User Manual for Issuing Public Projects License

Service Description:

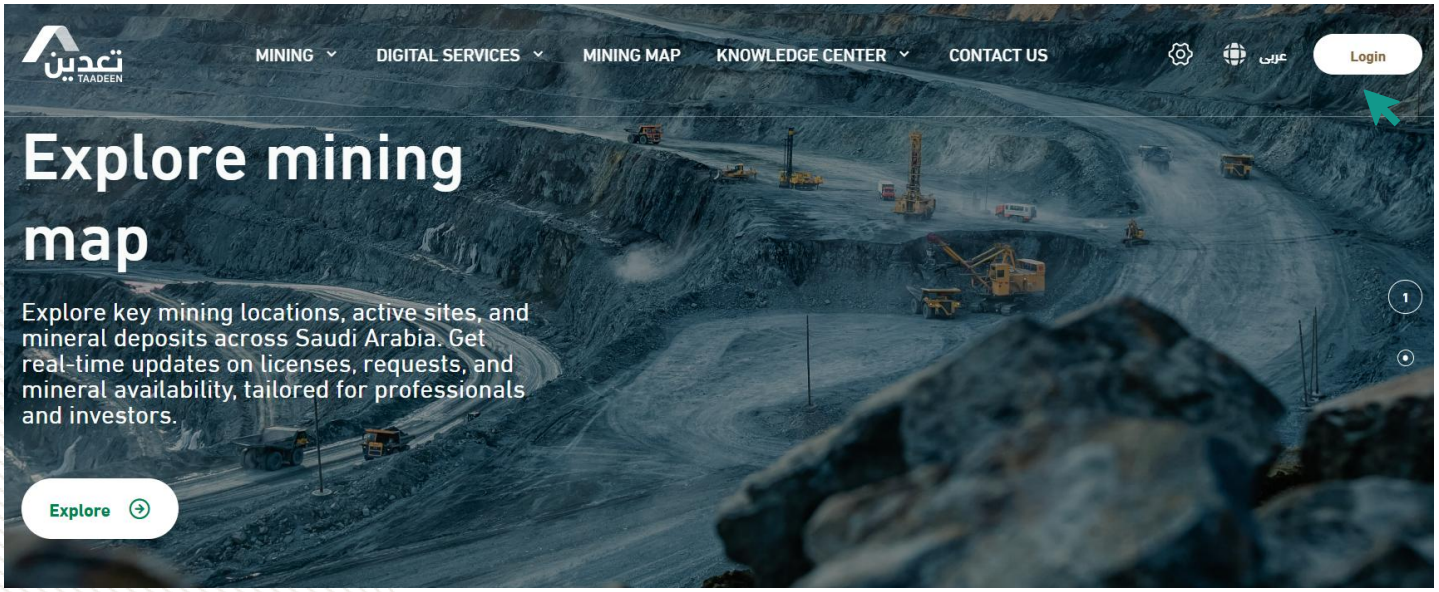
It is a Category (C) building-materials quarrying license with an area not exceeding 250,000 square meters. Its purpose is to support contractors in providing the essential building materials required for the execution of public projects in accordance with the approved technical specifications for those projects.

The license holder is required not to use the extracted materials from the site for any purpose other than executing the specified project.

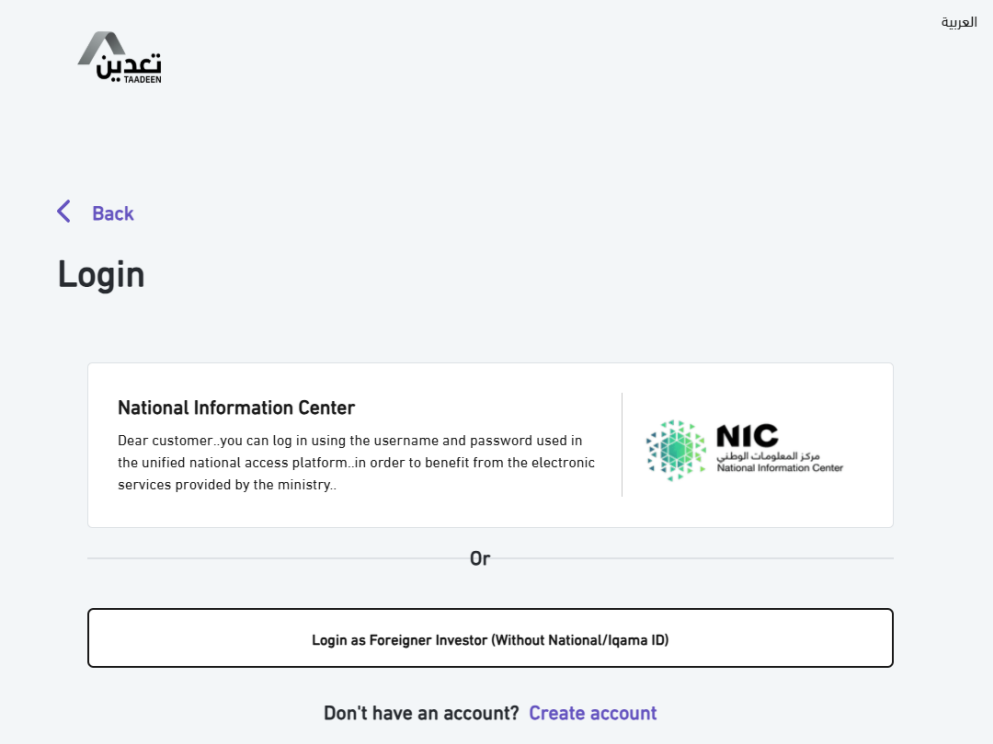
This license is granted when no licensed sites or mining complexes containing the required materials with the project's specified technical standards are available within a radius not exceeding 60 kilometers from the project execution site.

Steps to Access the Service :

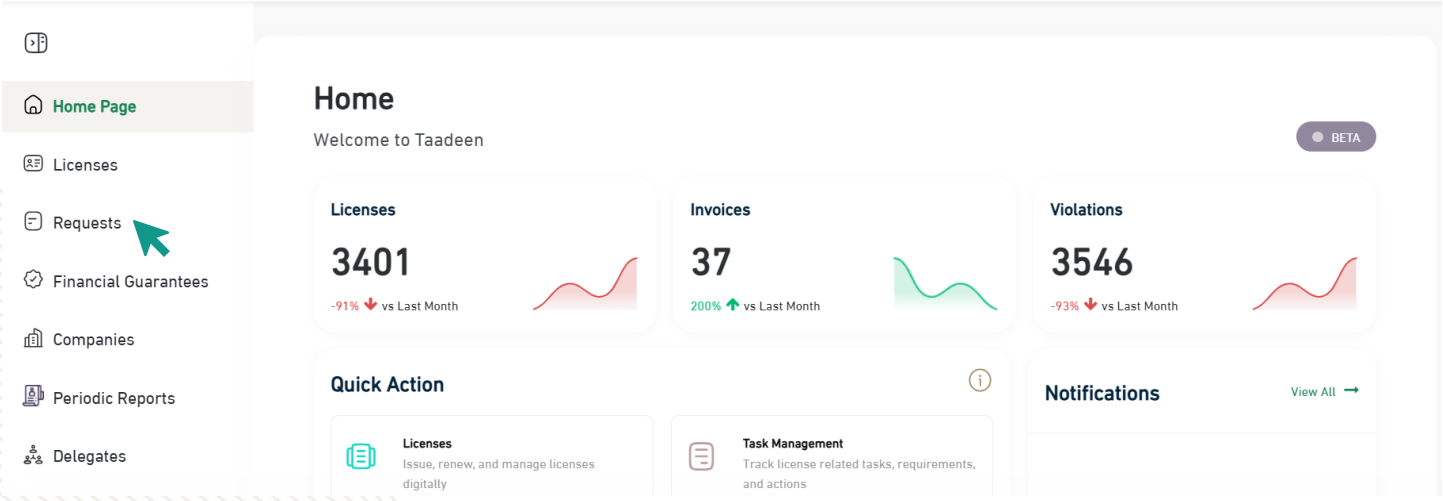
1- Visit Taadeen Platform and click on "Login" option.



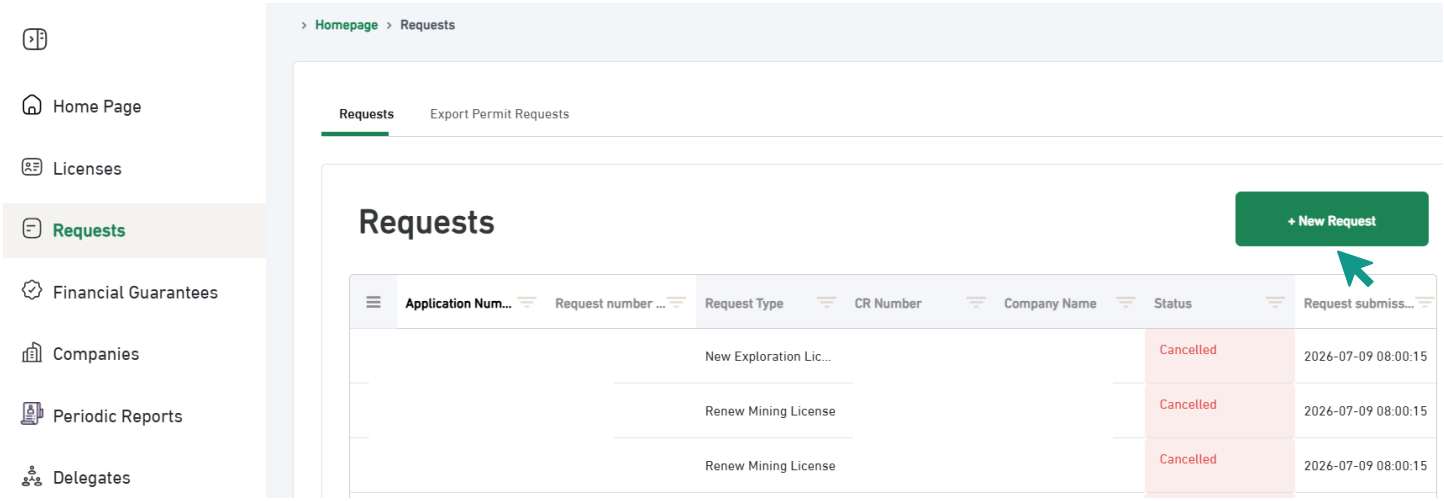
2- Log in to your account.



