

User Manual for Relinquish Small Mining License

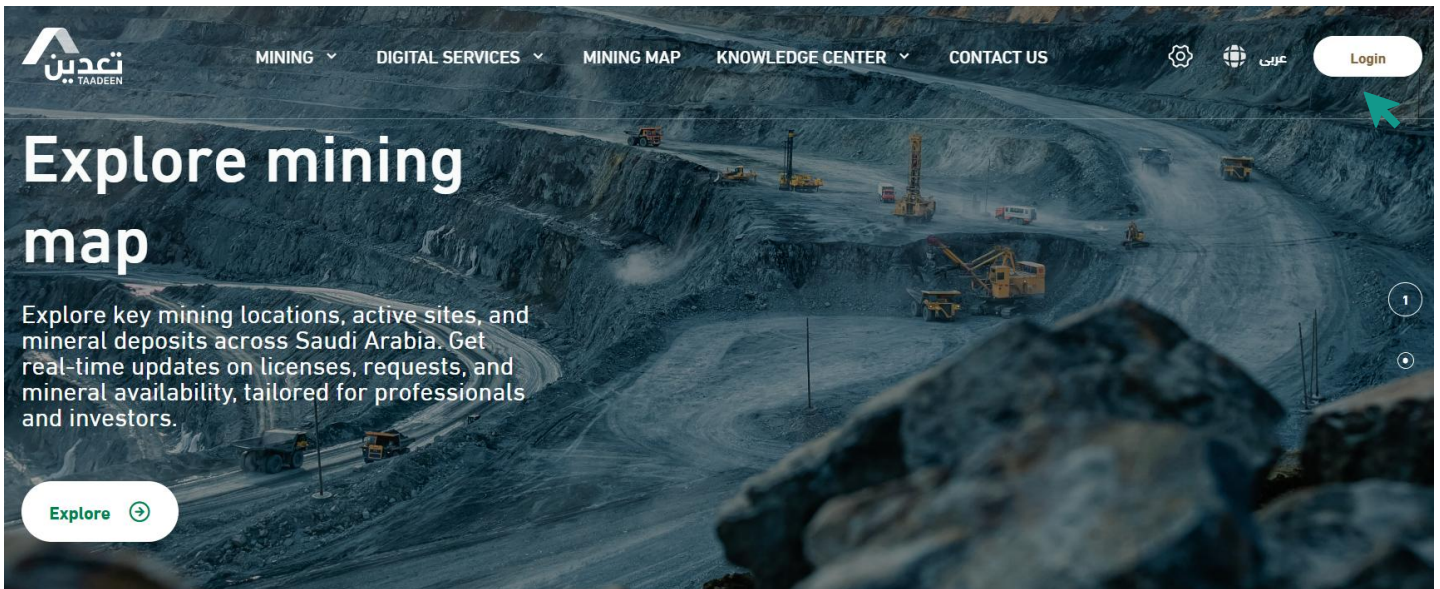


Service Description:

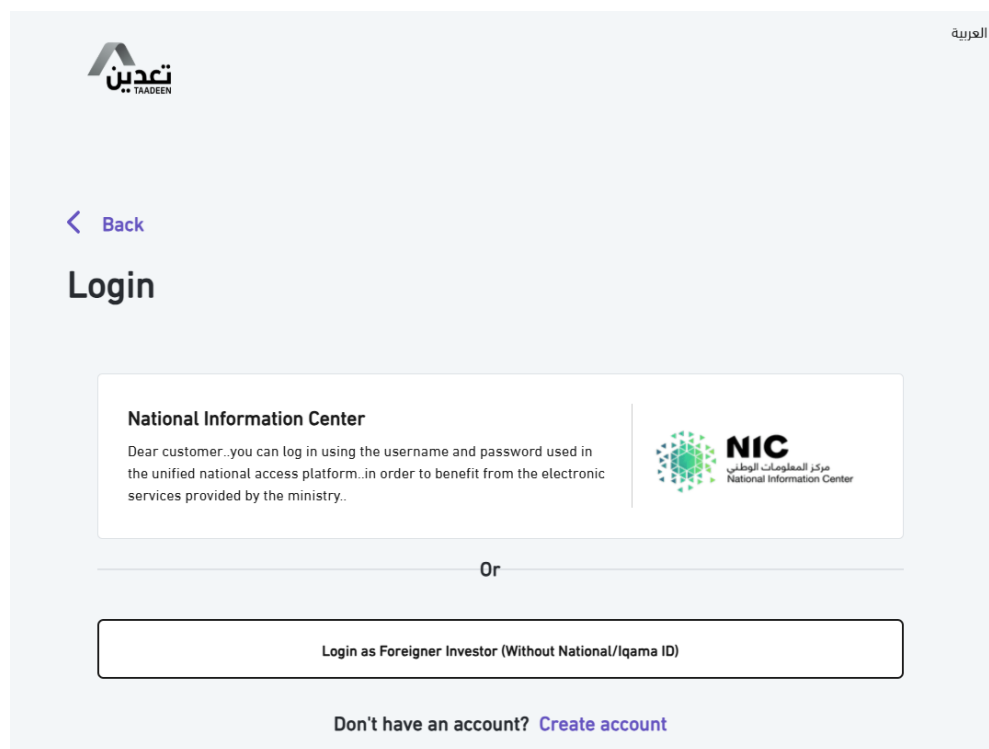
A service that enables the investor to fully or partially relinquish the license site before the expiration of its term.

