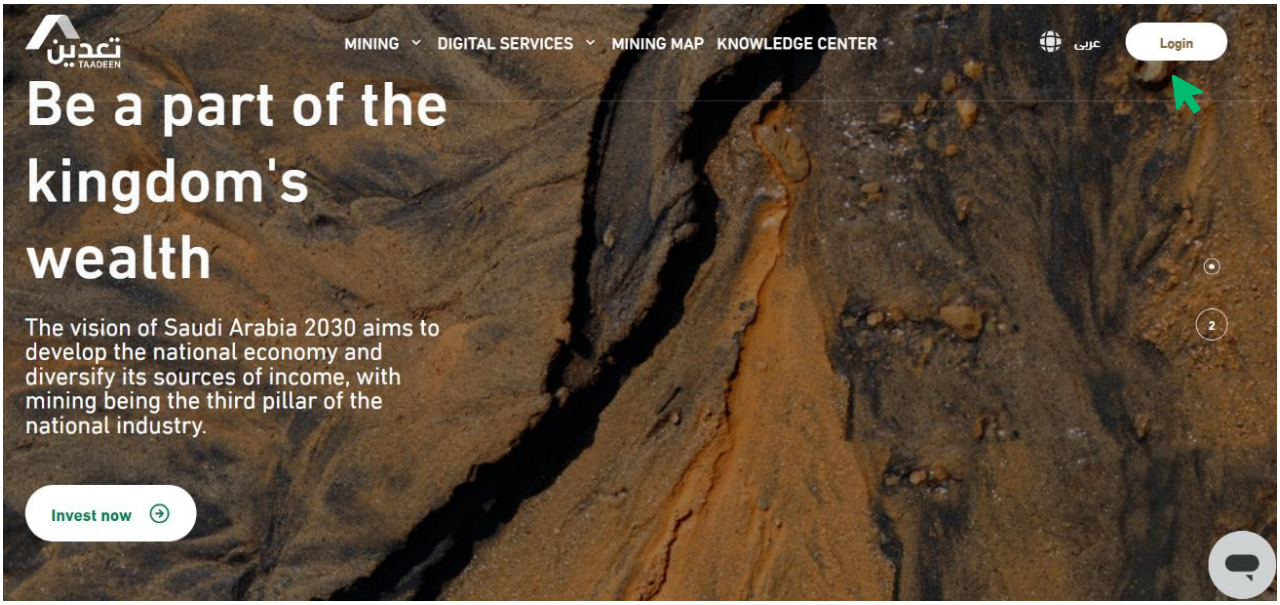
Steps to Access the Service:.....3

Service Description:

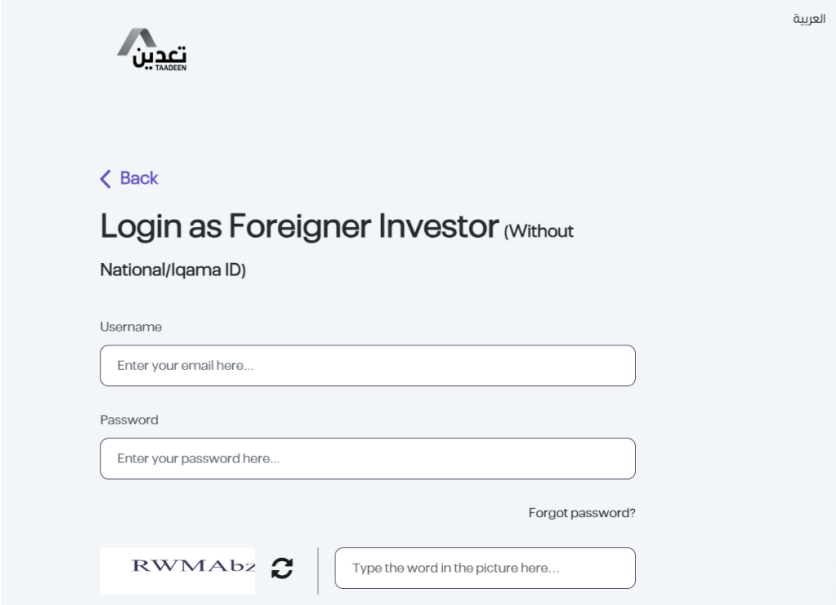
This service allows investors to renew their exploration licenses for all minerals authorized within the license area.

Steps to Access the Service:

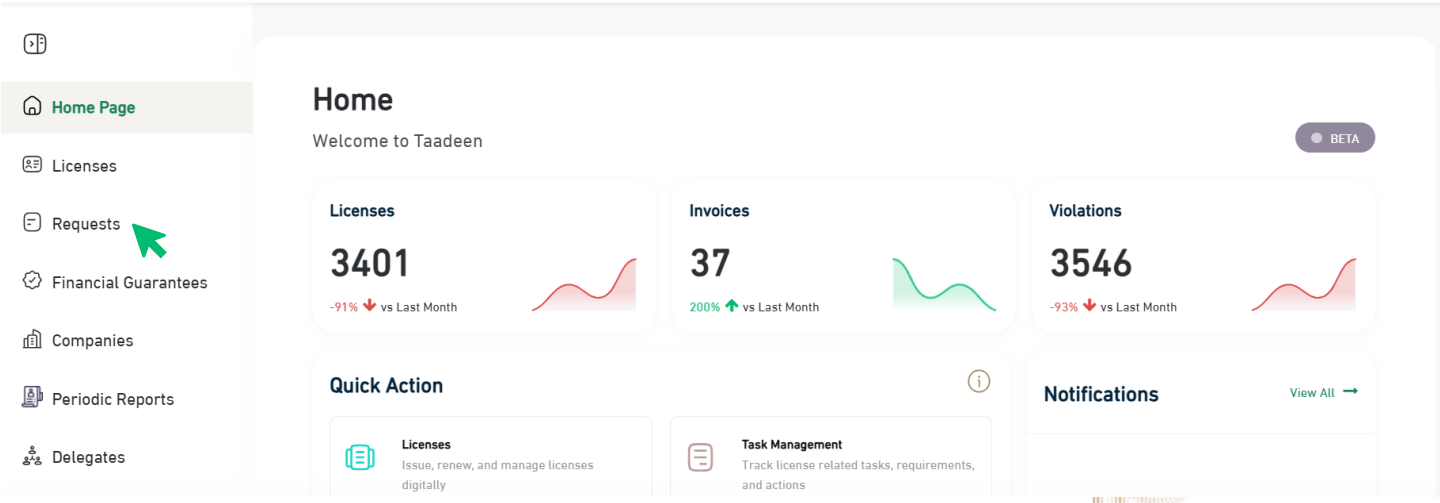
1. Visit Taadeen Platform and click on Login button.



