

# User Manual for Issuing a Small Mining License



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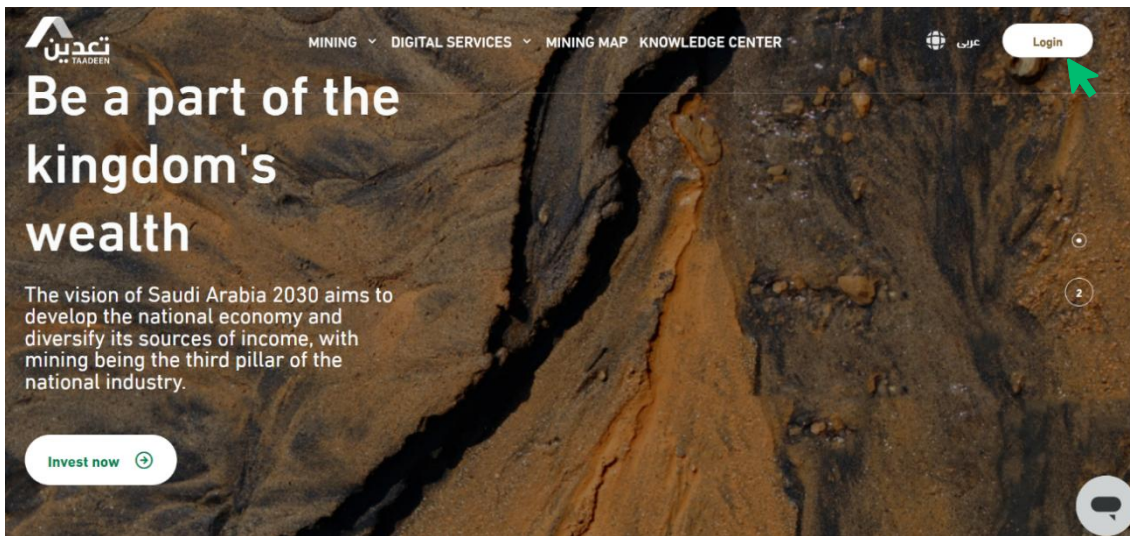
Steps to Access the Service: ..... 3

### Service Description:

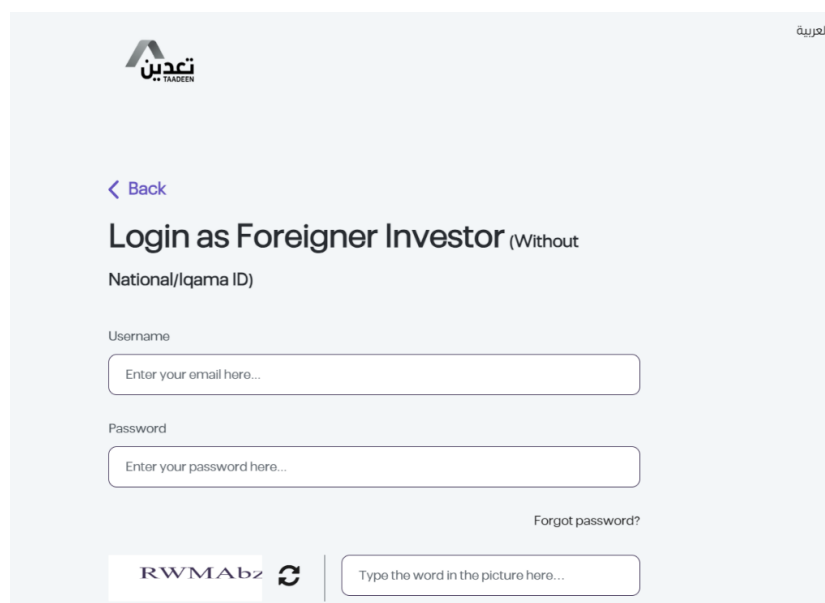
A mine the area of which does not exceed one square kilometer and is classified as such by the Ministry according to the volume of its mineral deposit, production of ore, and capital investments.