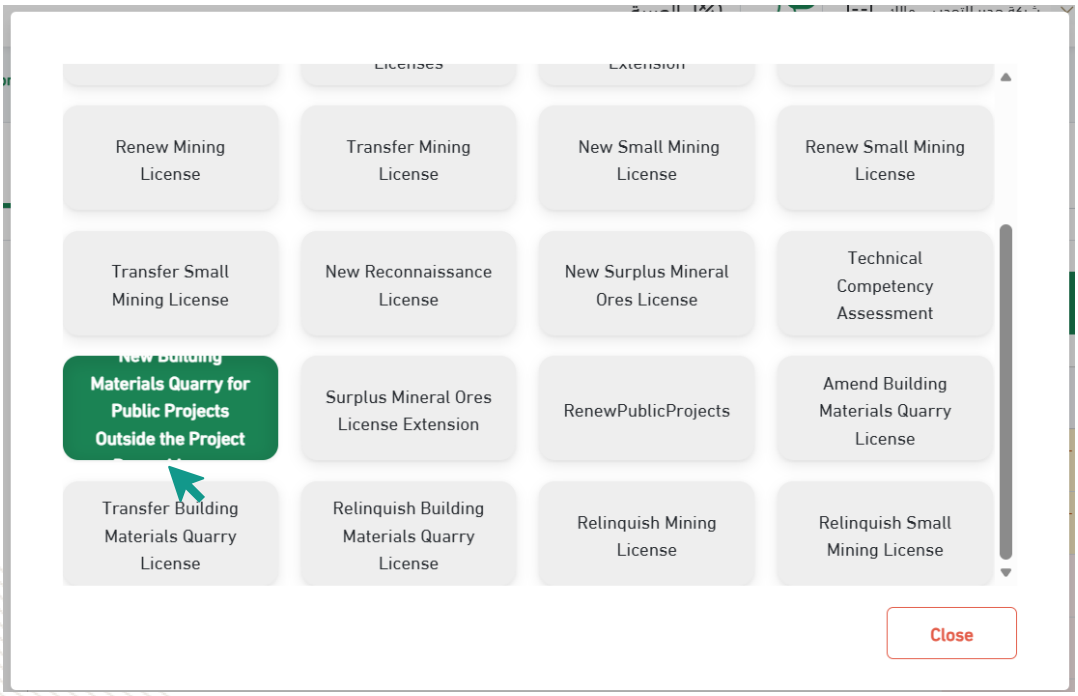
3- Click on "**Requests**".



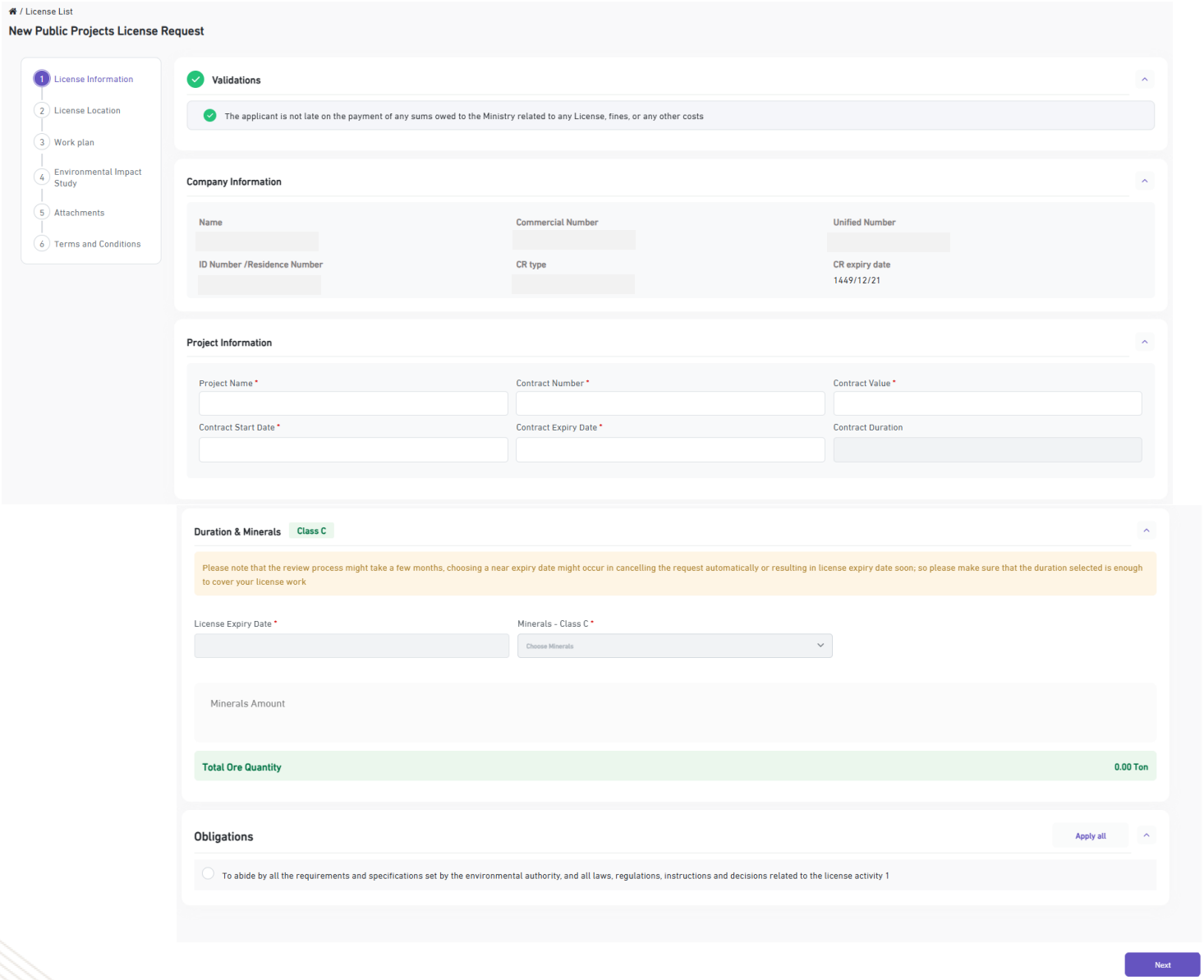
4- Click on “**New Request**”.



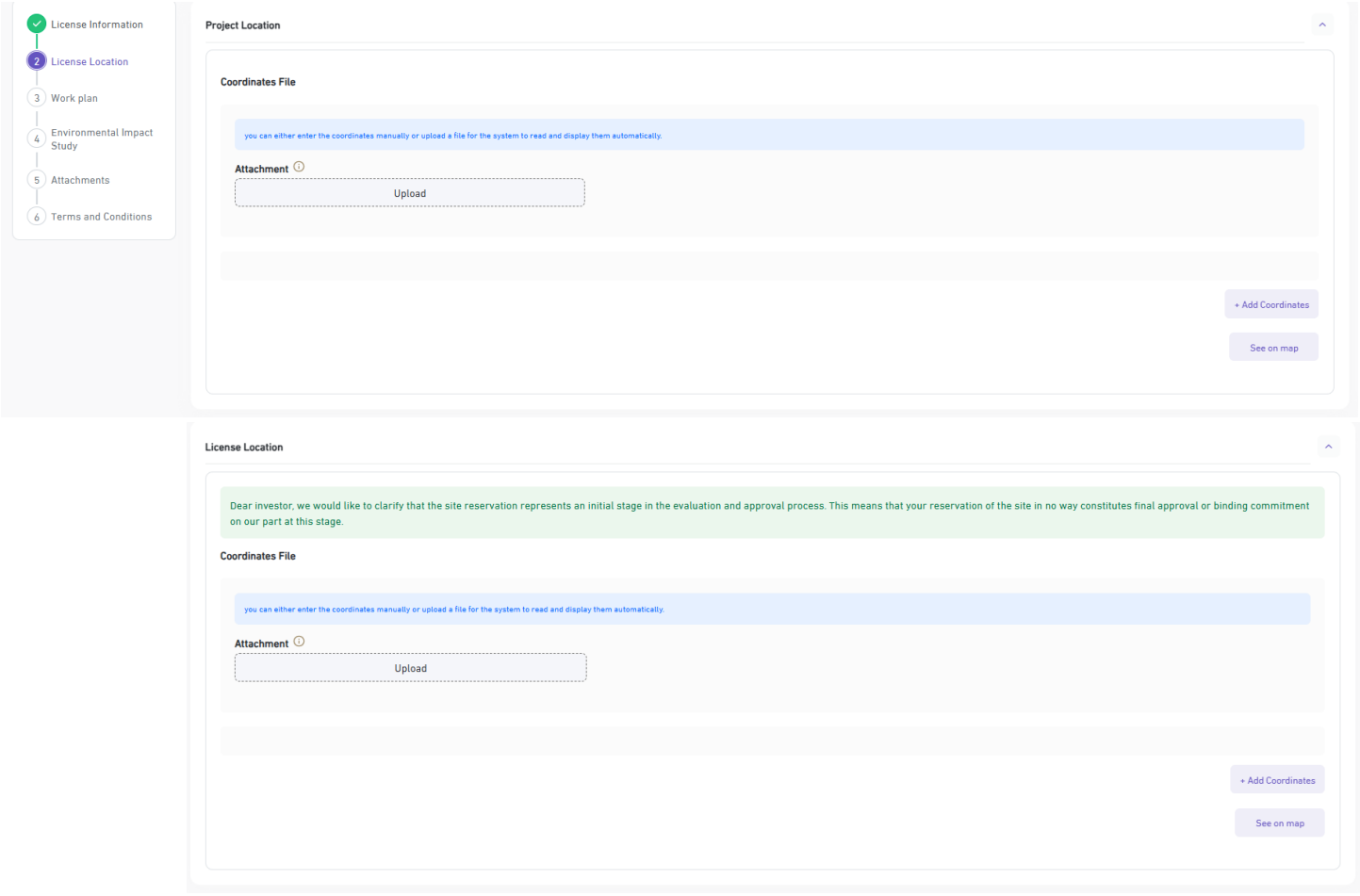
5- Then click on “**New Building Materials Quarry for Public Projects License**”.