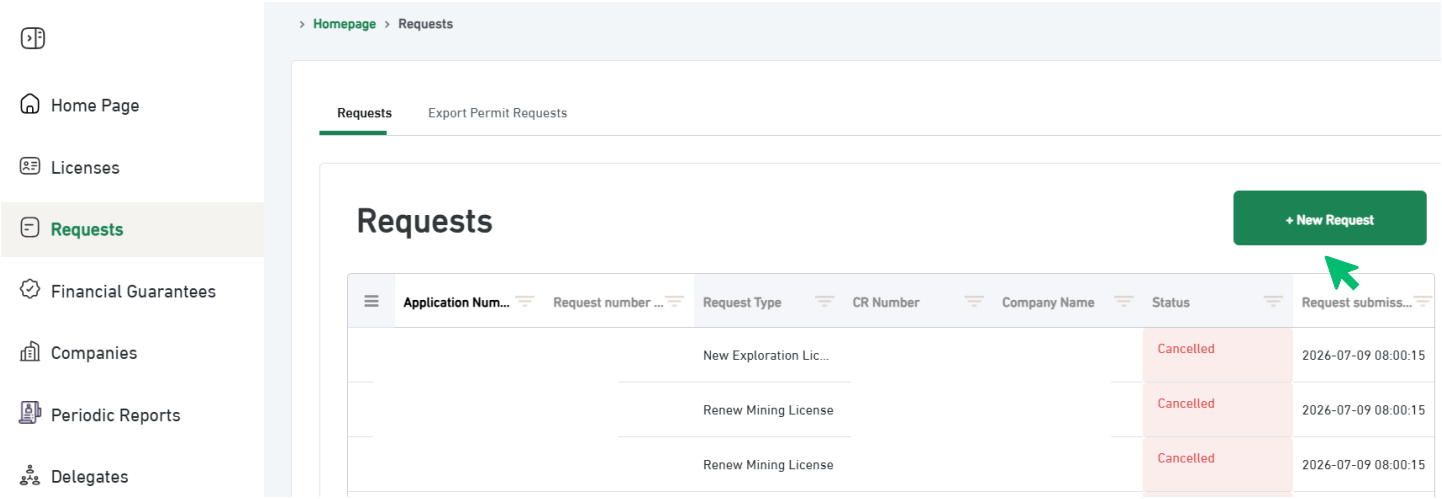
2. Log in to your account.



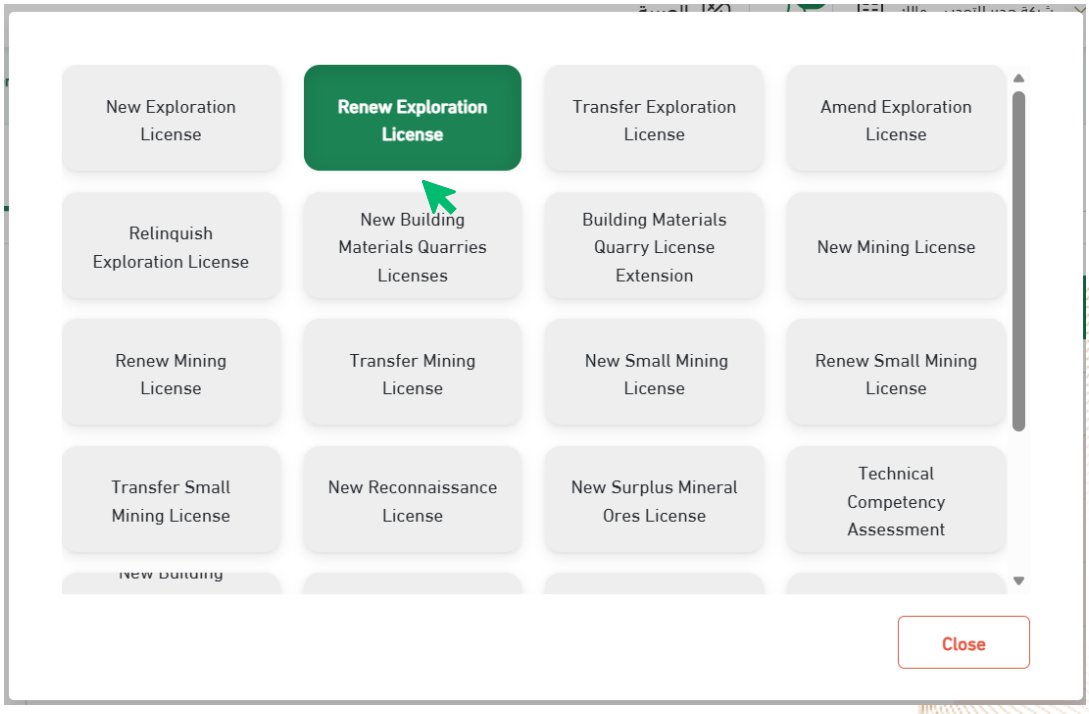
3. Click on "**Requests**".



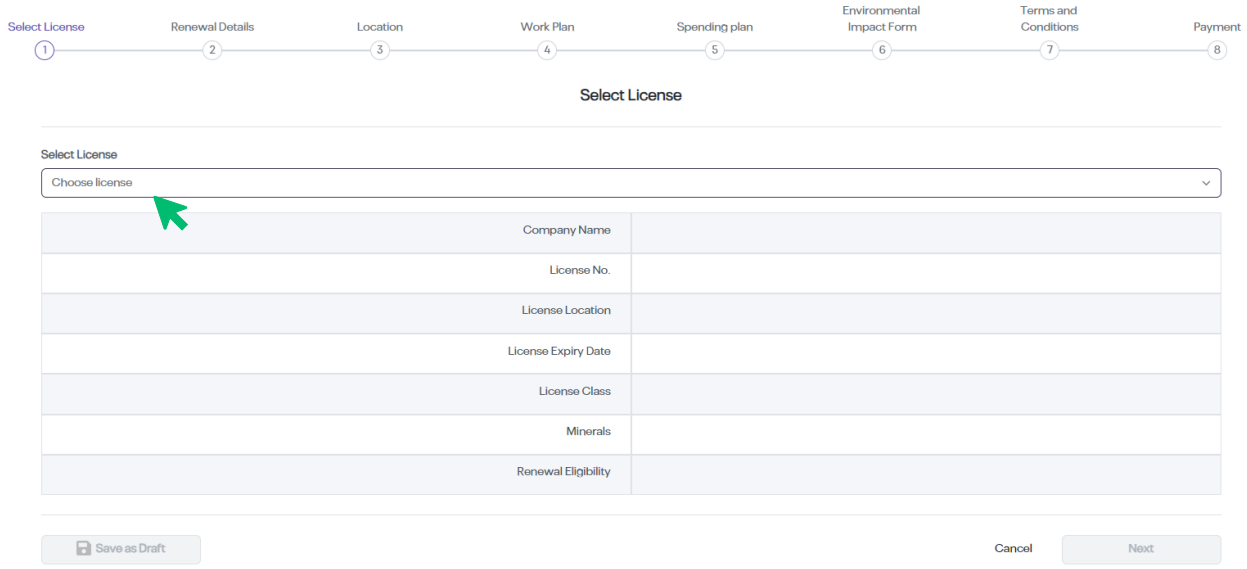
4. Click on "**New Request**".