### Steps to Access the Service:

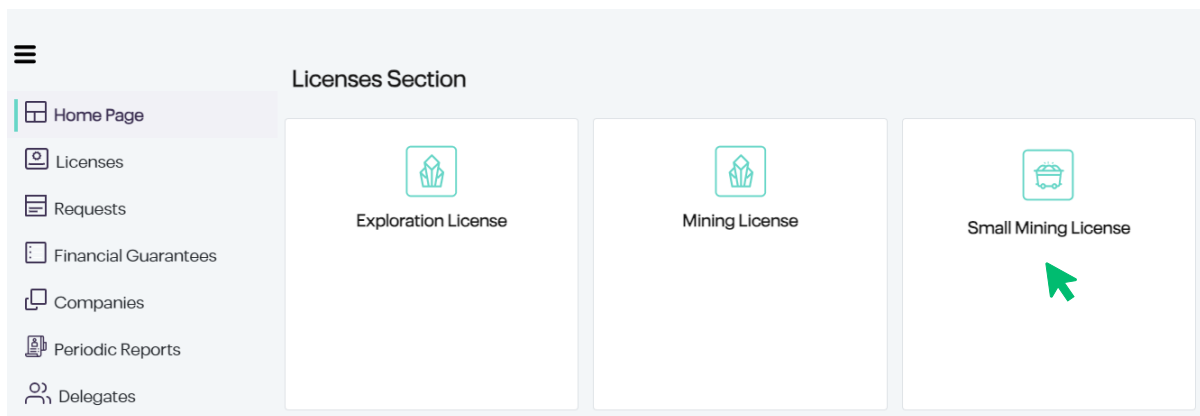
1. Visit [Taadeen Platform](#) and click on "Login" option.



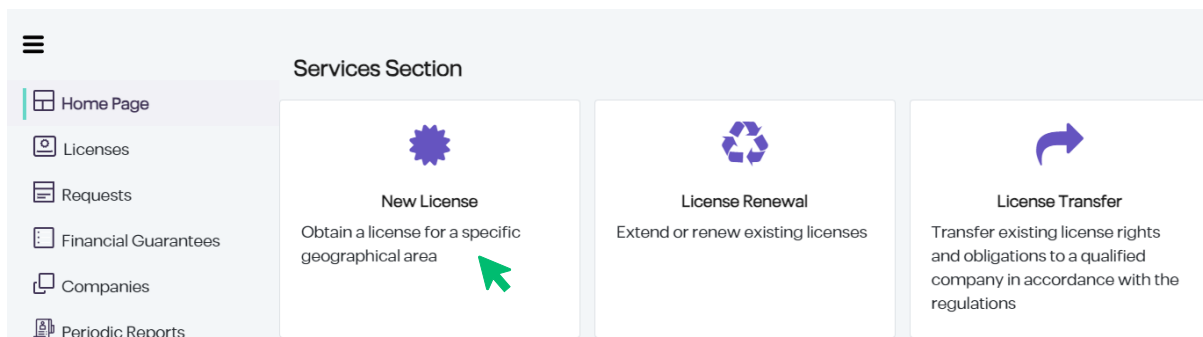
2. Log in to your account.



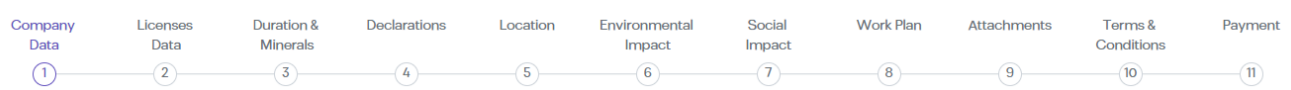
3. Click on "Small Mining License".



4. Click on "New License"



Then, "Company Information and Verification" page will be opened, which is for read-only.




Company Information and Validations

Name	
CR Number	
Unified Number	
National Number	
CR Type	
CR Expiry Hijri Date	

5. Once the conditions in "Validations" section are verified, you can proceed to the next step.

Validations

<input checked="" type="checkbox"/>	Registered company information
<input checked="" type="checkbox"/>	Company capital ≥ 100k SAR
<input checked="" type="checkbox"/>	Business activities include mining activities
<input checked="" type="checkbox"/>	No terminated or withdrawn license in the last 3 years
<input checked="" type="checkbox"/>	No available violations and fines
<input checked="" type="checkbox"/>	Not Blacklisted

 Save as Draft

Cancel

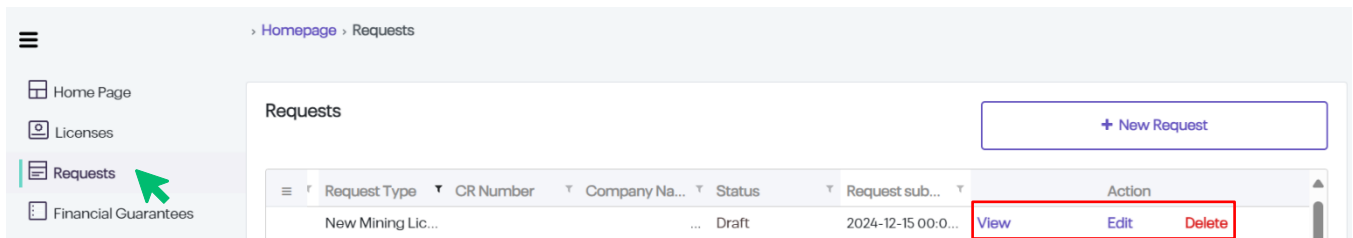
**Next**

You can save your application as a draft at any time, with a confirmation message displayed upon saving.

