

User Manual for Creating an Annual Report on Class (B) Minerals

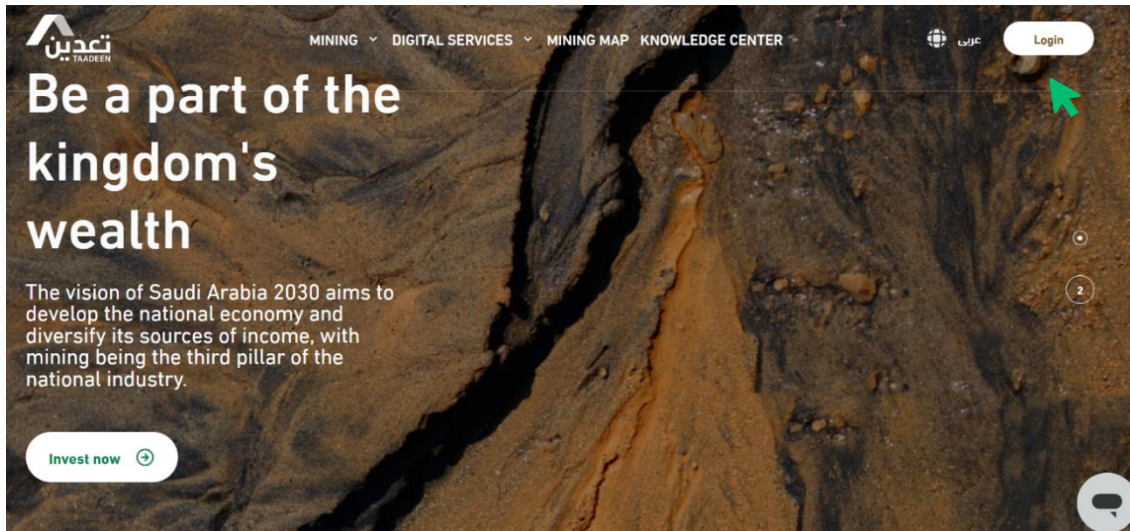


Contents

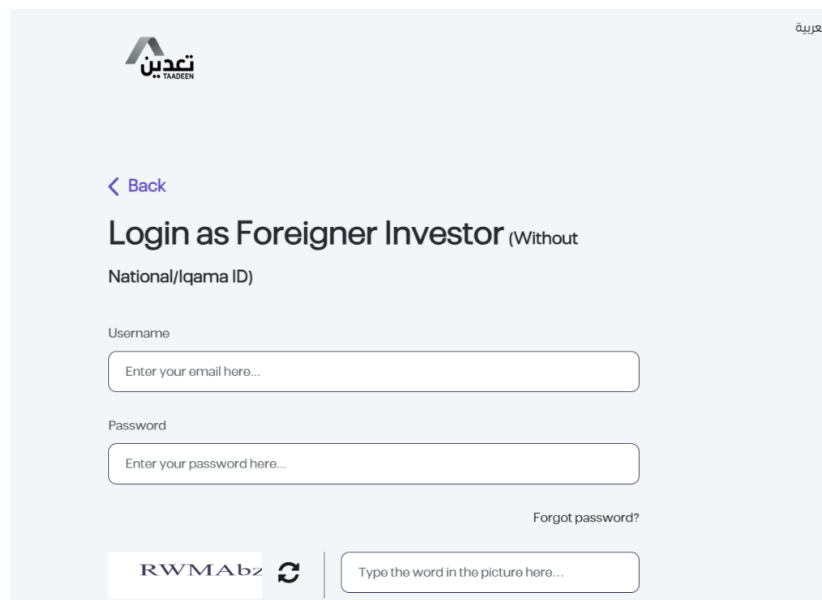
Steps to Access the Service:3

Steps to Access the Service:

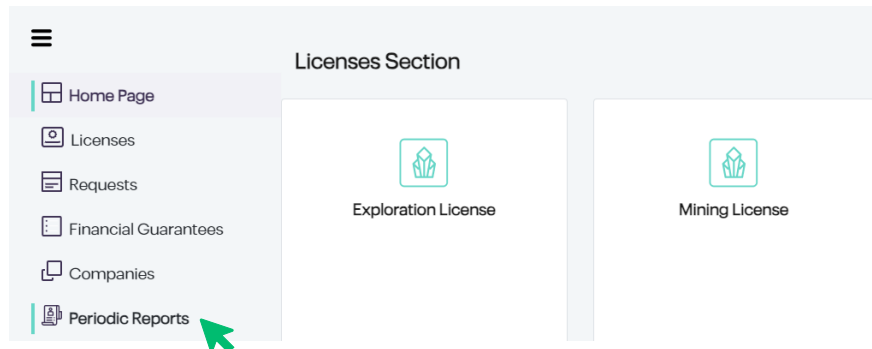
1. Visit [Taadeen Platform](#) and click on the Login button.



