

User Manual for Transferring a Small Mining



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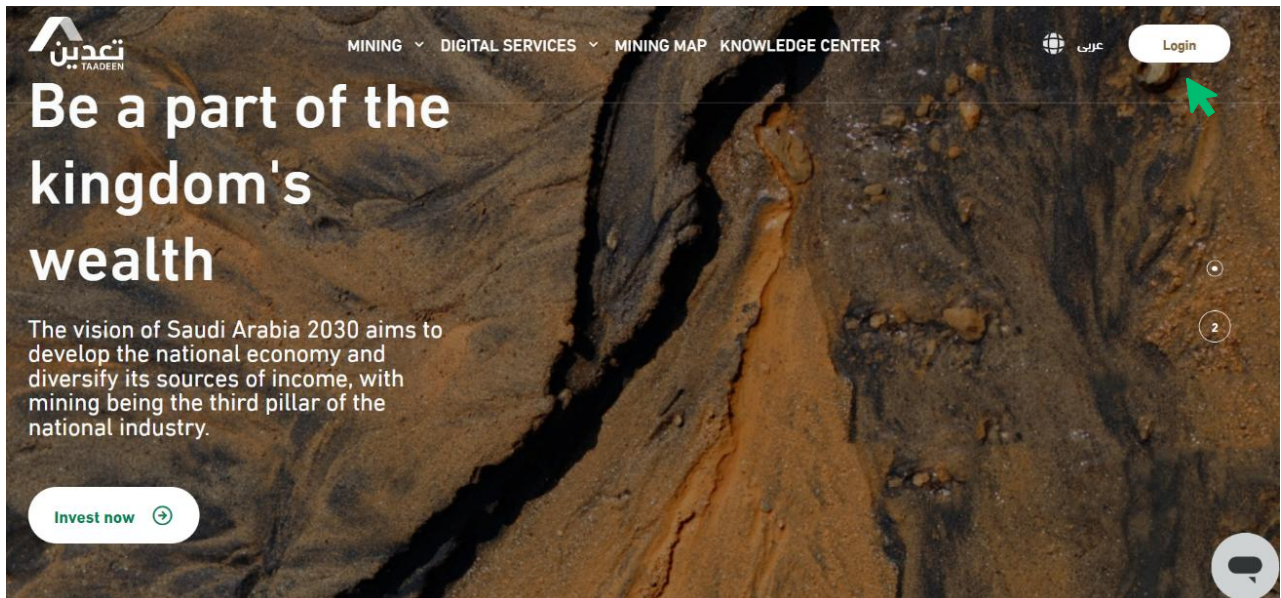


Service Description:

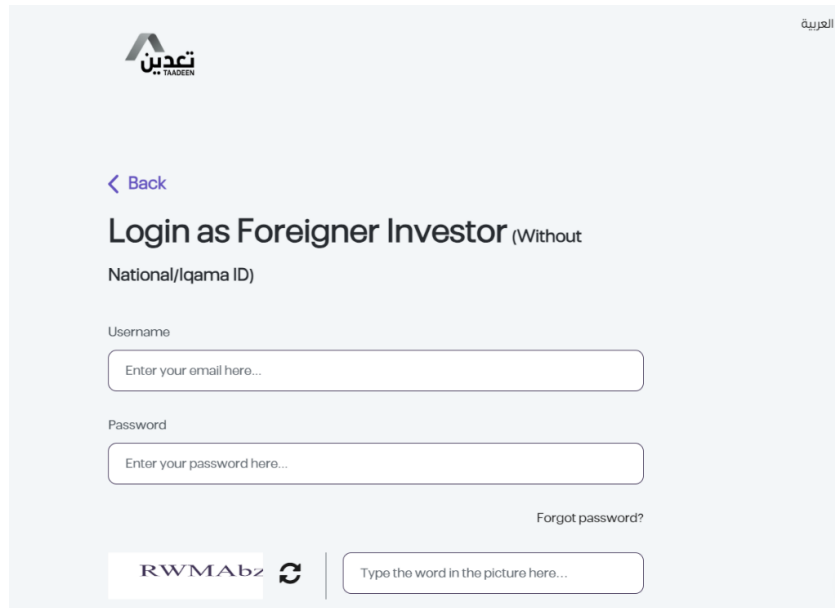
This service allows an investor to transfer a license to a qualified investor, including all rights and obligations associated with the license.