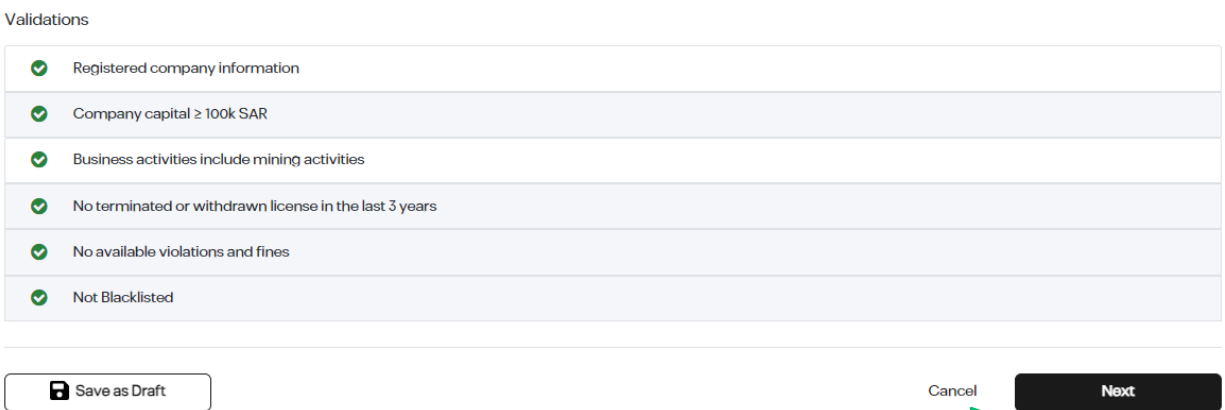


You can update your application at any time from "Requests" section by selecting "Edit", ensuring the entered data is verified before proceeding.

You can view application details by selecting "View" or delete the application entirely by selecting "Delete".

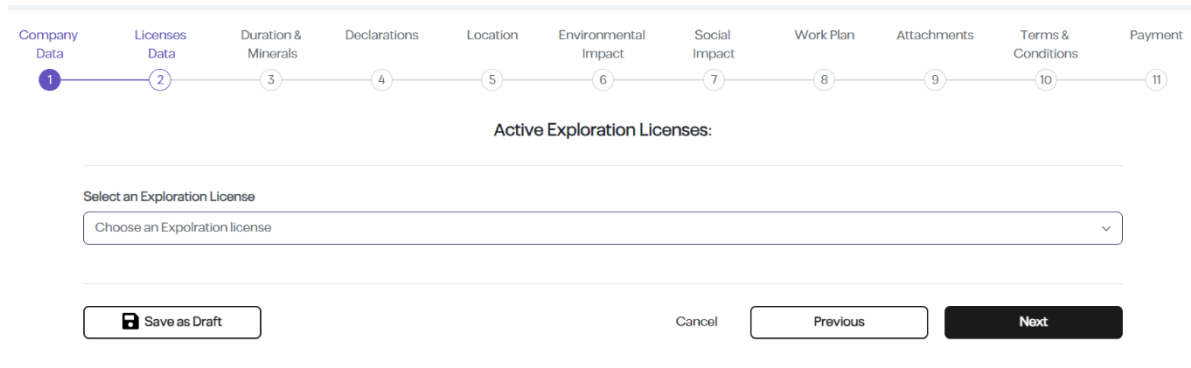


You can cancel your application at any time by clicking "Cancel" at the bottom of the page.