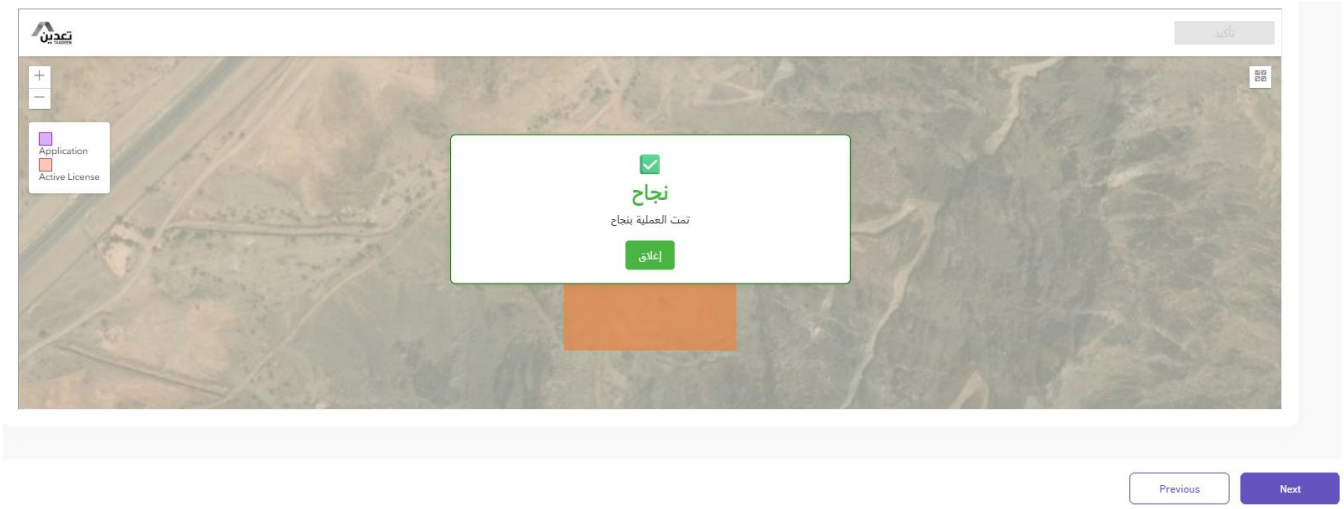
6- The “License Information” screen will appear. Eligibility will be verified. Fill in the information and then click the “Next” button.



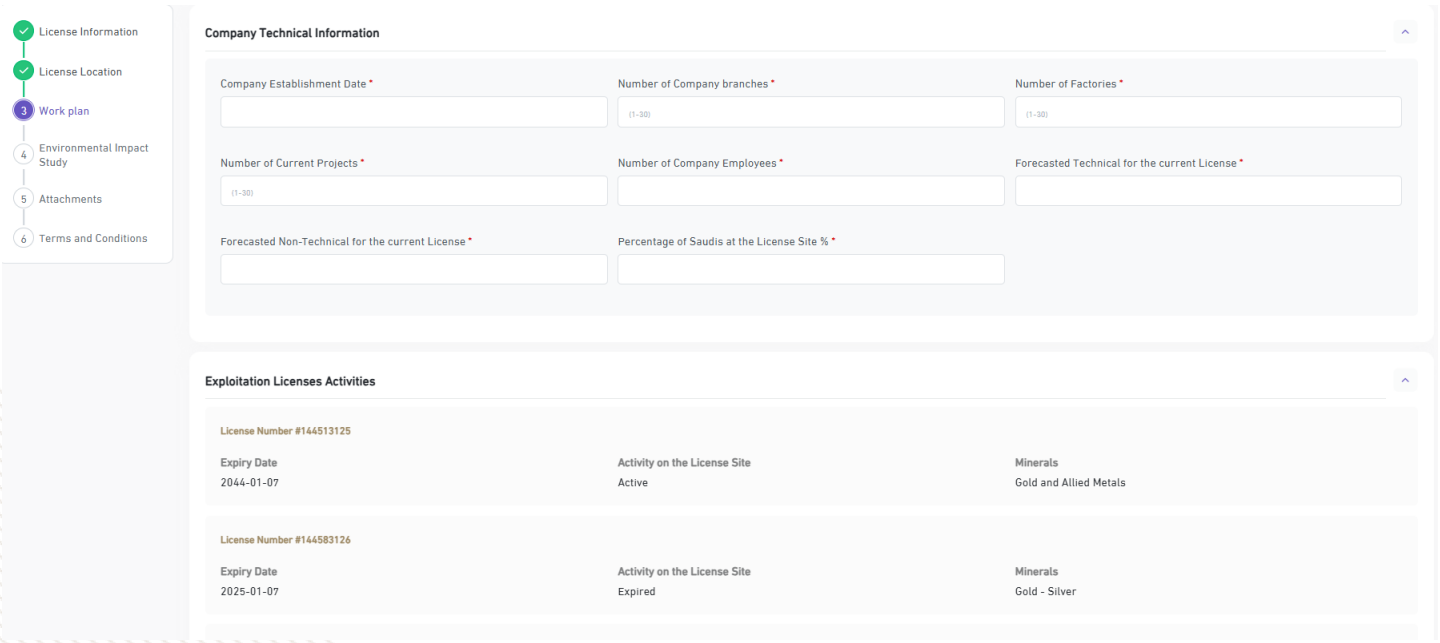
7- You will then be directed to the **“License Location”** screen. Enter the coordinates in the project location and the license location. You can enter the coordinates manually or upload the file so the system can read and display them automatically, after entering the coordinates click on “See on Map”.



8- Click on “Confirm” button, a message will appear “A Location was selected Successfully” then click the “Next” button.



9- You will then be directed to the **“Work Plan”** screen. Enter the required data and then click the **“Next”** button.



Technical Project Description

Annual Exploitation Plan

Exploitation Plan for First Year

Quarter One *
Ton

Quarter Two *
Ton

Quarter Three *
Ton

Quarter Four *
Ton

Average sale price of the ore
SAR/Ton

Total Annual Energy Target (SAR)
SAR/Ton

Project Details

Exploitation Method *
Select

Estimated timeline for the development works

Task Name *	Start Year *	Start Month *	Duration (In Months) *	Cost (SAR) *
Fence	Select	Select		
Access Roads	Select	Select		
Workshop	Select	Select		