Steps to Access the Service:

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

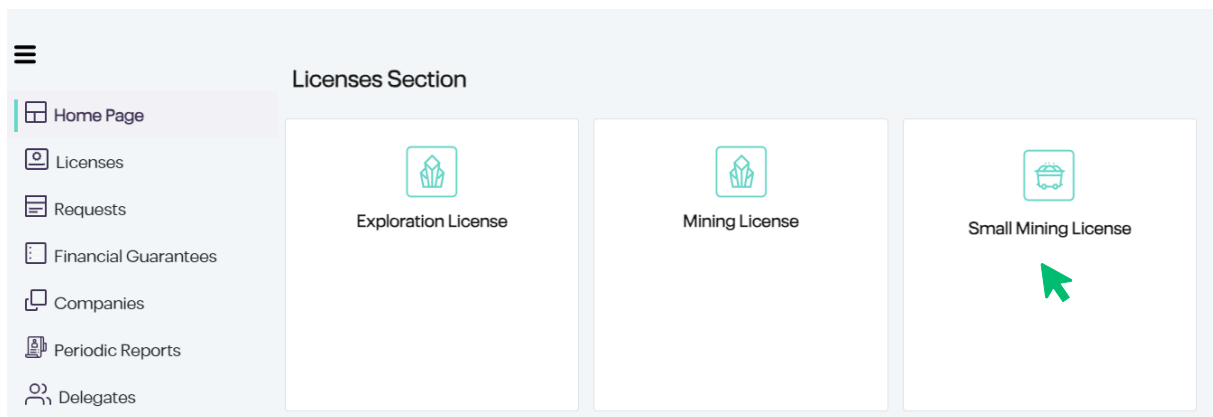


2. Log in to your account.

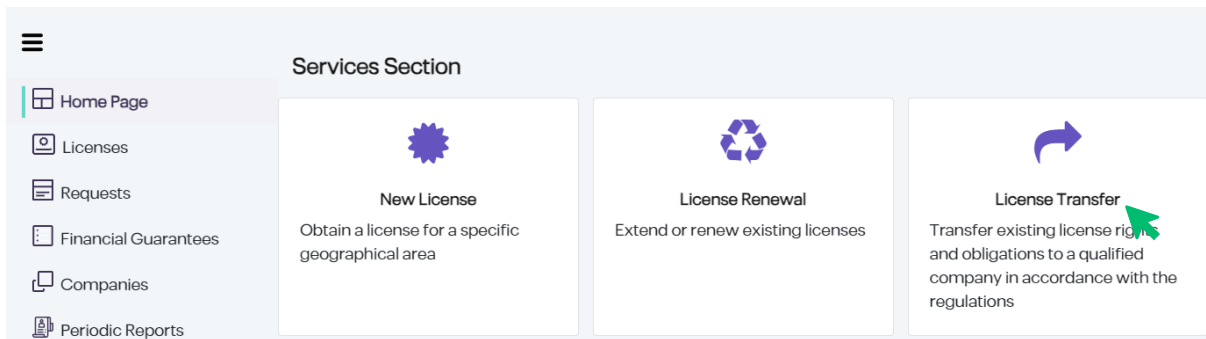


The screenshot shows a login page for a foreign investor. At the top left is the TAADEEN logo, and at the top right is the text "العربية". Below the logo is a blue link for "< Back". The main heading is "Login as Foreign Investor (Without National/Iqama ID)". There are two input fields: "Username" with the placeholder "Enter your email here..." and "Password" with the placeholder "Enter your password here...". Below the password field is a link for "Forgot password?". At the bottom left is a CAPTCHA image showing "RWMAbz" and a refresh icon. To the right of the CAPTCHA is an input field with the placeholder "Type the word in the picture here...".