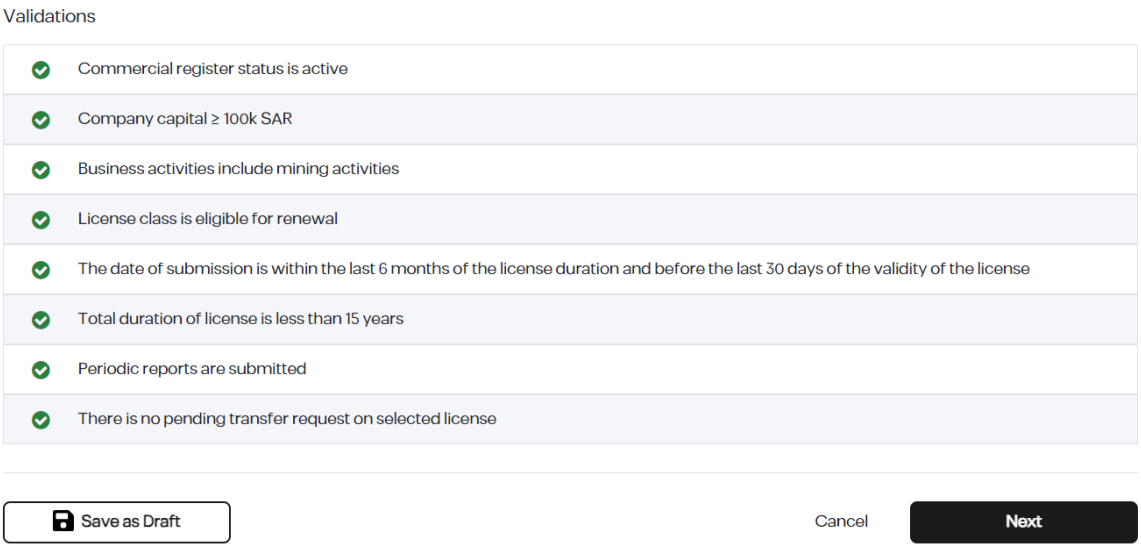
5. Then click on "**Renew Explration License**".



6. Select the license you wish to renew from the menu.

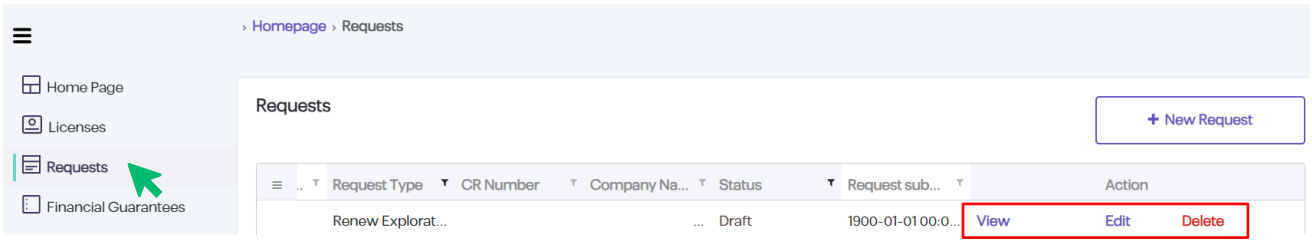


7. Once the conditions outlined in "Validations" section are verified, you will be allowed to proceed to the next step.

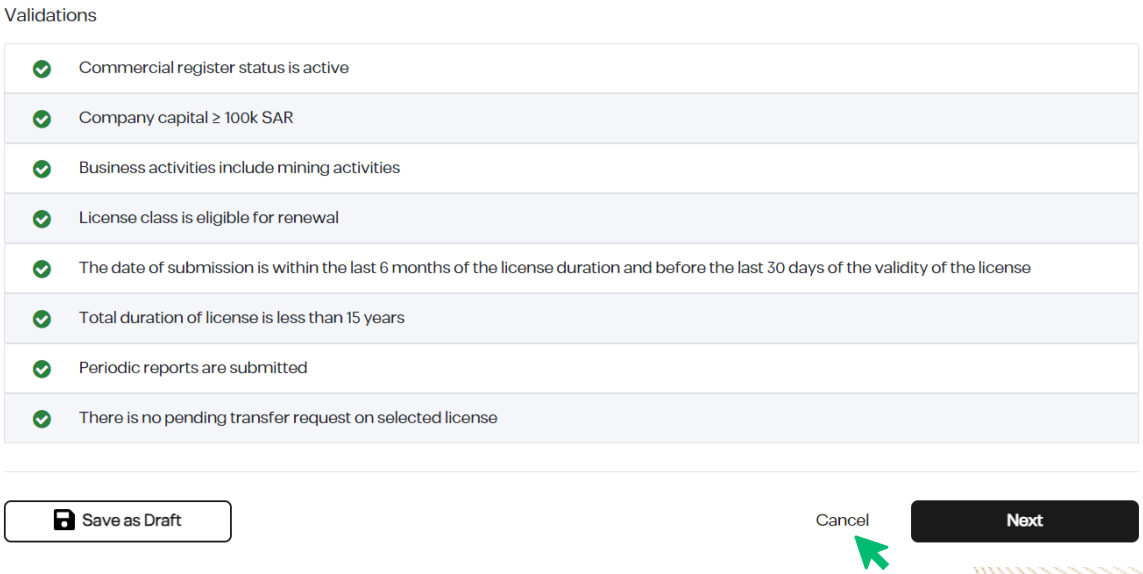


You can save your application as a draft at any time, with a confirmation message displayed upon saving.