Add

Work Plan Characteristics

Equipment Details and Value

Add

Project Costs

Capital Cost of the Project (SAR) *
0

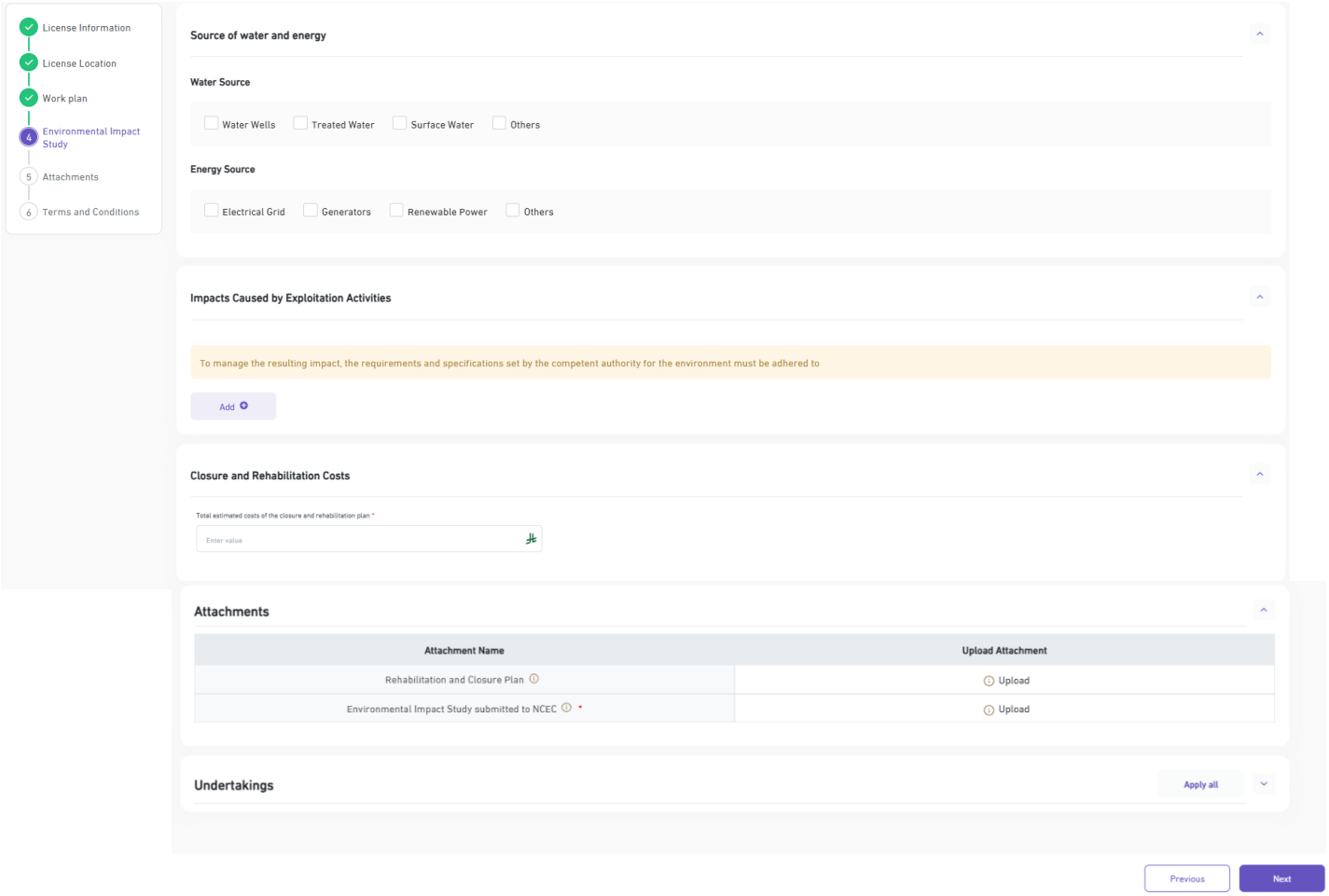
Operating Cost (Cash Cost) (SAR) *
Enter value

Attachments

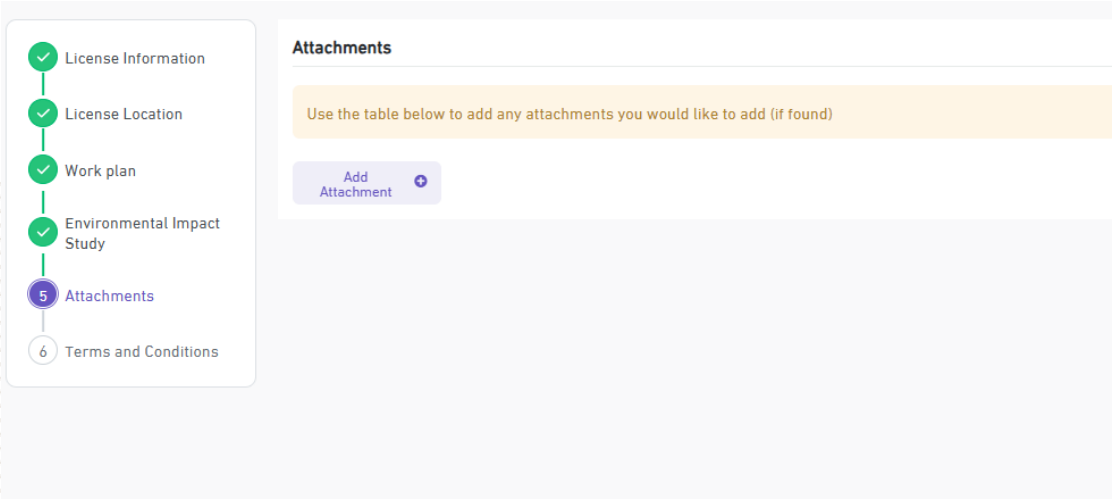
Attachment Name	Upload Attachment
Layout Plan of The License Site *	Upload
Governmental Project Owner Endorsement Letter *	Upload
Emirate Acceptance Letter *	Upload

Previous Next

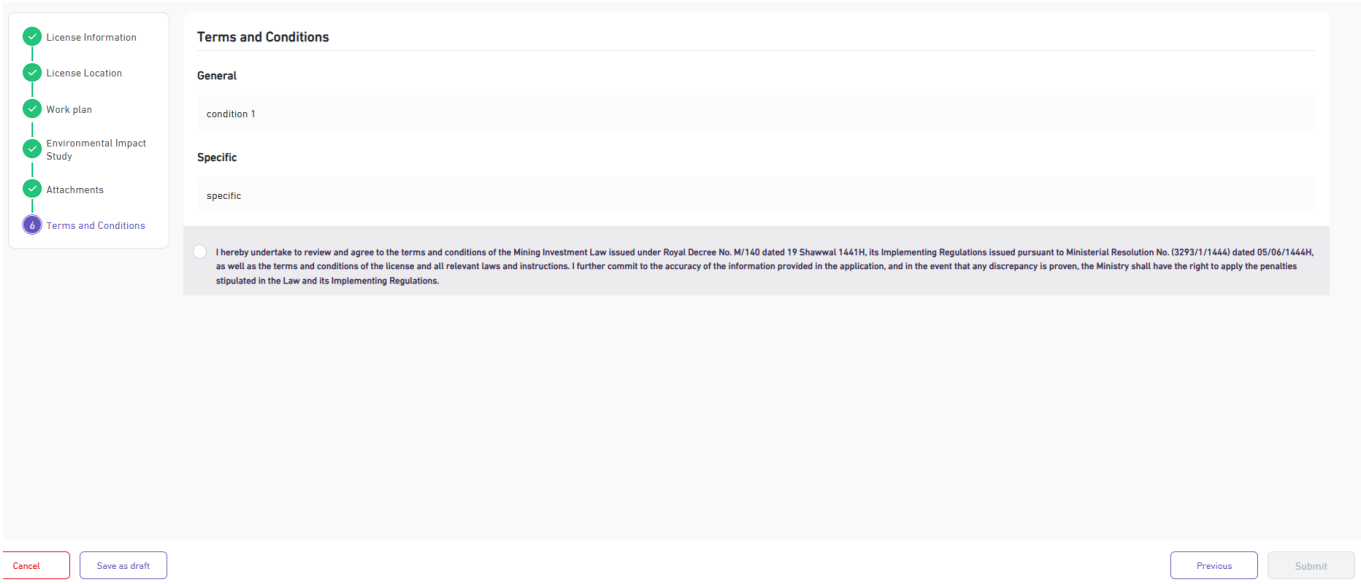
10-The **"Environmental Impact Study"** screen will appear. Fill in the required information, then click the "Next" button.



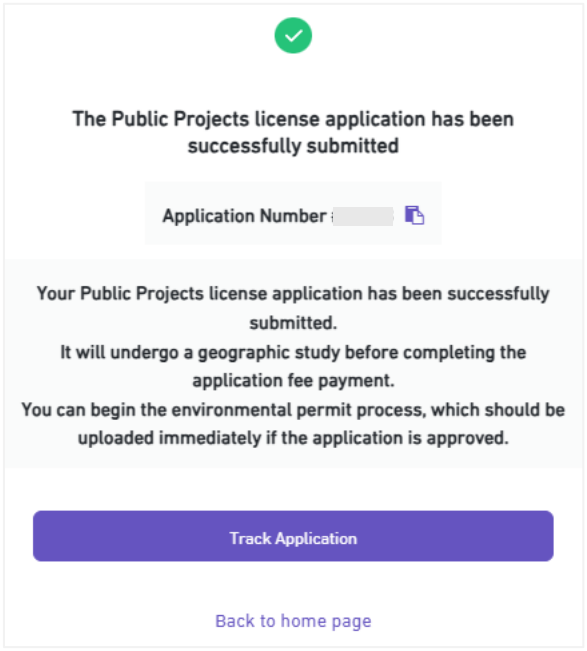
11-Add the **attachments** if available, then click the "Next" button.



