

# User Manual for Creating a Sustainability Report

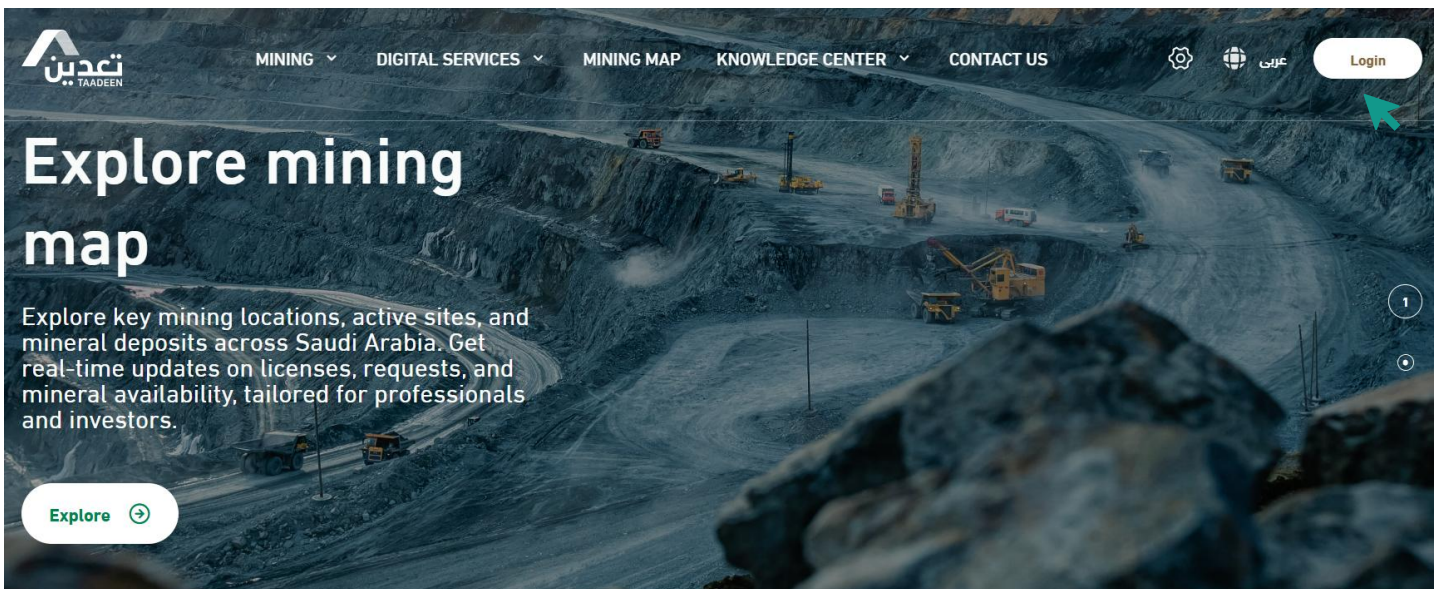


### Service Description:

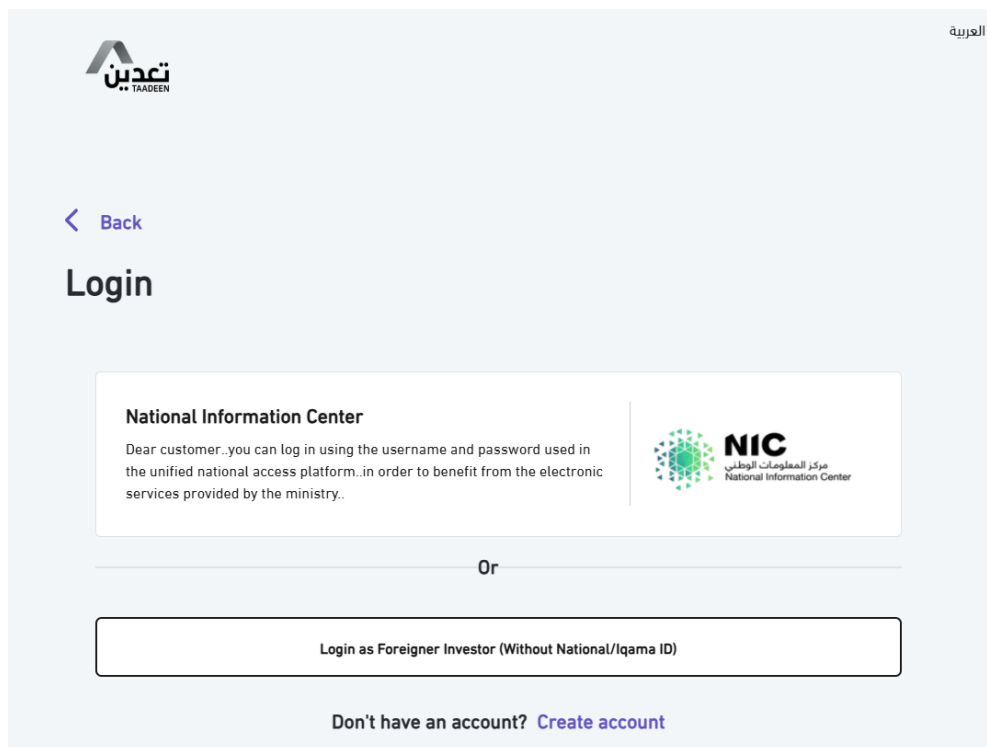
A service for preparing and submitting periodic reports that demonstrate compliance with environmental, social, rehabilitation, and closure requirements, in accordance with the Implementing Regulations of the Mining Investment Law via the Taadeen platform.