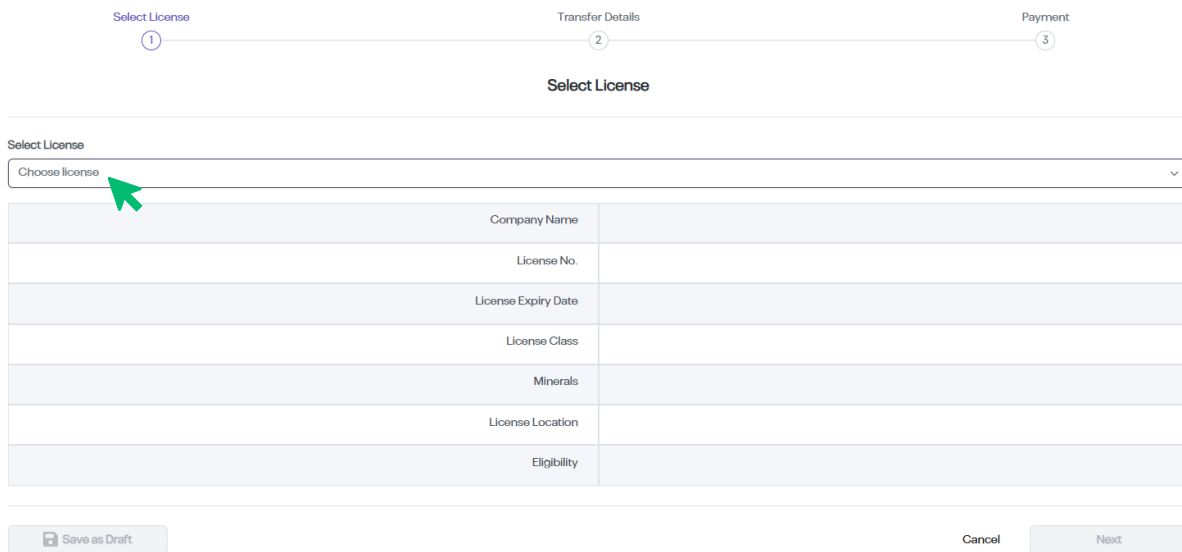
3. Click on "Small Mining License".



4. Click on "License Transfer".



5. Select the license you wish to transfer from the menu.



6. Once the conditions outlined in "Validations" section are verified, you will be allowed to proceed to the next step.

Validations

<input checked="" type="checkbox"/>	Commercial register status is active
<input checked="" type="checkbox"/>	Company capital ≥ 100k SAR
<input checked="" type="checkbox"/>	Business activities include mining activities
<input checked="" type="checkbox"/>	There are no violations and fines on the Transferer
<input checked="" type="checkbox"/>	Annual report available
<input checked="" type="checkbox"/>	There are no pending requests on selected license
<input checked="" type="checkbox"/>	The license is valid at least 180 days
<input checked="" type="checkbox"/>	Annual and Semi Annual Reports are uploaded, processed and approved

Cancel

7. Click "Next" to proceed to "Transfer Details" page. Enter the "Commercial Registration Number" of the transferee. Select the "Reason for Transfer". Confirm the declaration.

Select License Transfer Details Payment
1 ————— 2 ————— 3

Transfer Details

Transferee CR/Unified Number

Transferee Company Name

Reason for Transfer

Others

I acknowledge that I would be held liable for all the matters to this license until the transfer process is completed

Cancel

8. Proceed to "Payment" page to pay the Transfer submission fees.

Select License Transfer Details Payment
1 2 3

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

10000 SAR Transfer Submission fees

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



Reference number **202501215001** 

Payment still pending

Cancel Next

After completing the payment, your application will be successfully submitted.