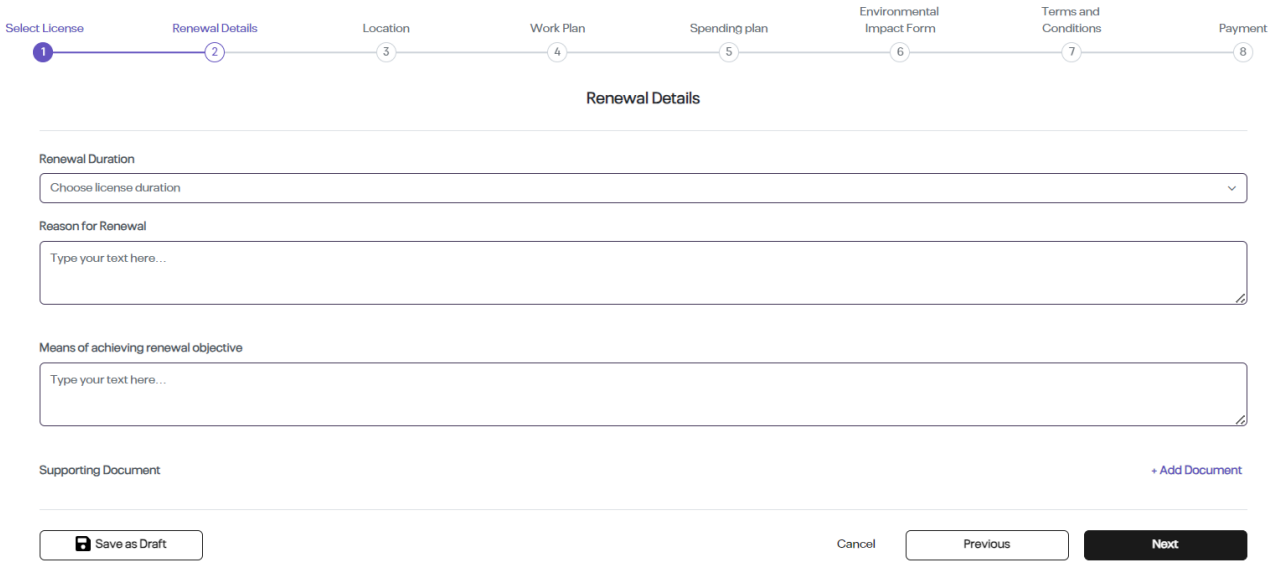
You can update your application at any time from "Requests" section by selecting "Edit", ensuring the entered data is verified before proceeding.
You can view application details by selecting "View" or delete the application entirely by selecting "Delete".



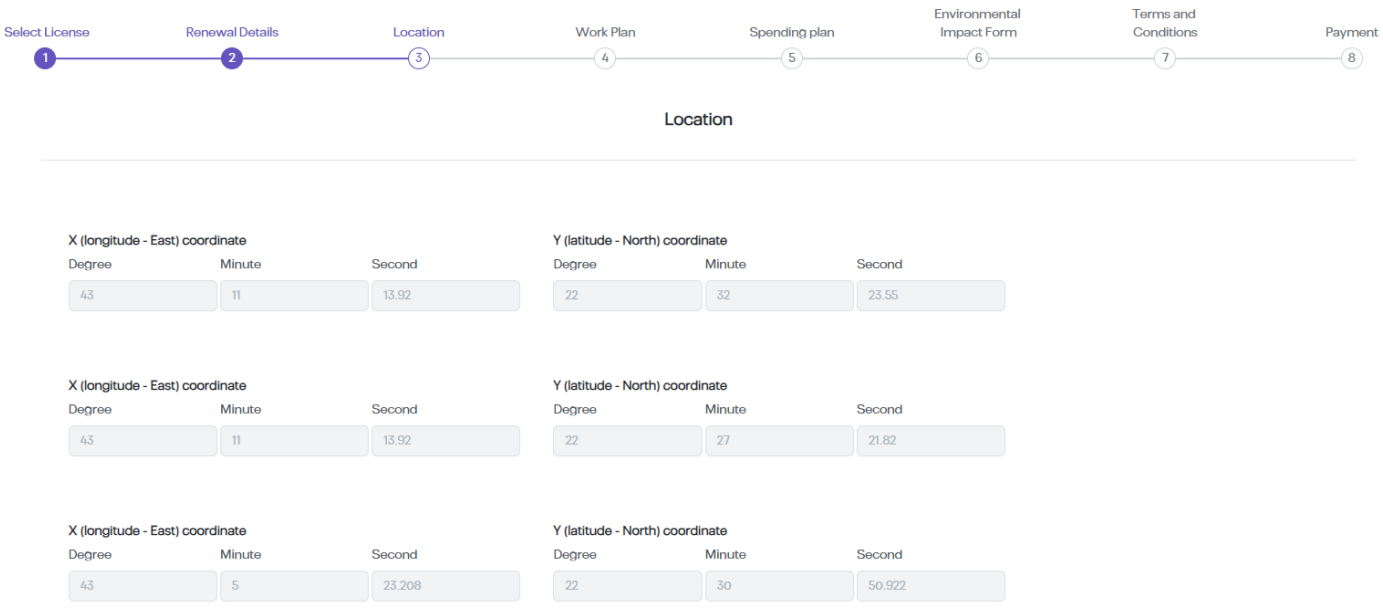
You can cancel your application at any time by clicking "Cancel" at the bottom of the page.



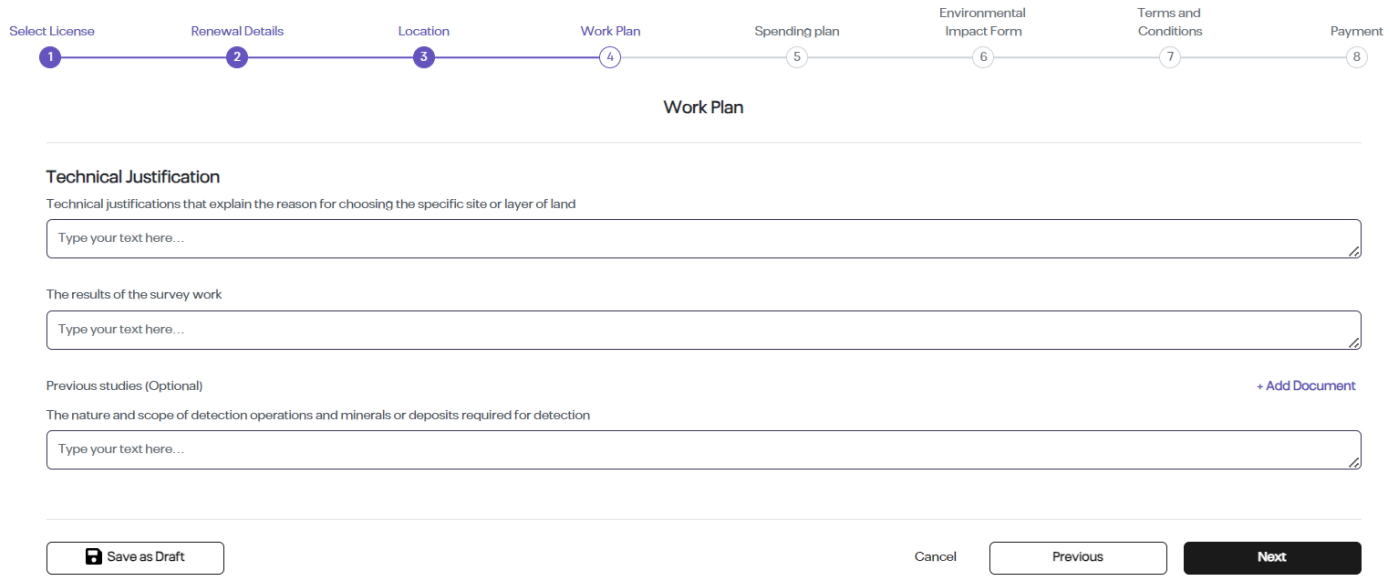
8. After clicking "Next", "Renewal Details" page will appear. Enter the required fields and upload the necessary attachment.



