

User Manual for Creating a Quarterly Report on Class (B) Minerals



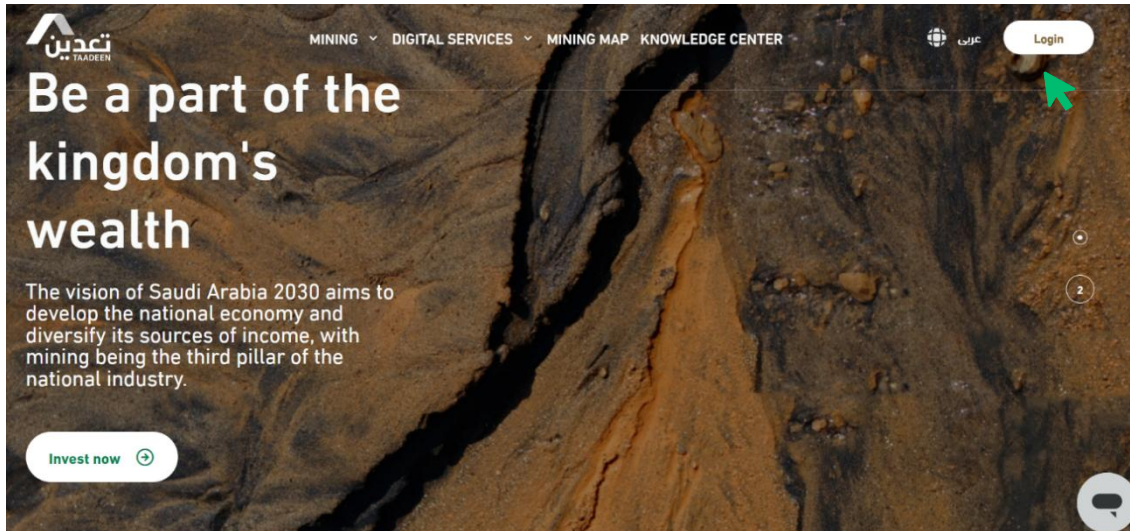
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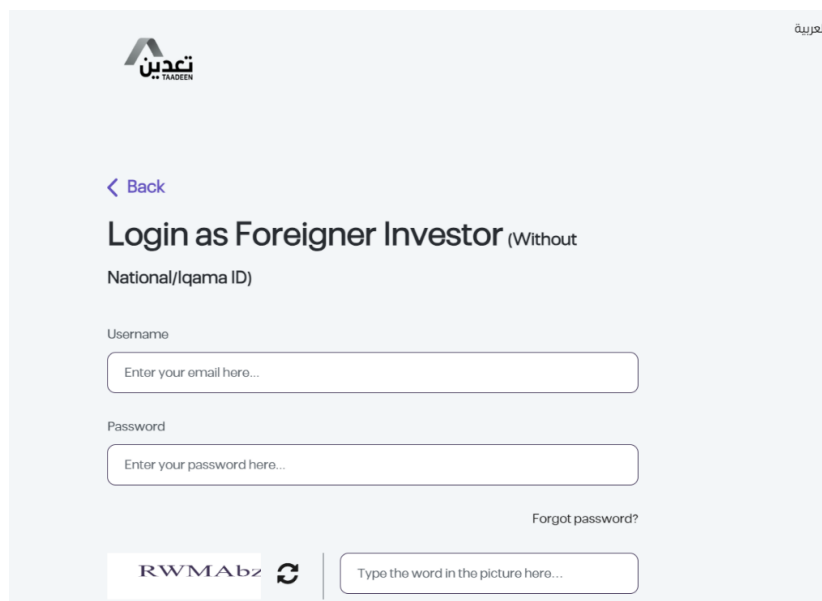


Steps to Access the Service:

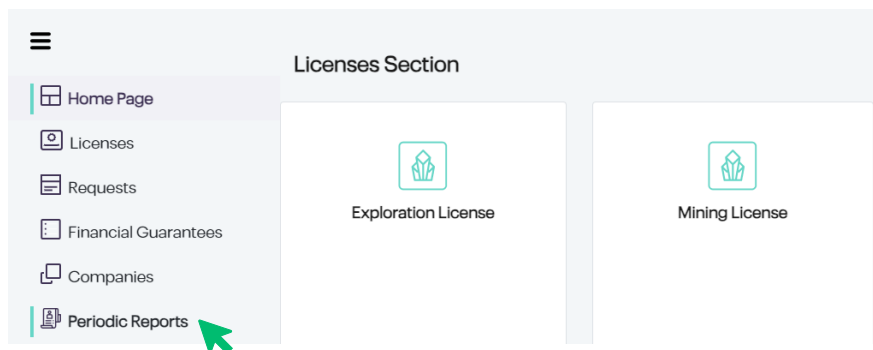
1. Visit [Taadeen Platform](#) and click on the Login button.