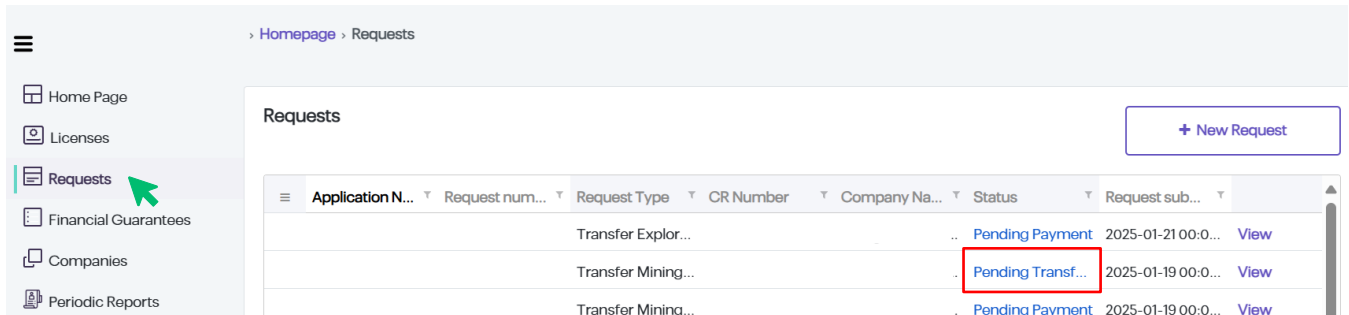


Your license transfer request will be automatically submitted after successful payment
 The process of reflecting an invoice's payment status can take up to 15 minutes on Taadeen platform

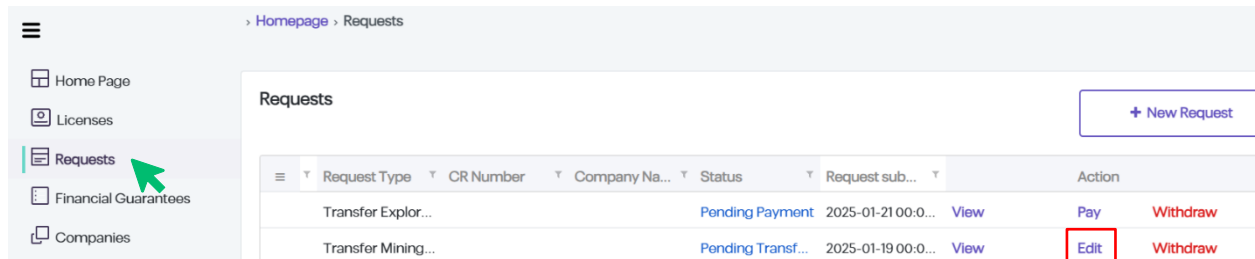
Application Number	
Company Name	
Submission Date	21-01-2025
Reference number	
Payment Expiry Date	28-01-2025
Status	Pending Payment

Back to home page

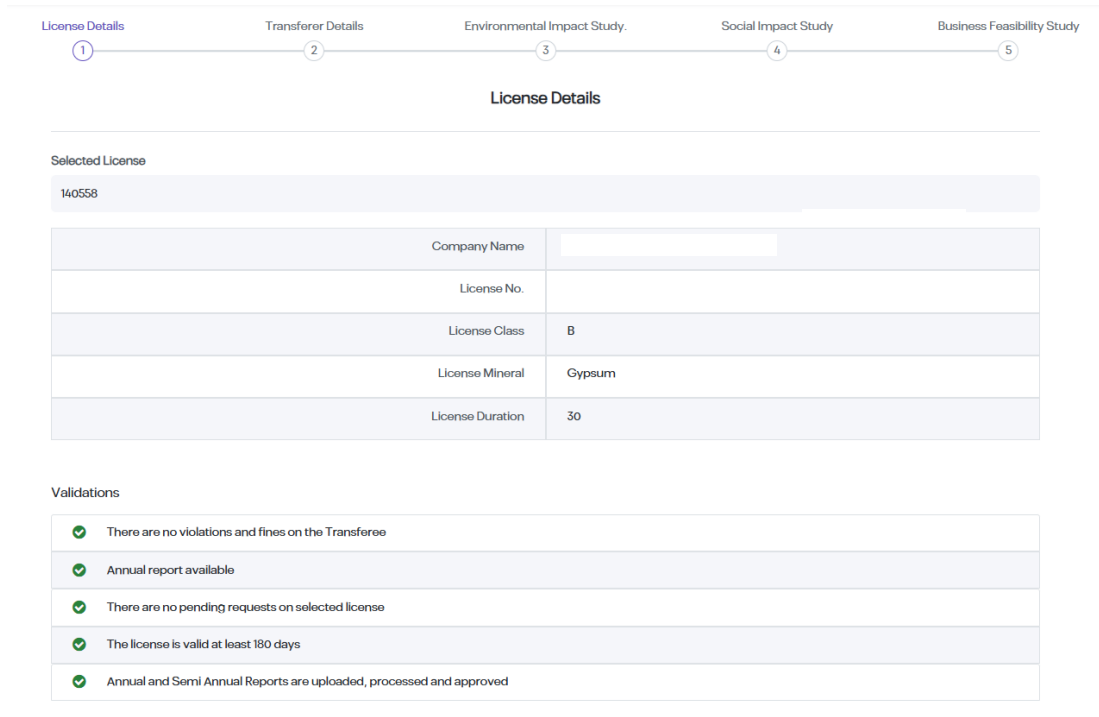
You can track the request under "Status" section in "Requests" menu. The status of the submitted transfer request will show as "Pending Transfer Approval".