6. Select "Exploration License" option.



Company Data Licenses Data Duration & Minerals Declarations Location Environmental Impact Social Impact Work Plan Attachments Terms & Conditions Payment

1 2 3 4 5 6 7 8 9 10 11

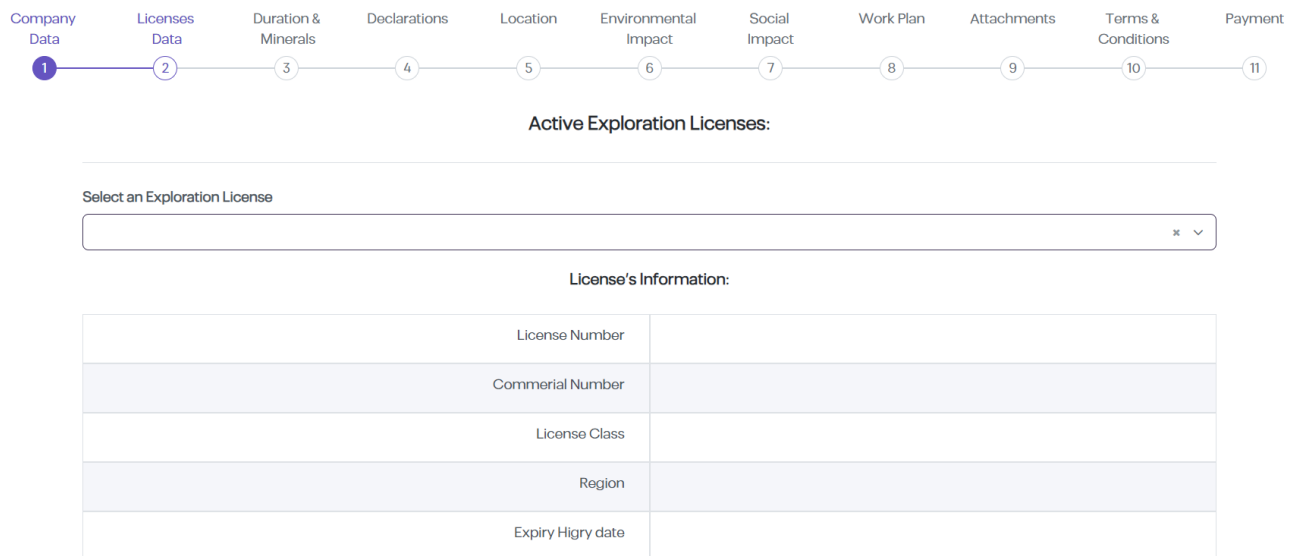
**Active Exploration Licenses:**

Select an Exploration License

Choose an Exploration license

Save as Draft Cancel Previous Next

Then, the following "License Details" will be displayed.



Company Data Licenses Data Duration & Minerals Declarations Location Environmental Impact Social Impact Work Plan Attachments Terms & Conditions Payment

1 2 3 4 5 6 7 8 9 10 11

**Active Exploration Licenses:**

Select an Exploration License

License's Information:

License Number	
Commercial Number	
License Class	
Region	
Expiry Higry date	

The platform will verify conditions in "Validations" section to enable you to proceed to the next step.

Validations

<input checked="" type="checkbox"/>	All violations on the selected exploration license are closed/paid
<input checked="" type="checkbox"/>	All required reports are submitted
<input checked="" type="checkbox"/>	All pending invoices are paid

7. Upon clicking "Next", "Licenses and Minerals" page will be displayed, enabling investors to select from following options.

Company Data | Licenses Data | Duration & Minerals | Declarations | Location | Environmental Impact | Social Impact | Work Plan | Attachments | Terms & Conditions | Payment

1 2 3 4 5 6 7 8 9 10 11

### Licenses and Minerals

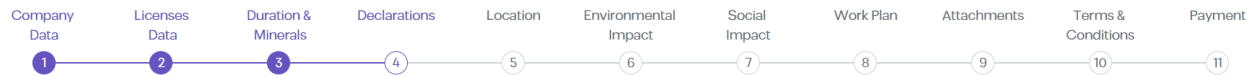
License Class  
A

License Duration (Yearly)  
Choose license duration

Minerals  
Choose Minerals



8. Once you click "Next" button, the next "Declarations" page will be displayed, where you must select all boxes.



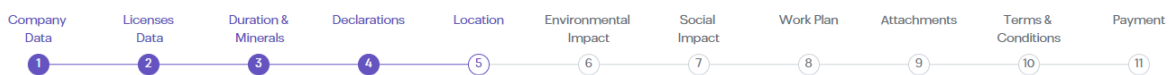
**Declarations**

Declarations

<input checked="" type="checkbox"/>	Availability of funding to cover 100% of minimum costs	<input type="checkbox"/>
<input checked="" type="checkbox"/>	No delay in settling any previous fees with the ministry	<input type="checkbox"/>
<input checked="" type="checkbox"/>	No previous criminal conviction	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Non-bankruptcy reports and not being under an investigation by the violations and penalties committee	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Is clear of any breach of any of the obligations imposed under the law, the regulation, or the terms and conditions of any existing license granted by the ministry	<input type="checkbox"/>

9. "Location" page will then be displayed, where you can select either "Use the same location as of exploration license" or "Select a portion of the location," with the ability to add unlimited coordinates and delete any entry.

