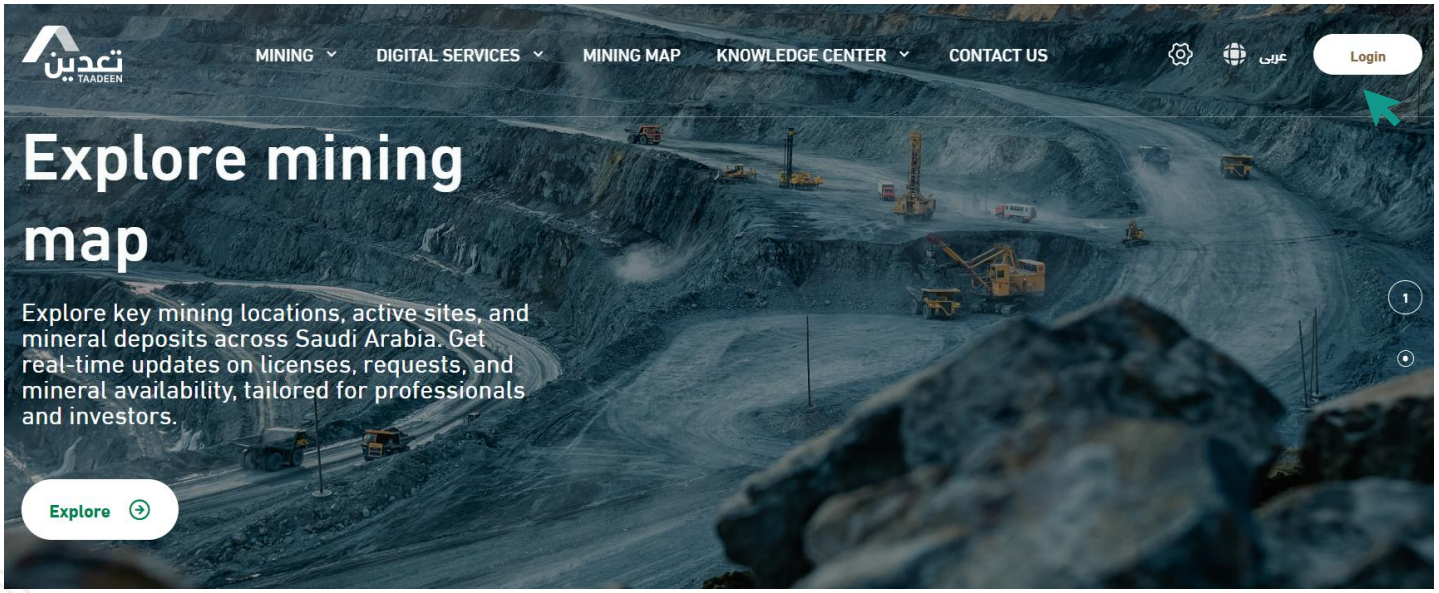
User Manual for Export Permit

Service Description:

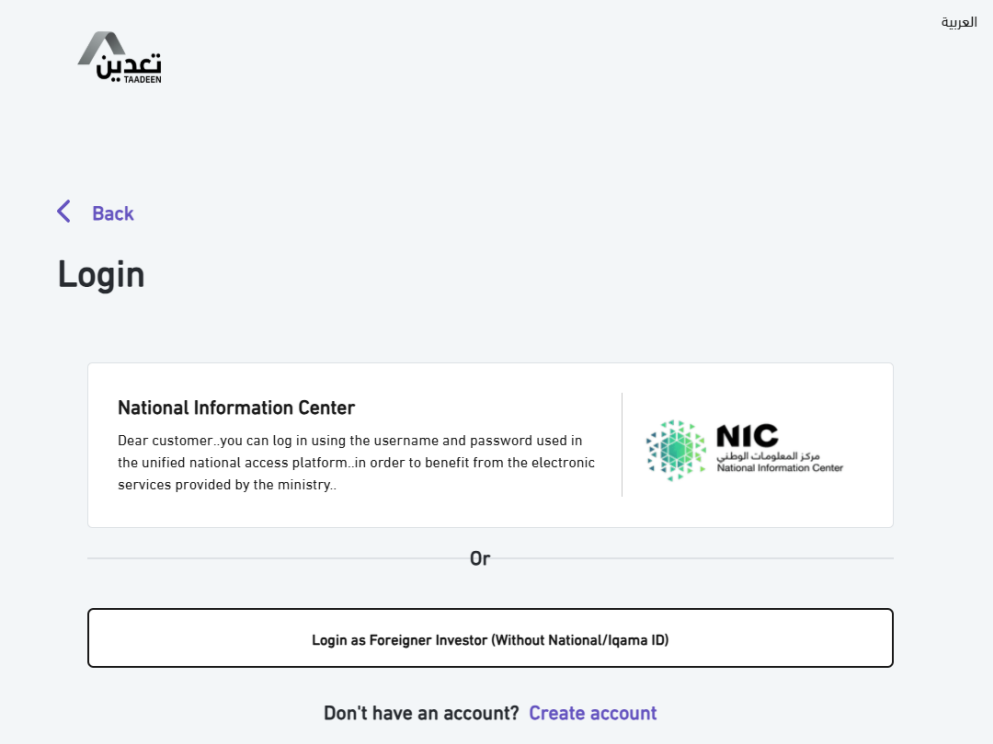
A service that enables the investor to issue an electronic document issued by the Ministry, which includes approval for exporting mineral ores in their natural state or after processing.