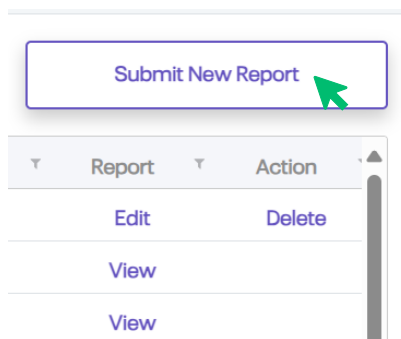
2. Log in to your account.



3. Click on "Periodic Reports" section.



4. Click on "Submit New Report" button.




5. Select the desired report to create.



6. Choose the required license.

Periodic Report

Select License

Choose license 

Company Name	
CR Number	
License Number	0
License Expiry Date	
License Class	
Minerals	
Unified Number	
CR Expiry Hijri Date	

7. License details and reports related to selected license will be displayed automatically. Then, click "Start" button next to the desired report.

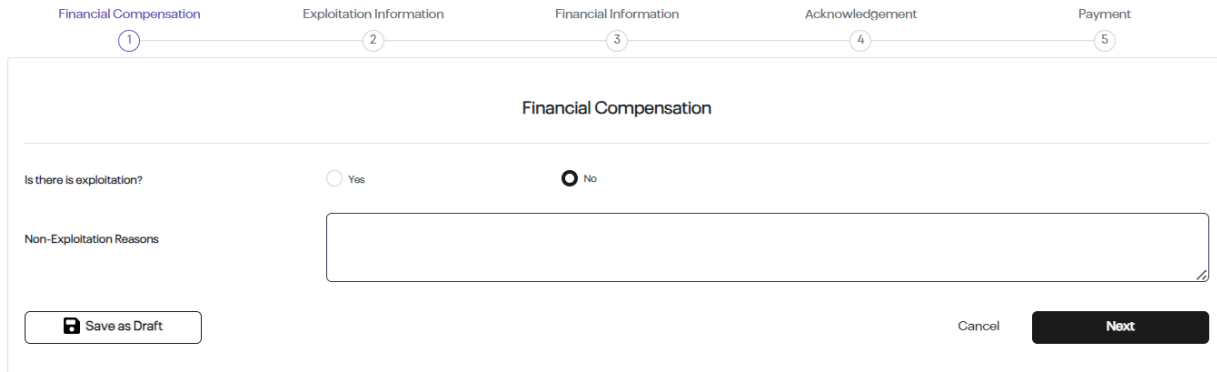
Periodic Report

Select License

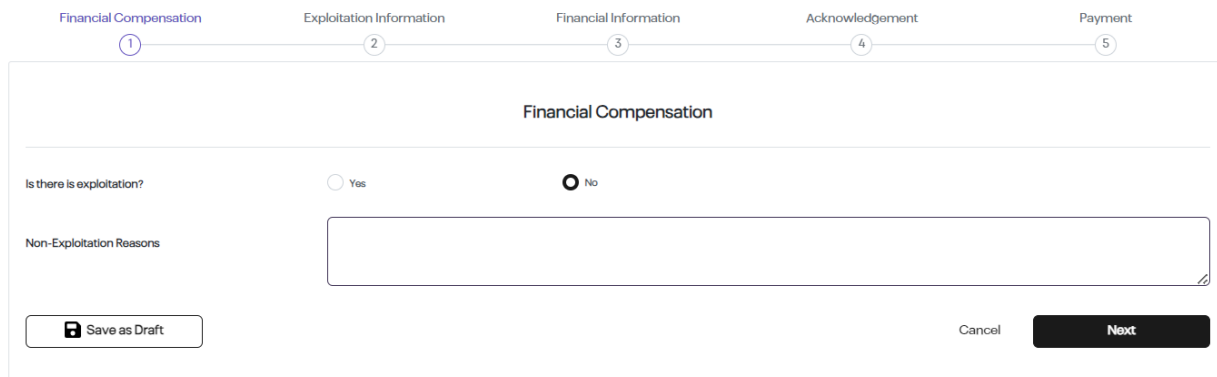
Company Name	
CR Number	
License Number	
License Expiry Date	2025/04/23
License Class	B
Minerals	Magnesite and Associated Minerals, Clay (For Ceramics)
Unified Number	
CR Expiry Hijri Date	1446/08/24

Report Type	Active Date	Due Date	Status	Start	Edit	View	Delete
Quarter2	2024-07-01	2024-07-31	Overdue	Start			