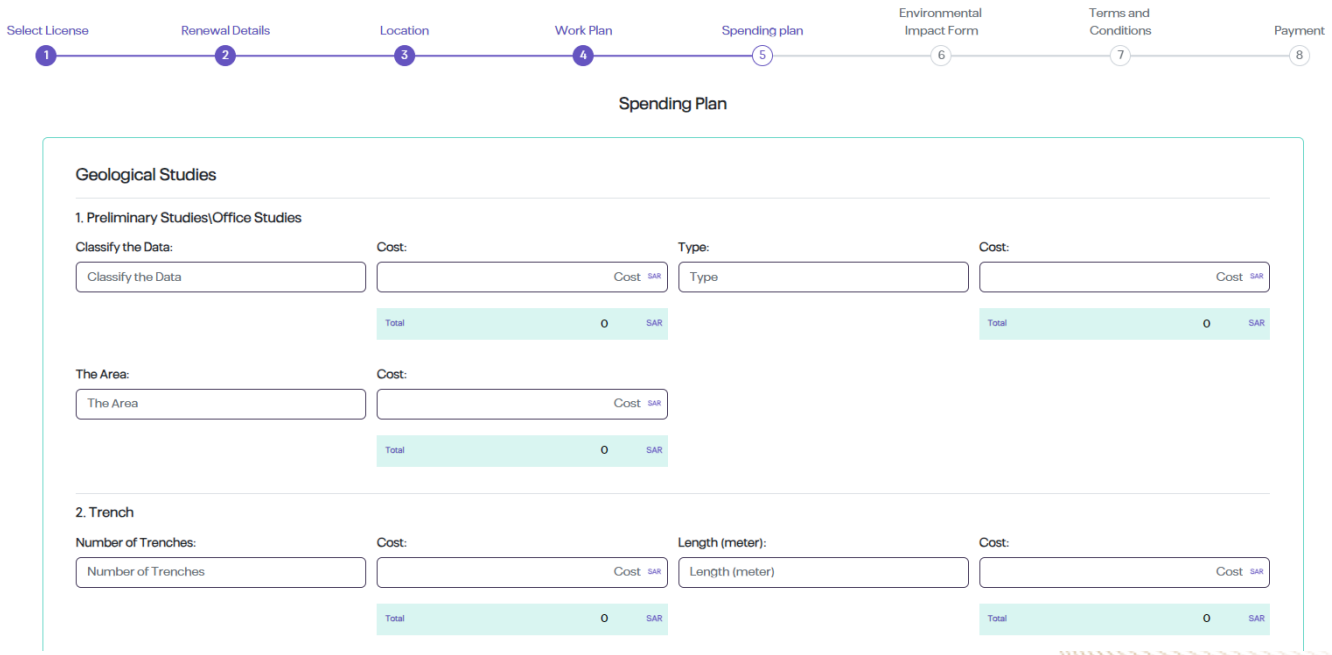
9. Click "Next" to proceed to "Location" page.



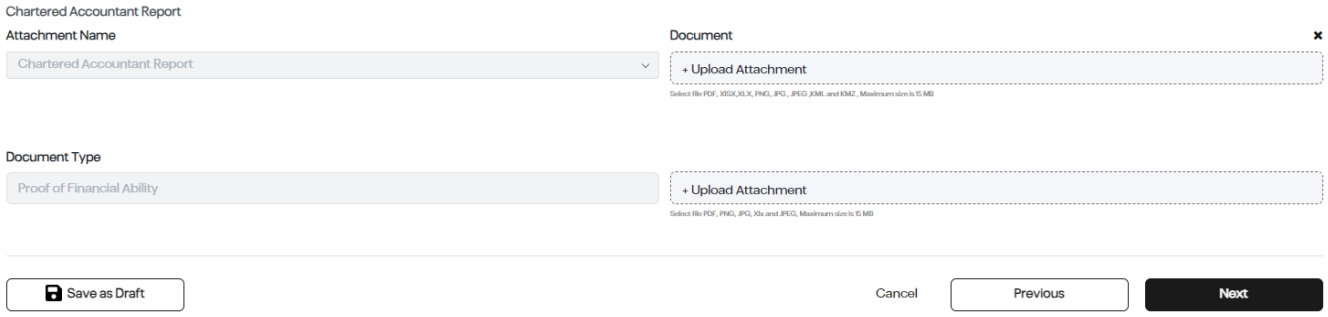
10. After clicking "Next", the "Work Plan" page will appear. Enter the technical justifications.