Steps to Access the Service :

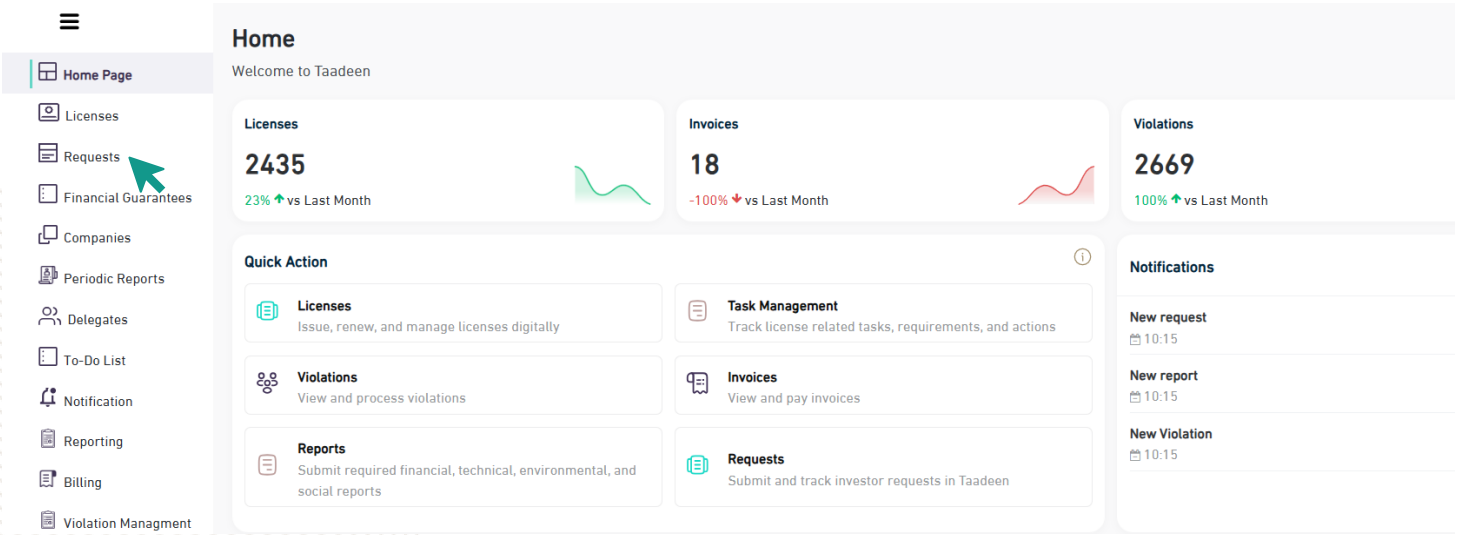
1- Visit Taadeen Platform and click on "Login" option.