1. The transferee will then approve the transfer by navigating to "Requests" and clicking "Edit" button.



2. "License Details" page will appear click "Next".



License Details

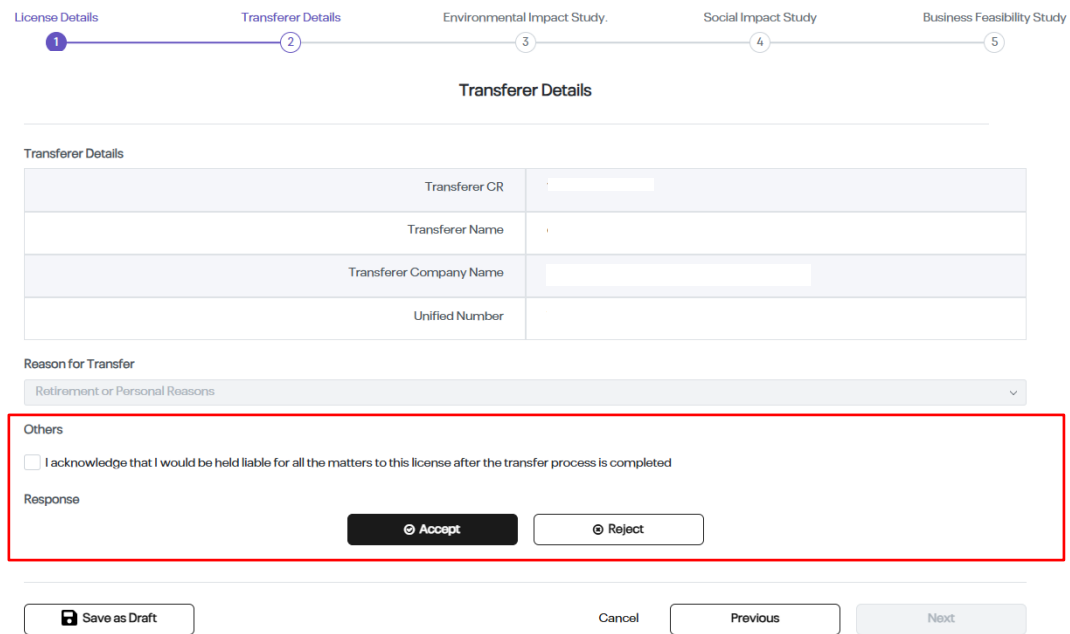
Selected License
140558

Company Name	
License No.	
License Class	B
License Mineral	Gypsum
License Duration	30

Validations

- ✓ There are no violations and fines on the Transferee
- ✓ Annual report available
- ✓ There are no pending requests on selected license
- ✓ The license is valid at least 180 days
- ✓ Annual and Semi Annual Reports are uploaded, processed and approved

3. Confirm the declaration and approve the transfer by clicking "Accept" button on "Transferor Details" page.



Transferer Details

Transferer CR	
Transferer Name	
Transferer Company Name	
Unified Number	

Reason for Transfer
Retirement or Personal Reasons

Others

I acknowledge that I would be held liable for all the matters to this license after the transfer process is completed

Response

A confirmation message, "The response submitted successfully," will appear.