### Steps to Access the Service :

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



## 2- Log in to your account.



العربية

[← Back](#)

### Login

**National Information Center**

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..

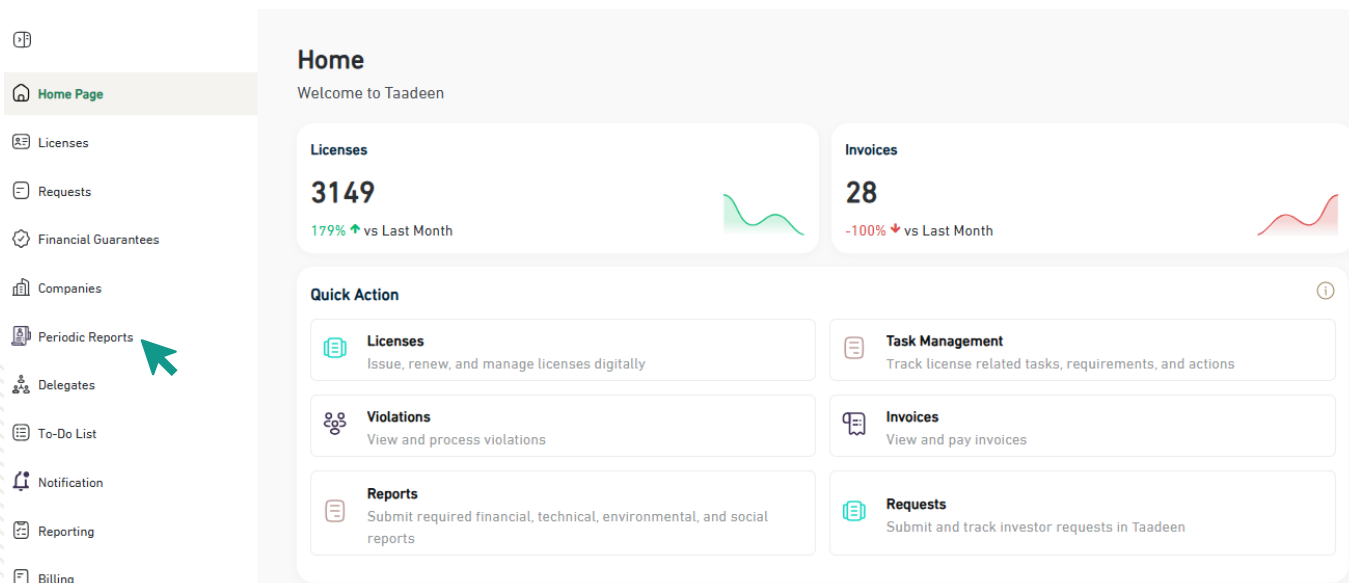
**NIC**  
مركز المعلومات الوطني  
National Information Center