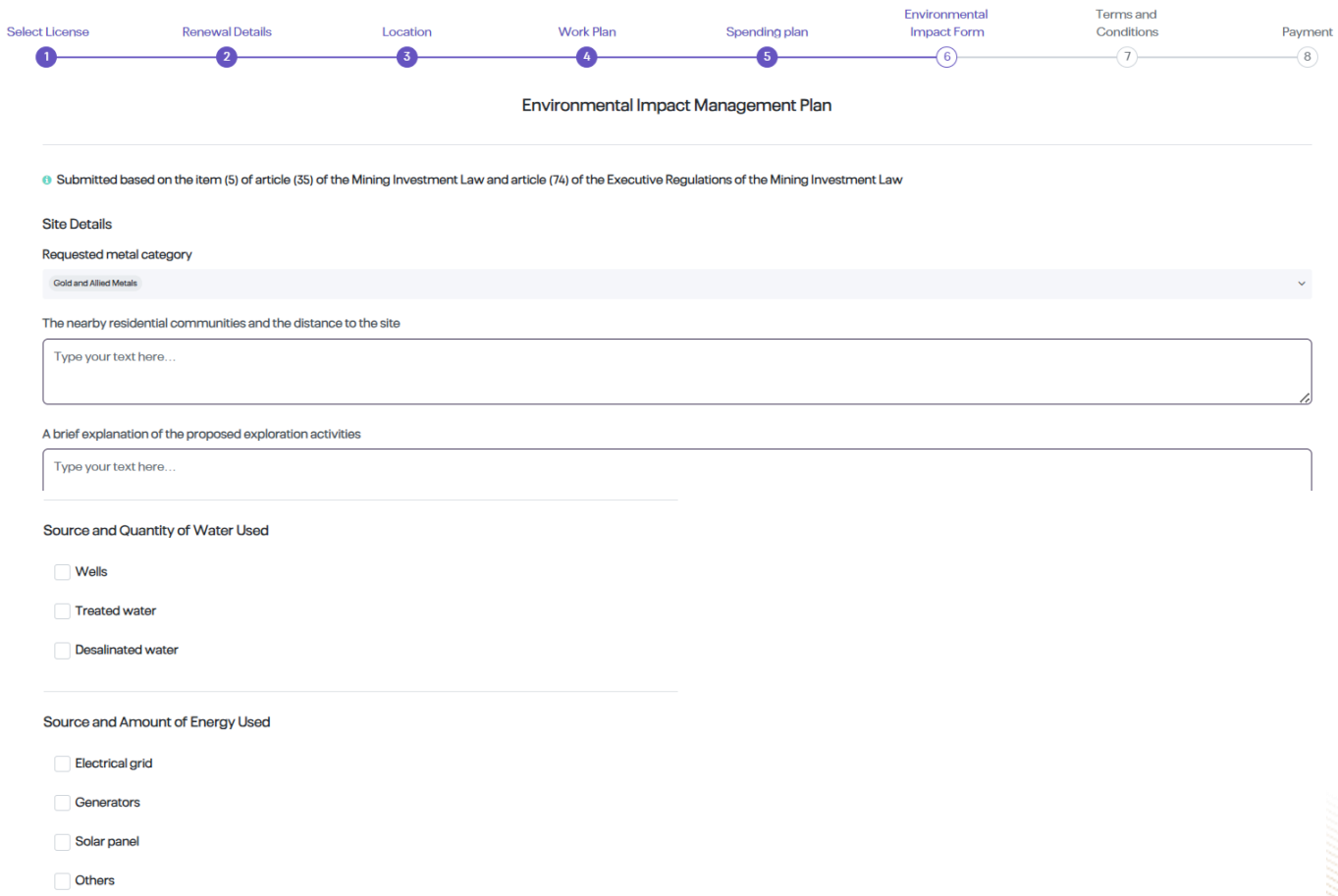
11. After clicking "Next", the "Spending Plan" page will appear. Enter geological studies, geochemical surveys, technical studies, rehabilitation and other expenses.



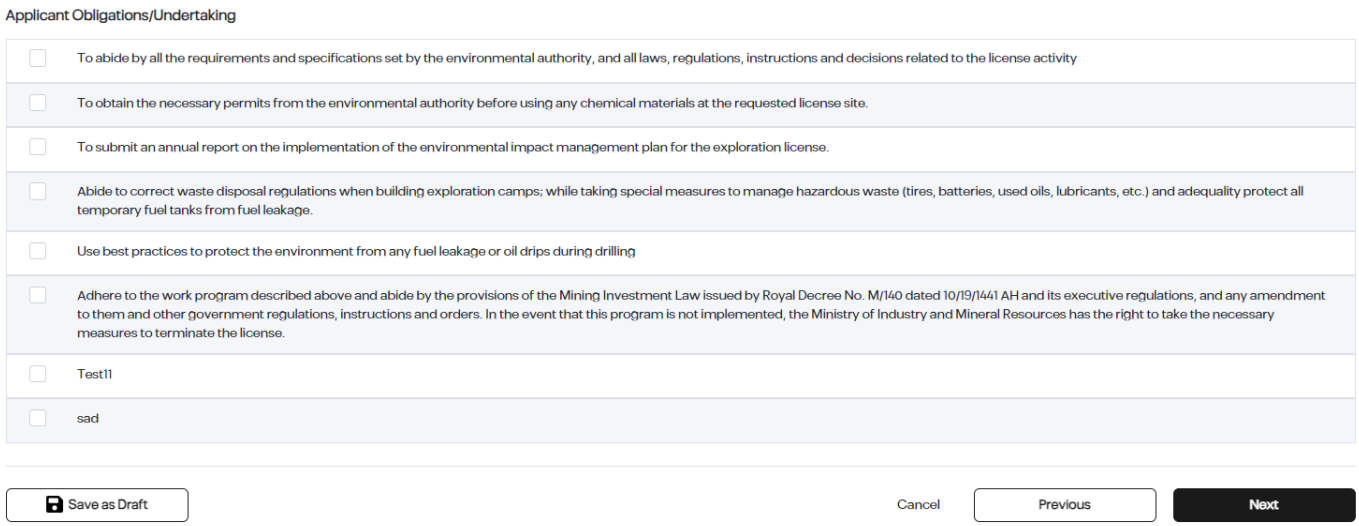
12. Attach the "Certified Accountant's Report".



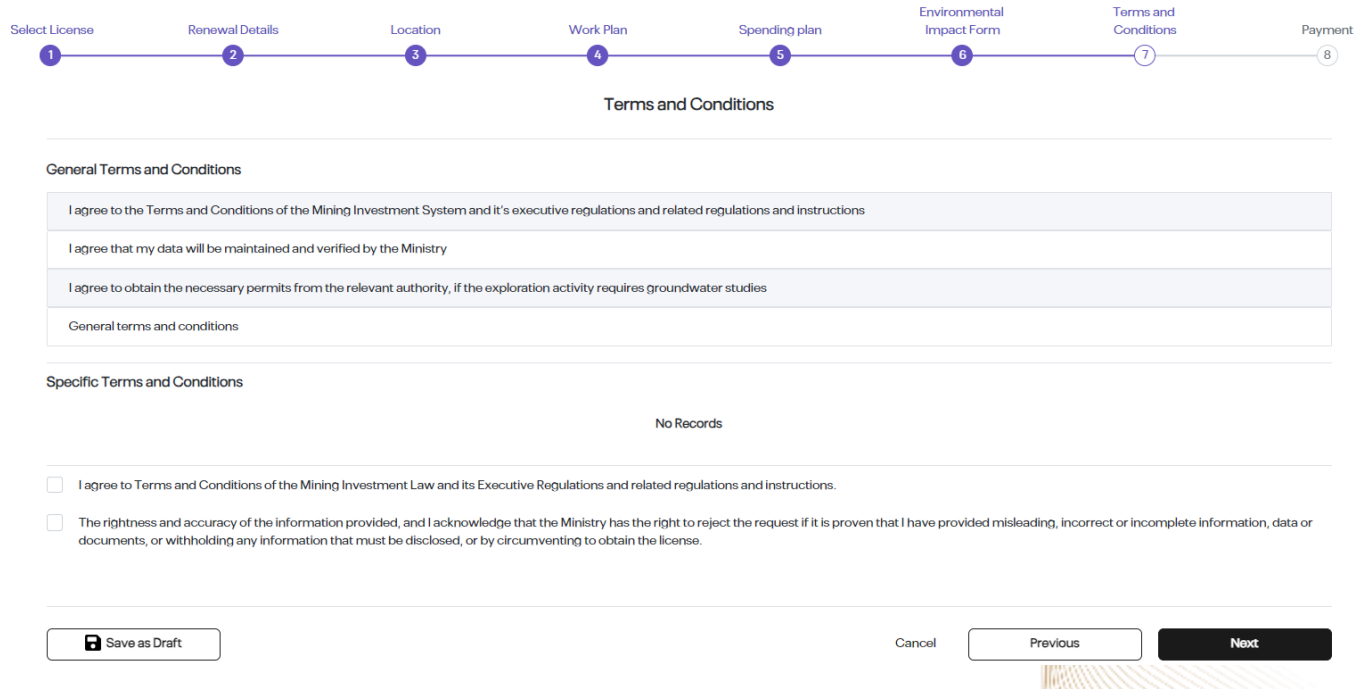
13. After clicking "Next", the "Environmental Impact Management Plan" page will appear. Enter the following fields: site details, source and quantity of water used, and source and quantity of energy used.