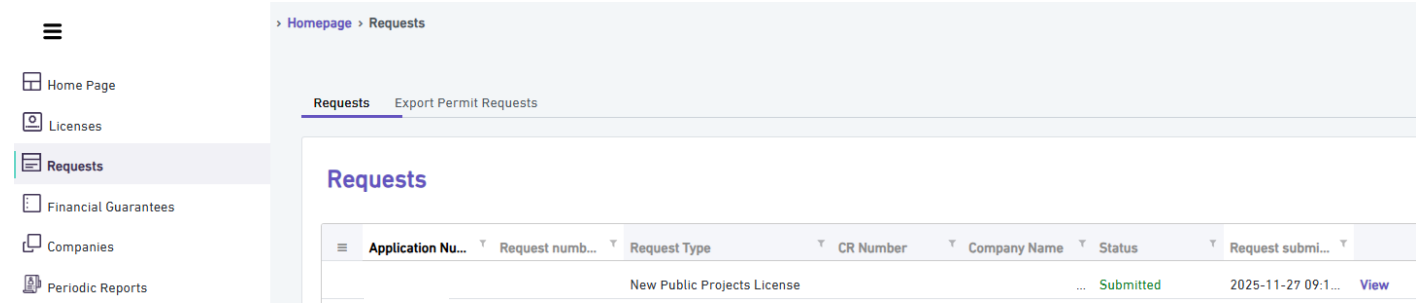
12-Agree to the **terms and conditions**, then click the “Submit” button.



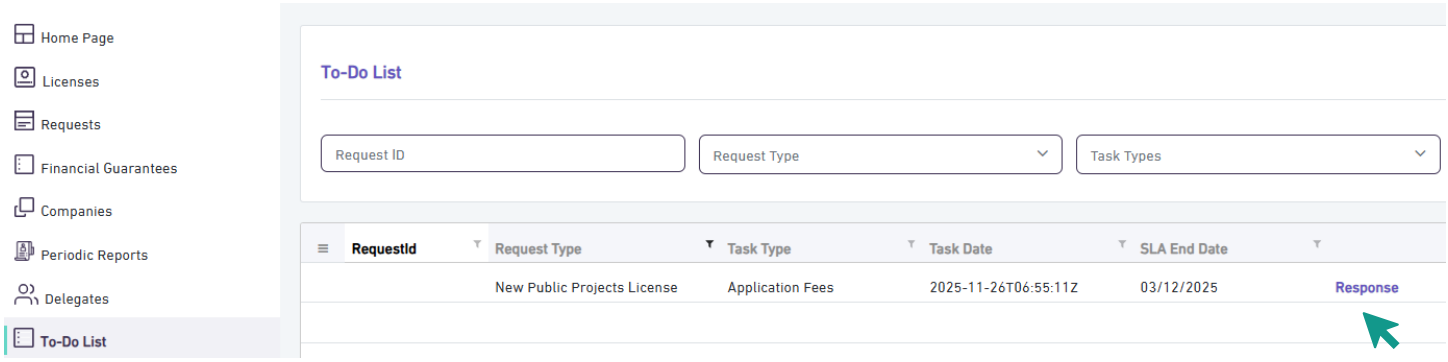
After that, a message will appear saying “The Public Projects license application has been successfully submitted.”



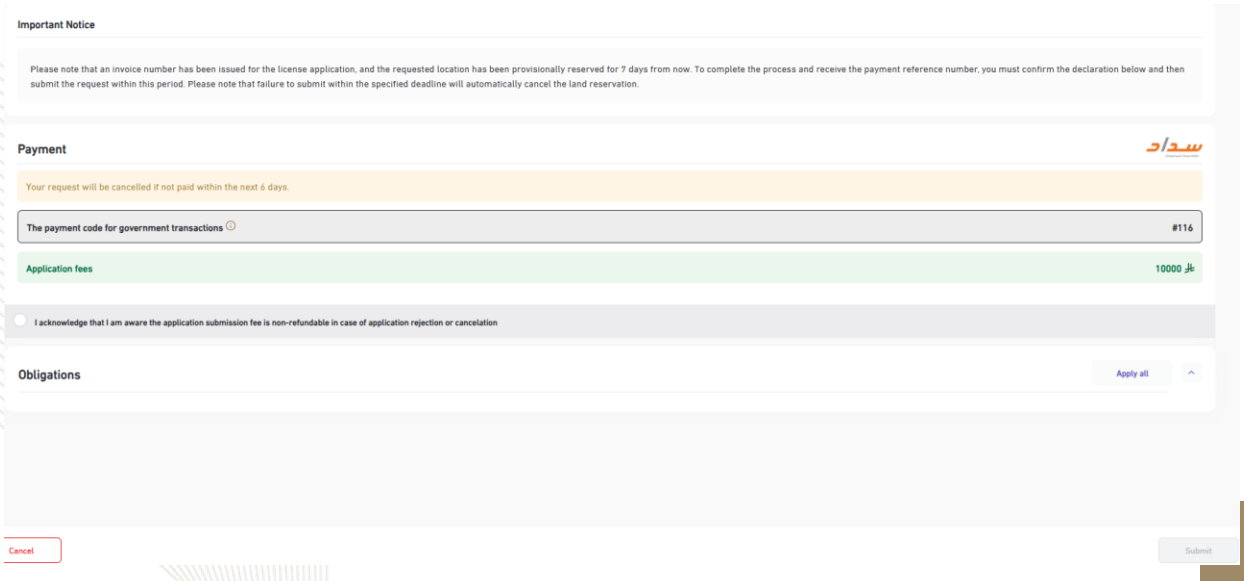
The status will appear as "Submitted". The application will undergo a geographical study before completing the payment process. You can begin the environmental permit procedures, which will be submitted directly once the application is approved."



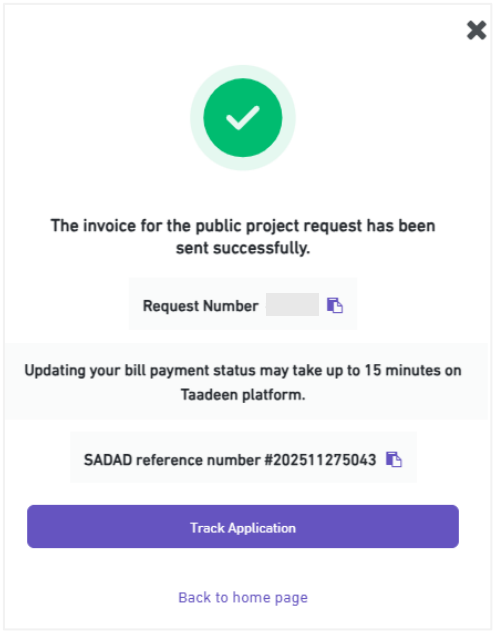
13-After the application has been reviewed by the relevant team, you will be notified to pay the "Application Submission Fee". You can do this by going to the "To Do List" where the task type "Application Fees" will appear. Click on "Respond".



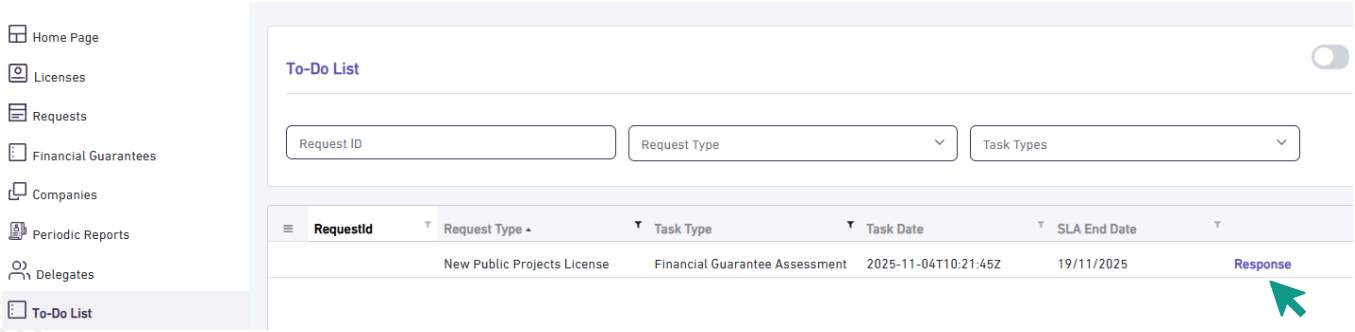
14-Next, the "Payment" screen will appear. Agree to the declaration and click on "Submit" and proceed to pay the application submission fee.