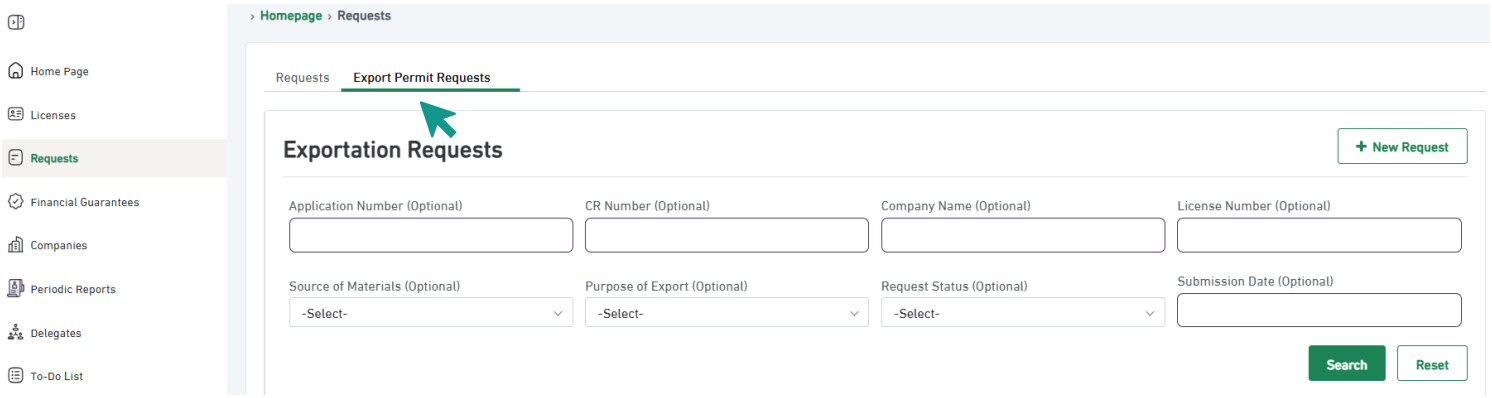
2- Log in to your account.



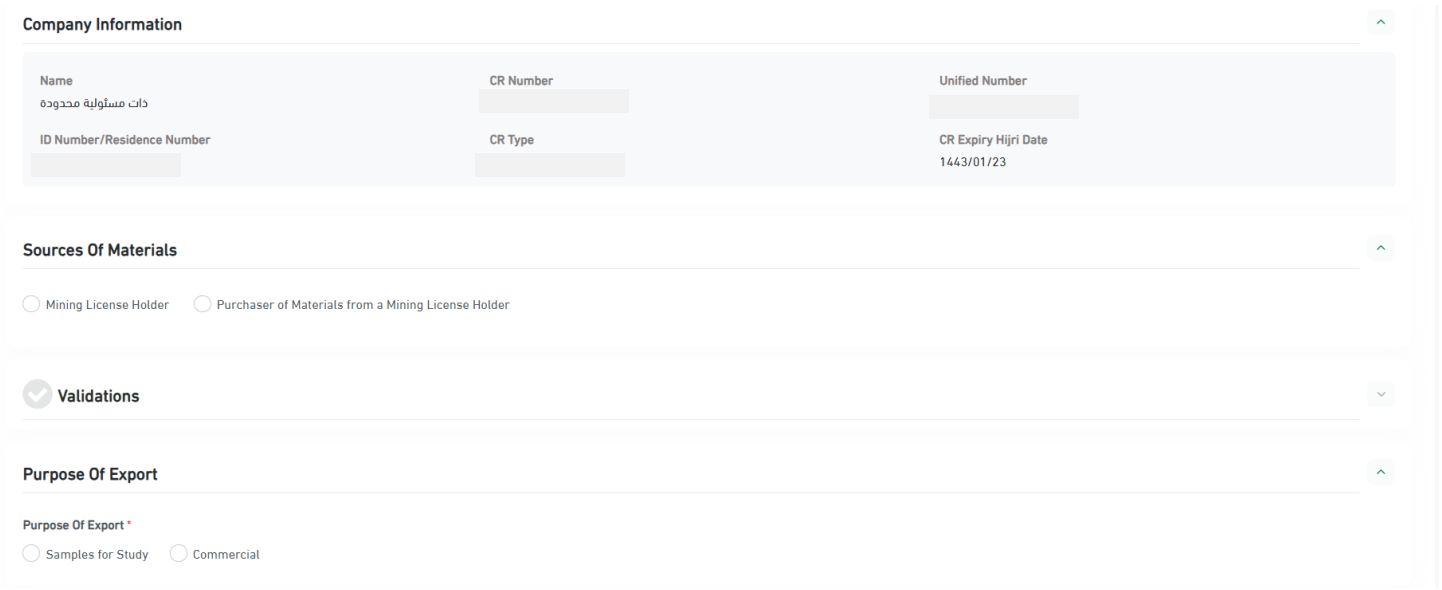
3- Navigate to "Requests".



