

User Manual for Issuing Public Projects License



Service Description:

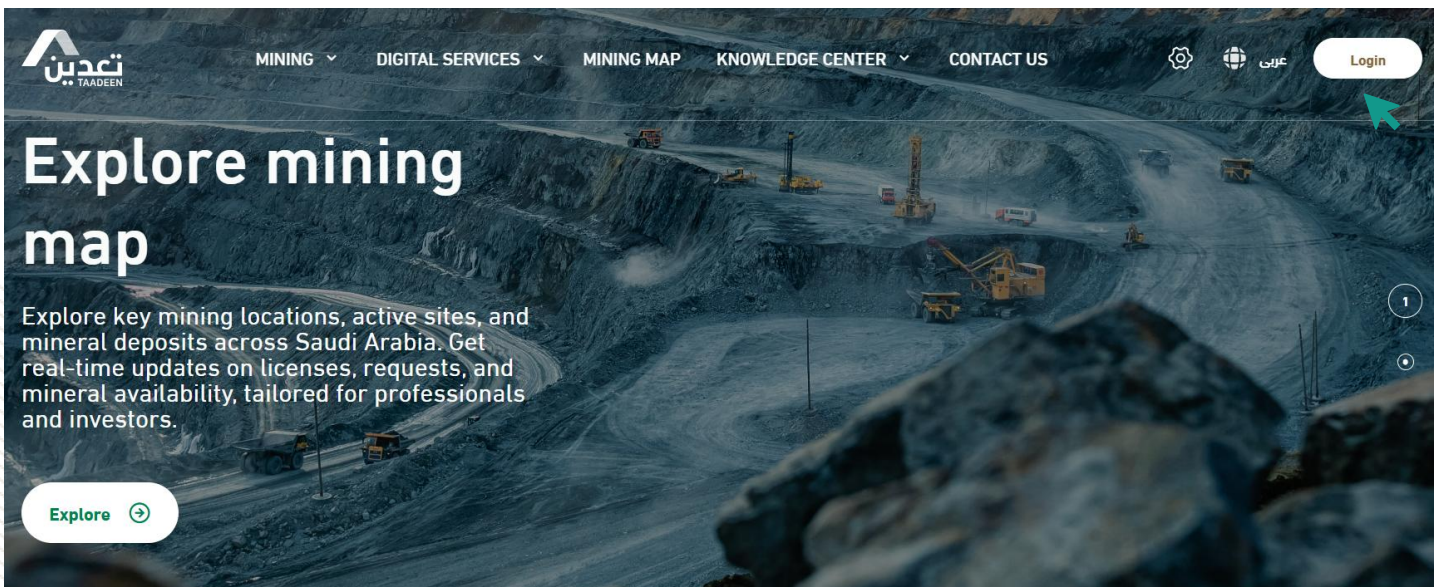
It is a Category (C) building-materials quarrying license with an area not exceeding 250,000 square meters. Its purpose is to support contractors in providing the essential building materials required for the execution of public projects in accordance with the approved technical specifications for those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

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

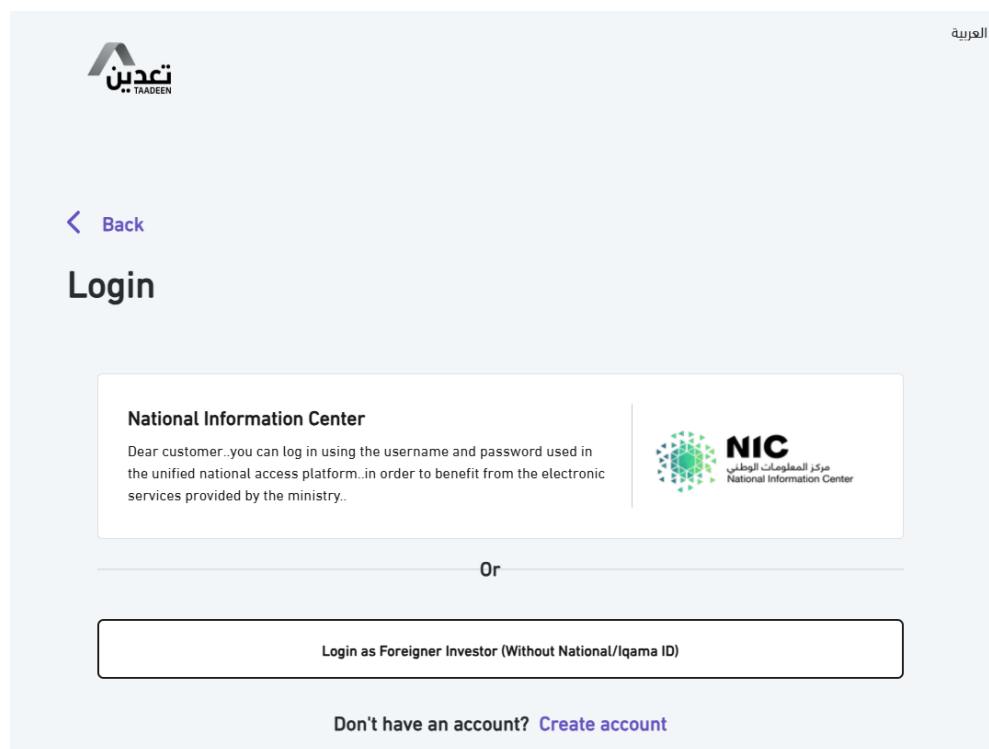
This license is granted when no licensed sites or mining complexes containing the required materials with the project's specified technical standards are available within a radius not exceeding 60 kilometers from the project execution site.

Steps to Access the Service :

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

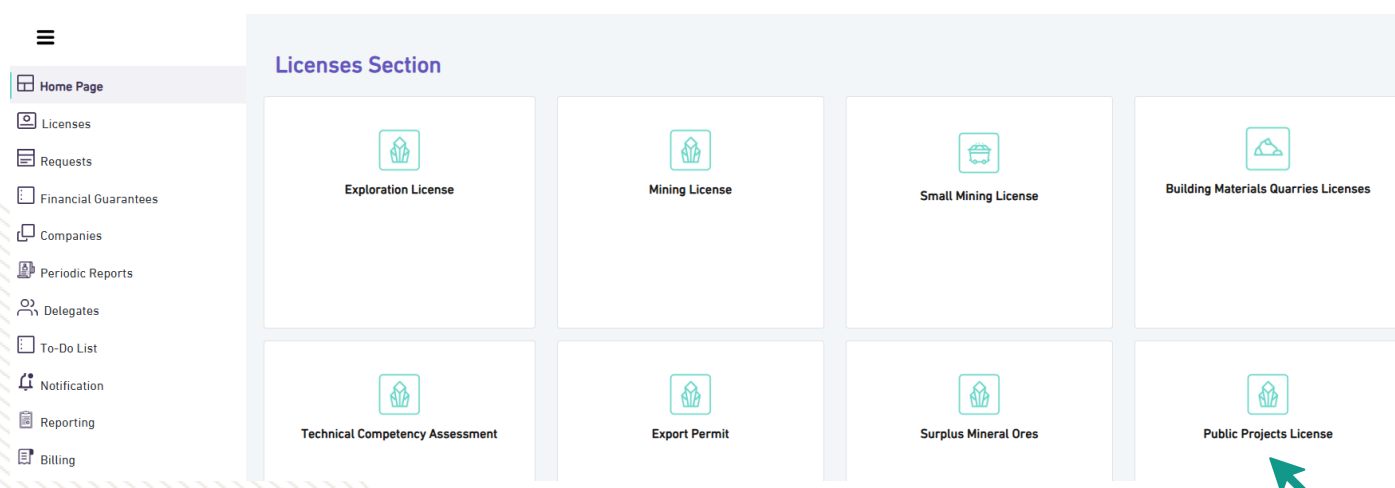


2- Log in to your account.



