

User Manual for Amend Building Materials Quarries License

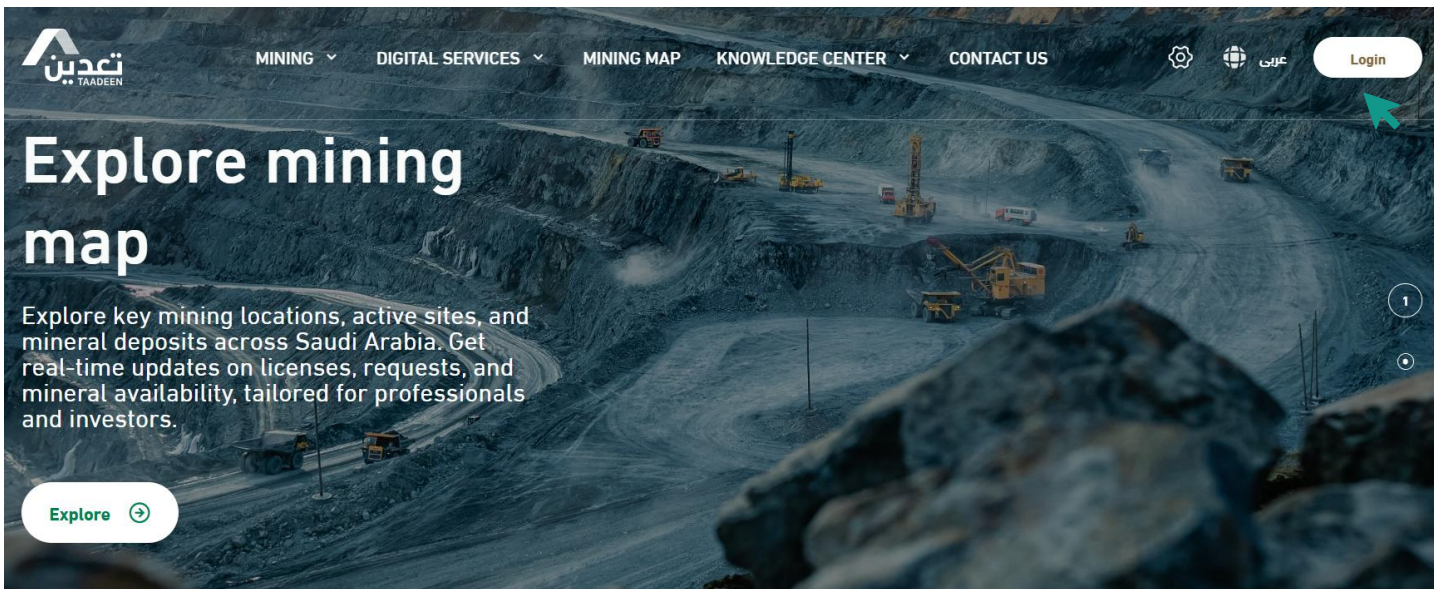


Service Description:

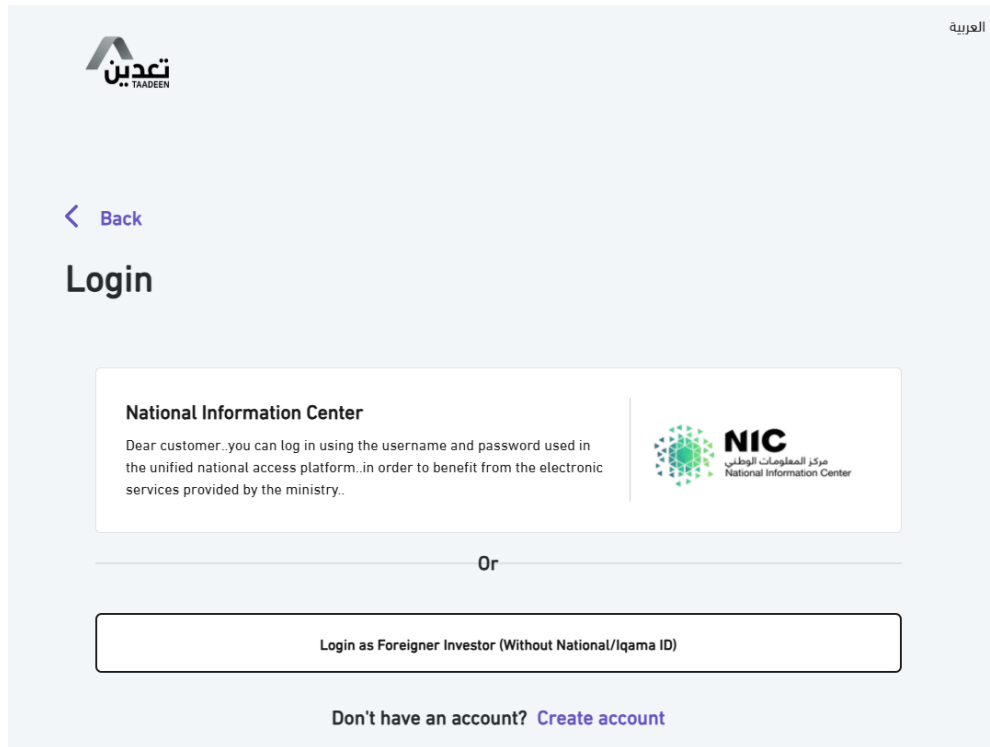
A service that enables the investor to modify the work program, amend the minerals, or partially adjust the boundaries and coordinates of an active license site, in accordance with the terms and conditions.

Steps to Access the Service :

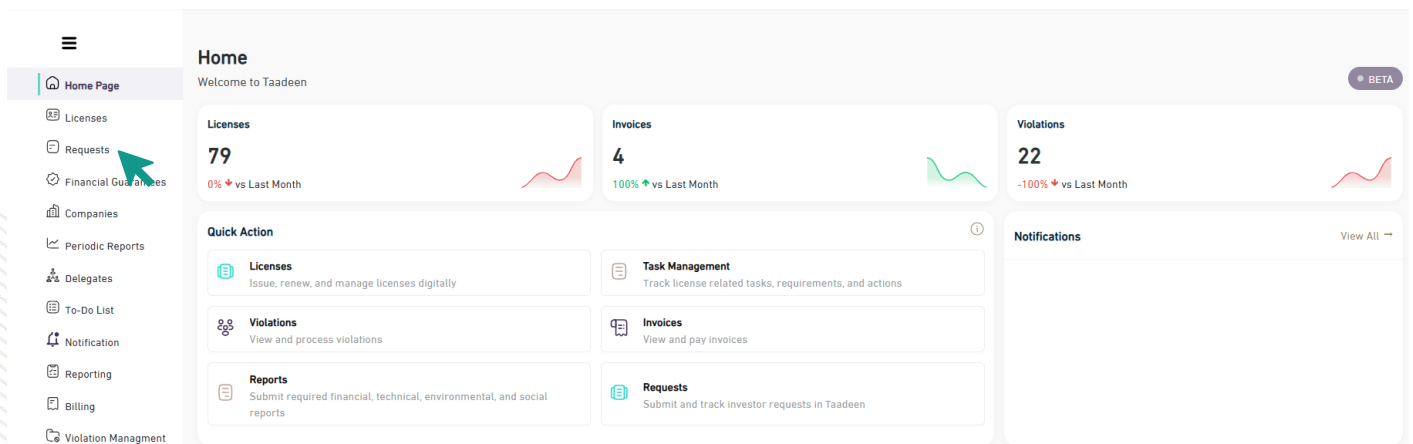
- 1- Visit [Taadeen Platform](#) and click on "Login" option.