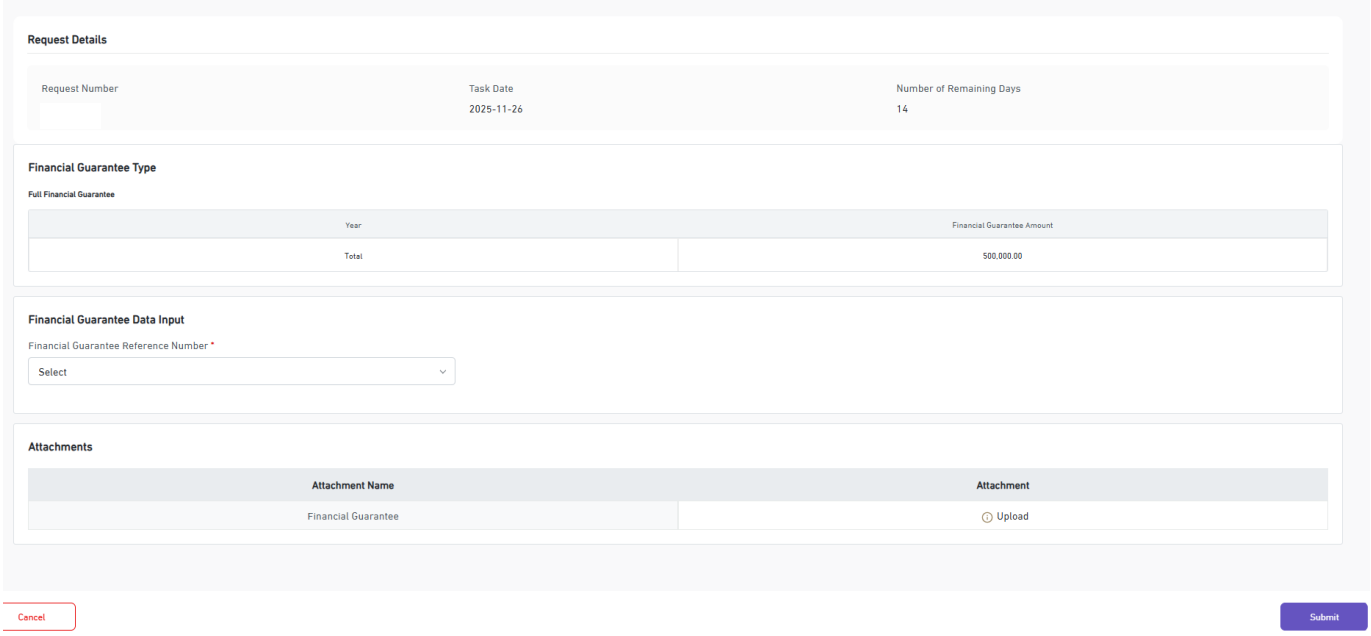
A message will appear saying “The invoice for the Public Project request has been sent successfully”.



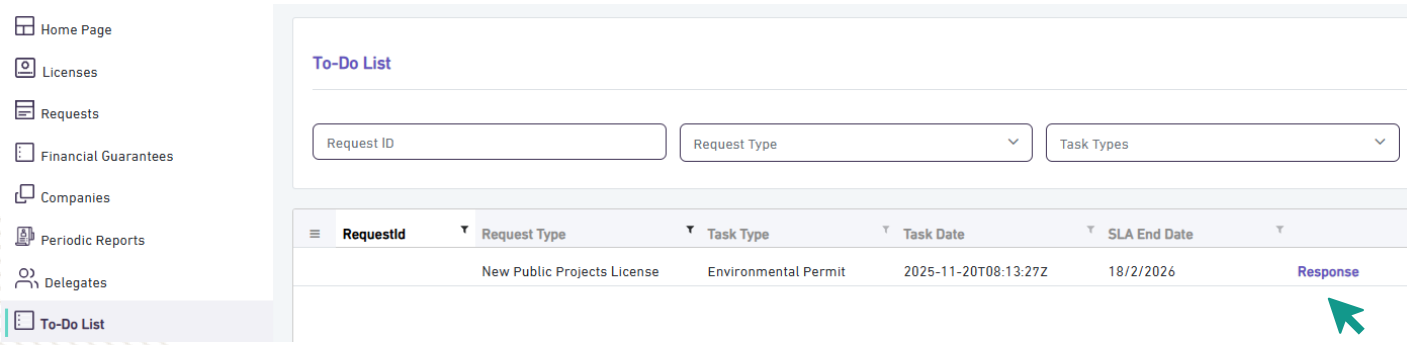
15-After that, you will be notified to complete the requirements, such as the “Financial Guarantee”. You can do this by going to the “To Do List” where the task type “Financial Guarantee Assessment” will appear. Click on 'Respond".



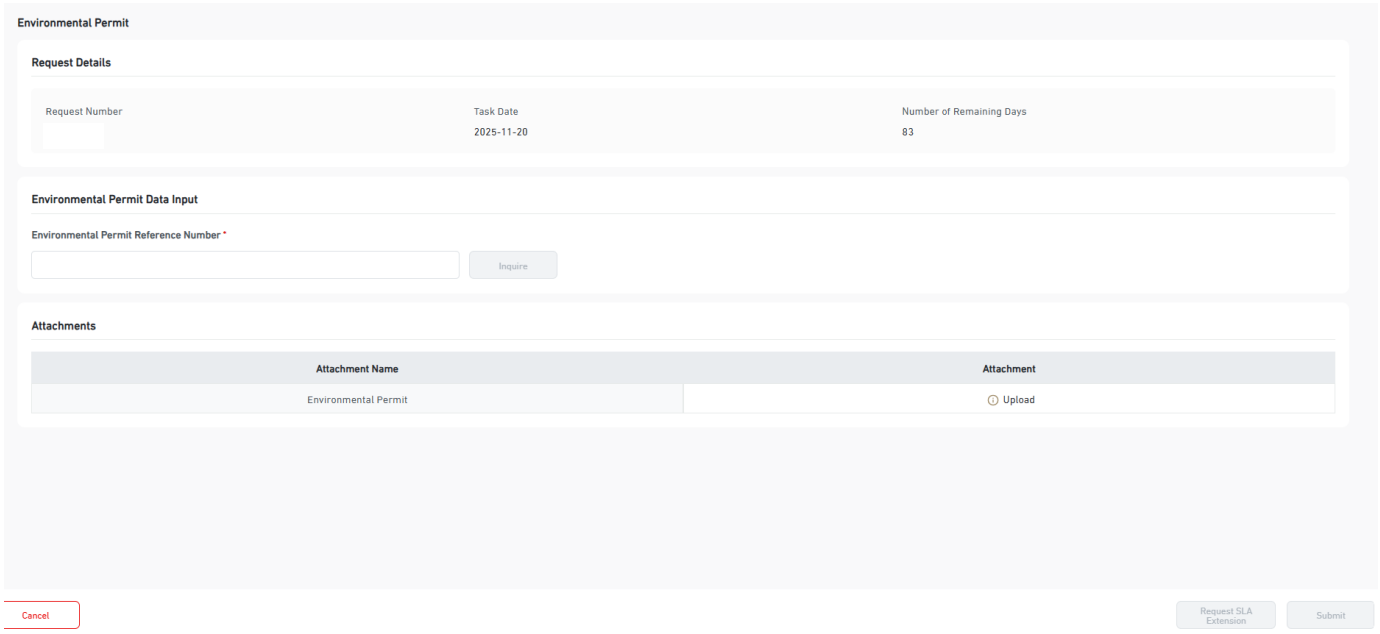
16- The “Financial Guarantee” screen will appear. Fill in the following information and then click the “Submit” button.



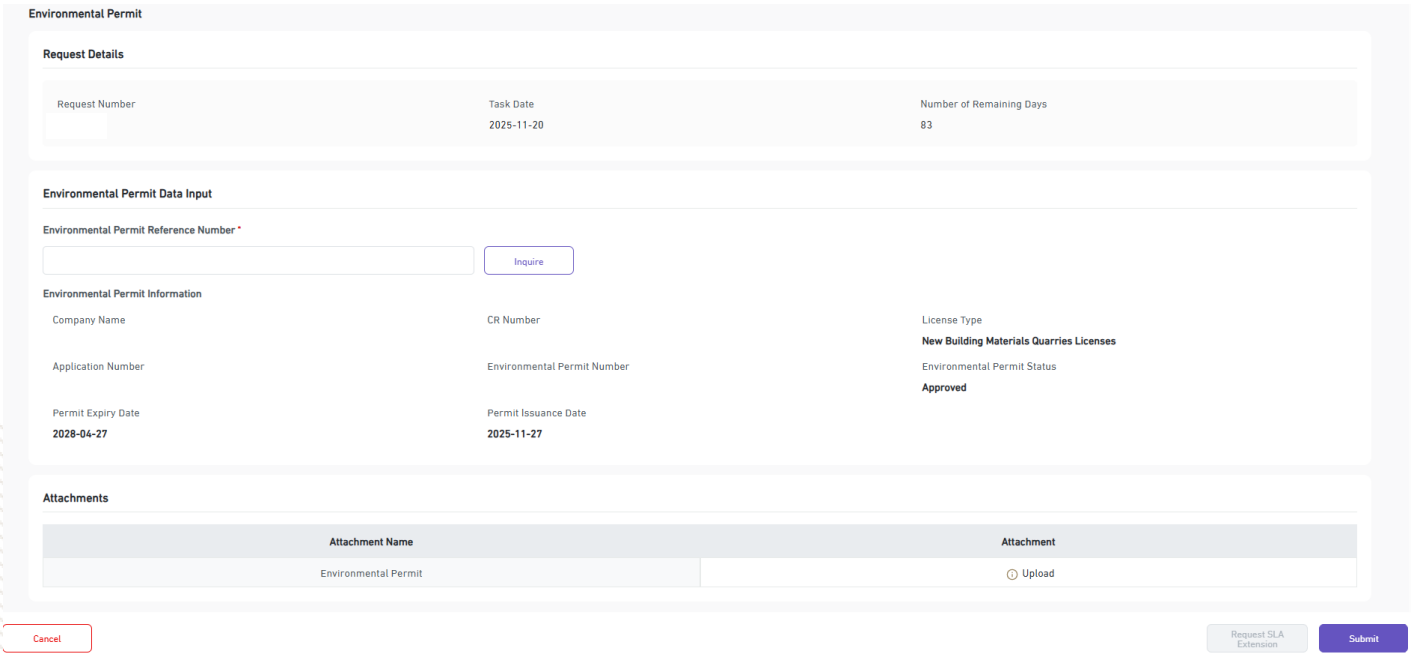
17-Afterwards, the application will be reviewed by the relevant team, and you will be notified to submit the “Environmental Permit”. You can do this by going to the “To Do List" and then clicking on “Respond”.