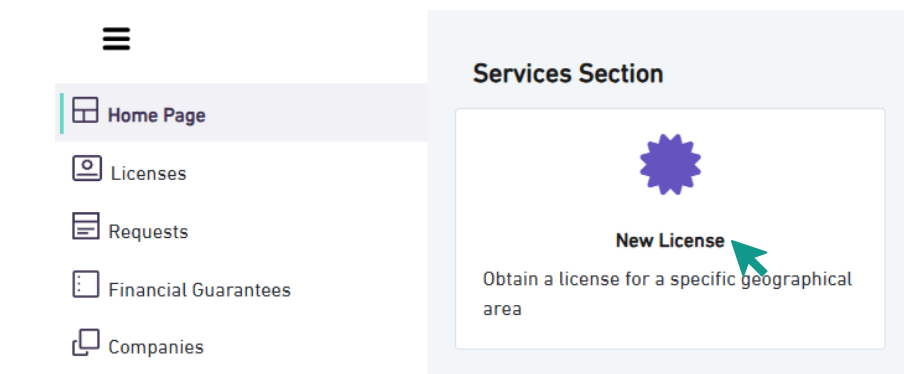
The screenshot shows the login interface of the TAADEEN system. At the top left is the TAADEEN logo, and at the top right is the text "العربية". Below the logo is a "< Back" link. The main heading is "Login". A white box contains the "National Information Center" logo and text: "Dear customer..you can log in using the username and password used in the unified national access platform..in order to benefit from the electronic services provided by the ministry..". Below this box is a horizontal line with "Or" in the center. Underneath is a button labeled "Login as Foreigner Investor (Without National/Iqama ID)". At the bottom, it says "Don't have an account? Create account".

3- Navigate to “Public Projects License”.

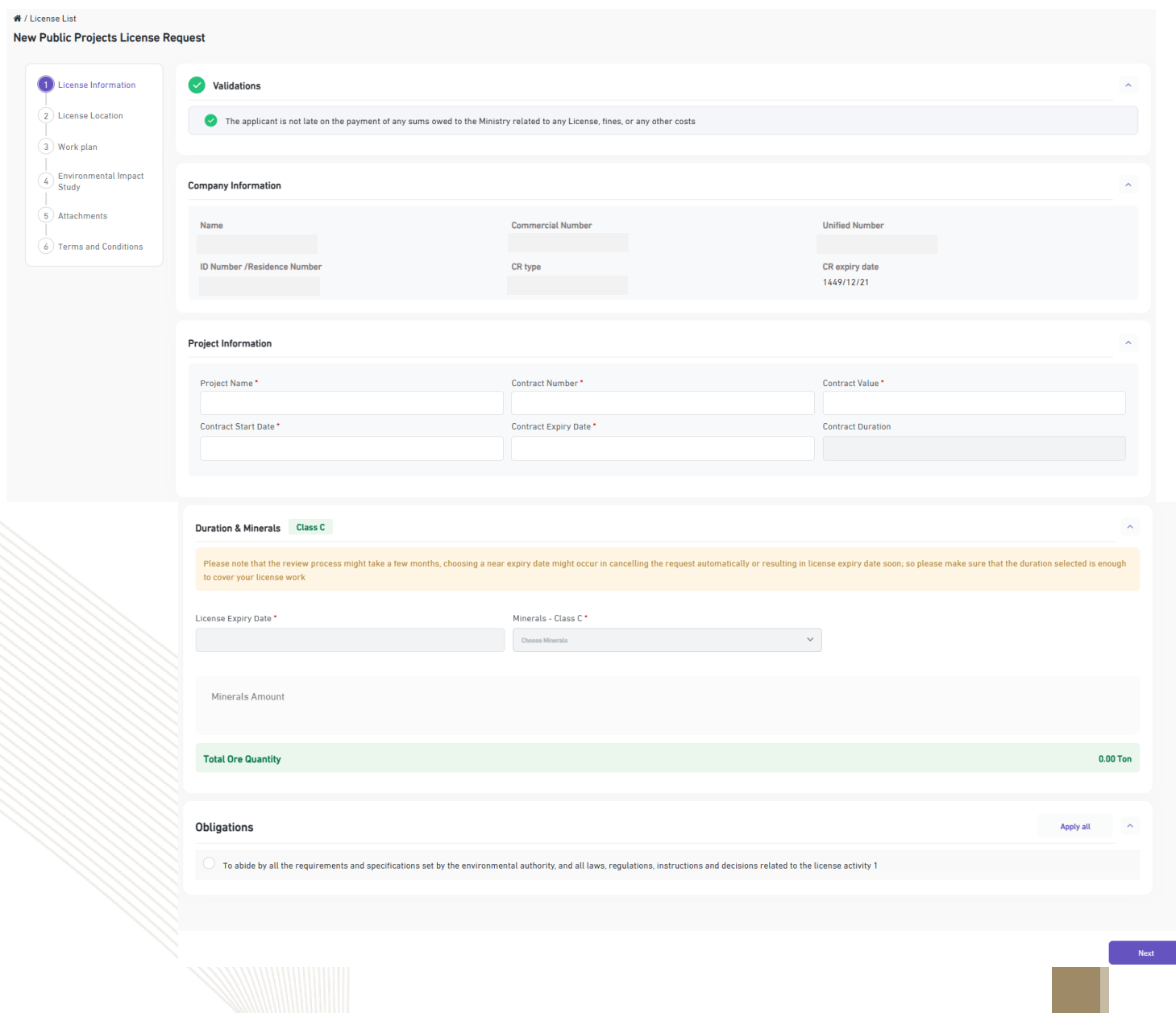


The screenshot shows the "Licenses Section" of the TAADEEN system. On the left is a sidebar menu with the following items: Home Page, Licenses, Requests, Financial Guarantees, Companies, Periodic Reports, Delegates, To-Do List, Notification, Reporting, and Billing. The main area displays a grid of license options, each with an icon and a label: Exploration License, Mining License, Small Mining License, Building Materials Quarries Licenses, Technical Competency Assessment, Export Permit, Surplus Mineral Ores, and Public Projects License. A green arrow points to the "Public Projects License" option.

4- Click on “New License”.