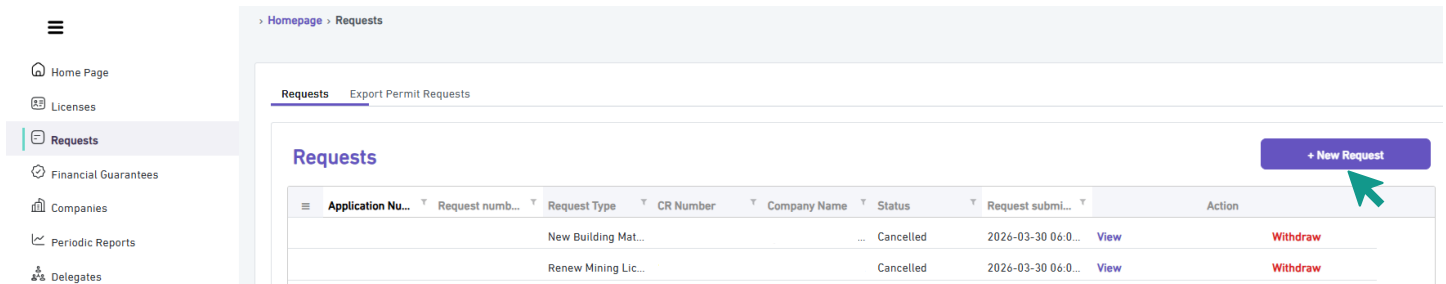
2- Log in to your account.



3- Click on “Requests”.



4- Click on “New Request”.



Application Nu...	Request numb...	Request Type	CR Number	Company Name	Status	Request submi...	Action
		New Building Mat...			Cancelled	2026-03-30 06:0...	View Withdraw
		Renew Mining Lic...			Cancelled	2026-03-30 06:0...	View Withdraw

5- Then Click on “Amend Building Materials Quarry 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

Eligibility will be verified, and the company's information will be displayed for review.

/ License List

Transfer Building Materials Quarry Application

Validations

- Commercial register status is active
- Company capital ≥ 100k SAR
- Business activities include mining activities
- No terminated license in the last 3 years
- The commercial register should not have four or more violations exceeding the penalty of one of them (200,000 SAR) during the past two years
- The applicant is not late on the payment of any sums owed to the Ministry related to any License, fines, or any other costs

Company Information

Name	Commercial Number	Unified Number
ID Number / Iqama	CR type	CR expiry date
		1448/10/05

6- Select the license you wish to modify, choose the type of modification and the technical justification for it, then click the "Next" button.

License Information

Active BMQ Licenses *

Please Select

Amendment Type

Modify Work Program Modify Minerals Modify Area

Technical Justification for Amendment *

Type here...

Next

You can choose "Modify Minerals" if the license is outside the mining complexes.

Amendment Type

Modify Work Program Modify Minerals Modify Area

The license within the complex is allowed to have only one mineral, and it cannot be modified after issuance.

Minerals *

sand and gravel

Technical Justification for Amendment *

Type here...

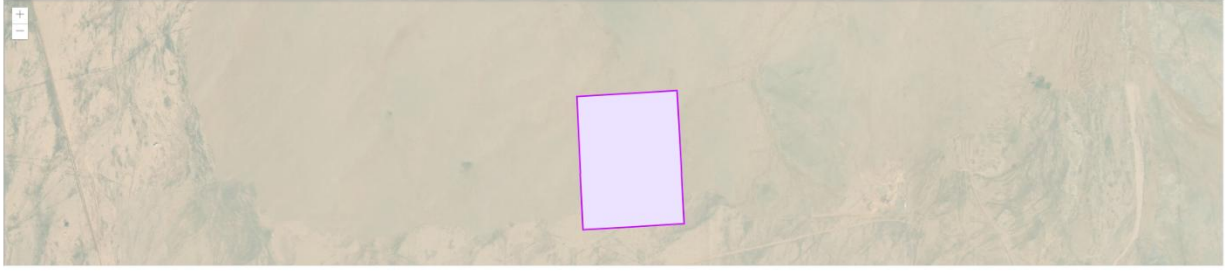
7- After that, you will be taken to the "Application Location" screen. Click the "Next" button.