4. Fill out "Environment Impact Study" and click "Next".

License Details Transferer Details Environmental Impact Study Social Impact Study Business Feasibility Study

1 2 3 4 5

Environmental Impact Study

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

Gypsum

Product Types

Type your text here...

Source and Quantity of Water Used

Wells

Treated water

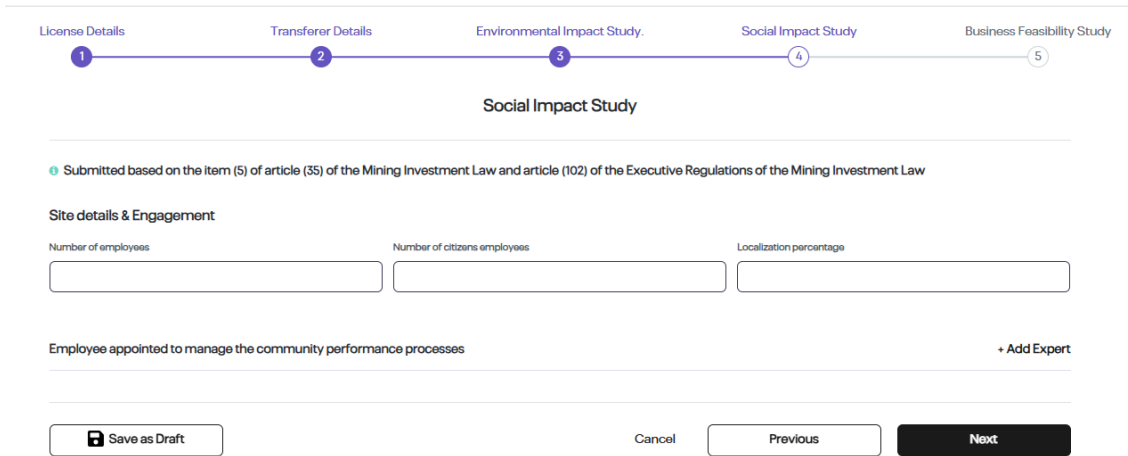
Desalinated water

Source and Amount of Energy Used

Electrical grid

Generators

5. Complete the "Social Impact Study" and click "Next".



License Details Transferer Details Environmental Impact Study. Social Impact Study Business Feasibility Study