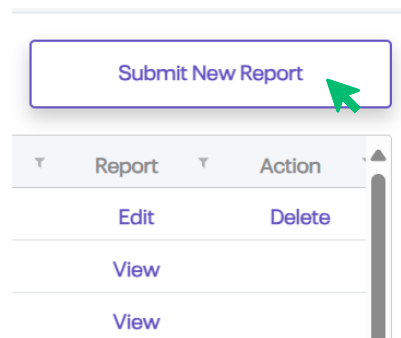
2. Log in to your account.



3. Navigate to "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.

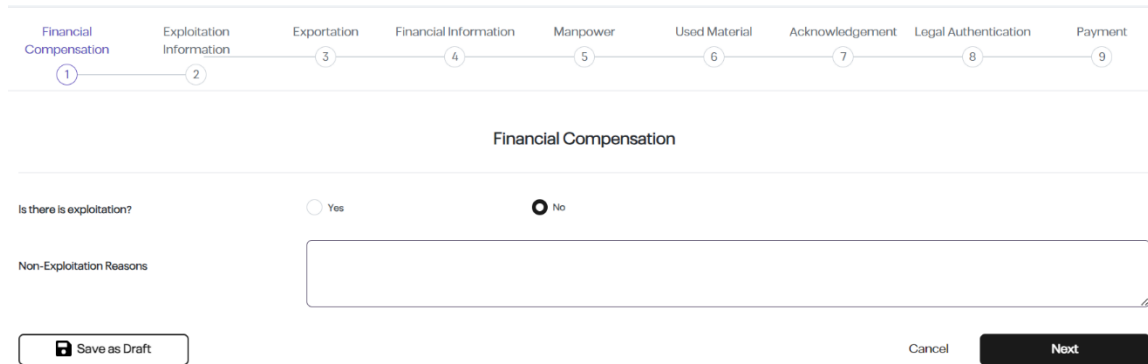
Periodic Report

Select License

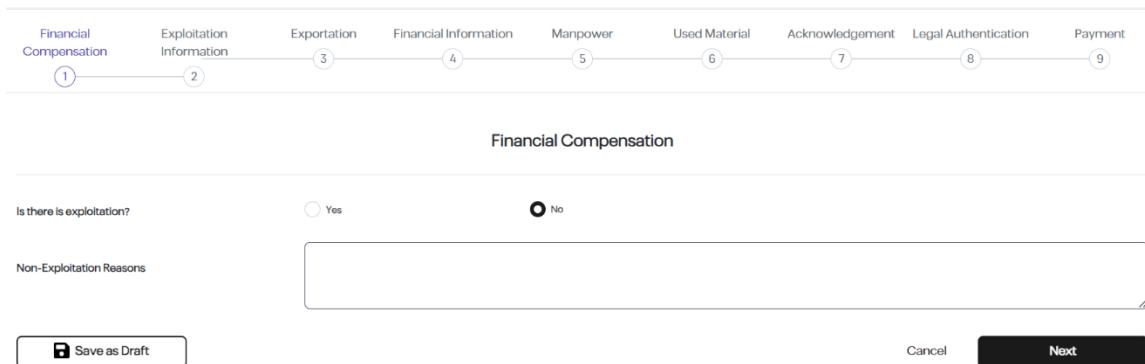
Company Name	<input type="text"/>
CR Number	<input type="text"/>
License Number	<input type="text"/>
License Expiry Date	2025/04/23
License Class	B
Minerals	Magnesite and Associated Minerals, Clay (For Ceramics)
Unified Number	<input type="text"/>
CR Expiry Hijri Date	<input type="text"/>

Report Type	Active Date	Due Date	Status	Start	Edit	View	Delete
Annual	2024-01-01		Overdue	Start			