- 1 Application information
- 2 Application Location
- 3 Work plan and Budget
- 4 Proof of Financial Capability
- 5 Social Impact Plan
- 6 Environmental Impact Plan
- 7 Attachments
- 8 Terms and Conditions

License Location Before Amendment

Longitude and Latitude	Degree	Minute	Second
X:Longitude - East	43	36	48.677
Y:Latitude - North	25	40	27.26
X:Longitude - East	43	37	4.102
Y:Latitude - North	25	40	27.843
X:Longitude - East	43	36	49.679
Y:Latitude - North	25	40	8.622
X:Longitude - East	43	37	9.75
Y:Latitude - North	25	40	9.02

0,24418566 كم²
موقع تعديل الرمال غرب جبل تاجلا



Cancel
Save as draft
Previous
Next

If the modification type "Area Modification" is selected, you will enter the license location after the modification and agree to the obligations and undertakings related to the site.

License Location After Amendment

Please note the following points:

- The license area may be increased by no more than 50% of its original area, taking into account available space.
- The boundaries of the previous license must be included when making any new modifications.
- A distance of at least 30 meters must be left between the current modification and any adjacent license.

Coordinates File

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

Attachment ⊕

Upload

+ Add Coordinates
Show on map

Applicant Obligations/Undertaking section Apply all

The application site has been visited, and the suitability and availability of the raw materials that achieve the purposes of the license have been verified.

There is no obstacle to exploitation at the site.

8- After that, the "Work Plan and Budget" screen will appear, you can edit the inputs, then click the "Next" button.

- 1 Application information
- 2 Application Location
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Company Technical Information

Establishment date *	Number of branches of the establishment *	Number of factories *
2024-01-01	20	20
Number of current projects *	Number of employees of the facility *	Forecasted technical for the current License *
20	20	30
Forecasted non-technical for the current License *	Saudis at License Site (Tech and Non-Tech) *	
30	50	

Technical Project Description

Annual Exploitation Plan

Exploitation Plan for First Year

Quarter One *	Quarter Two *	Quarter Three *
10000	10000	100000
Quarter Four *	Average production of the ore	Total Annual Energy Target (Ton)
10000	32500	130000

Project Details

Objectives of the project *

Objectives

0/5000

9- After that, you will proceed to the "Proof of Financial Capability" screen, you can edit the inputs, agree to the undertakings, and then click the "Next" button.

- 1 Application information
- 2 Application Location
- 3 Work plan and Budget
- 4 Proof of Financial Capability
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Proof Of Financial Capability

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

Bank Certificate

The bank certificate must be recent, not older than 3 months.

Available Balance *	Document *
10000	triangle (1).kmi

Bank Statement

The bank statement must be for the last 6 months with a recent issue date

Available Balance *	Document *
100000	triangle (1).kmi

Total Balances 110000

Financial Guarantee

Full Financial Guarantee
 Partial Financial Guarantee

Partial Financial Guarantee

Year	Financial Guarantee Amount
Initial Value of the Financial Guarantee	112,000.00
First Year from the license issuance date	10,333.33
Second Year from the license issuance date	10,333.33

Undertakings

I, the applicant, hereby undertake to increase the annual value of the previously submitted financial guarantee and to submit it to the Ministry within the specified period.

10- After that, you will be taken to the "Social Impact Plan" screen, you can modify the inputs if the type of modification selected is "Modify Materials" or "Modify Area", then click the "Next" button.

- 1 Application information
- 2 Application Location
- 3 Work plan and Budget
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Employee Appointed to Manage Community Performance

Employee Details

Assigned employee *	Identity Number *	Position *
Name	1222222222	BA
Phone Number *	Email *	
0555555555	Test@email.com	

Attachments

Attachment Name	Upload Attachment
Letter of assignment	triangle (1).kml

Local Communities and Engagement

Local communities Surrounding the Site

Local communities	Distance from the request site (KM)	
Community X	10	!
Community Y	12	!