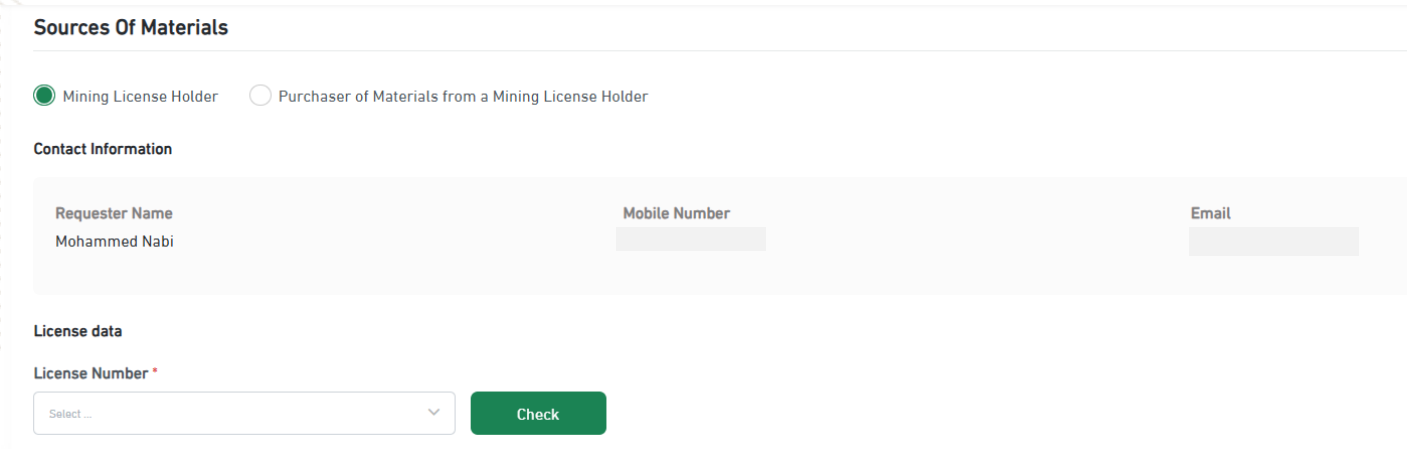
4- Then click on "**Export Permit Requests**" then "**New Request**".



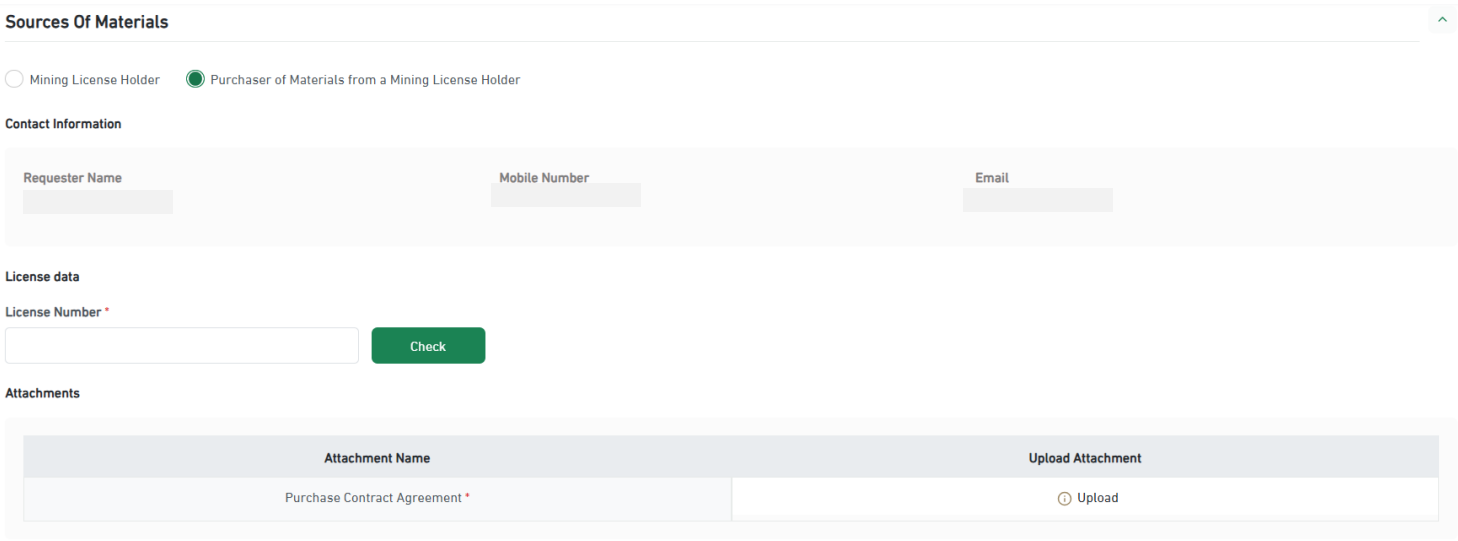
5- The "**Export Permit Request**" screen will appear. Select "Source of Materials" and "Purpose of Export".