Steps to Access the Service :

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

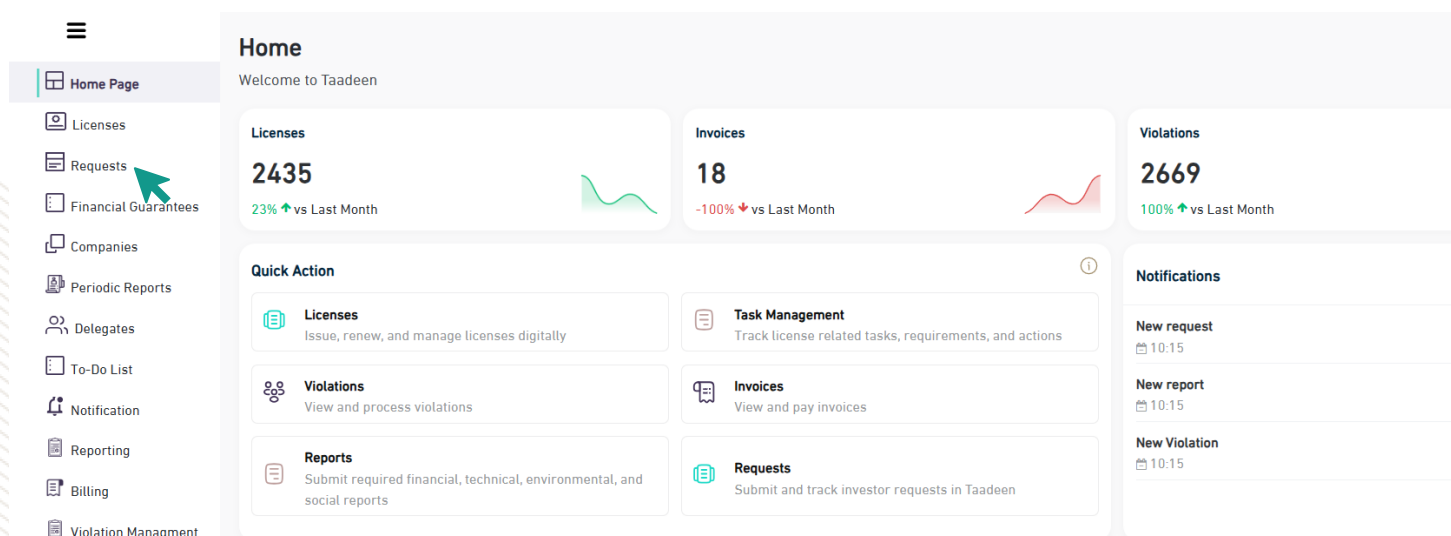


2- Log in to your account.