Or

Login as Foreigner Investor (Without National/Iqama ID)

Don't have an account? [Create account](#)

## 3- Click on “Periodic Reports”.



**Home**  
Welcome to Taadeen

**Licenses**  
3149  
179% ↑ vs Last Month

**Invoices**  
28  
-100% ↓ vs Last Month

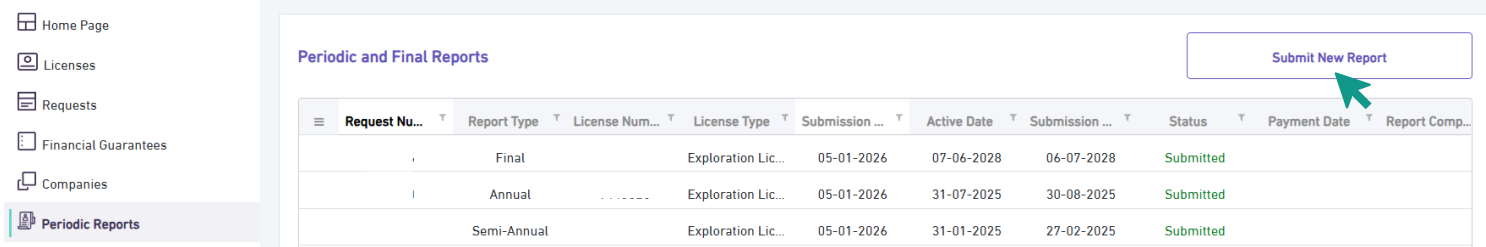
**Quick Action**

- 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
- Requests**  
Submit and track investor requests in Taadeen

**Menu:**  
Home Page  
Licenses  
Requests  
Financial Guarantees  
Companies  
Periodic Reports  
Delegates  
To-Do List  
Notification  
Reporting  
Billing

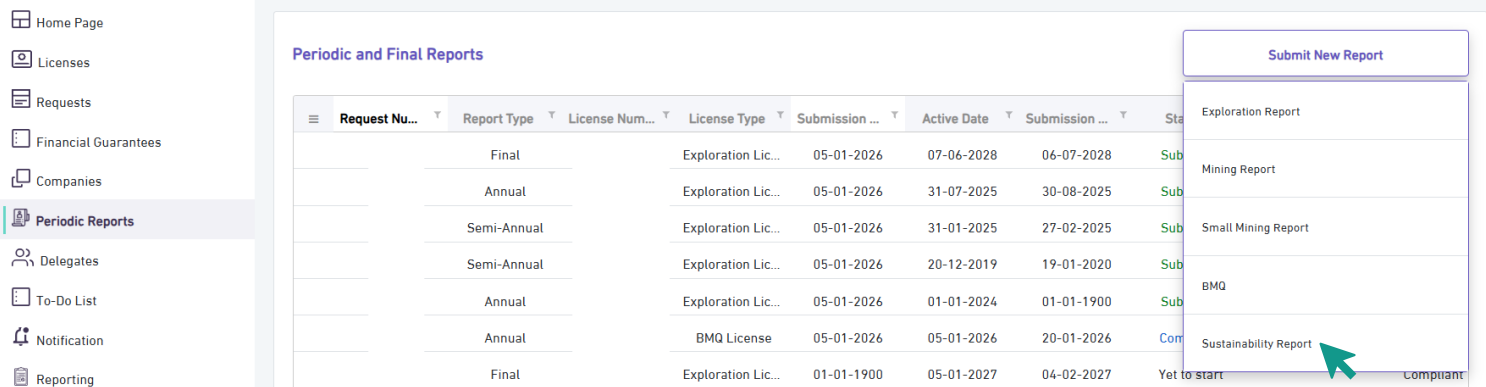
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4- Click on “Submit New Report”.