If you want to view the entered coordinates, click "See on Map" button.



**Location**

Dear investor, we would like to clarify that the site reservation represent an initial stage in the evaluation and approval process. This means that your reservation of the site in no way constitutes final approval or binding commitment on our part at this stage.

Use the same location of Exploration License
  Select part of the location
 + Add Coordinate

X (longitude - East) coordinate			Y (latitude - North) coordinate			Remove
Degree	Minute	Second	Degree	Minute	Second	
45	15	8.23	20	49	56.90	

X (longitude - East) coordinate			Y (latitude - North) coordinate			Remove
Degree	Minute	Second	Degree	Minute	Second	
45	16	12.81	20	49	42.10	

10. Once you click "Next" button, "Environmental Impact Form" page will be displayed, where you required to enter details such as: Products Types, source and quantity of both water and energy used.



Submitted based on the item (5) of article (35) of the Mining Investment Law and article (74) of the Executive Regulations of the Mining Investment Law

**Mining Site Details**

Materials for Mining

Rutile

Product Types

Type your text here...

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**Source and Quantity of Water Used**

Wells

Treated water


Desalinated water

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**Source and Amount of Energy Used**

Electrical grid

11. Once you click "Next", "Social Impact Form" page will be displayed, requiring investors to fill in the following fields about site details and local expert data.



Social Impact Form

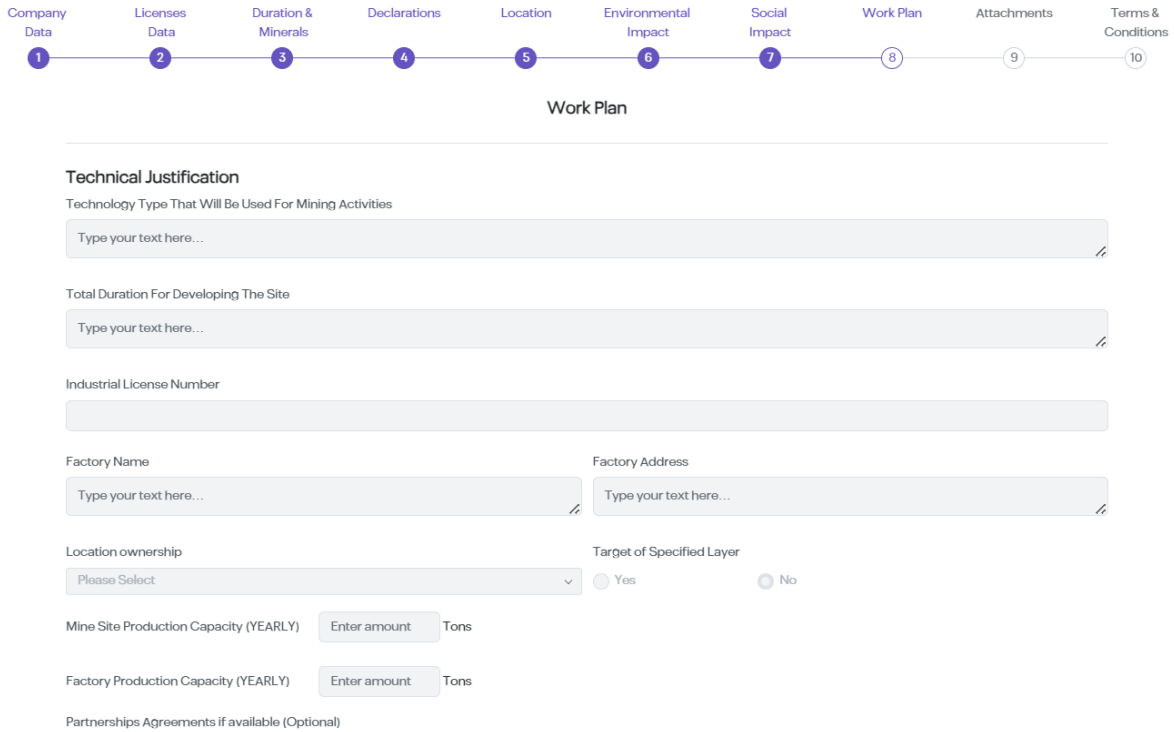
Submitted based on the item (5) of article (35) of the Mining Investment Law and article (102) of the Executive Regulations of the Mining Investment Law

**Site Details**

Number of employees      Number of citizens employees      Localization percentage

Local expert details

12. Upon clicking "Next", "Work Plan" page will be displayed, requiring investors to fill in the following fields such as: Technical justification, site development plan, and expenditure plan.