Community Engagement Information

Grievance Mechanism Methodologies	Attachment
Online form	triangle (1).kml
Advertising a Mobile Contact Number and email address	triangle (1).kml

11- After that, the "Environmental Impact Plan" screen will appear, you can modify the inputs if the type of modification selected is "Modify Materials" or "Modify Area", then click the "Next" button.

- 1 Application information
- 2 Application Location
- 3 Work plan and Budget
- 4 Proof of Financial Capability
- 5 Social Impact Plan
- 6 Environmental Impact Plan
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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.

Closure and Rehabilitation Costs

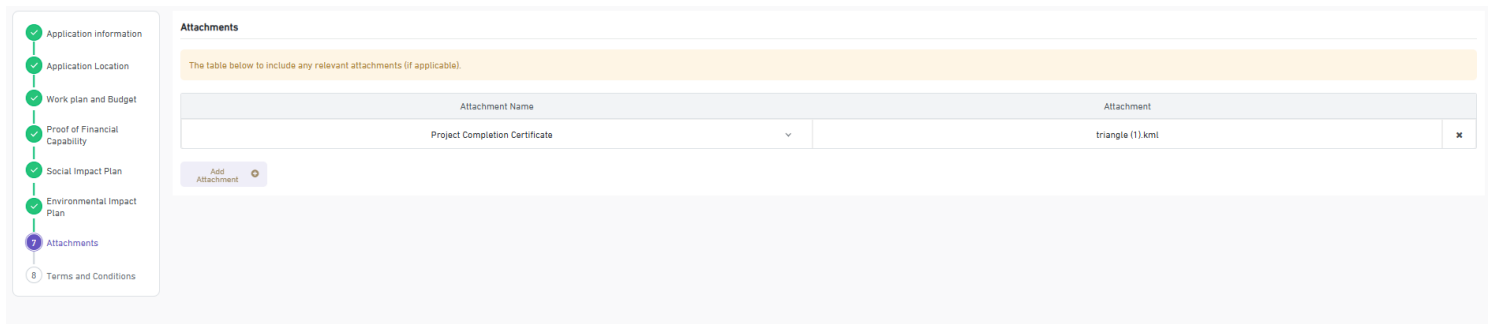
Total estimated costs of the closure and rehabilitation plan *

Enter value ج.د

Attachments

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

12- Then attach the "attachments", if any.

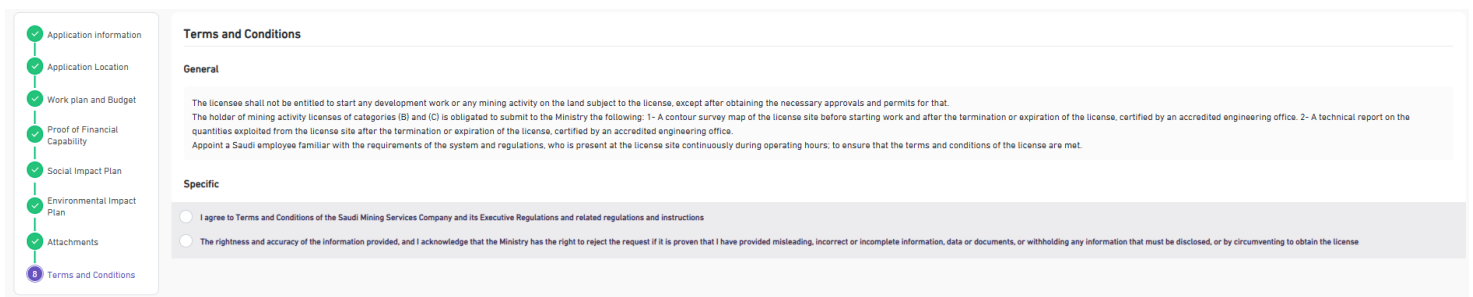


The screenshot shows the 'Attachments' section of the application form. On the left, a vertical navigation menu lists steps: Application information, Application Location, Work plan and Budget, Proof of Financial Capability, Social Impact Plan, Environmental Impact Plan, Attachments (highlighted with a purple circle), and Terms and Conditions. The main content area is titled 'Attachments' and contains a table with the following structure:

Attachment Name	Attachment
Project Completion Certificate	triangle (1).kml

Below the table is an 'Add Attachment' button. A yellow banner at the top of the table area reads: 'The table below to include any relevant attachments (if applicable)'.