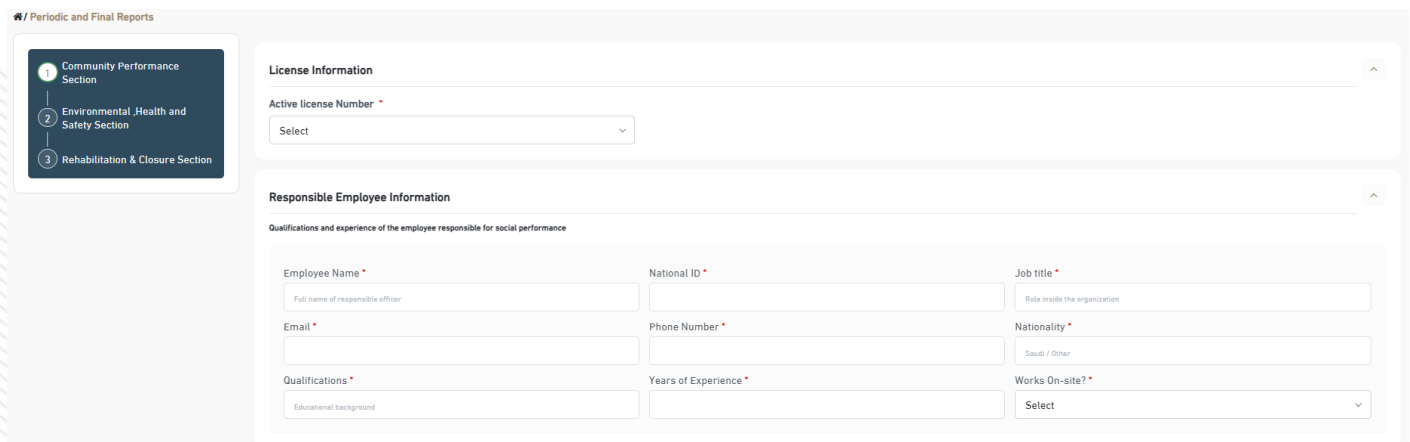
| Request Nu... | Report Type | License Num... | License Type       | Submission ... | Active Date | Submission ... | Status    | Payment Date | Report Comp... |
|---------------|-------------|----------------|--------------------|----------------|-------------|----------------|-----------|--------------|----------------|
|               | Final       |                | Exploration Lic... | 05-01-2026     | 07-06-2028  | 06-07-2028     | Submitted |              |                |
|               | Annual      |                | Exploration Lic... | 05-01-2026     | 31-07-2025  | 30-08-2025     | Submitted |              |                |
|               | Semi-Annual |                | Exploration Lic... | 05-01-2026     | 31-01-2025  | 27-02-2025     | Submitted |              |                |

5- Then click on “Sustainability Report”.



| Request Nu... | Report Type | License Num... | License Type       | Submission ... | Active Date | Submission ... | Status       | Payment Date | Report Comp... |
|---------------|-------------|----------------|--------------------|----------------|-------------|----------------|--------------|--------------|----------------|
|               | Final       |                | Exploration Lic... | 05-01-2026     | 07-06-2028  | 06-07-2028     | Submitted    |              |                |
|               | Annual      |                | Exploration Lic... | 05-01-2026     | 31-07-2025  | 30-08-2025     | Submitted    |              |                |
|               | Semi-Annual |                | Exploration Lic... | 05-01-2026     | 31-01-2025  | 27-02-2025     | Submitted    |              |                |
|               | Semi-Annual |                | Exploration Lic... | 05-01-2026     | 20-12-2019  | 19-01-2020     | Submitted    |              |                |
|               | Annual      |                | Exploration Lic... | 05-01-2026     | 01-01-2024  | 01-01-1900     | Submitted    |              |                |
|               | Annual      |                | BMQ License        | 05-01-2026     | 05-01-2026  | 20-01-2026     | Compliant    |              |                |
|               | Final       |                | Exploration Lic... | 01-01-1900     | 05-01-2027  | 04-02-2027     | Yet to start |              | Compliant      |

6- The screen “Community Performance Section” will appear. Select the active licenses number from the list and enter the details of the employee responsible for managing social performance.



**Community Performance Section**

**License Information**

Active license Number \*

Select

**Responsible Employee Information**

Qualifications and experience of the employee responsible for social performance

Employee Name \*

Full name of responsible officer

National ID \*

Job title \*

Role inside the organization

Email \*

Phone Number \*

Nationality \*

Saudi / Other

Qualifications \*

Educational background

Years of Experience \*

Works On-site? \*

Select

# User Manual for Creating a Sustainability Report

Enter the following data, then click the “Next” button.