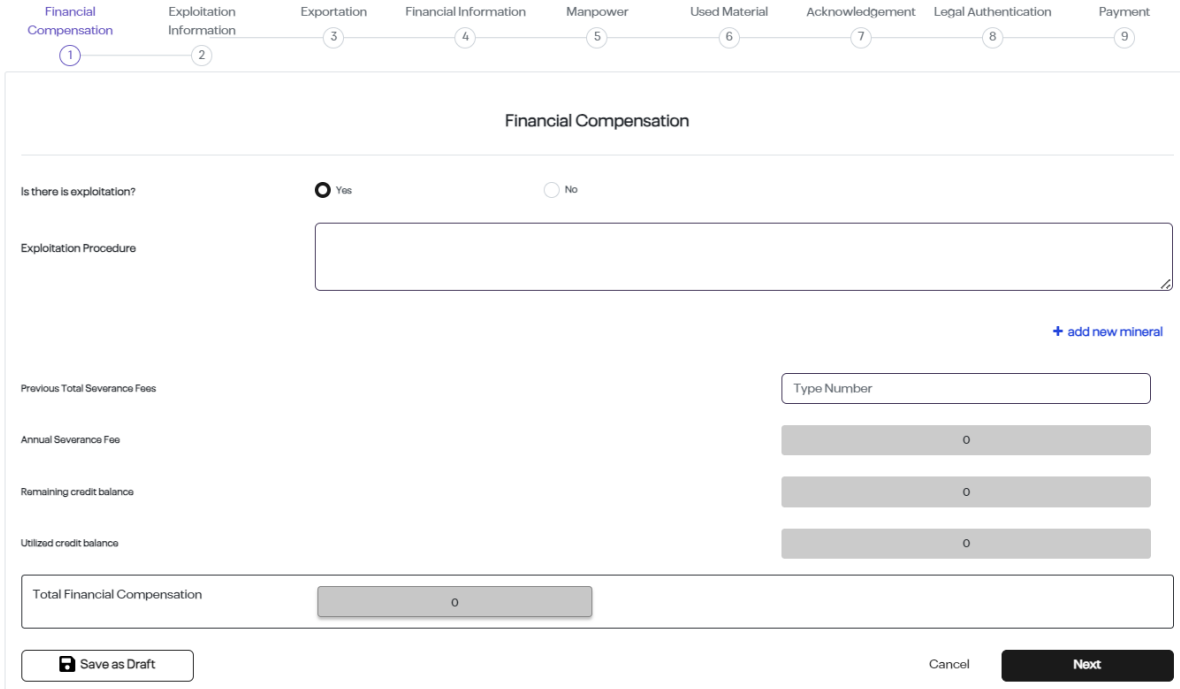
8. "Financial Compensation" page will be displayed, and you will select (Yes) or (No) for the question "Is there exploitation?"



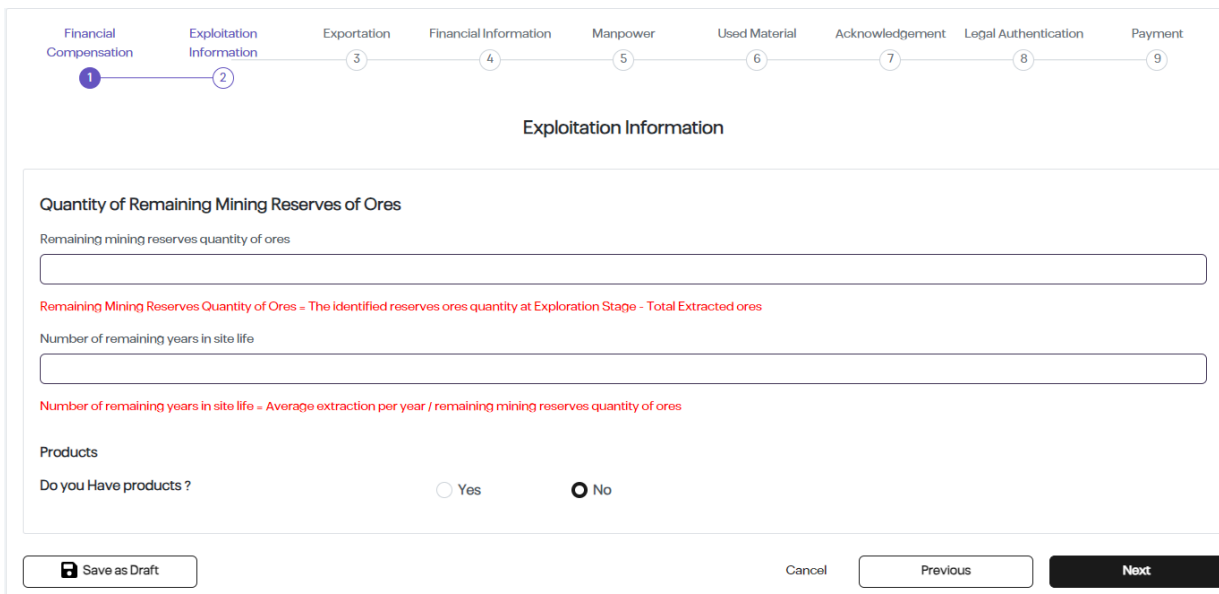
If you select (No), you must provide "Reasons for Non-Exploitation" then, click "Next".