13- After that, agree to the "Terms and Conditions", then click the "Submit" button.

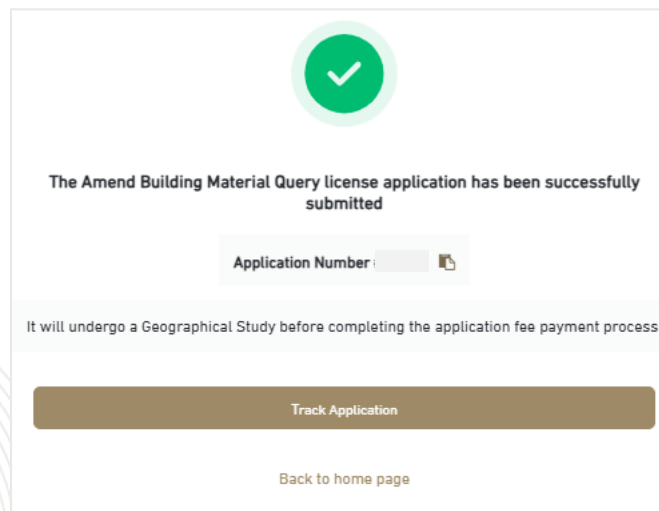


The screenshot shows the 'Terms and Conditions' section. The left navigation menu is the same as in the previous screenshot, with 'Terms and Conditions' highlighted. The main content area is titled 'Terms and Conditions' and is divided into 'General' and 'Specific' sections. The 'General' section contains text regarding license obligations and appointing a Saudi employee. The 'Specific' section contains two radio button options for agreement to terms and conditions.

Previous Submit

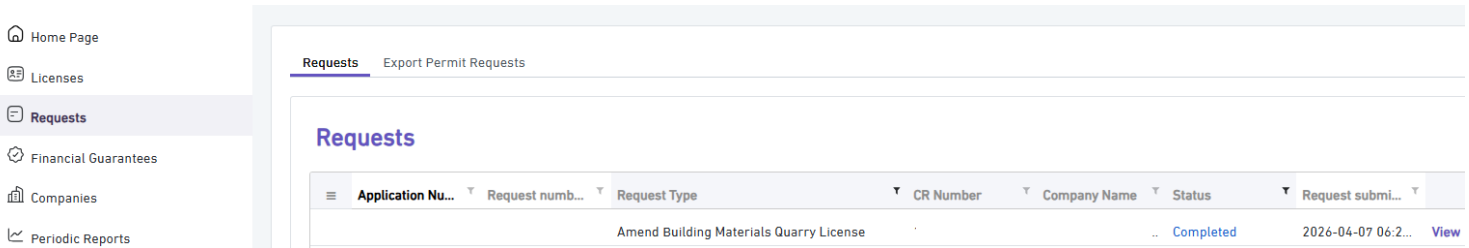


After that, a message will appear: "The Amend Material Query License application has been successfully submitted".