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

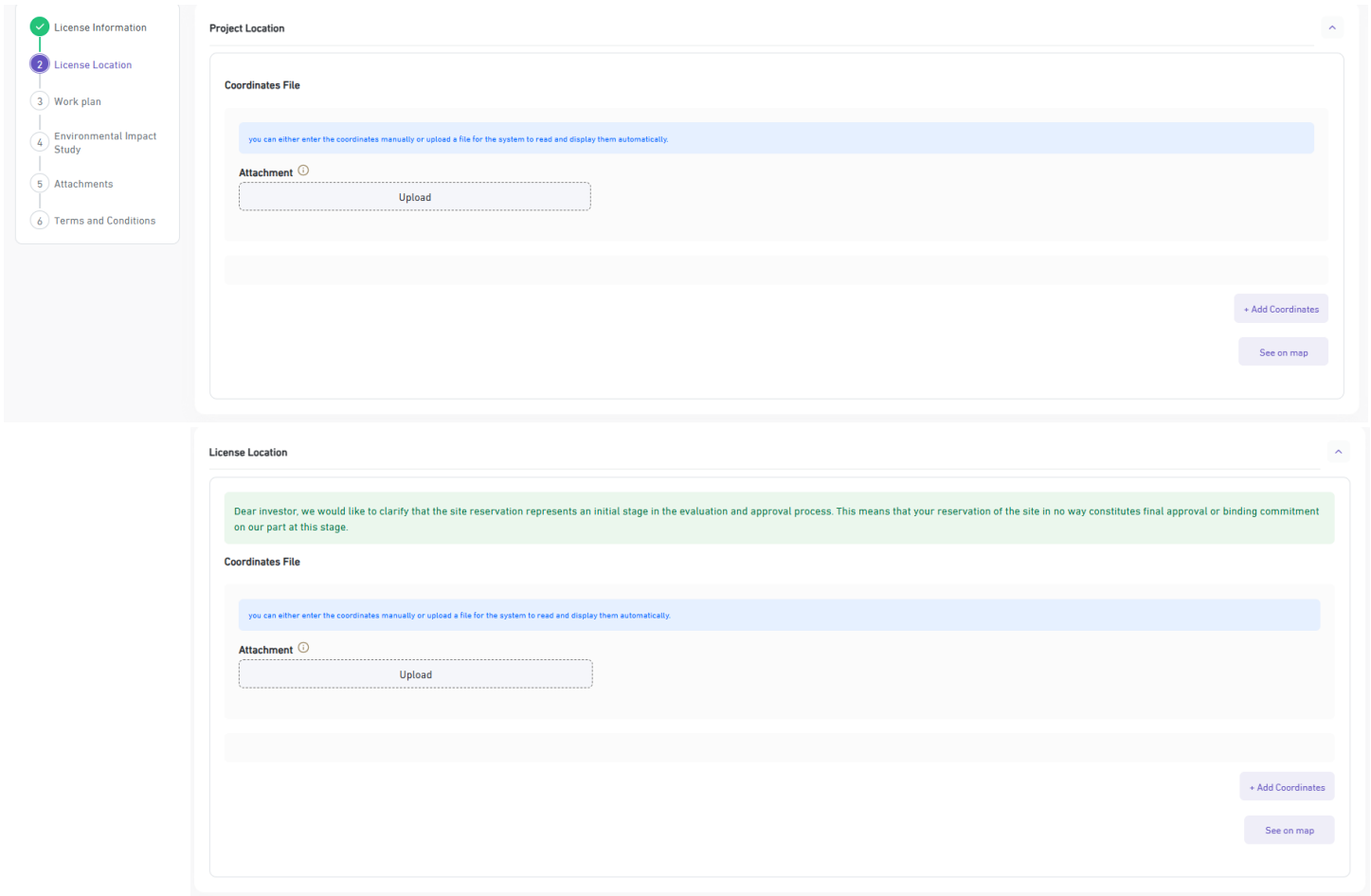


The screenshot displays the 'New Public Projects License Request' form. At the top left, there's a breadcrumb 'License List' and the title 'New Public Projects License Request'. A vertical sidebar on the left lists six steps: 1. License Information (active), 2. License Location, 3. Work plan, 4. Environmental Impact Study, 5. Attachments, and 6. Terms and Conditions. The main form area is divided into several sections:

- Validations:** A green checkmark icon and a message: 'The applicant is not late on the payment of any sums owed to the Ministry related to any License, fines, or any other costs'.
- Company Information:** Fields for Name, Commercial Number, Unified Number, ID Number /Residence Number, CR type, and CR expiry date (1449/12/21).
- Project Information:** Fields for Project Name, Contract Number, Contract Value, Contract Start Date, Contract Expiry Date, and Contract Duration.
- Duration & Minerals:** A green 'Class C' label. A warning message: 'Please note that the review process might take a few months, choosing a near expiry date might occur in cancelling the request automatically or resulting in license expiry date soon; so please make sure that the duration selected is enough to cover your license work'. Fields for License Expiry Date, Minerals - Class C (dropdown), Minerals Amount, and Total Ore Quantity (0.00 Ton).
- Obligations:** A radio button for 'To abide by all the requirements and specifications set by the environmental authority, and all laws, regulations, instructions and decisions related to the license activity 1'. An 'Apply all' button is on the right.

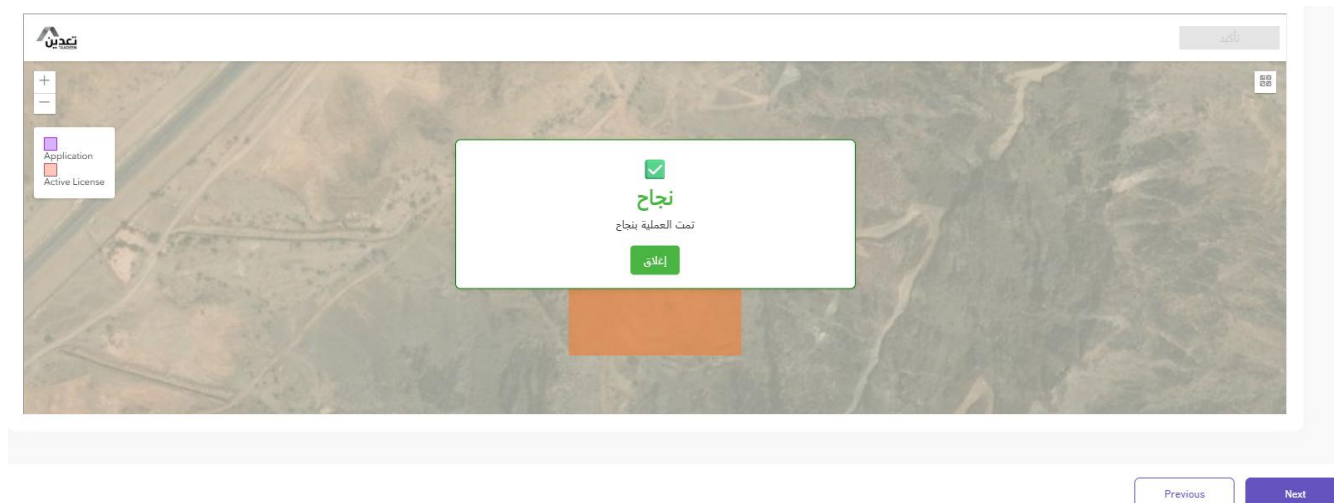
At the bottom right, there is a blue 'Next' button.

- 6- 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**”.