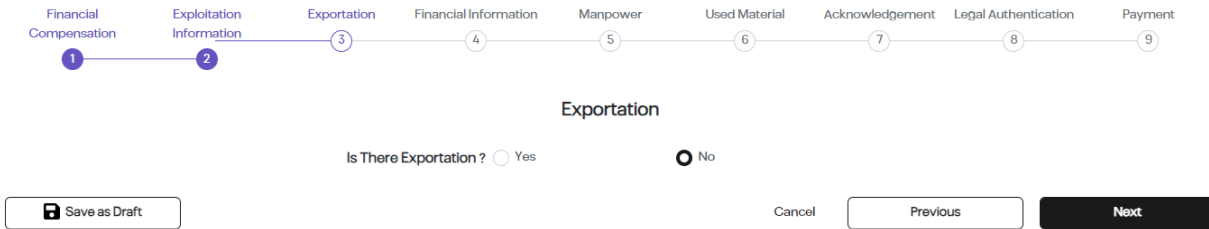
If you select (Yes), you must provide "Exploitation Procedure" and the following fields, then, click "Next".



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

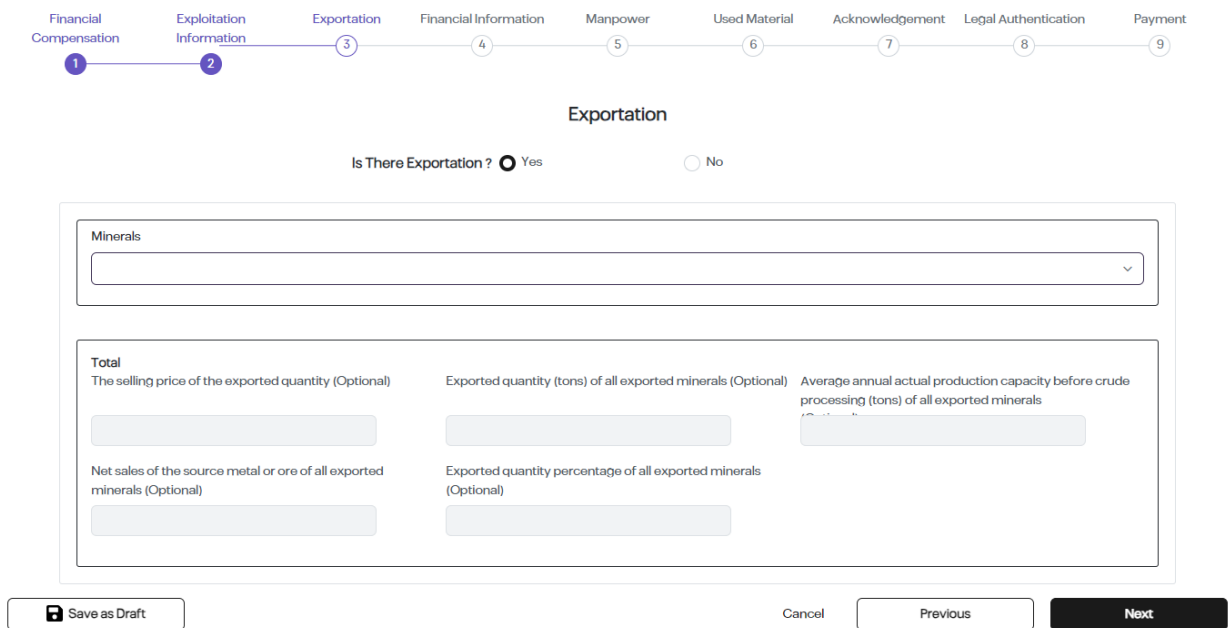


10. Then, "Exportation" page will be displayed. Answer the question, and if you select (No), click "Next".



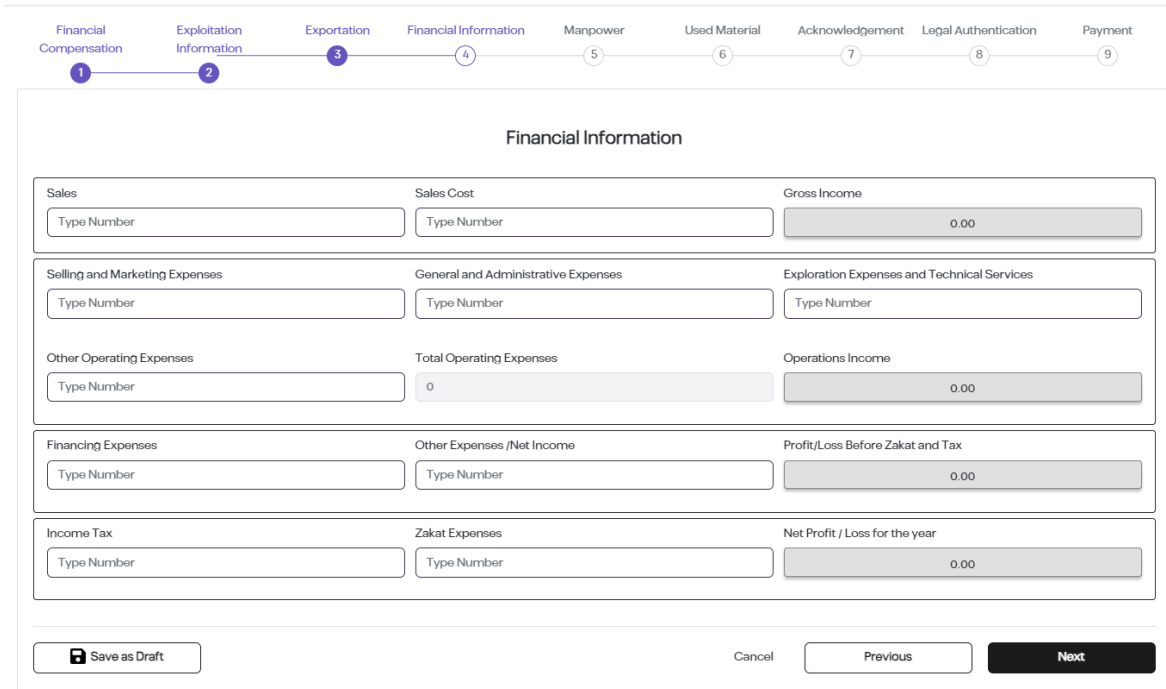
The screenshot shows a progress bar at the top with nine steps: 1. Financial Compensation, 2. Exploitation Information, 3. Exportation, 4. Financial Information, 5. Manpower, 6. Used Material, 7. Acknowledgement, 8. Legal Authentication, and 9. Payment. Step 3 is highlighted. Below the progress bar, the title "Exportation" is centered. The question "Is There Exportation?" is followed by two radio buttons: "Yes" (unselected) and "No" (selected). At the bottom, there are four buttons: "Save as Draft", "Cancel", "Previous", and "Next".

If you select (Yes), fill in the following fields, then, click "Next".



This screenshot shows the same "Exportation" page but with the "Yes" radio button selected. The form fields are now visible. At the top, the progress bar is identical. Below the title "Exportation", the question "Is There Exportation?" is followed by "Yes" (selected) and "No" (unselected) radio buttons. The form contains a dropdown menu labeled "Minerals" and a section titled "Total" with four input fields: "The selling price of the exported quantity (Optional)", "Exported quantity (tons) of all exported minerals (Optional)", "Average annual actual production capacity before crude processing (tons) of all exported minerals", and "Exported quantity percentage of all exported minerals (Optional)". At the bottom, there are four buttons: "Save as Draft", "Cancel", "Previous", and "Next".