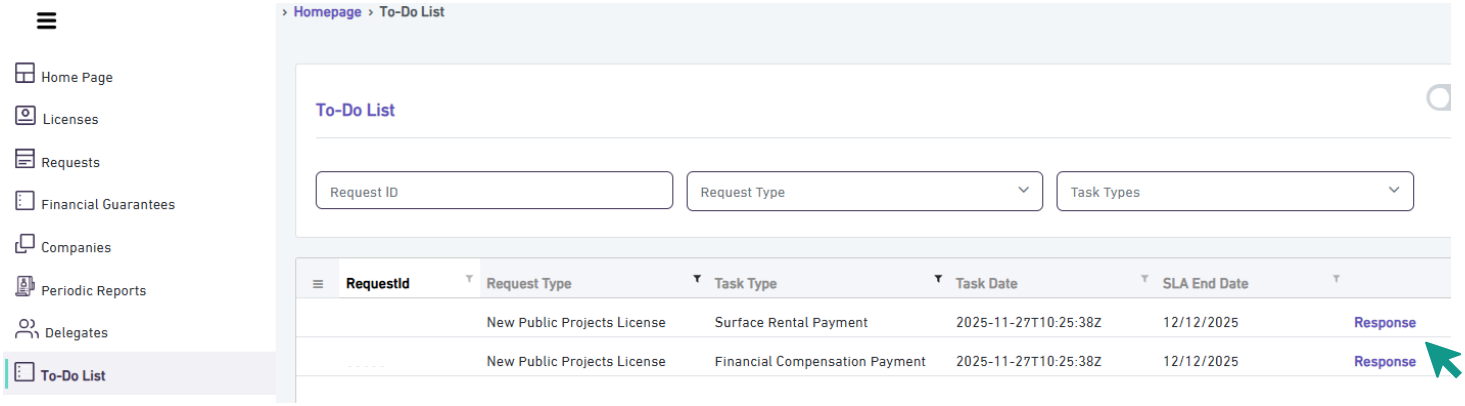
18-Enter the “Environmental Permit Number” and “upload the attachment”.



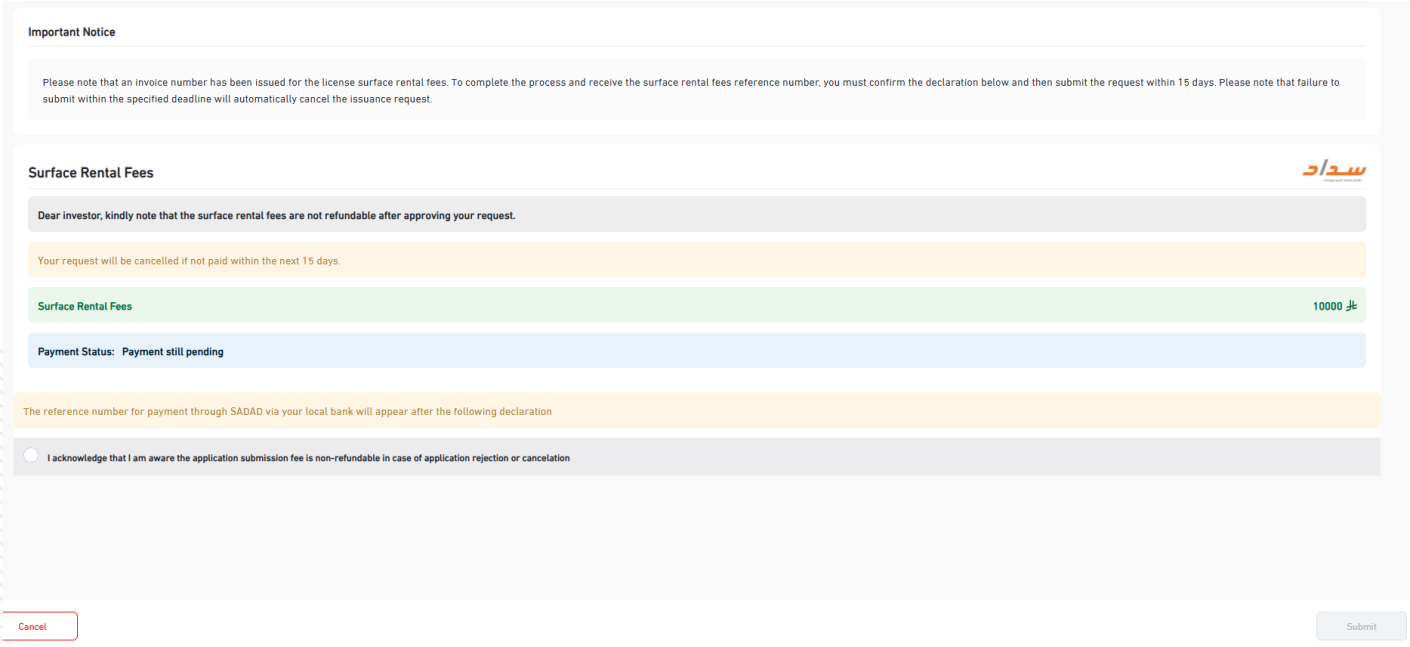
After that, the environmental permit details will appear. Click the 'Submit' button."



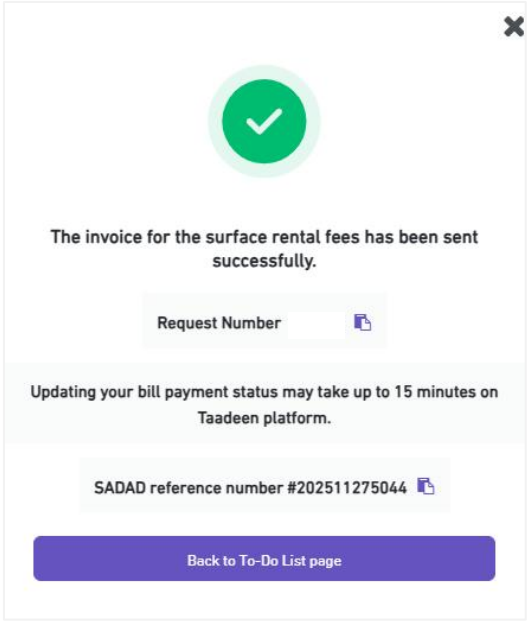
19-After that, the application will be reviewed by the relevant team. Once completed, you will be notified to pay the “Surface Rent” and the “Financial Compensation”. You can do this by going to the “To Do List” where the task types “Surface Rent Payment” and “Financial Compensation Payment” will appear. Click on the “Respond” button.



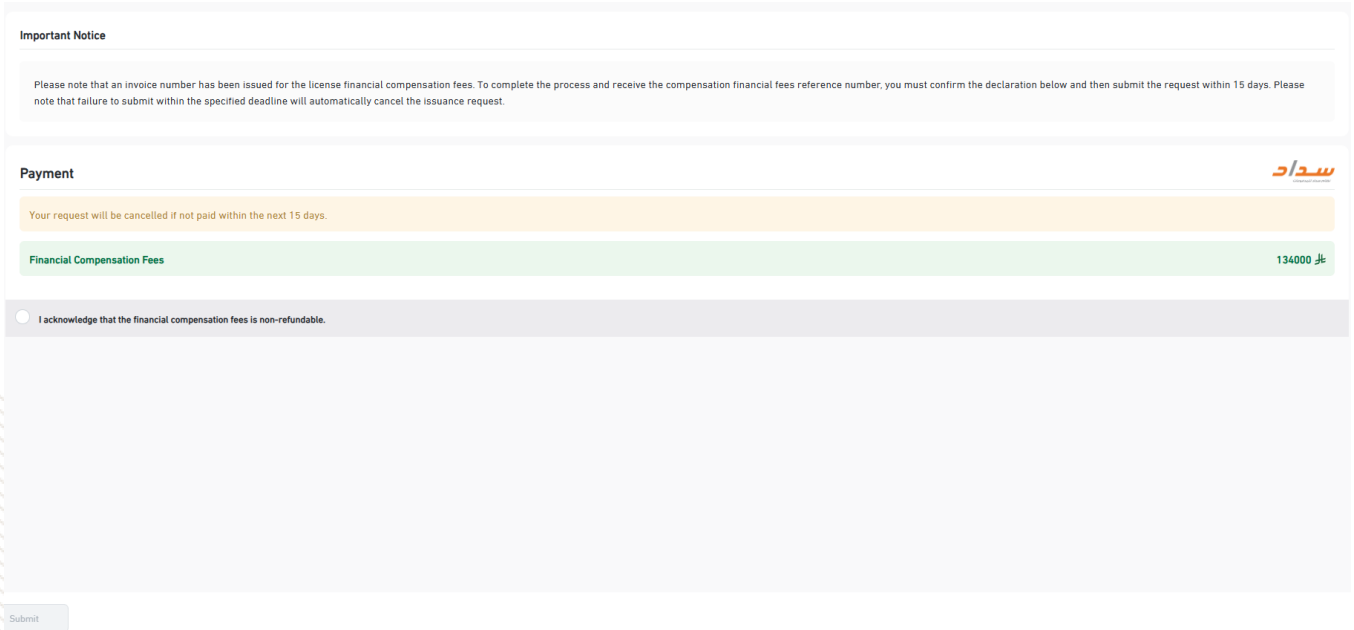
20-Agree to the declaration, then click the “Submit” button and proceed to pay the “Surface Rent fee”.