**Work Plan**

**Technical Justification**  
Technology Type That Will Be Used For Mining Activities

Type your text here...

Total Duration For Developing The Site

Type your text here...

Industrial License Number

Factory Name

Type your text here...

Factory Address

Type your text here...

Location ownership

Please Select

Target of Specified Layer

Yes  No

Mine Site Production Capacity (YEARLY)  Enter amount Tons

Factory Production Capacity (YEARLY)  Enter amount Tons

Partnerships Agreements if available (Optional)

13. Confirm the "Applicant Obligations / Undertaking".

**Applicant Obligations/Undertaking**

- Adhere to the work program described above and abide by the provisions of the mining investment law issued by royal decree no. M/140 dated 10/19/1441 AH and its executive regulations, and any amendment to them and other government regulations, instructions and orders. in the event that this program is not implemented, the ministry of industry and mineral resources has the right to take the necessary measures to terminate the license.

14. To proceed, go to "Attachments" section after clicking "Next" to upload necessary documents. You can upload multiple files by clicking "Add Attachment," choosing file type, and uploading the attachment.

### Attachments

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Attachment Name

Others ▾

Document

TEST.pdf

0.025 MB

Previous

Next

15. Once attachments are uploaded and you click "Next," Terms and Conditions will appear for your approval.



**General Terms and Conditions**

To Ensure that the financial guarantee remains valid throughout the license term and to renew it, as to keep it valid.
Take all necessary measures to ensure the implementation of rehabilitation and closure.
The value of the financial guarantee will cover the estimated cost of Rehabilitation and closure plan, as well as any Sudden Closure.
That the presented information regarding the costs of the rehabilitation and closure plan are correct and accurate.
That the person assigned to prepare the report on the estimated total rehabilitation and closure cost in the rehabilitation and closure plan is an independent and qualified person.
That the report of estimated total rehabilitation and closure cost complies with the minimum requirements stated in Article 83 of the Regulations.
To bear all financial consequences and compensation resulting from violating the rehabilitation and closing procedures.
Increase the amount of the financial guarantee annually if the guarantee is a partial financial guarantee.
That the Ministry has the right to request an extension or enforce of the financial guarantee in accordance with the licensee rehabilitation and closure works.
Oblige to fully inspect the site, consequently in event of the application for a license overlaps with private property or public facilities, will not to work on those sites without prior approval and must provide the Ministry with proof of agreement with the landowner, the beneficiary or the public utilities to operate at the site of the license or submit a compensation plan involving all expected costs of compensation and take responsibility for the actions in the event of any damages to other
The validity and accuracy of the information provided in the environmental impact study, and the environmental management plan, approved by the designated authority for the environment.
That the environmental impact study is consistent with the requirements of the environmental law and the requirements of the relevant environmental authority.

16. Proceed to "Payment" page to pay the application submission fees.

Payment


Dear Investor, Note that the application fee is non-refundable in case the application is rejected or canceled.

Accept       Reject

Your request will be canceled if not paid within the next 7 days

20000 SAR
License Submission fees

**SADAD payment**  
 Please use the payment reference number to pay through SADAD through your local bank.  
 Expires in 7 days




Reference number **202412185007**

Payment still pending

Cancel
Next

Upon completing payment process, your application will be successfully submitted.