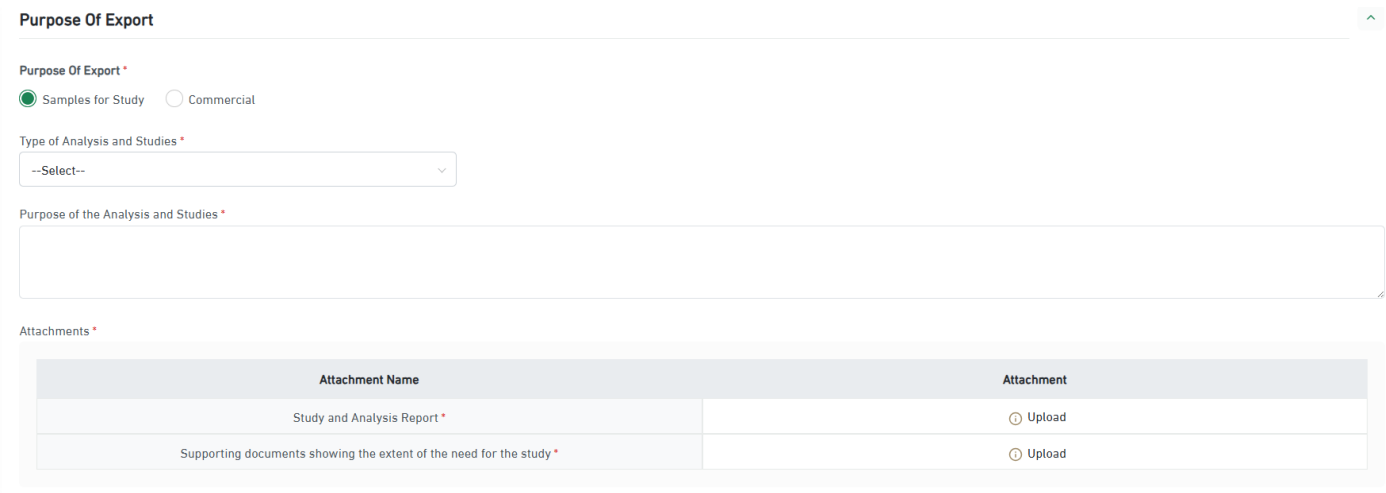
If "Mining License Holder" is selected as the source of materials, choose the license number.