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

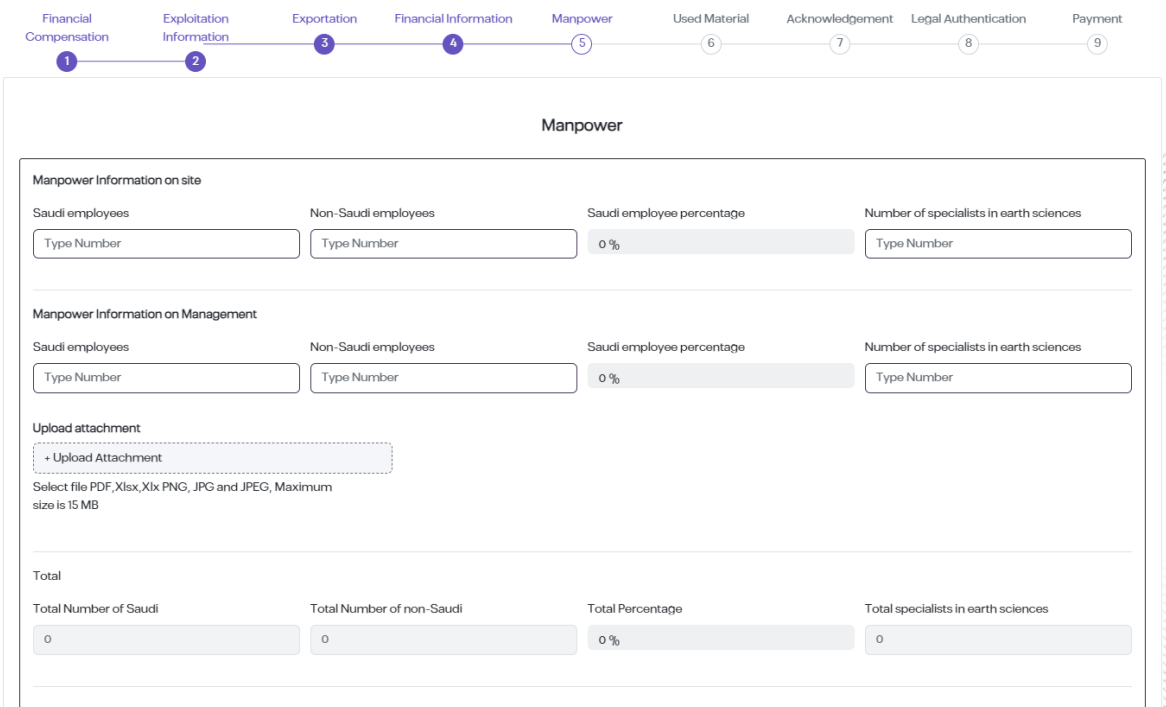


Financial Information

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 year 0.00

Save as Draft Cancel Previous **Next**

12. Then, "Manpower" page will be displayed. Fill in the following fields and then click "Next".



Manpower

Manpower Information on site

Saudi employees Type Number	Non-Saudi employees Type Number	Saudi employee percentage 0 %	Number of specialists in earth sciences Type Number
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Manpower Information on Management

Saudi employees Type Number	Non-Saudi employees Type Number	Saudi employee percentage 0 %	Number of specialists in earth sciences Type Number
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Upload attachment

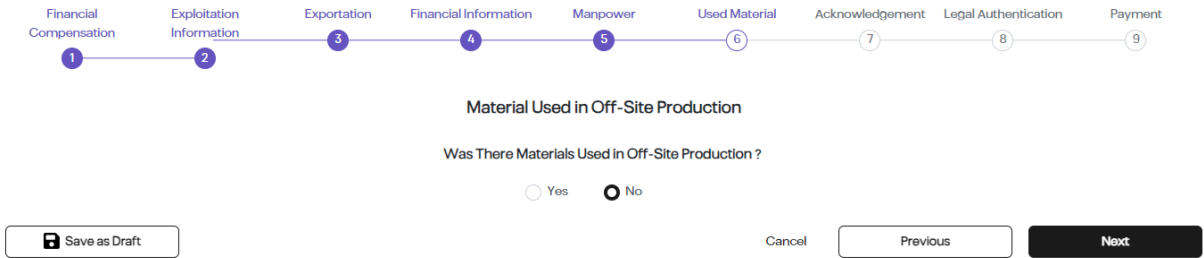
+ Upload Attachment

Select file PDF, Xlsx, Xlx PNG, JPG and JPEG, Maximum size is 15 MB

Total

Total Number of Saudi 0	Total Number of non-Saudi 0	Total Percentage 0 %	Total specialists in earth sciences 0
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13. Then, "Materials Used" page will be displayed. Answer the question, and if you select (No), click "Next".



Financial Compensation 1 Exploitation Information 2 Exportation 3 Financial Information 4 Manpower 5 **Used Material 6** Acknowledgement 7 Legal Authentication 8 Payment 9