Complaints section

Checking complaint and response records

Are the complaint mechanisms properly advertised, i.e., by displaying specific information at the website's main entrance, such as phone number, email address, and website? \*

☐ Yes ☐ No

Is the number of complaints high, for example, more than one complaint per month, on average? \*

☐ Yes ☐ No

Is it possible to identify the area(s) where complaints are most concentrated? \*

☐ Yes ☐ No

Is the response time adequate, on average? For example, less than 30 days? \*

☐ Yes ☐ No

Comments

Complaints by type

| Complaints: Types received   | Complaints Number | Average Days for response |
|------------------------------|-------------------|---------------------------|
| Using Email and phone number | Enter value       | Enter value               |
| Online Form                  | Enter value       | Enter value               |
| Manually on Field            | Enter value       | Enter value               |
| Governmental Complaints      | Enter value       | Enter value               |
| Others                       | Enter value       | Enter value               |
| Total                        |                   |                           |

Community Engagement

Community engagement questions

Is the number of meetings acceptable given the company's size, for example, once every three months? \*

☐ Yes ☐ No

Is it possible to identify the area(s) where the meetings are most concentrated? \*

☐ Yes ☐ No

Is it possible to assess the objectives and levels of local engagement? \*

☐ Yes ☐ No

Comment on the purposes

Comment on attendance

Social participation by type

| Participation Channels                | Number of meetings | Attendees number | Meeting topics |
|---------------------------------------|--------------------|------------------|----------------|
| Focus groups                          | Enter value        | Enter value      | Enter value    |
| Town Hall sessions                    | Enter value        | Enter value      | Enter value    |
| One-on-one meetings                   | Enter value        | Enter value      | Enter value    |
| Advertising and promotional campaigns | Enter value        | Enter value      | Enter value    |
| Media outlets                         | Enter value        | Enter value      | Enter value    |

Social Development Programs

Social development programs within a 100-kilometer radius of the license location.

Are the number and type of programs appropriate given the company's size? \*

☐ Yes ☐ No

Can you identify the area(s) where the initiatives are most concentrated? \*

☐ Yes ☐ No

Are the impacts of community development initiatives being measured? \*

☐ Yes ☐ No

Local social development programs depends on Type

| Type of local development programs        | Number      | Cost        |
|-------------------------------------------|-------------|-------------|
| Education and Training ⓘ                  | Enter value | Enter value |
| Health and Wellbeing ⓘ                    | Enter value | Enter value |
| Infrastructure ⓘ                          | Enter value | Enter value |
| Capacity Building ⓘ                       | Enter value | Enter value |
| Community Development ⓘ                   | Enter value | Enter value |
| Environment, Energy, and Climate Change ⓘ | Enter value | Enter value |
| Sports, Arts, Culture, and Heritage ⓘ     | Enter value | Enter value |
| Disaster and Emergency Relief ⓘ           | Enter value | Enter value |
| Others                                    | Enter value | Enter value |
| Total                                     |             |             |

# User Manual for Creating a Sustainability Report

## Employment within the local community (within a geographical radius of 100 kilometers) and skills programs

### Employment questions

Is the number of jobs acceptable given the company's size? \*

☐ Yes ☐ No

Is it possible to identify the job categories where the workforce is most concentrated (technical or non-technical)? \*

☐ Yes ☐ No

Can the specialized programs designed to empower the local community with skills be evaluated? \*

☐ Yes ☐ No

Comment on the type of programs

Comment on the suitability

## Employing members of the local community (within a geographical area with a radius of 100 kilometers)

| Recruitment                                                                                                                                   | Target | Actual |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|
| Total number of employees (Saudi and non-Saudi, including contractors' employees on site)                                                     |        |        |
| Total number of Saudi employees                                                                                                               |        |        |
| Number of employees from the local community within a 100 km radius of the license location                                                   |        |        |
| Number of female employees from the local community within a 100 km radius of the license location                                            |        |        |
| Total number of employees (male/female) from the local community within a geographical area with a radius of 100 km from the license location |        |        |
| Percentage of jobs held by local community employees within a 100 km radius                                                                   |        |        |

Please specify any measures taken to promote diversity and non-discrimination.