The screenshot displays the 'License Location' screen within a web application. On the left, a vertical sidebar contains a progress indicator with six steps: 1. License Information (checked), 2. License Location (active), 3. Work plan, 4. Environmental Impact Study, 5. Attachments, and 6. Terms and Conditions. The main content area is titled 'License Location' and features a green informational banner at the top stating: 'Dear investor, we would like to clarify that the site reservation represents 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.' Below this, the 'Coordinates File' section includes a blue instruction bar: 'you can either enter the coordinates manually or upload a file for the system to read and display them automatically.' An 'Attachment' label with a dropdown arrow is positioned above a dashed-line 'Upload' button. At the bottom right of the main area, there are two buttons: '+ Add Coordinates' and 'See on map'.

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



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

- ✓ License Information
- ✓ License Location
- 3 Work plan
- 4 Environmental Impact Study
- 5 Attachments
- 6 Terms and Conditions

Company Technical Information

| | | |
|--|--|--|
| Company Establishment Date * | Number of Company branches * | Number of Factories * |
| <input type="text"/> | <input type="text" value="(1-30)"/> | <input type="text" value="(1-30)"/> |
| Number of Current Projects * | Number of Company Employees * | Forecasted Technical for the current License * |
| <input type="text" value="(1-30)"/> | <input type="text"/> | <input type="text"/> |
| Forecasted Non-Technical for the current License * | Percentage of Saudis at the License Site % * | |
| <input type="text"/> | <input type="text"/> | |

Exploitation Licenses Activities

| | | |
|---------------------------|---|------------------------------------|
| License Number #144513125 | | |
| Expiry Date 2044-01-07 | Activity on the License Site Active | Minerals Gold and Allied Metals |
| License Number #144583126 | | |
| Expiry Date 2025-01-07 | Activity on the License Site Expired | Minerals Gold - Silver |

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

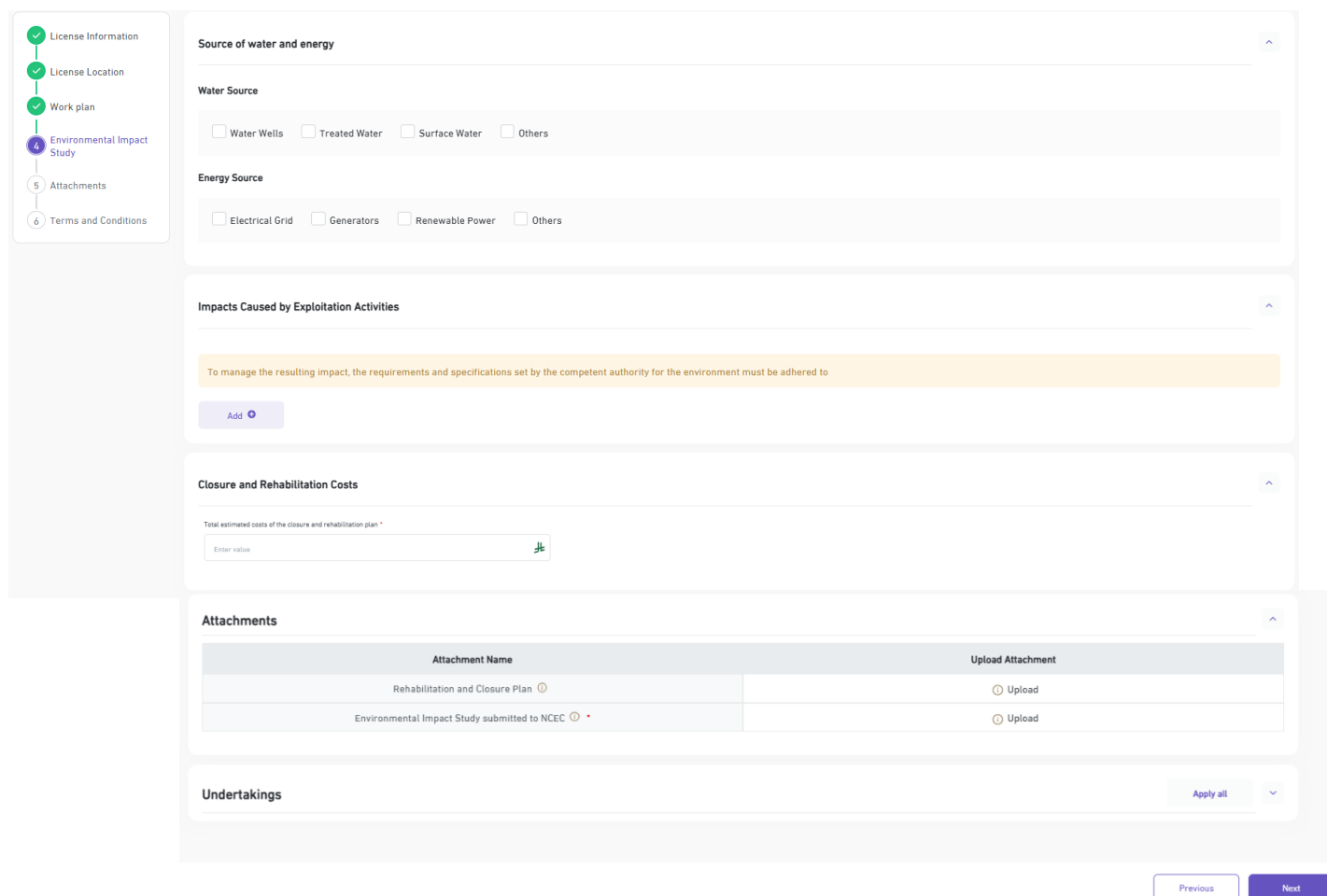
Attachments

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

Previous

Next

9- The “Environmental Impact Study” screen will appear. Fill in the required information, then click the “Next” button.



Source of water and energy

Water Source

☐ Water Wells ☐ Treated Water ☐ Surface Water ☐ Others

Energy Source

☐ Electrical Grid ☐ Generators ☐ Renewable Power ☐ Others

Impacts Caused by Exploitation Activities

To manage the resulting impact, the requirements and specifications set by the competent authority for the environment must be adhered to

[Add](#)

Closure and Rehabilitation Costs

Total estimated costs of the closure and rehabilitation plan *

Enter value

Attachments

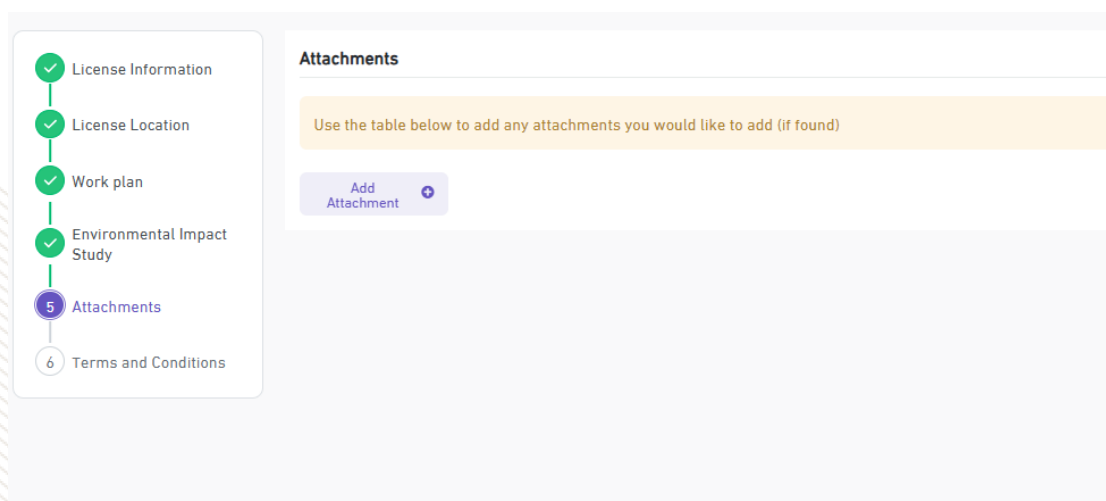
| Attachment Name | Upload Attachment |
|--|------------------------|
| Rehabilitation and Closure Plan | Upload |
| Environmental Impact Study submitted to NCEC | Upload |