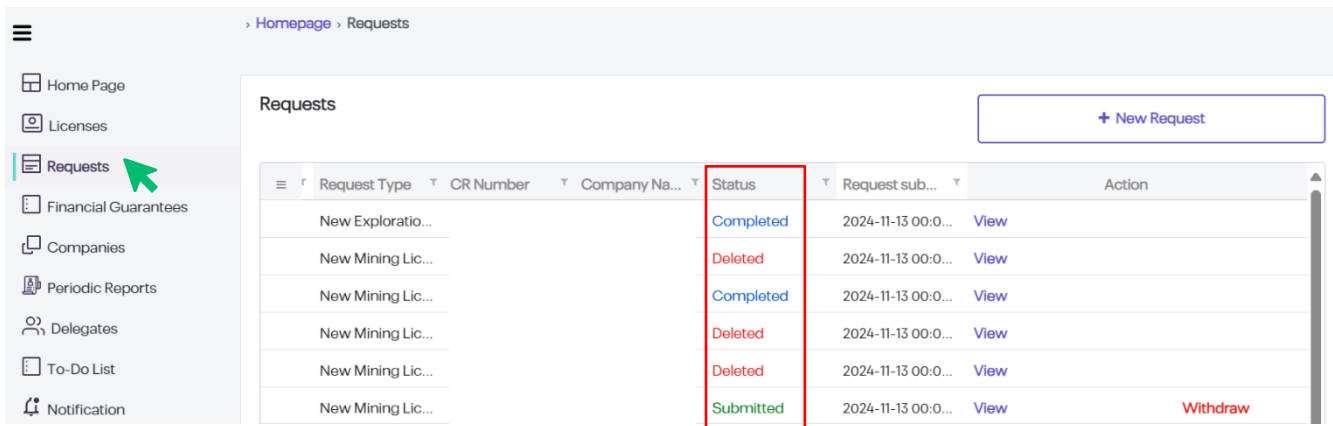


Your request will be automatically submitted after successful payment  
The process of reflecting an invoice's payment status can take up to 15 minutes on Taadeen platform

Application Number	
Company Name	
Reference number	
Submission Date	
Payment Expiry Date	
Status	Pending Payment

Back to home page

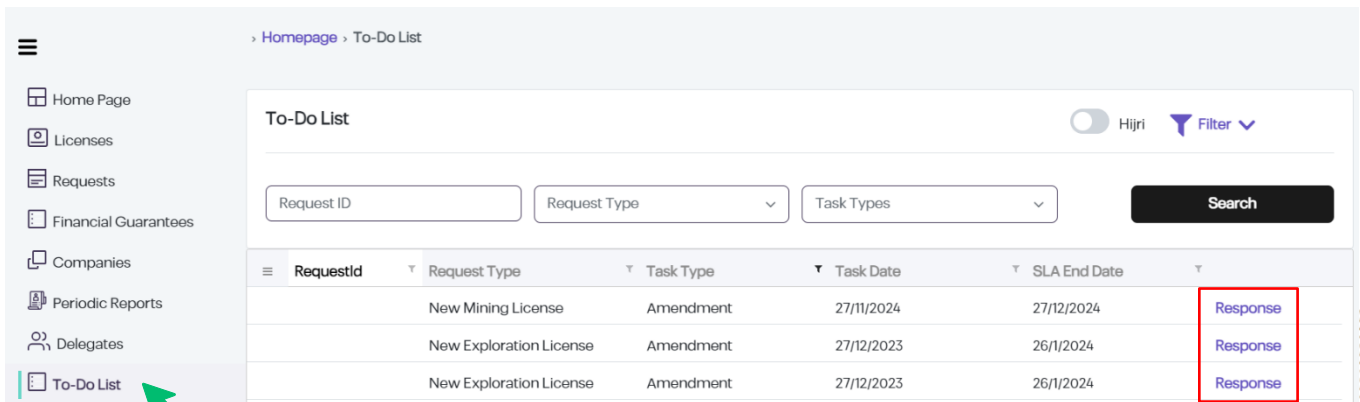
You can track your request by clicking on "Status" tab within "Requests" section.



The screenshot shows the 'Requests' section of the application. The sidebar on the left has 'Requests' highlighted with a green arrow. The main content area shows a table with the following data:

Request Type	CR Number	Company Na...	Status	Request sub...	Action
New Exploratio...			Completed	2024-11-13 00:0...	View
New Mining Lic...			Deleted	2024-11-13 00:0...	View
New Mining Lic...			Completed	2024-11-13 00:0...	View
New Mining Lic...			Deleted	2024-11-13 00:0...	View
New Mining Lic...			Deleted	2024-11-13 00:0...	View
New Mining Lic...			Submitted	2024-11-13 00:0...	View <span style="color: red;">Withdraw</span>

If your request is returned due to issues in requirements, go to "To do List" section. "Edit" task will be displayed, and you can click on "Respond".