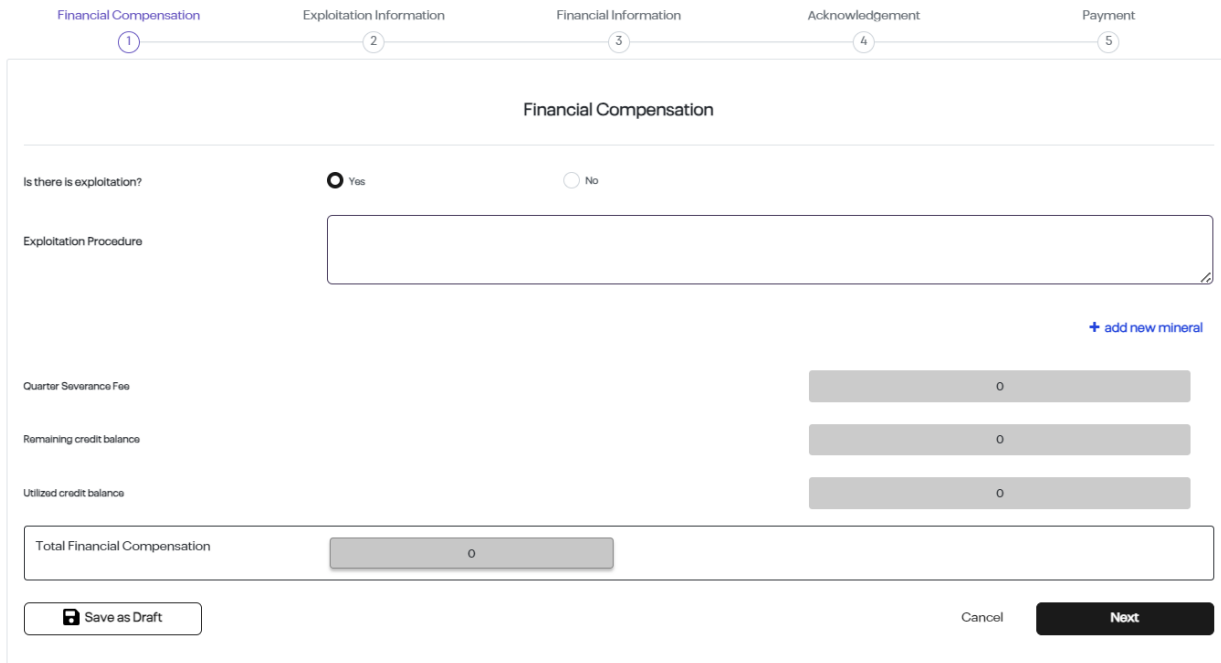
8. "Financial Compensation" page will be displayed, and you will select (Yes) or (No) for the question "Is there exploitation?"



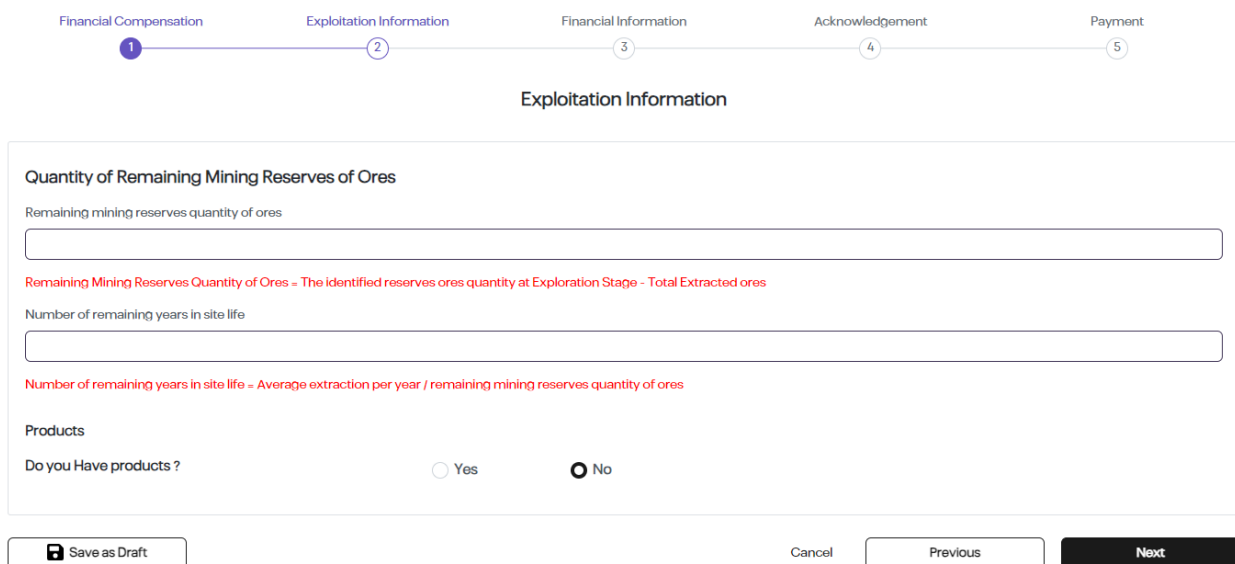
If you select (No), you must provide "Reasons for Non-Exploitation" then, click "Next".