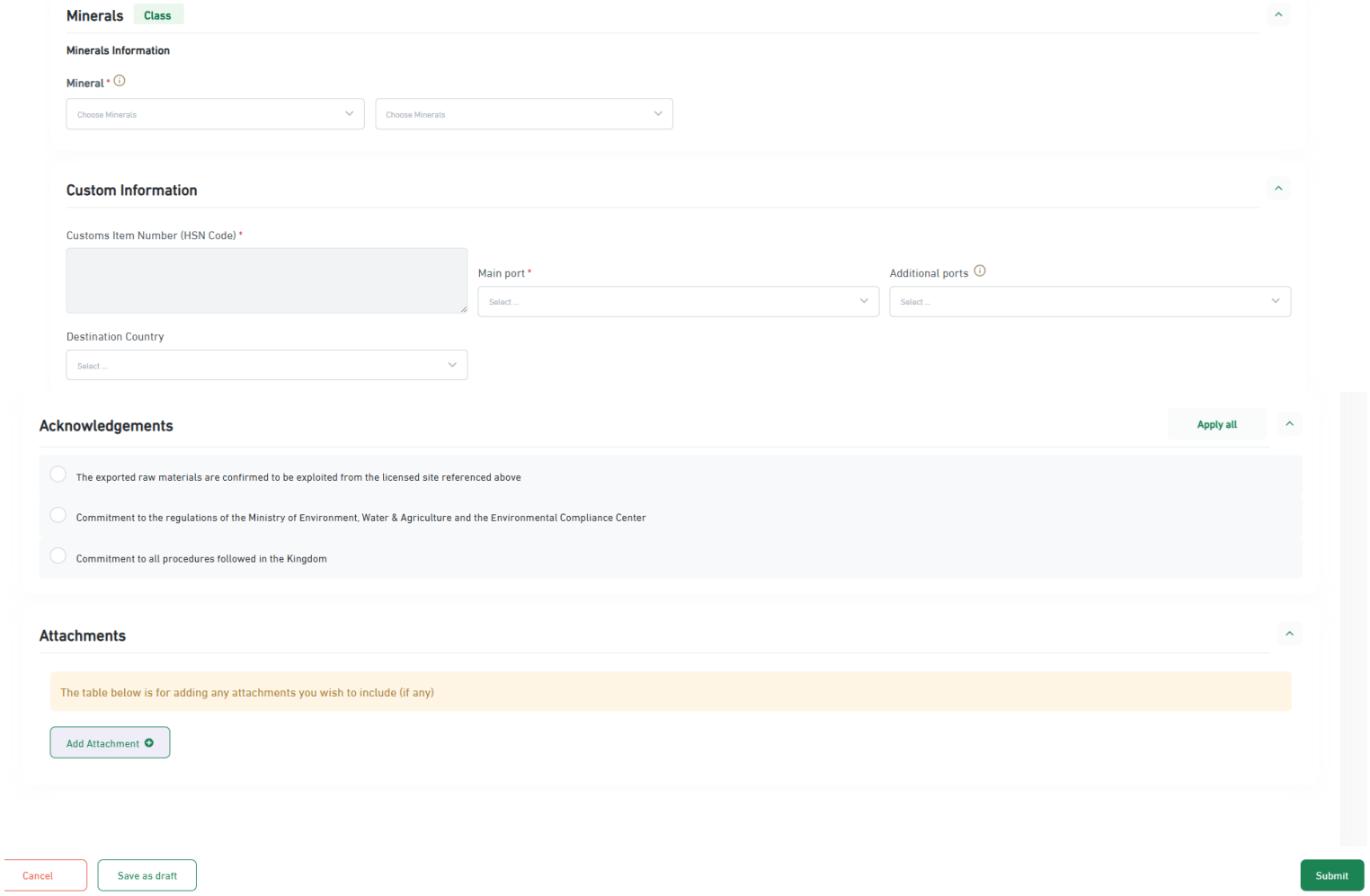
If “Purchaser of Materials from a Mining License Holder” is selected as the source of materials, add the license number and attached Purchase Contract Agreement.



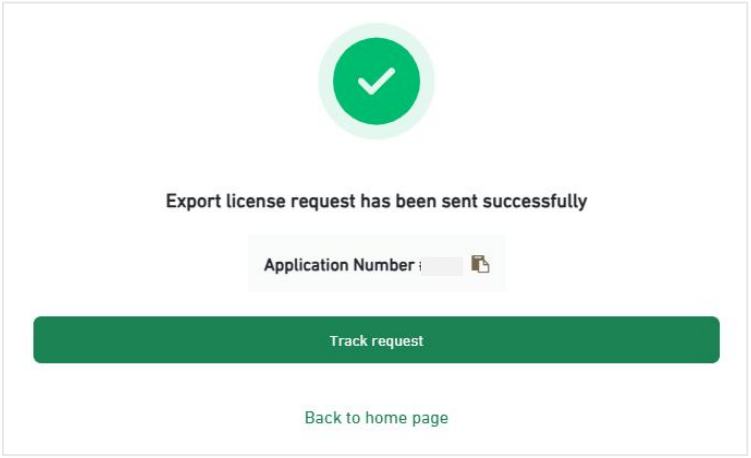
If “Samples for Study” is selected as the purpose of export, choose the type of analyses and studies, the purpose of the analyses and study, and attach the required documents.