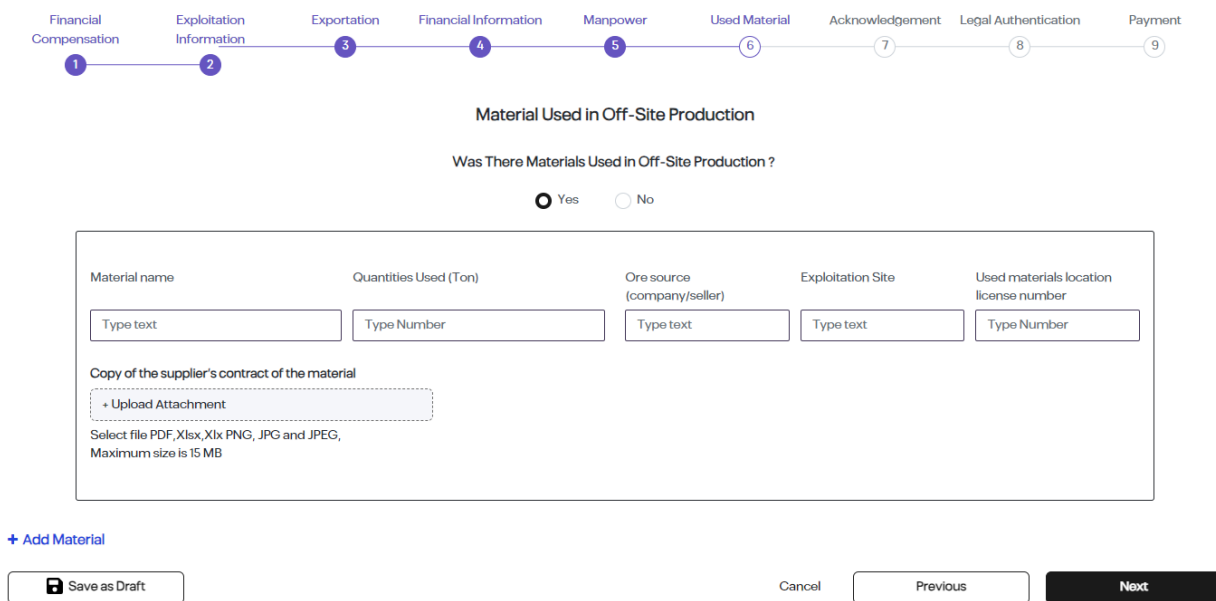
Material Used in Off-Site Production

Was There Materials Used in Off-Site Production ?

Yes No

[Save as Draft](#) [Cancel](#) [Previous](#) [Next](#)

If you select (Yes), fill in the following fields, then, click "Next".



Financial Compensation 1 Exploitation Information 2 Exportation 3 Financial Information 4 Manpower 5 **Used Material 6** Acknowledgement 7 Legal Authentication 8 Payment 9

Material Used in Off-Site Production

Was There Materials Used in Off-Site Production ?

Yes No

Material name	Quantities Used (Ton)	Ore source (company/seller)	Exploitation Site	Used materials location license number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

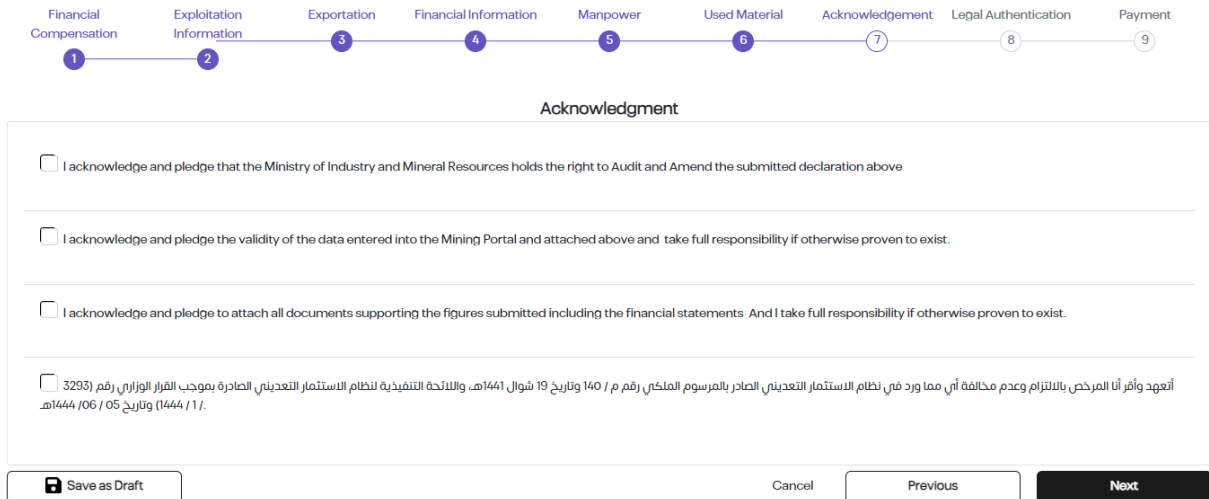
Copy of the supplier's contract of the material

[+ Upload Attachment](#)