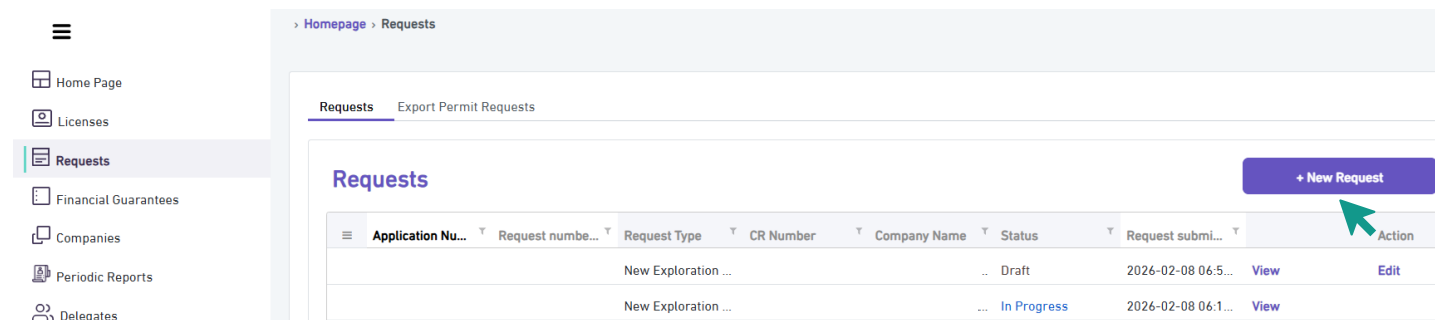
The login page features the TAADEEN logo at the top left and the word "العربية" (Arabic) at the top right. A "Back" link is located above the "Login" heading. The main content area is titled "National Information Center" and includes a message: "Dear customer..you can log in using the username and password used in the unified national access platform..in order to benefit from the electronic services provided by the ministry..". To the right of this message is the NIC logo, which consists of a green circular pattern and the text "NIC مركز المعلومات الوطني National Information Center". Below the message, there is a horizontal line with the word "Or" in the center. Underneath this line is a button labeled "Login as Foreigner Investor (Without National/Iqama ID)". At the bottom of the page, there is a link that says "Don't have an account? Create account".

3- Click on "Requests".



The dashboard screenshot shows a sidebar on the left with a menu. The "Requests" item is highlighted with a green arrow. The main content area is titled "Home" and includes a "Welcome to Taadeen" message. There are three summary cards at the top: "Licenses" with a value of 2435 and a 23% increase vs Last Month; "Invoices" with a value of 18 and a -100% decrease vs Last Month; and "Violations" with a value of 2669 and a 100% increase vs Last Month. Below these cards is a "Quick Action" section with six items: "Licenses" (Issue, renew, and manage licenses digitally), "Task Management" (Track license related tasks, requirements, and actions), "Violations" (View and process violations), "Invoices" (View and pay invoices), "Reports" (Submit required financial, technical, environmental, and social reports), and "Requests" (Submit and track investor requests in Taadeen). On the right side of the dashboard, there is a "Notifications" section with three items: "New request" (10:15), "New report" (10:15), and "New Violation" (10:15).

4- Click on “New Request”.



Requests

+ New Request

Application Nu...	Request numbe...	Request Type	CR Number	Company Name	Status	Request submi...	Action
		New Exploration ...			Draft	2026-02-08 06:5...	View Edit
		New Exploration ...			In Progress	2026-02-08 06:1...	View

5- Click on “Relinquish Small Mining License”.



Renew Mining License

Transfer Mining License

New Small Mining License

Renew Small Mining License

Transfer Small Mining License

New Reconnaissance License

New Surplus Mineral Ores License

Technical Competency Assessment

Materials Quarry for Public Projects Outside the Project

Surplus Mineral Ores License Extension

RenewPublicProjects

Class C Periodic Report

Amend Building Materials Quarry License

Transfer Building Materials Quarry License

Relinquish Building Materials Quarry License

Relinquish Mining License

Relinquish Small Mining License

Close

- 6- The “License Information” screen will appear. Select the active Small Mining License from the list, then choose the type of relinquishment, enter the reasons for relinquishment, and click the “Next” button.

1 License information

2 License Location

3 Disclosure and Acknowledgements

Relinquish Small Mining License

Company Information

Name

CR Number

Unified Number

ID Number/Residence Number

CR type

Limited liability

CR Expiry Hijri Date

1449/12/21

License Information

Active Small Mining Licenses *

Please Select

Relinquishment Type

Full Relinquishment

Partial Relinquishment

Reasons of Relinquishment *

0/10000

Is there a general-purpose license associated with this license

Cancel

Save as draft

Next

7- After that, the “License Location” screen will appear. If “Full Relinquishment” is selected, attach the required documents and then click the “Next” button.