## Number of jobs held by local community, broken down by gender

Number of administrative Jobs

Number of technical Jobs

number of leadership Jobs

## Current programs specialized in empowering the local community through skills development, within a 100-kilometer radius of the license location.

Number of programs

Number of beneficiaries

Total cost

### Purchase Questions

Is the percentage of local procurement (within a 100-kilometer radius of the license location) acceptable given the company's size? \*

☐ Yes ☐ No

Can the most common procurement categories be identified? \*

☐ Yes ☐ No

Is it possible to evaluate specialized skills/service improvement programs for local suppliers that could lead to increased procurement? \*

☐ Yes ☐ No

Comment on the type of programs

Comment on the skills

## Purchases from the local community

| Purchases                                                                                                                                             | Targeted | Actual |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|
| Total Annual Purchases (Saudi Riyals)                                                                                                                 |          |        |
| Total annual purchases from within the Kingdom outside the local community's geographical area (100 km radius of the license location) (Saudi Riyals) |          |        |
| Total annual purchases from the local community within a 100 km radius of the license location (Saudi Riyals)                                         |          |        |
| Percentage of purchases from the local community (%)                                                                                                  |          |        |

Next

- 7- After that, you will move to the “Environmental, Health and Safety Section” screen. Enter the following information, then click the “Next” button.

Community Performance Section

Environmental, Health and Safety Section

Rehabilitation & Closure Section

### Environmental Impacts

**Environmental Impact Evaluation**  
Verifying the type and frequency of effects and causative activities, as well as known effects on the health and safety of workers, visitors, and the surrounding community

**Environmental Operating Permit**

Is there an environmental operating permit? \*

☐ Yes ☐ No

Which environmental impact domains are affected by the license activities?

☐ Air ☐ Waste & Hazardous Materials ☐ Biodiversity ☐ Water & Groundwater ☐ Soil & Landscape

Are mitigation measures available? \*

☐ Yes ☐ No

Number of Environmental Violations \*

Violation Type \*

Number of Environmental Incidents \*

**Biodiversity \***

Proximity to High Biodiversity or Protected Areas

### Water, Energy and Fuel

Evaluate distribution and consumption by type/source in order to analyze potential efficiency improvements; and clarify whether cost is the primary reason for the chosen method.

Which source is appropriate for the project's size and location? \*

☐ Water ☐ Energy ☐ Fuel

Can potential efficiency improvements be identified? \*

☐ Yes ☐ No

### Waste, Chemicals, and Dust Control

Verify the existence of a system for managing the resulting waste, dust problems, hazardous materials, and toxic chemicals.

Does the licensee/site operator have a waste management system for generated waste, specifically recyclable waste? \*

☐ Yes ☐ No

Is there a dust control system in place? \*

☐ Yes ☐ No

Is there a system in place to manage and treat hazardous materials and toxic chemicals used in the production process? \*

☐ Yes ☐ No

Is the solid and liquid waste generated on site disposed of by a contractor licensed by the competent authority? \*

☐ Yes ☐ No

Is there a system in place to manage and treat hazardous materials and toxic chemicals used in the production process? \*

☐ Yes ☐ No

Does the company apply leading practices in waste management? \*

☐ Yes ☐ No

Please disclose the carbon emissions resulting from fuel and electricity consumption, specifying the quantity in tons of carbon dioxide equivalent.

Please disclose your annual emissions reduction targets (if any).

**Waste – Generated Quantity by Source**

| Waste – Generated      | Target             | Used               |
|------------------------|--------------------|--------------------|
| Solid Waste            | Enter value Ton    | Enter value Ton    |
| Hazardous Solid Waste  | Enter value Ton    | Enter value Ton    |
| Hazardous Liquid Waste | Enter value m³     | Enter value m³     |
| Treated Wastewater     | Enter value m³     | Enter value m³     |
| Other Waste            | Enter value m³/ton | Enter value m³/ton |

**Recycled Waste – By Source**

| Waste – Recycled                | Target             | Used this Year     | Used last Year     |
|---------------------------------|--------------------|--------------------|--------------------|
| Solid Waste Recycled            | Enter value Ton    | Enter value Ton    | Enter value Ton    |
| Hazardous Solid Waste           | Enter value Ton    | Enter value Ton    | Enter value Ton    |
| Hazardous Liquid Waste Recycled | Enter value m³     | Enter value m³     | Enter value m³     |
| Treated Wastewater Recycled     | Enter value m³     | Enter value m³     | Enter value m³     |
| Other Recycled Waste            | Enter value m³/ton | Enter value m³/ton | Enter value m³/ton |