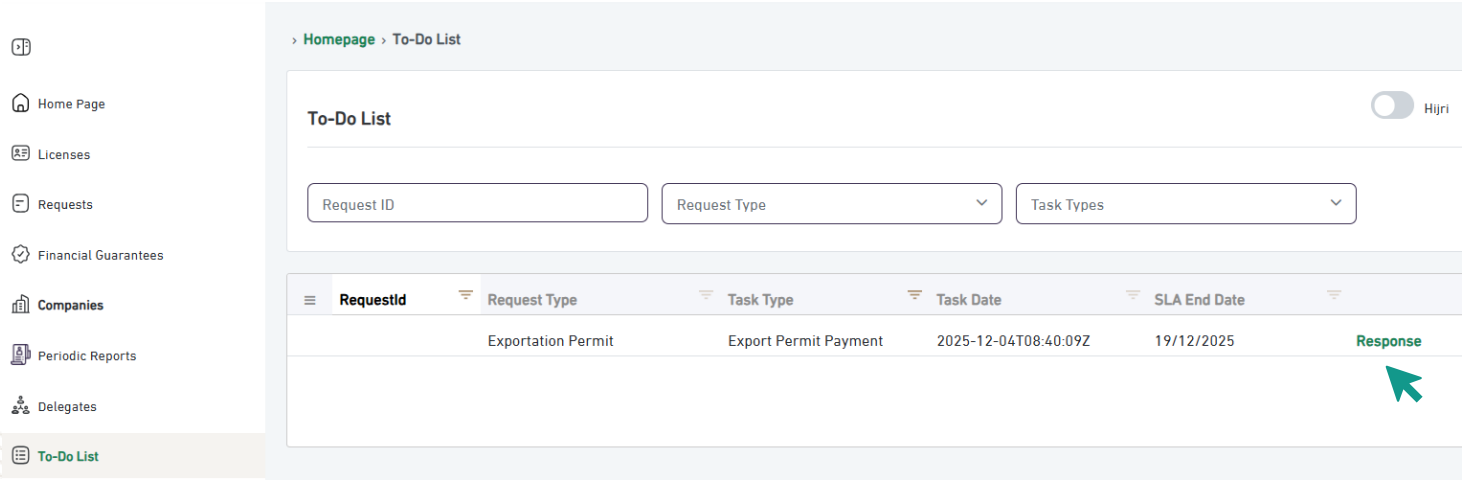
6- After that, select the “Mineral”, enter the “Custom Information”, then agree to the “Acknowledgements” add the attachment if applicable, and then click the “Submit” button.