1 2 3 4 5

Social Impact Study

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

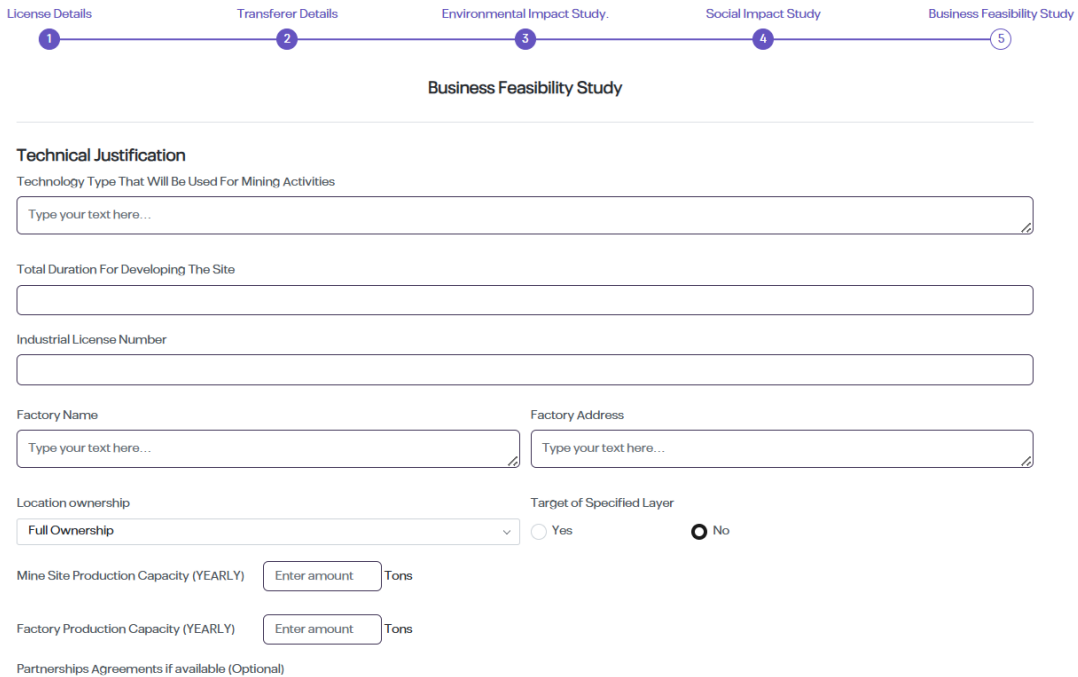
Site details & Engagement

Number of employees Number of citizens employees Localization percentage

Employee appointed to manage the community performance processes + Add Expert

Save as Draft Cancel Previous Next

6. On "Work Business Feasibility Study" page, enter the required details, agree to the "Applicant Obligations/Undertaking", attach the "Proof of Financial Ability", and click "Submit".



License Details Transferer Details Environmental Impact Study. Social Impact Study Business Feasibility Study

1 2 3 4 5

Business Feasibility Study

Technical Justification

Technology Type That Will Be Used For Mining Activities

Type your text here...

Total Duration For Developing The Site

Industrial License Number

Factory Name Factory Address

Type your text here... Type your text here...

Location ownership Target of Specified Layer

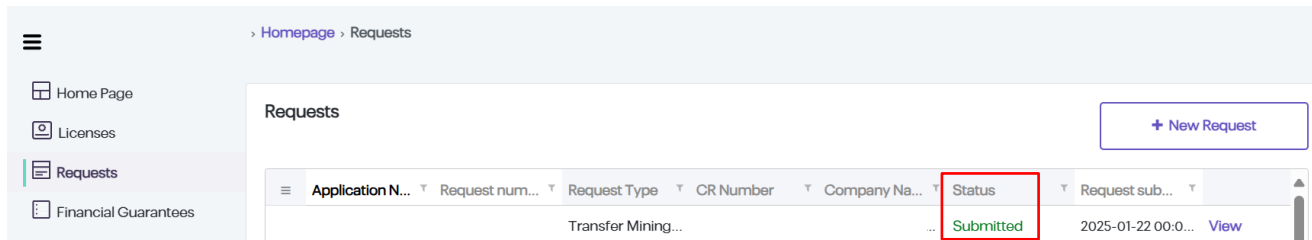
Full Ownership Yes No

Mine Site Production Capacity (YEARLY) Enter amount Tons

Factory Production Capacity (YEARLY) Enter amount Tons

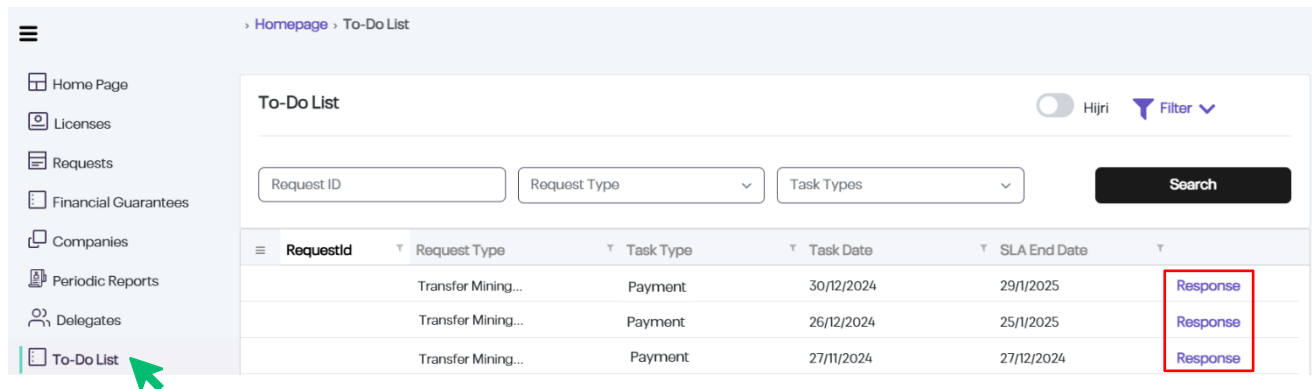
Partnerships Agreements if available (Optional)