Undertakings

[Apply all](#)

[Previous](#) [Next](#)

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



Attachments

Use the table below to add any attachments you would like to add (if found)

[Add Attachment](#)

License Information

License Location

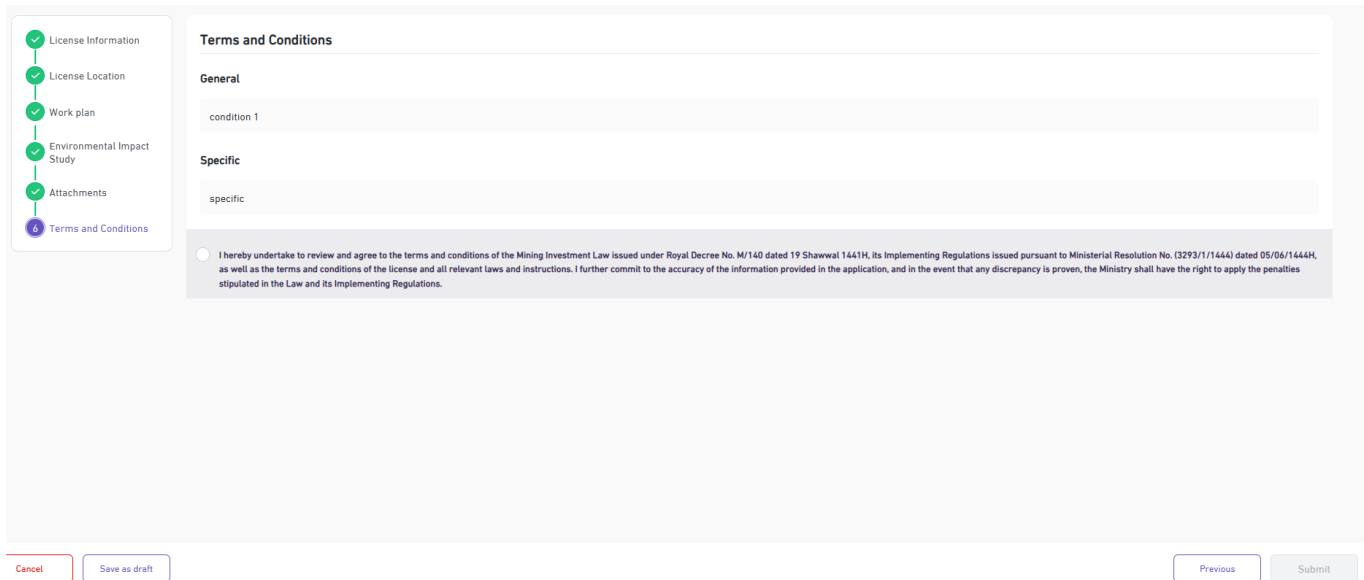
Work plan

Environmental Impact Study

Attachments

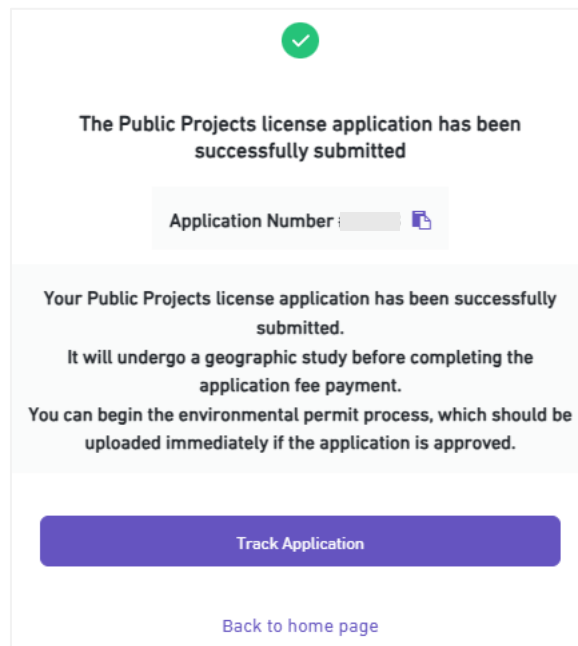
Terms and Conditions

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



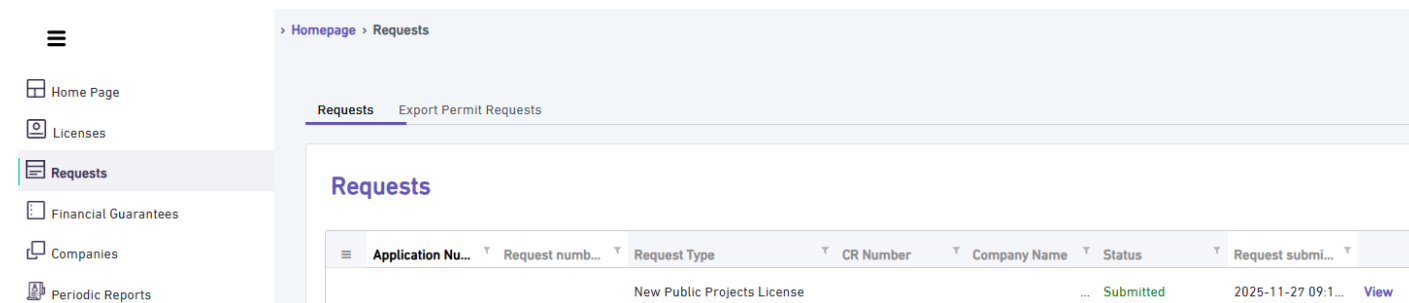
The screenshot shows a web form titled "Terms and Conditions". On the left is a vertical sidebar with six steps: "License Information", "License Location", "Work plan", "Environmental Impact Study", "Attachments", and "Terms and Conditions" (which is highlighted with a purple circle and the number 6). The main form area has a heading "Terms and Conditions" and two sections: "General" and "Specific". Each section has a text input field; "condition 1" is entered in the "General" field and "specific" is entered in the "Specific" field. Below these fields is a paragraph of legal text starting with "I hereby undertake to review and agree to the terms and conditions of the Mining Investment Law...". At the bottom of the form are three buttons: "Cancel" (red outline), "Save as draft" (blue outline), and "Previous" (blue outline). To the right of the "Previous" button is a "Submit" button (gray outline).