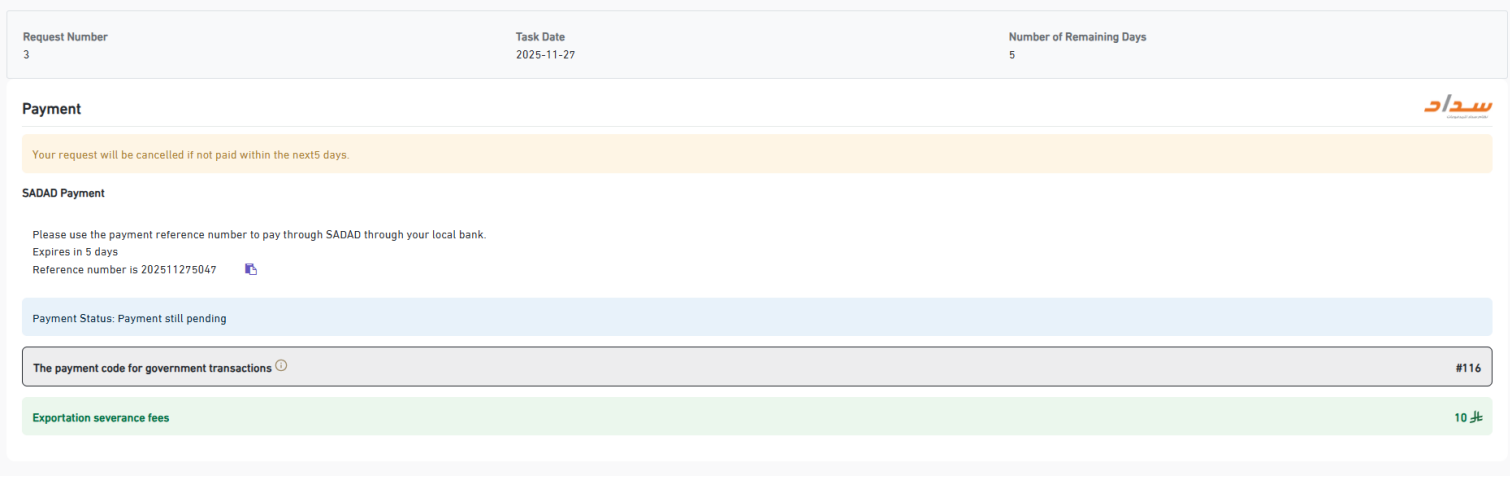
A message will appear stating “Export license request has been sent successfully”.



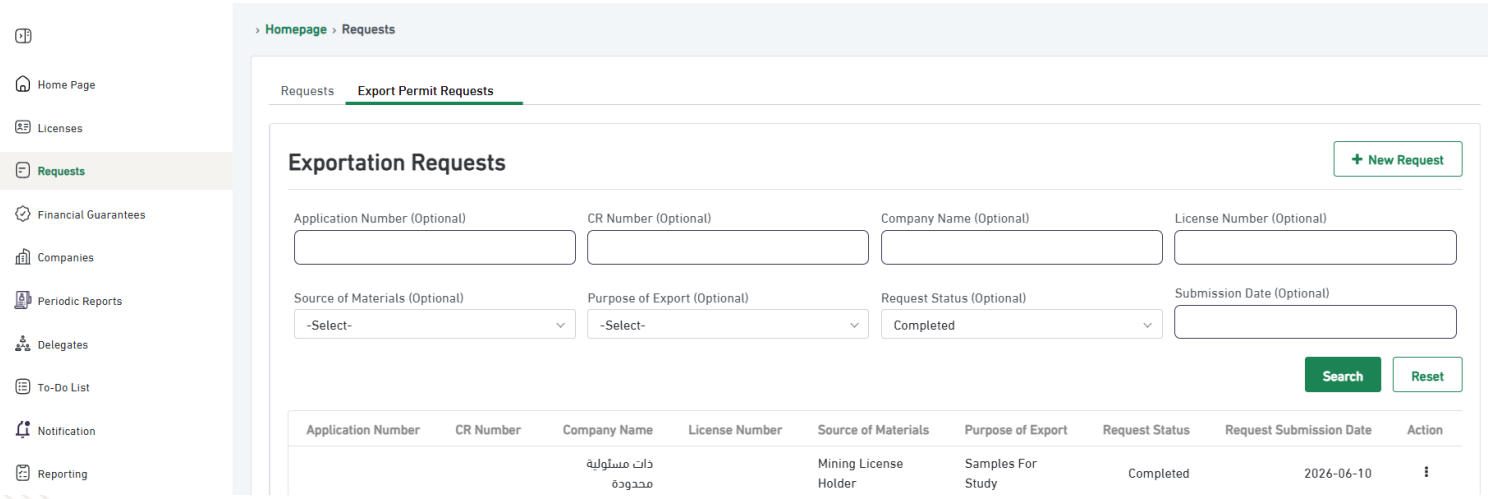
7- After that, the request will be reviewed by the specialized team, and once completed, you will be notified to pay the “**Export Fees**”. You can do this by going to “To Do List”, where a task titled “Export Permit Payment” will appear. Click “Respond” button.



8- The “Payment” screen will appear. Proceed to pay the export fees.



After that, the request will be reviewed by the specialized team, and once completed, the status will be “Completed” in the “Requests” list.



Thank You