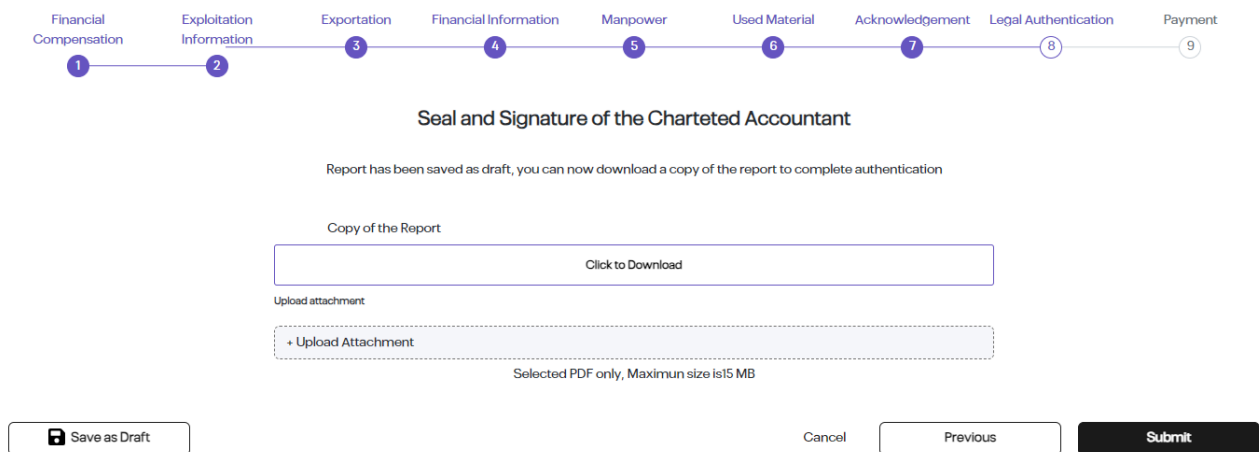
Select file PDF, Xlsx, Xlx, PNG, JPG and JPEG, Maximum size is 15 MB

[+ Add Material](#) [Save as Draft](#) [Cancel](#) [Previous](#) [Next](#)

14. Then, "Acknowledgment" page will be displayed, where you must confirm all commitments before clicking "Next".



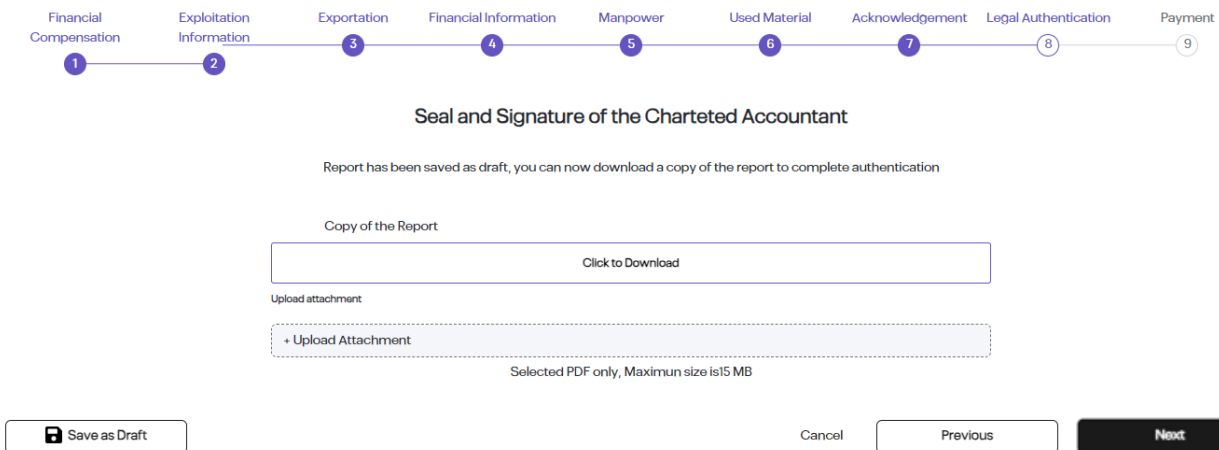
15. Then, "Legal Authentication" page will be displayed. Download the report, get it stamped by Accredited Chartered Accountant, and re-upload it by clicking "Upload Attachment". Then, click "Submit" if no fees are required.



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




If fees are required, download report, get it stamped by Accredited Chartered Accountant, and re-upload it by clicking "Upload Attachment". Then, click "Next".



The image shows a progress bar with 9 steps: 1. Financial Compensation, 2. Exploitation Information, 3. Exportation, 4. Financial Information, 5. Manpower, 6. Used Material, 7. Acknowledgement, 8. Legal Authentication, 9. Payment. Below the progress bar is the section "Seal and Signature of the Chartered Accountant". It contains the text "Report has been saved as draft, you can now download a copy of the report to complete authentication". Underneath is a "Copy of the Report" section with a "Click to Download" button. Below that is an "Upload attachment" section with an "Upload Attachment" button and the text "Selected PDF only, Maximum size is 15 MB". At the bottom, there are three buttons: "Save as Draft", "Cancel", and "Next".

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 202501145002 

● 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.