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

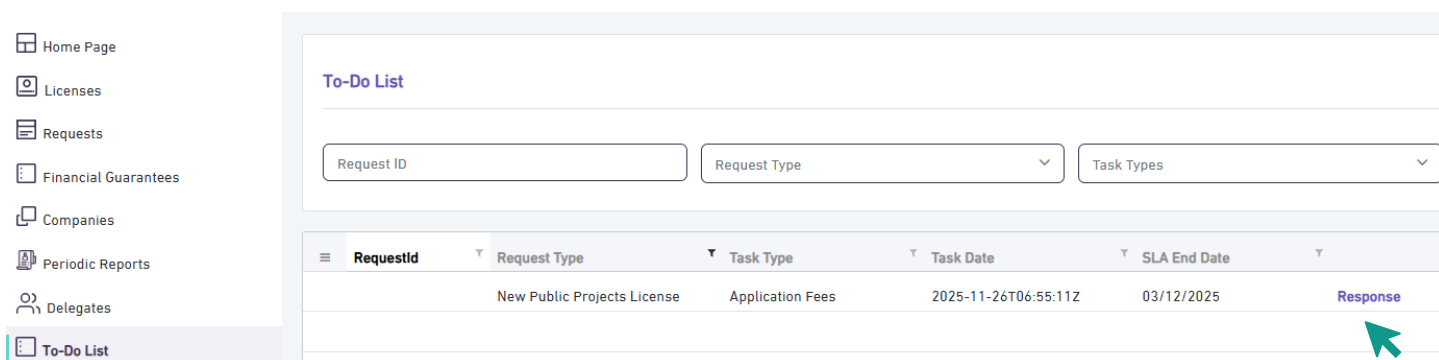


The screenshot shows a success message box. At the top is a green circle with a white checkmark. Below it, the text reads: "The Public Projects license application has been successfully submitted". Underneath is a field labeled "Application Number" followed by a gray input box and a document icon. The next section contains the following text: "Your Public Projects license application has been successfully submitted. It will undergo a geographic study before completing the application fee payment. You can begin the environmental permit process, which should be uploaded immediately if the application is approved." At the bottom is a large purple button labeled "Track Application" and a link labeled "Back to home page".

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."



12-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".



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

Important Notice

Please note that an invoice number has been issued for the license application, and the requested location has been provisionally reserved for 7 days from now. To complete the process and receive the payment reference number, you must confirm the declaration below and then submit the request within this period. Please note that failure to submit within the specified deadline will automatically cancel the land reservation.

Payment

Your request will be cancelled if not paid within the next 6 days.

The payment code for government transactions #116

Application fees 10000 ج.د

☐ I acknowledge that I am aware the application submission fee is non-refundable in case of application rejection or cancellation

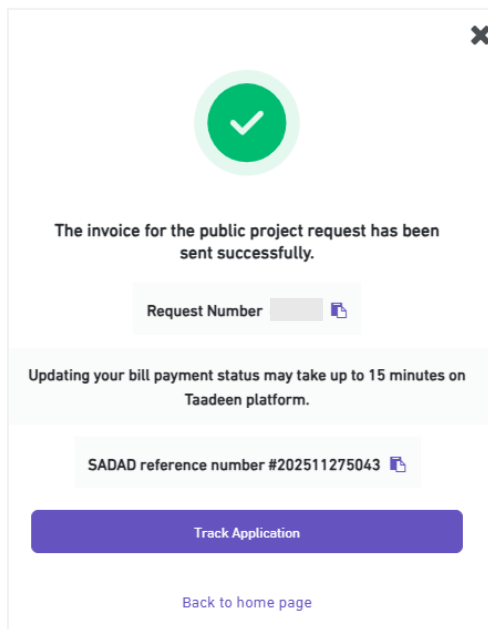
Obligations

[Apply all](#)

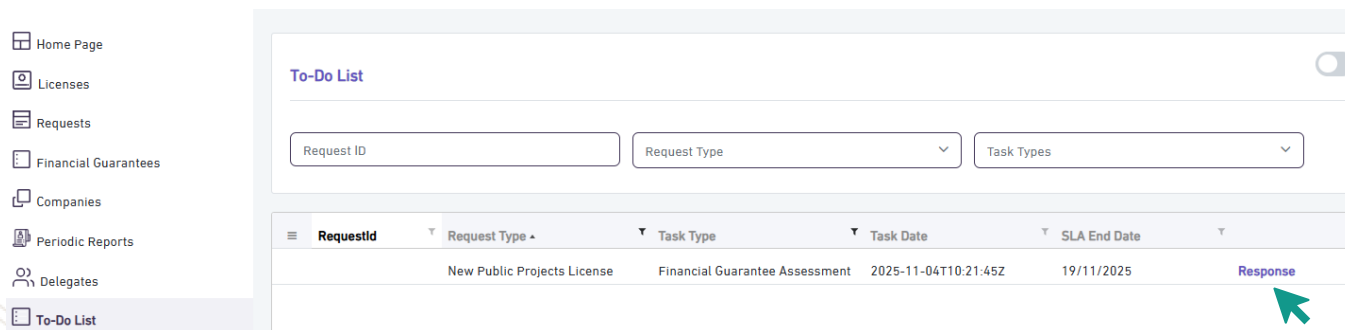
[Cancel](#)

[Submit](#)

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



14-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'.



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

Request Details

Request Number

Task Date
2025-11-26

Number of Remaining Days
14

Financial Guarantee Type

Full Financial Guarantee

| Year | Financial Guarantee Amount |
|-------|----------------------------|
| Total | 500,000.00 |

Financial Guarantee Data Input

Financial Guarantee Reference Number *
 Select

Attachments

| Attachment Name | Attachment |
|---------------------|------------|
| Financial Guarantee | Upload |

Cancel

Submit

16-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”.

Home Page

Licenses

Requests

Financial Guarantees

Companies

Periodic Reports

Delegates

To-Do List

To-Do List

Request ID

Request Type

Task Types

| Requestid | Request Type | Task Type | Task Date | SLA End Date | |
|-----------|-----------------------------|----------------------|----------------------|--------------|----------|
| | New Public Projects License | Environmental Permit | 2025-11-20T08:13:27Z | 18/2/2026 | Response |

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

Environmental Permit

Request Details

Request Number

Task Date

Number of Remaining Days

2025-11-20

83

Environmental Permit Data Input

Environmental Permit Reference Number *

Inquire

Attachments

| Attachment Name | Attachment |
|----------------------|------------|
| Environmental Permit | Upload |