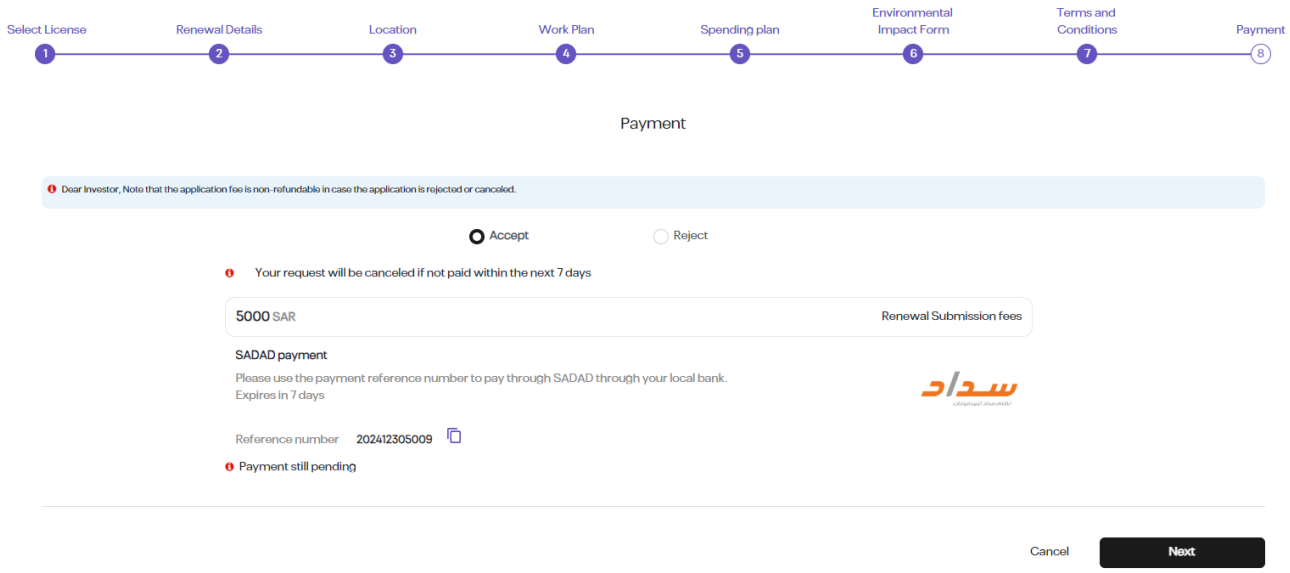
14. Confirm all "Applicant Obligations / Undertaking".



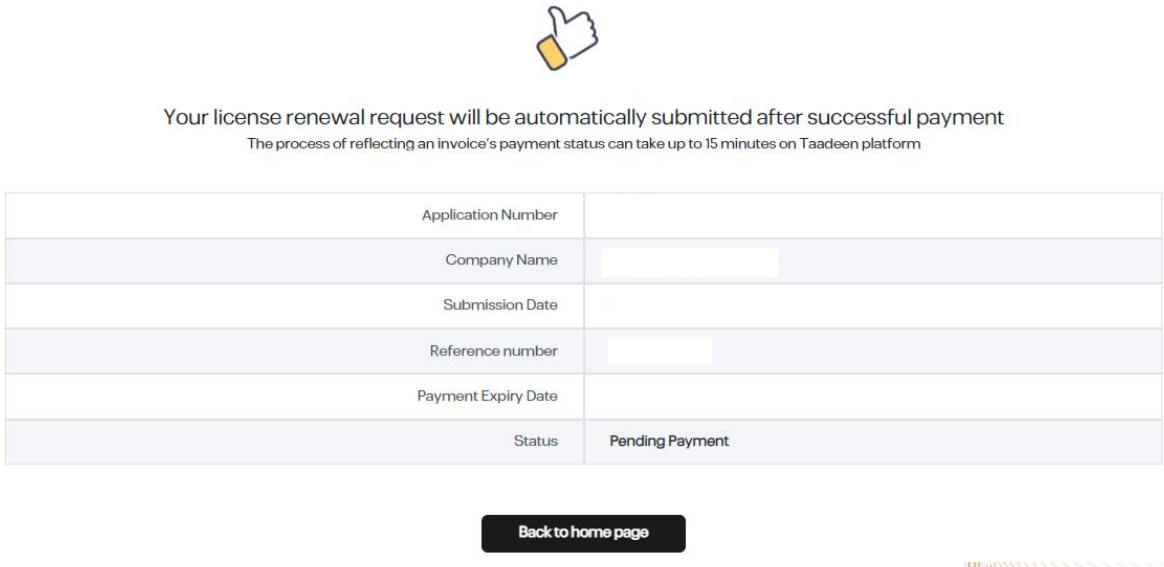
15. Click "Next" to access the Terms and Conditions page for approval.



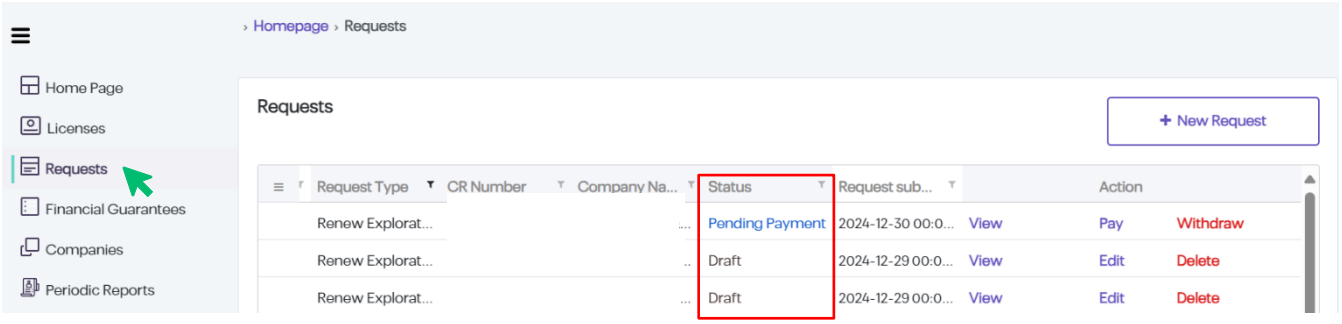
16. Proceed to "Payment" page to pay the application submission fees.