License List

Relinquish Small Mining License

1 License information

2 License Location

3 Disclosure and Acknowledgements

License Location before relinquishment

Longitude and Latitude	Degree	Minute	Second
X (Longitude - East)	46	20	37.881
Y (Latitude - North)	23	35	16.29
X (Longitude - East)	46	20	34.709
Y (Latitude - North)	23	35	31.172
X (Longitude - East)	46	20	49.991
Y (Latitude - North)	23	35	34.344
X (Longitude - East)	46	20	52.764
Y (Latitude - North)	23	35	19.462
X (Longitude - East)	46	20	37.881
Y (Latitude - North)	23	35	16.29

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مجمع كسارات محافظة الحريق

Attachments

Attachment Name	Upload Attachment
Topographic contour survey map of the license site and the relinquished area *	Upload

Previous

Next

8- If “Partial Relinquishment” is selected, enter the coordinates manually or upload a file, attach the required documents, and then click the “Next” button.

License List

Relinquish Small Mining License

License information

License Location

Disclosure and Acknowledgements

License Location before relinquishment

Longitude and Latitude	Degree	Minute	Second
X (Longitude - East)	46	20	37.881
Y (Latitude - North)	23	35	16.29
X (Longitude - East)	46	20	34.709
Y (Latitude - North)	23	35	31.172
X (Longitude - East)	46	20	49.591
Y (Latitude - North)	23	35	34.344
X (Longitude - East)	46	20	52.764
Y (Latitude - North)	23	35	19.462
X (Longitude - East)	46	20	37.881
Y (Latitude - North)	23	35	16.29

License Location After Relinquishment

Please note the following points:

The coordinates of the license after relinquishment must remain within the boundaries of the original license prior to relinquishment.

The license location after relinquishment cannot be identical to the original license location.

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

Attachment

Upload

Coordinates To Be Kept

Add Coordinates

Show on map

Attachments

Attachment Name	Upload Attachment
Topographic contour survey map of the license site and the relinquished area *	Upload

Previous

Next

9- After that, you will be taken to the “Disclosure and Acknowledgments” screen to disclose the assets at the license site, agree to the obligations, attach the required documents, and then click the “Submit” button.

License List

Relinquish Small Mining License

License Information

License Location

Disclosure and Acknowledgements

Disclosure of assets at the license site

Equipment (Fixed / Mobile)

☐ Inside the license
☐ Outside the license

Facilities (Residential – Offices, etc.)

☐ Inside the license
☐ Outside the license

Environmental Waste (Liquid / Solid)

☐ Inside the license
☐ Outside the license

Weighing Units

☐ Inside the license
☐ Outside the license

Instructional Boards

☐ Inside the license
☐ Outside the license

Gate

☐ Inside the license
☐ Outside the license

Metal Fence

☐ Inside the license
☐ Outside the license

Concrete Marker

☐ Inside the license
☐ Outside the license

Piles of Ore or Blocks

☐ Inside the license
☐ Outside the license

Excavation Works, Pits, or Trenches and Number of Excavations

☐ Inside the license
☐ Outside the license

Others

Acknowledgements

☐ Deliver to the Ministry all studies, drilling logs and samples, assay/analysis results, records, and reports related to the relinquished site (or area) and/or the mineral subject of relinquishment, within a period not exceeding (180) days from the date of issuance of the decision approving the relinquishment, in accordance with the prescribed procedures and approved forms.
☐ Cease all exploration (prospecting) and exploitation activities at the relinquished site (or area) upon issuance of the relinquishment decision
☐ Submit a mining declaration duly certified/attested by a licensed and accredited legal accountant (applicable to exploitation licenses only)
☐ Settle and pay all financial dues and obligations arising from the license.
☐ Provide a technical report on the quantities extracted from the licensed site, duly certified/attested by an accredited engineering office
☐ Submit a rehabilitation certificate for the licensed site, approved by the National Center for Environmental Compliance, within a period not exceeding (180) days from the date of issuance of the relinquishment decision, or in accordance with the timeframes specified in the approved rehabilitation and closure plan.
☐ Remove any building, plant, machinery, equipment, tools, waste, other materials, extracted ore, or any other type of property—whether movable or immovable—as determined by the Ministry, within (180) days from the date of issuance of the relinquishment decision, or in accordance with the period specified in the approved rehabilitation and closure program or plan.
☐ Rehabilitate the relinquished site (or area) and bear all costs associated with rehabilitation and closure.
☐ Bear all financial consequences and legal liabilities in the event of failure to comply with rehabilitation and closure requirements, in accordance with the applicable laws and regulations, even if the financial guarantee is insufficient to cover the costs of site rehabilitation and closure.
☐ Acknowledge and undertake that, in the event of failure to fulfill the above-mentioned commitments, the Ministry shall have the right to take the necessary actions to impose the penalties stipulated in the Law and its Executive Regulations.