Cancel

Request SLA Extension

Submit

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

Environmental Permit

Request Details

Request Number

Task Date

Number of Remaining Days

2025-11-20

83

Environmental Permit Data Input

Environmental Permit Reference Number *

Inquire

Environmental Permit Information

Company Name

CR Number

License Type

Application Number

Environmental Permit Number

New Building Materials Quarries Licenses

Permit Expiry Date

Permit Issuance Date

Environmental Permit Status

2028-04-27

2025-11-27

Approved

Attachments

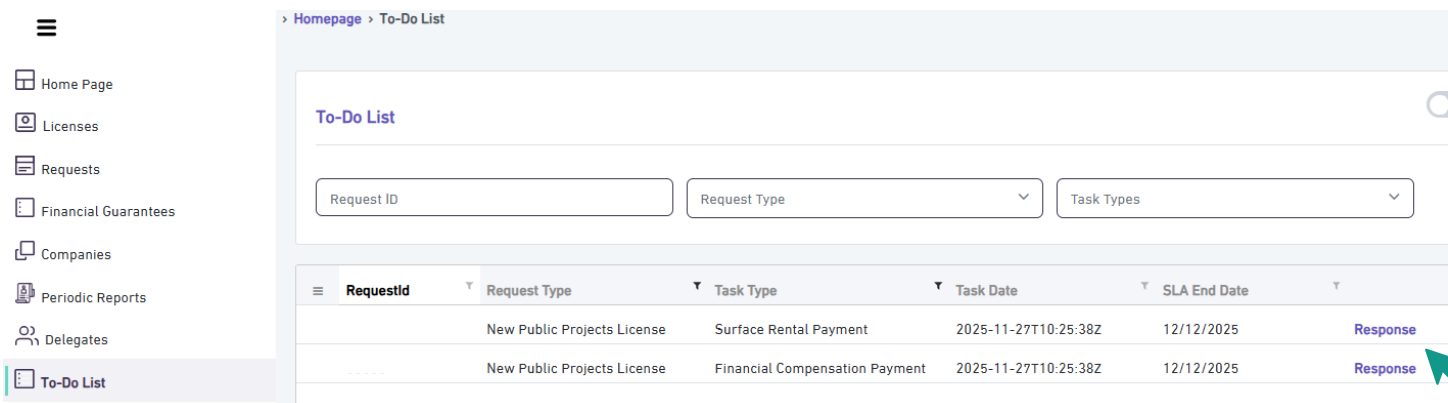
| Attachment Name | Attachment |
|----------------------|------------|
| Environmental Permit | Upload |

Cancel

Request SLA Extension

Submit

18-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.



| RequestId | Request Type | Task Type | Task Date | SLA End Date | Response |
|-----------|-----------------------------|--------------------------------|----------------------|--------------|--------------------------|
| | New Public Projects License | Surface Rental Payment | 2025-11-27T10:25:38Z | 12/12/2025 | Response |
| | New Public Projects License | Financial Compensation Payment | 2025-11-27T10:25:38Z | 12/12/2025 | Response |

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

Important Notice

Please note that an invoice number has been issued for the license surface rental fees. To complete the process and receive the surface rental fees reference number, you must confirm the declaration below and then submit the request within 15 days. Please note that failure to submit within the specified deadline will automatically cancel the issuance request.

Surface Rental Fees

Dear investor, kindly note that the surface rental fees are not refundable after approving your request.

Your request will be cancelled if not paid within the next 15 days.

Surface Rental Fees 10000

Payment Status: Payment still pending

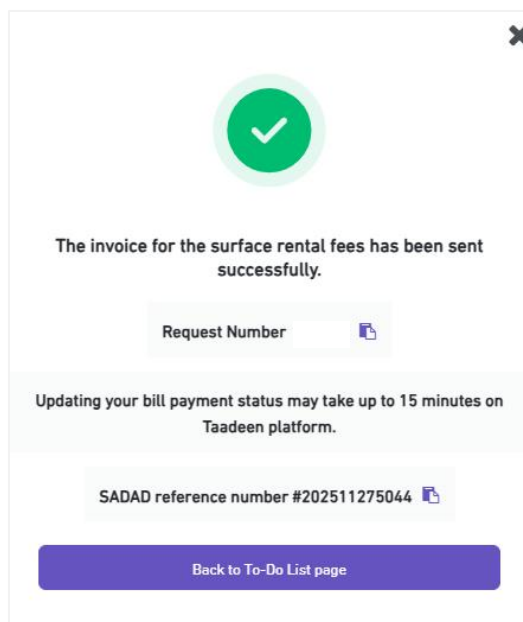
The reference number for payment through SADAD via your local bank will appear after the following declaration

☐ I acknowledge that I am aware the application submission fee is non-refundable in case of application rejection or cancellation

Cancel

Submit

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



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

Important Notice

Please note that an invoice number has been issued for the license financial compensation fees. To complete the process and receive the compensation financial fees reference number, you must confirm the declaration below and then submit the request within 15 days. Please note that failure to submit within the specified deadline will automatically cancel the issuance request.

Payment

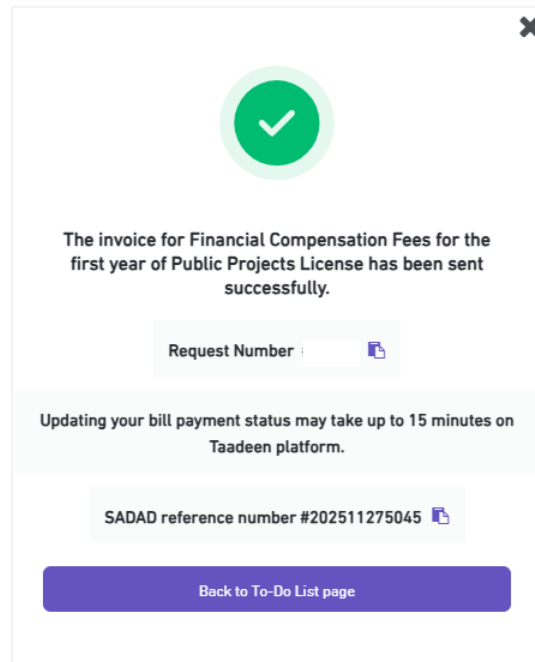
Your request will be cancelled if not paid within the next 15 days.

| | |
|------------------------------------|-------------|
| Financial Compensation Fees | 134000 ج.س. |
|------------------------------------|-------------|

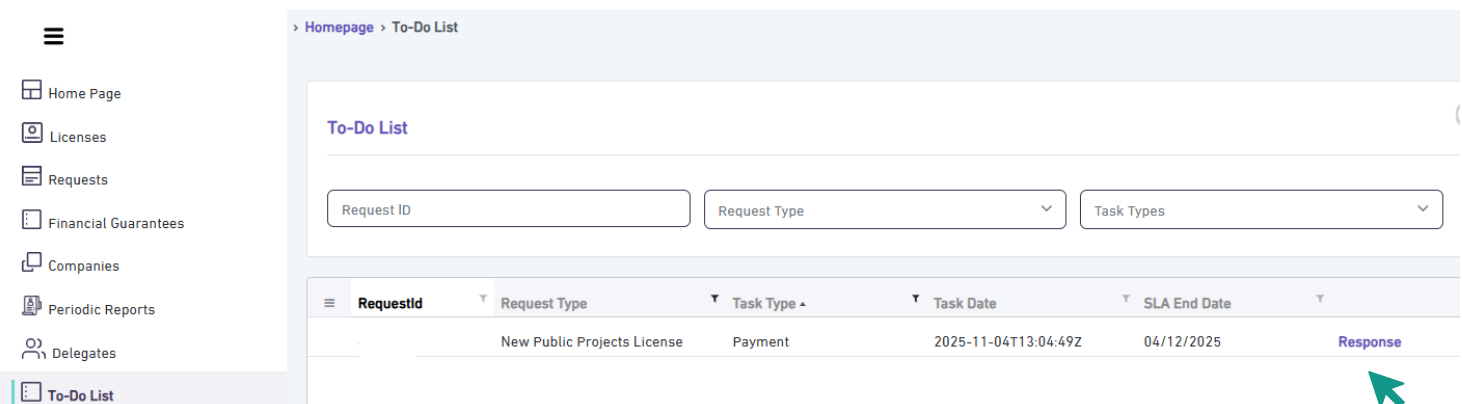
☐ I acknowledge that the financial compensation fees is non-refundable.