# User Manual for Creating a Sustainability Report

## Chemical Quantity Used at the Site (by Source)

| Chemical Usage   | Target            | Actual            |
|------------------|-------------------|-------------------|
| Cyanide          | Enter value KSm   | Enter value KSm   |
| Sulfuric Acid    | Enter value Liter | Enter value Liter |
| Nitric Acid      | Enter value Liter | Enter value Liter |
| Ammonium Nitrate | Enter value KSm   | Enter value KSm   |
| Other Chemicals  | Enter value       | Enter value       |

## Dust Control Mechanisms

☐ Dust Filters ☐ Water Sprinklers ☐ Covered Conveyors ☐ Paved Roads

## Other Mechanisms

## Rock Waste Dump Condition

### Safe Rock Waste Disposal? \*

☐ Yes ☐ No

### Rock Waste Dump Stability. (Rock Dumps / Waste Rock Dumps) \*

☐ Yes ☐ No

### Scheduled Rock Waste Inspections? \*

☐ Yes ☐ No

## Inventory details

### Waste Deposited Near Excavations? \*

☐ Yes ☐ No

### Stacking Method? \*

☐ Yes ☐ No

### Storage Start Year

### Pile Height (m)

### Estimated Current Volume (m<sup>3</sup>)

### Stability Based on Last Inspection \*

☐ Yes ☐ No

### Number of Inspections (Last 12 Months)

### Last Inspection Date

## Tailings Storage Facilities

### Tailings Storage Facilities Available? \*

☐ Yes ☐ No

### Maintenance Plans Available? \*

☐ Yes ☐ No

### Regular Inspection Defined? \*

☐ Yes ☐ No

### Monitored per GISTM or Cyanide Code? \*

☐ Yes ☐ No

## Health and Safety

### Accident statistics, incidents, and their causes

#### Number of occupational health and safety incidents that occurred during the year \*

#### Select the causes of the incidents \*

#### Were any corrective actions taken to prevent incident recurrence? \*

☐ Yes ☐ No

#### Number of lost time injuries (LTI) \*

#### Number of fatalities \*

#### Number of occupational respiratory cases \*

#### Number of occupational hearing loss cases \*

#### Number of other occupational health cases \*

#### Number of near-miss incidents \*

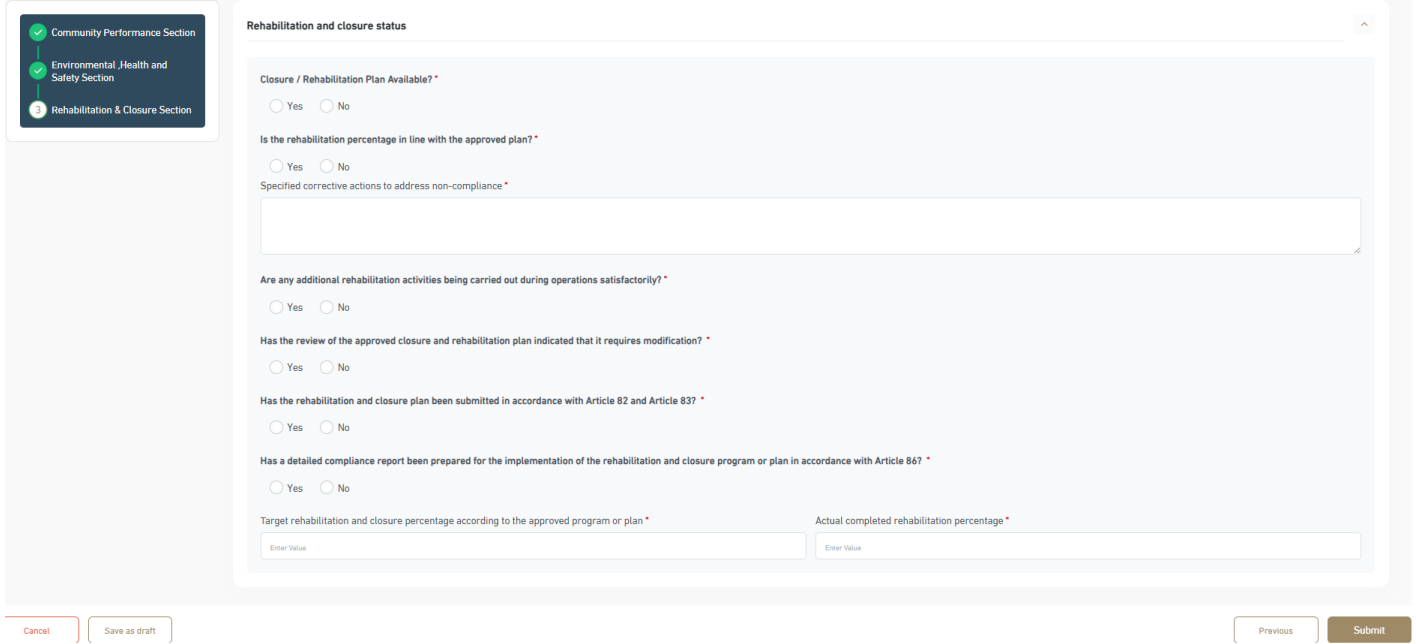