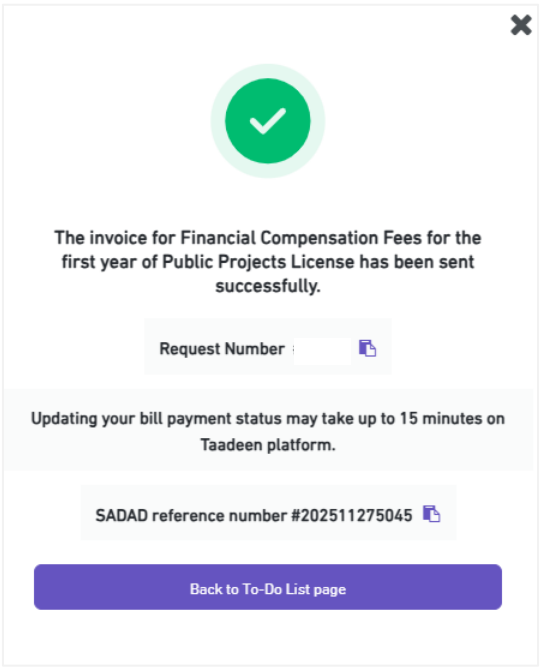
A message will appear saying “The invoice for the Surface Rental Fees has been sent successfully”.



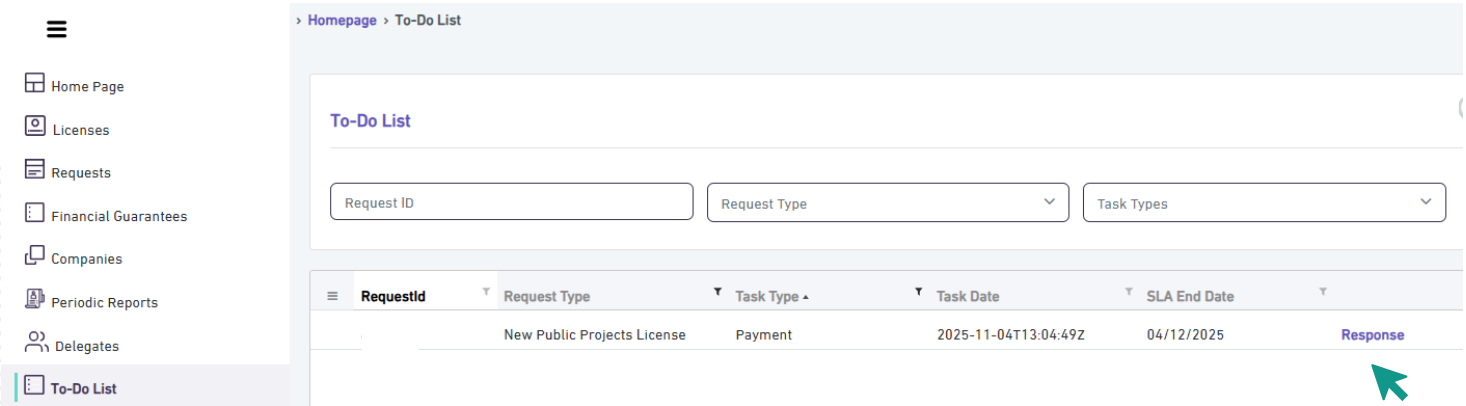
21-Next, open the “Financial Compensation Payment” page. Agree to the declaration, then click the “Submit” button and proceed to pay the “Financial Compensation fee”.



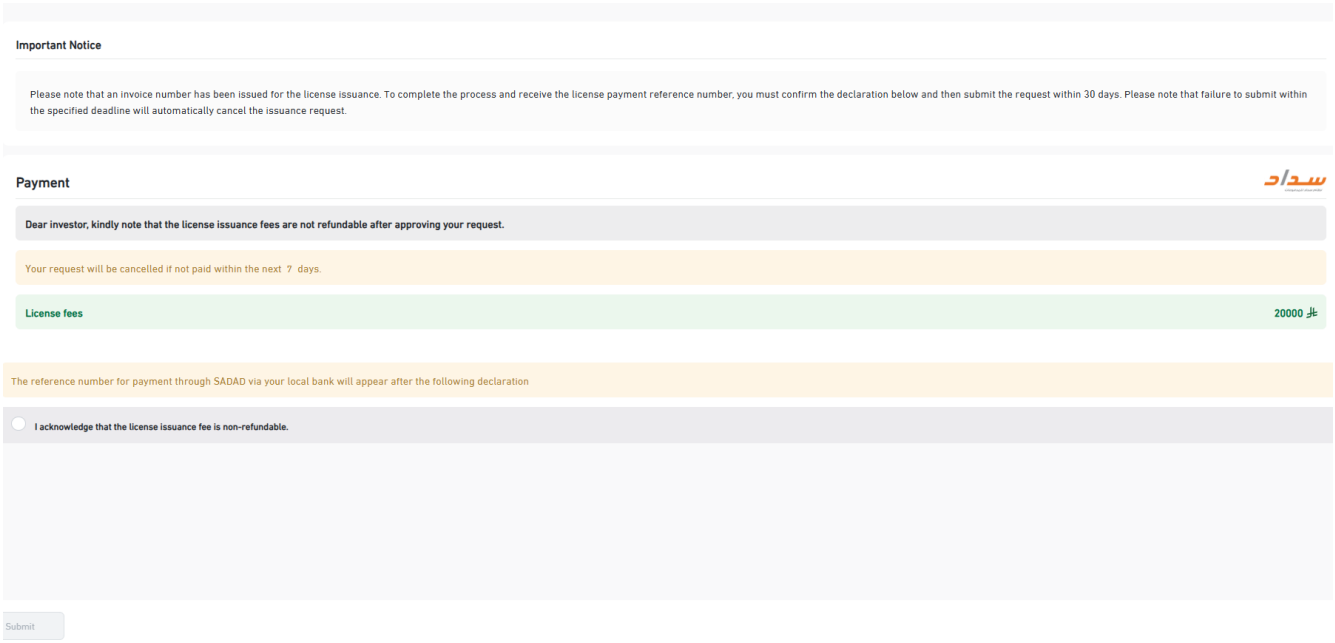
A message will appear saying “The invoice for the Financial Compensation Fees for the first year of Public Projects License has been sent successfully”.



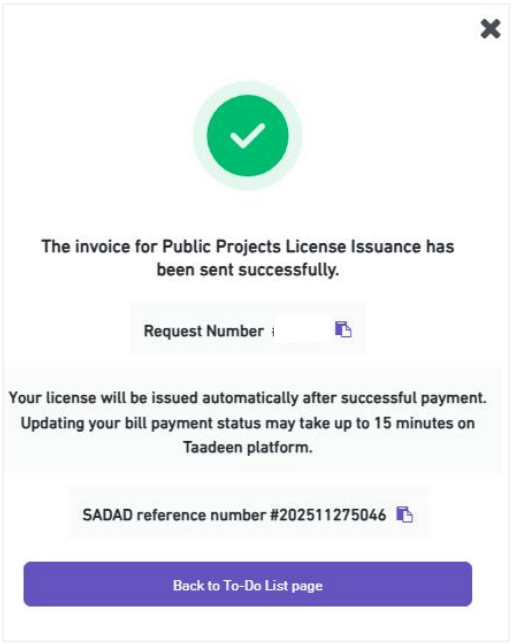
22-After that, the application will be reviewed by the relevant team. Once completed, you will be notified to pay the “License Issuance Fee”. You can do this by going to the “To Do List”, where the task type “Payment’ will appear. Click on the “Respond” button.



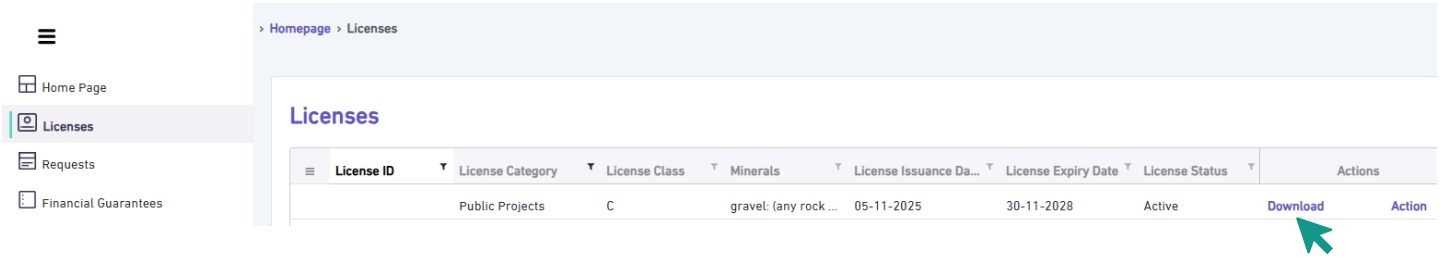
23-Next, the “Payment” screen will appear. Agree to the declaration and click “Submit” to pay the license issuance fee.



A message will appear saying “The invoice for the Public Projects License Issuance has been sent successfully”.



After completing the payment of the license issuance fees, you can download the electronic license by going to the “Licenses” section and clicking the “Download” button.



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.