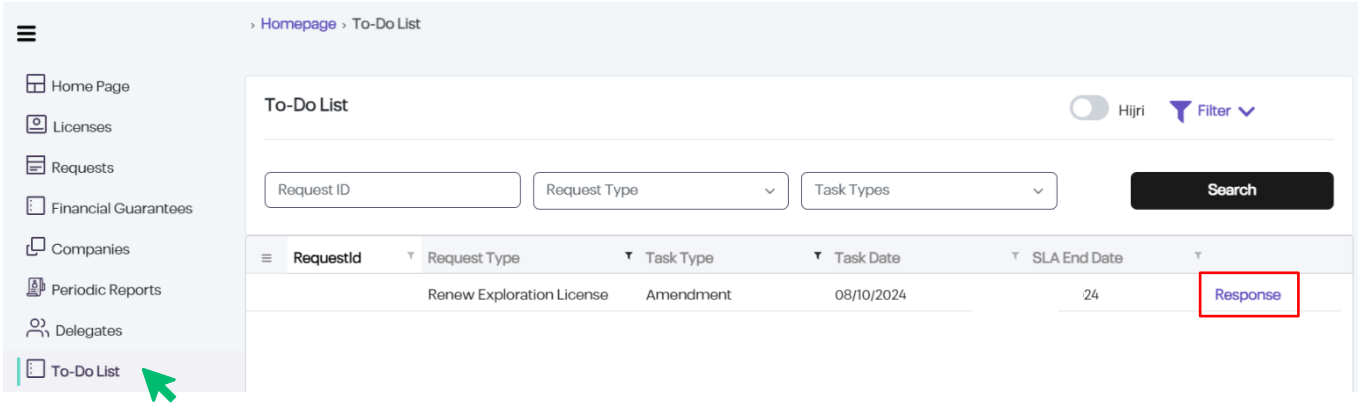
After completing the payment, your application will be successfully submitted.



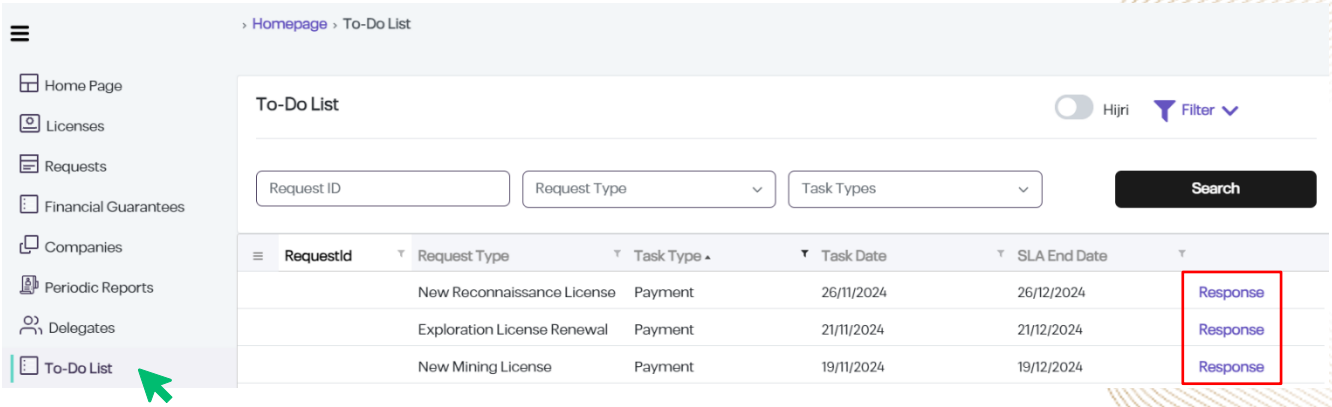
You can track your application status under "Status" tab in "Requests" section.



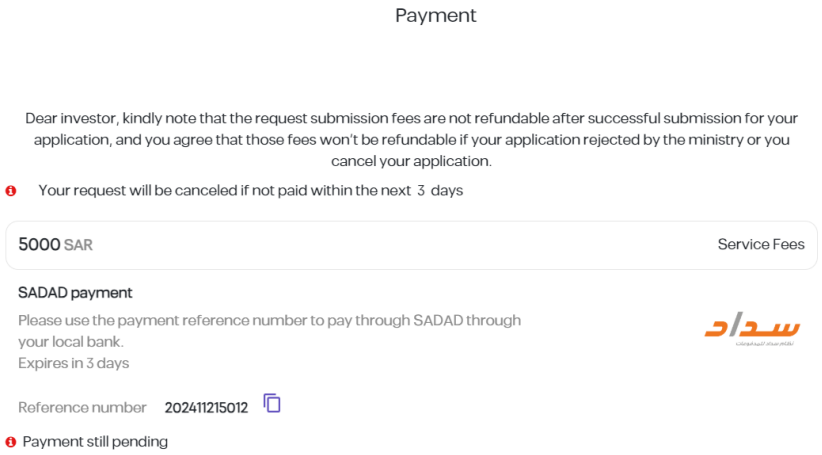
If your application is returned for missing requirements, go to "To Do List" section. "Amendment" task will be displayed, and you can click on "Respond".



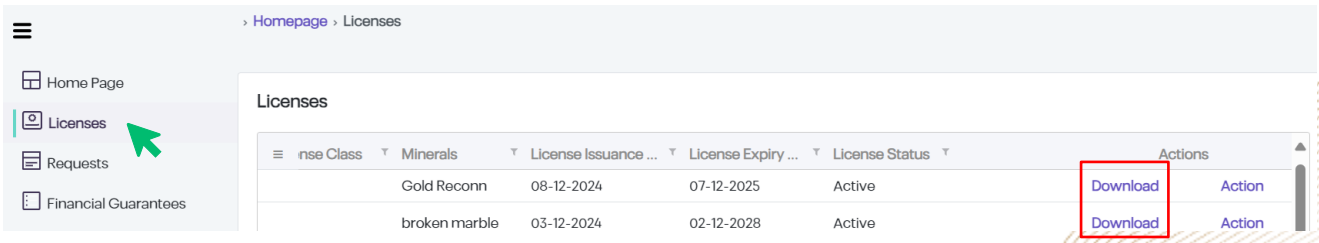
If your application is approved, you will be notified of a renewal invoice. To pay it, navigate to "To Do List", locate the task type "Payment", and click "Respond".



17. Finally, proceed to "Payment" page to pay the renewal fees.



After completing the payment, you can download your electronic license from "Licenses" section by clicking "Download".



Thank you.