#### Safe working hours \*

#### Total number of incidents

Previous

Next

8- After that, the “Rehabilitation and Closure Section” screen will appear, enter the following data then click the “Submit” button.

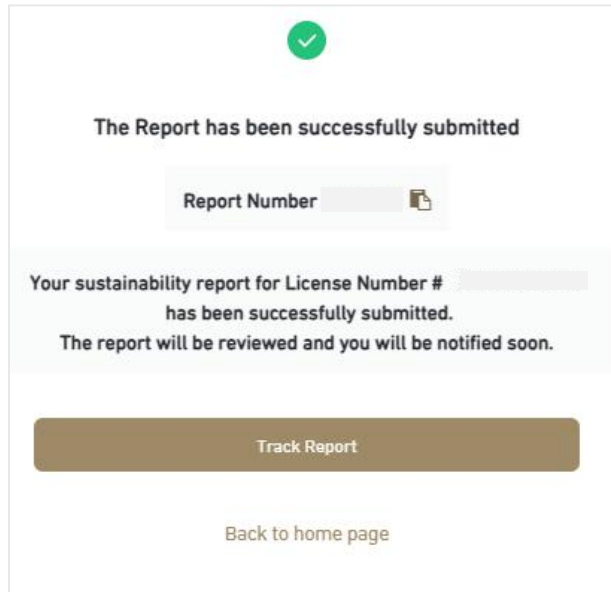


The screenshot shows a web form titled "Rehabilitation and closure status". On the left is a sidebar with three sections: "Community Performance Section", "Environmental, Health and Safety Section", and "Rehabilitation & Closure Section" (which is highlighted with a green circle and a plus icon). The main form area contains several questions with radio button options for "Yes" and "No":

- Closure / Rehabilitation Plan Available? \*
- Is the rehabilitation percentage in line with the approved plan? \*
- Specified corrective actions to address non-compliance \*
- Are any additional rehabilitation activities being carried out during operations satisfactorily? \*
- Has the review of the approved closure and rehabilitation plan indicated that it requires modification? \*
- Has the rehabilitation and closure plan been submitted in accordance with Article 82 and Article 83? \*
- Has a detailed compliance report been prepared for the implementation of the rehabilitation and closure program or plan in accordance with Article 86? \*

At the bottom of the form are two input fields: "Target rehabilitation and closure percentage according to the approved program or plan \*" and "Actual completed rehabilitation percentage \*". Below the form are four buttons: "Cancel", "Save as draft", "Previous", and "Submit".

After that, a message will appear: “The Report has been successfully submitted”.



The screenshot shows a success message box with a green checkmark icon at the top. The text inside the box reads:

**The Report has been successfully submitted**

Report Number [input field] 

Your sustainability report for License Number # [input field] has been successfully submitted.  
The report will be reviewed and you will be notified soon.

[Track Report](#)

[Back to home page](#)

# Thank You