The status will be "Submitted".



Application N...	Request num...	Request Type	CR Number	Company Na...	Status	Request sub...
		Transfer Mining...			Submitted	2025-01-22 00:0...

7. The transfer request will be reviewed, and you will be notified to pay the "License Transfer Fee Invoice" by navigating to "To Do List", where the task type will appear as "Payment". Click "Respond".



RequestID	Request Type	Task Type	Task Date	SLA End Date	Action
	Transfer Mining...	Payment	30/12/2024	29/1/2025	Response
	Transfer Mining...	Payment	26/12/2024	25/1/2025	Response
	Transfer Mining...	Payment	27/11/2024	27/12/2024	Response

8. Proceed to "Payment" page to settle the license transfer 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.

i Your request will be canceled if not paid within the next -39 days

20000 SAR

Service Fees

SADAD payment

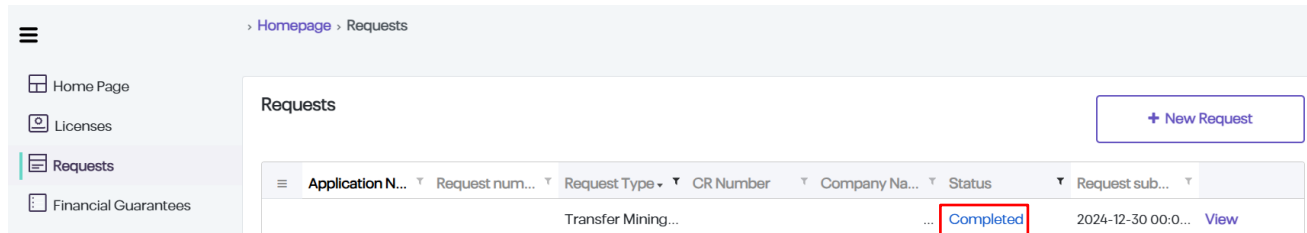
Please use the payment reference number to pay through SADAD through your local bank.
Expires in -39 days



Reference number 202411135008 

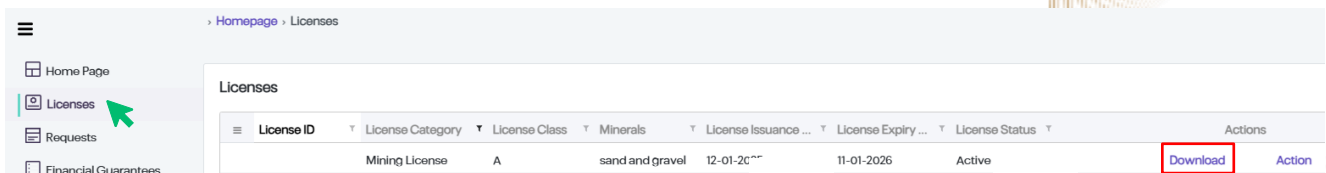
i Payment still pending

Once payment is completed, the status for both the transferor and the transferee will be "Completed".



Application N...	Request num...	Request Type	CR Number	Company Na...	Status	Request sub...
		Transfer Mining...			Completed	2024-12-30 00:0... View

The transferee can then download the electronic license by navigating to "Licenses" section and clicking "Download".



License ID	License Category	License Class	Minerals	License Issuance ...	License Expiry ...	License Status	Actions
	Mining License	A	sand and gravel	12-01-20...	11-01-2026	Active	Download Action

Thank you.