If you select (Yes), you must provide "Exploitation Procedure" and the following fields, then, click "Next".



9. Then, "Exploitation Information" page will be displayed. Fill in the following fields and then click "Next".



10. Then, "Financial Information" page will be displayed. Fill in the following fields and then click "Next".

Financial Compensation 1 Exploitation Information 2 **Financial Information 3** Acknowledgement 4 Payment 5

Financial Information

Sales Type Number	Sales Cost Type Number	Gross Income 0.00
Selling and Marketing Expenses Type Number	General and Administrative Expenses Type Number	Exploration Expenses and Technical Services Type Number
Other Operating Expenses Type Number	Total Operating Expenses 0	Operations Income 0.00
Financing Expenses Type Number	Other Expenses /Net Income Type Number	Profit/Loss Before Zakat and Tax 0.00
Income Tax Type Number	Zakat Expenses Type Number	Net Profit / Loss for the quarter 0.00

 Cancel

11. Then, "Acknowledgment" page will be displayed, where you must confirm all commitments before clicking "Submit" if there are no fees.

Financial Compensation 1 Exploitation Information 2 Financial Information 3 **Acknowledgement 4** Payment 5

Acknowledgment

I acknowledge and pledge that the Ministry of Industry and Mineral Resources holds the right to Audit and Amend the submitted declaration above

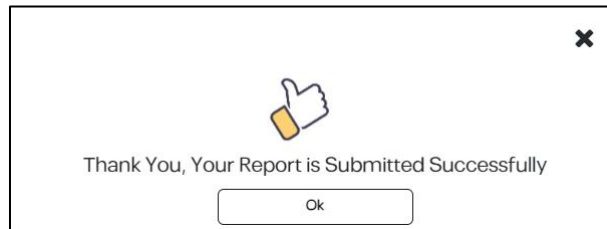
I acknowledge and pledge the validity of the data entered into the Mining Portal and attached above and take full responsibility if otherwise proven to exist.

I acknowledge and pledge to attach all documents supporting the figures submitted including the financial statements. And I take full responsibility if otherwise proven to exist.

أتعهد وأقر أنا المرخص بالالتزام وعدم مخالفة أي مما ورد في نظام الاستثمار التعديني الصادر بالمرسوم الملكي رقم م / 140 وتاريخ 19 شوال 1441هـ، واللائحة التنفيذية لنظام الاستثمار التعديني الصادرة بموجب القرار الوزاري رقم (3293) 1444 / 06 / 05 وتاريخ (1444 / 1 / 1).

 Cancel

Once you click "Submit," a confirmation message will appear saying "Your Report is Submitted Successfully."



If fees are required, you must confirm all commitments and click "Next".

Financial Compensation 1 Exploitation Information 2 Financial Information 3 Acknowledgement 4 Payment 5

Acknowledgment

I acknowledge and pledge that the Ministry of Industry and Mineral Resources holds the right to Audit and Amend the submitted declaration above


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أتعهد وأقر بالتقدم بطلب الحصول على رخصة جديدة وذلك عملاً بما جاء في نص اللائحة المادة رقم (64,2) ما نصه: إذا اكتشف المرخص له معدن من فئة أخرى غير التي صدرت عليها الرخصة، فيجوز له التقدم بطلب الحصول على رخصة جديدة، وأنعهد بإشعار الوزارة خلال مدة لا تتجاوز (90) تسعين يوم من تاريخ الاكتشاف عملاً بالمادة رقم (63) ما نصه: اكتشاف المعادن غير المشمولة برخصة الكشف أو الاستغلال، وما ورد في الفقرة رقم (63,1) ما نصه: عند اكتشاف المرخص له أي معادن غير مشمولة برخصة الكشف أو الاستغلال فعليه: (63,1,1) إشعار الوزارة بالمعادن المكتشفة خلال مدة لا تتجاوز (90) يوماً من تاريخ الاكتشاف

Next, "Payment" page will be displayed for paying the "Financial Compensation fees"





Payment

Dear investor, Note that the fees are non-refundable, and you agree that these fees are non-refundable.

Accept Reject

0.92 SAR Financial Compensation Fees

SADAD payment
 Please use the payment reference number to pay through SADAD through your local bank. 

Reference number 20250145002 

● Payment still pending

[Cancel](#) [Next](#)

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



Your Periodic Report 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

Report Number	
Company Name	
Submission Date	2025-01-14
Reference number	
Status	Pending Payment

[Back to home page](#)

Thank you.