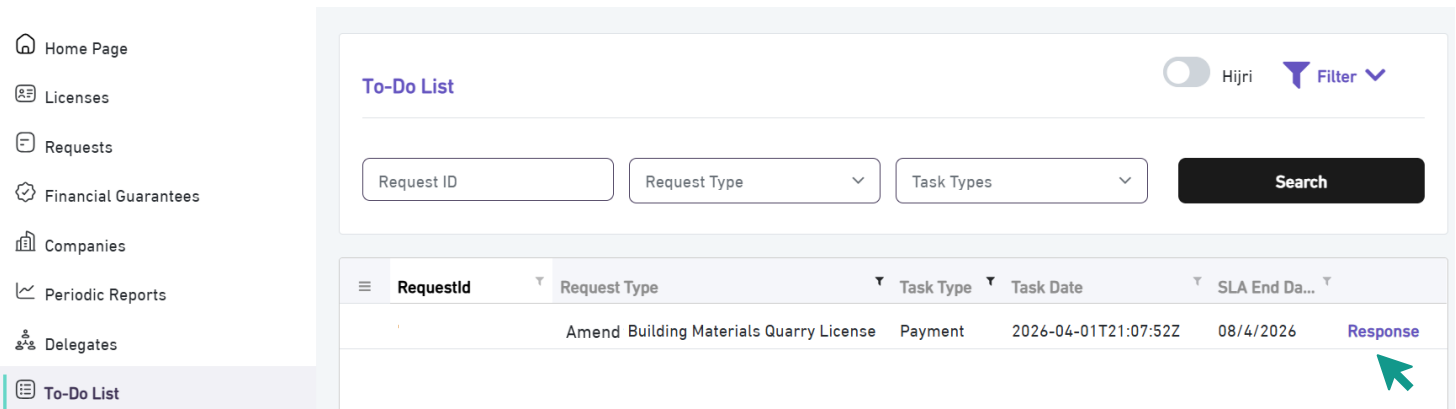


The screenshot shows a confirmation message with a green checkmark icon at the top. The text reads: 'The Amend Building Material Query license application has been successfully submitted'. Below this is a field for 'Application Number' with a copy icon. A message states: 'It will undergo a Geographical Study before completing the application fee payment process.' At the bottom, there are two buttons: 'Track Application' and 'Back to home page'.

After that, the request will be reviewed by the relevant team, and once completed, the status will be shown as "Completed", If the type of modification selected is "Modify Work Program".



14- If the type of modification selected is "Modify Materials" or "Modify Area", the request will be reviewed by the relevant team. You will then be notified of the issuance of the "License Modification" invoice. By going to the "To Do List", the task type "Payment" will appear. Click the "Respond" button.



15 - The “**Payment**” screen will appear to approve the declaration. Then, click the “**Submit**” button and pay the invoice.

Important Notice

Please note that an invoice number has been issued for the license Amend application. To complete the process and receive the license payment reference number, you must confirm the declaration below and then submit the request within 7 days. Please note that failure to submit within the specified deadline will automatically cancel the request.

Payment

Your request will be cancelled if not paid within the next 0 days.

SADAD reference number 202604025000

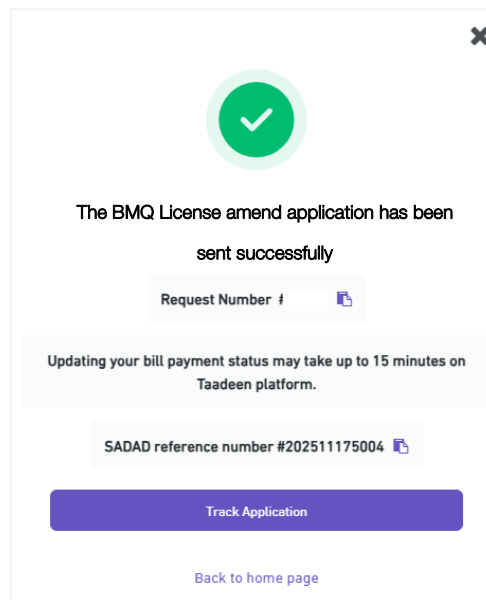
The payment code for government transactions #116

Application fees 10000

I acknowledge that the application submission fees is non-refundable in case of application rejection or cancellation

Submit

Then, a message will appear: “The BMQ License amend application has been sent successfully”.



After completing the payment of the fees, the status will appear as “**Completed**”.

- Home Page
- Licenses
- Requests**
- Financial Guarantees
- Companies
- Periodic Reports

Homepage > Requests

Requests Export Permit Requests

Requests

Application Nu...	Request Type	CR Number	Company Name	Status	Request submi...
	Amend Building Materials Quarry License			Completed	2026-03-29 14:1... View

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.