Relinquishment Request Form

You can download your application by clicking on the [download button](#)

Attachment Name	Upload Attachment
Relinquishment Request Form *	Upload

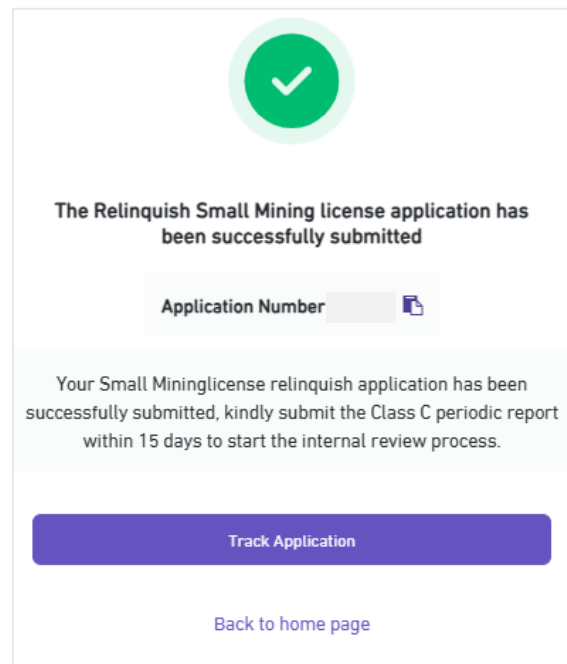
Add Attachment

Previous

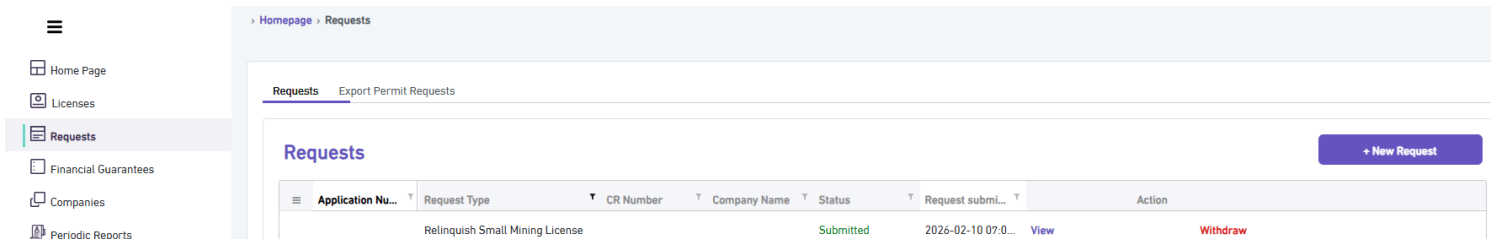
Submit

8

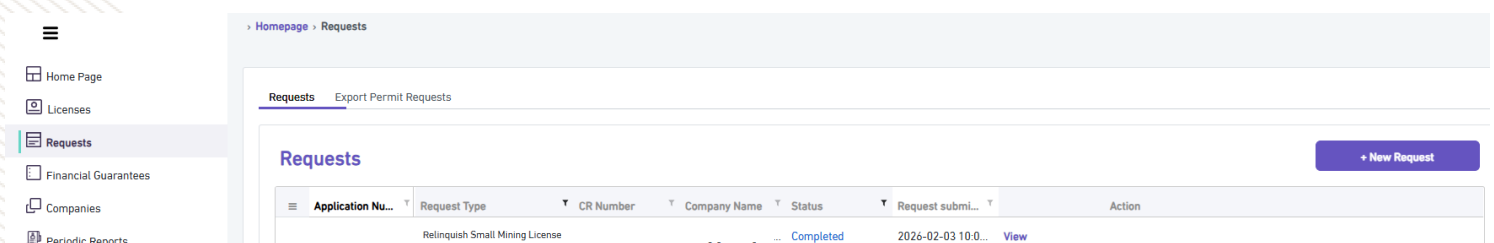
After that, a message will appear stating: “The request to relinquish Small Mining License has been submitted successfully”.



The status “Submitted” will appear, and the request will be reviewed by the relevant team.



After the request has been reviewed, the status “Completed” will appear.



Thank You