Submit

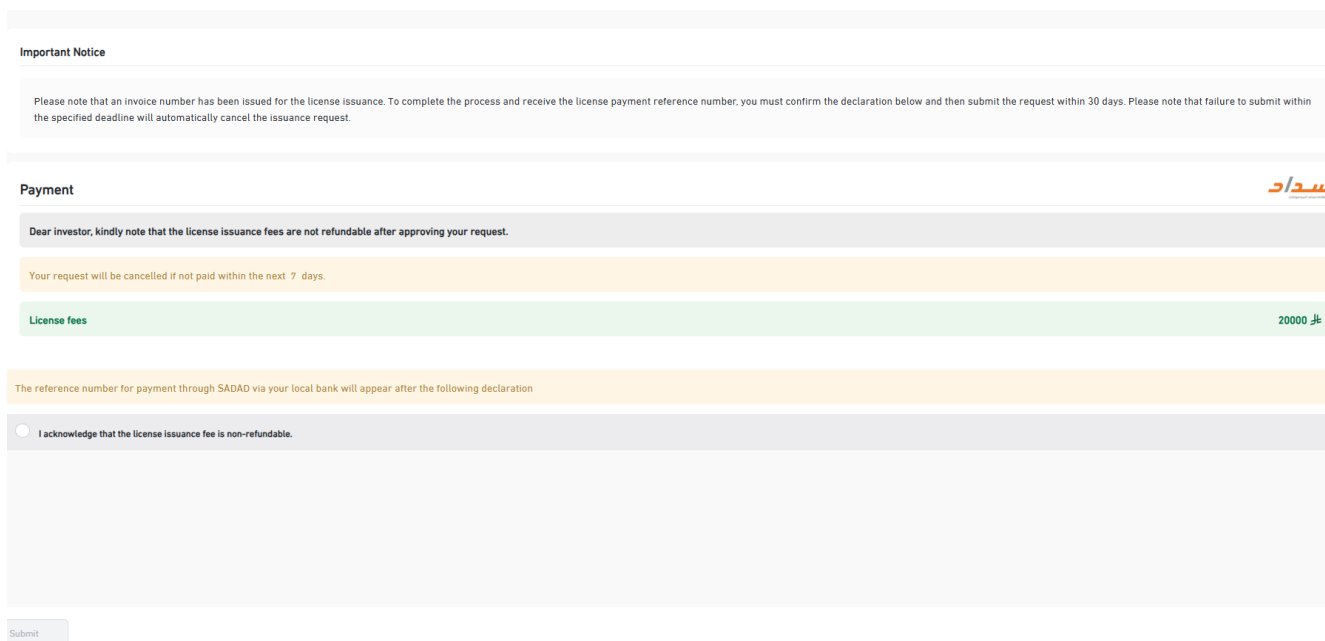
A message will appear saying “The invoice for the Financial Compensation Fees for the first year of Public Projects License has been sent successfully”.



21-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.

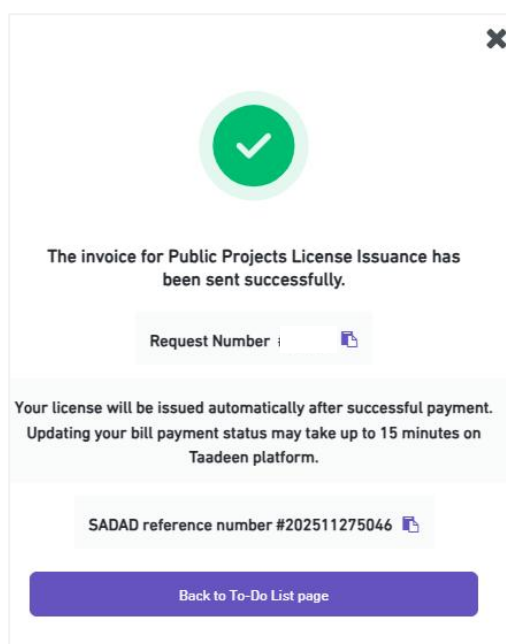


22-Next, the “**Payment**” screen will appear. Agree to the declaration and click “Submit” to pay the license issuance fee.



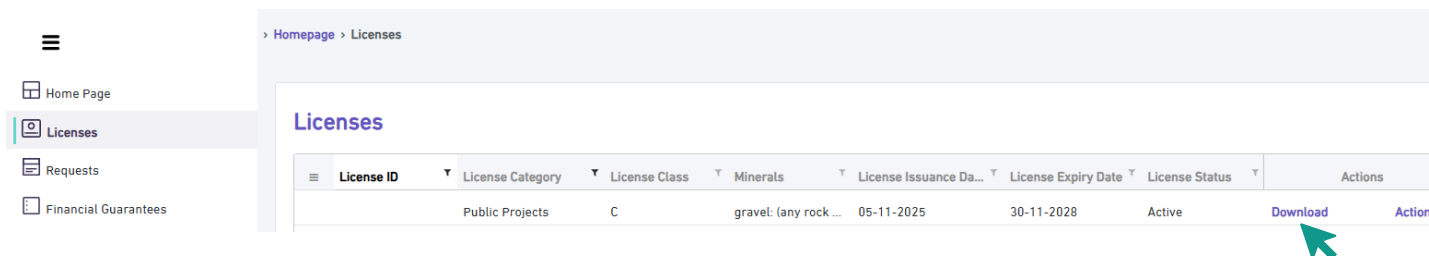
The screenshot shows the 'Payment' screen of the TAADEEN platform. At the top, there is an 'Important Notice' section with a warning about the 30-day deadline for payment. Below this, the 'Payment' section features the SADAD logo and a message stating that license issuance fees are non-refundable. A yellow warning box indicates that the request will be cancelled if not paid within 7 days. A green box displays the 'License fees' as 20000 EGP. A declaration section follows, with a radio button selected for 'I acknowledge that the license issuance fee is non-refundable.' At the bottom, there is a 'Submit' button.

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



The screenshot shows a success message dialog box with a green checkmark icon. The text inside reads: 'The invoice for Public Projects License Issuance has been sent successfully.' Below this, there is a 'Request Number' field with a copy icon. A message states: 'Your license will be issued automatically after successful payment. Updating your bill payment status may take up to 15 minutes on Taadeen platform.' Another 'SADAD reference number #202511275046' is displayed with a copy icon. At the bottom, there is a purple button labeled 'Back to To-Do List page'.

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.



Homepage > Licenses

Licenses

| License ID | License Category | License Class | Minerals | License Issuance Da... | License Expiry Date | License Status | Actions |
|------------|------------------|---------------|-----------------------|------------------------|---------------------|----------------|---|
| | Public Projects | C | gravel: (any rock ... | 05-11-2025 | 30-11-2028 | Active | Download Action |

Thank You