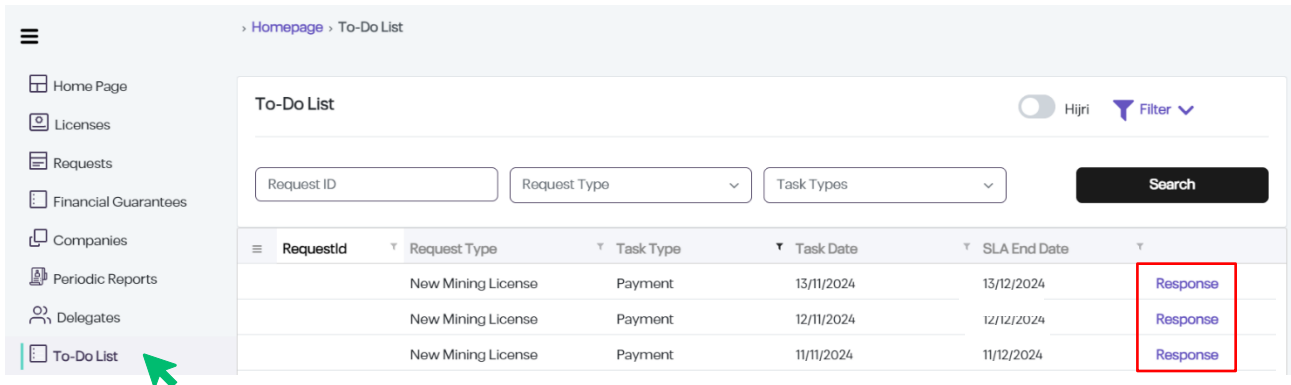


The screenshot shows the 'To-Do List' section of the application. The sidebar on the left has 'To-Do List' highlighted with a green arrow. The main content area shows a search filter and a table with the following data:

RequestID	Request Type	Task Type	Task Date	SLA End Date	Action
	New Mining License	Amendment	27/11/2024	27/12/2024	Response
	New Exploration License	Amendment	27/12/2023	26/1/2024	Response
	New Exploration License	Amendment	27/12/2023	26/1/2024	Response



Once your request is reviewed, you will get a notification with "License Issuance invoice", which can be paid by going to "To do List" section, where "Payment" task will be displayed, and you should click on "Respond".



Next, "Payment" page will be displayed for paying license issuance fees.

### Payment

Dear investor, kindly note that the request submission fees are not refundable after successful submission for your application, and you agree that those fees won't be refundable if your application rejected by the ministry or you cancel your application.

**ⓘ** Your request will be canceled if not paid within the next -13 days

20000 SAR

Service Fees

#### SADAD payment

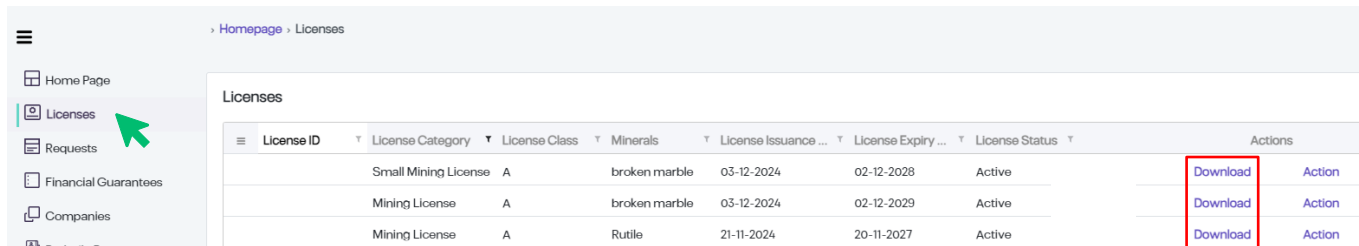
Please use the payment reference number to pay through SADAD through your local bank.  
Expires in -13 days



Reference number 202411135008 

**ⓘ** Payment still pending

Once the license issuance fee is paid, you can download electronic license by going to "Licenses" section and clicking on "Download."

A screenshot of a web application interface. On the left is a navigation menu with items: Home Page, Licenses (highlighted with a green arrow), Requests, Financial Guarantees, and Companies. The main content area is titled 'Licenses' and contains a table with columns: License ID, License Category, License Class, Minerals, License Issuance, License Expiry, License Status, and Actions. The table has three rows of data. In each row, the 'Download' link in the 'Actions' column is highlighted with a red box.

License ID	License Category	License Class	Minerals	License Issuance ...	License Expiry ...	License Status	Actions
	Small Mining License	A	broken marble	03-12-2024	02-12-2028	Active	<a href="#">Download</a> <a href="#">Action</a>
	Mining License	A	broken marble	03-12-2024	02-12-2029	Active	<a href="#">Download</a> <a href="#">Action</a>
	Mining License	A	Rutile	21-11-2024	20-11-2027	Active	<a href="#">Download</a> <a href="#">Action</a>

Thank you.