

User Manual for Creating an Exploration License Semi Annual Report

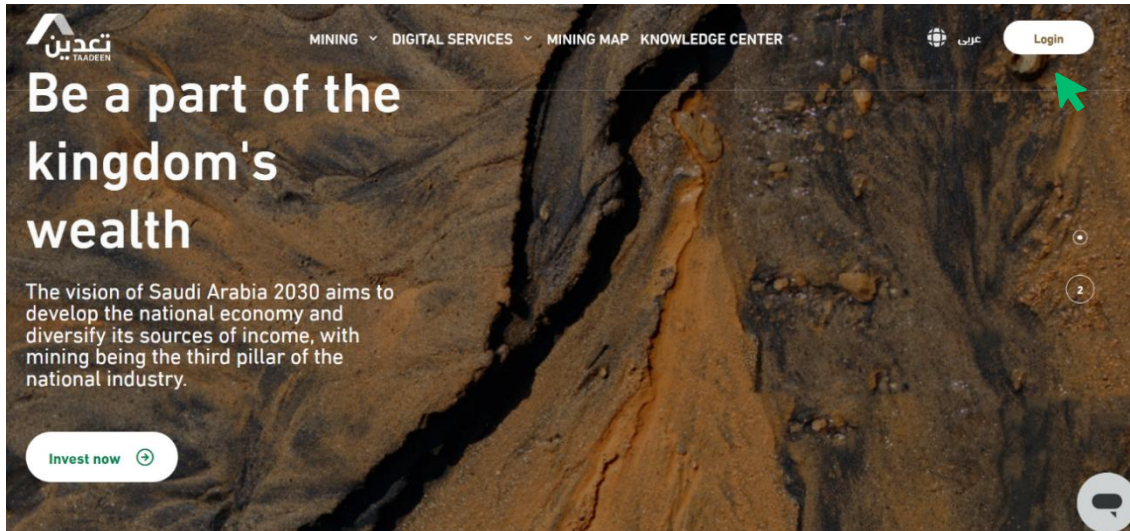


Contents

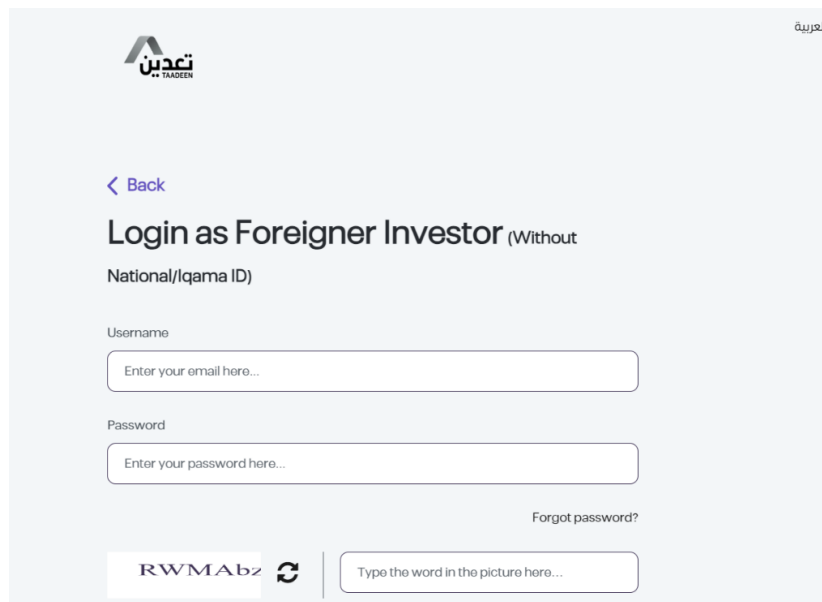
Steps to Access the Service:3

Steps to Access the Service:

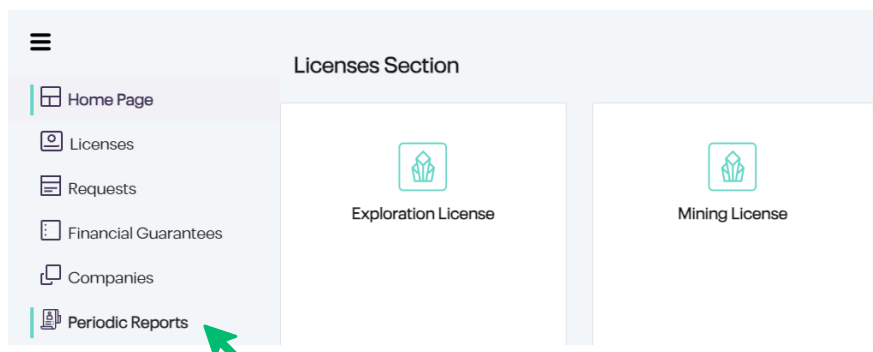
1. Visit [Taadeen](#) and click on the Login button.



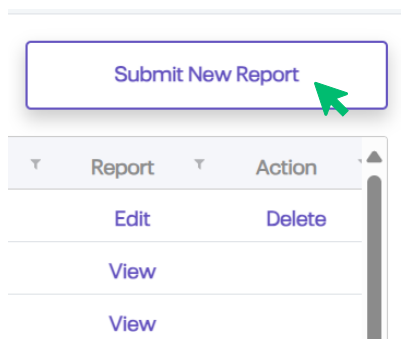
2. Log in to your account.



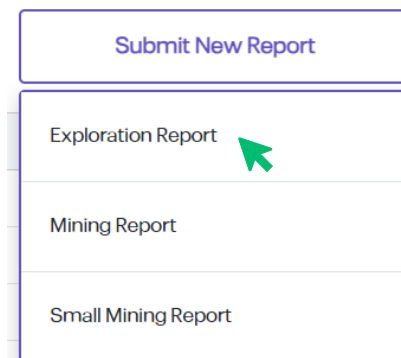
3. Click on "Periodic Reports" section.



4. Click on "Submit New Report" button.



5. Click on "Exploration Report".



6. Choose the required license.

Periodic and Final Reports

Select License

Choose license 

Company Name	
License No.	
License Location	
License Expiry Date	
License Class	
Minerals	
CR Number	
Unified Number	
CR Expiry Hijri Date	

Cancel

7. The license details and associated reports for the selected license will appear automatically. Click "Start" for Semi-Annual Report.

Periodic and Final Reports

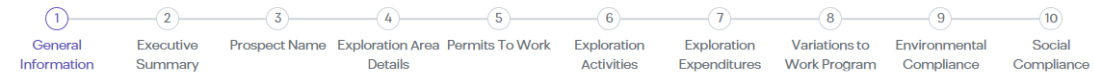
Select License

1 x v

Company Name	
License Location	
License Expiry Date	19-11-2023
License Class	A
Minerals	Silver
CR Number	
Unified Number	
CR Expiry Hijri Date	1448/08/24

Report Type	Active Date	Submission Due Date	Status	Report Compliant Status	Action
Semi-Annual	14-10-2023	13-11-2023	Yet to start		Start
Annual	08-08-2024	07-09-2024	Yet to start		Start
Final	20-11-2023	19-12-2023	Yet to start		Start

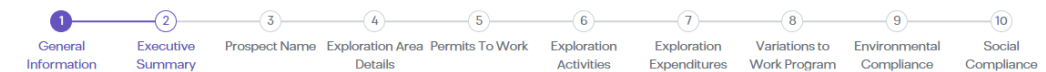
8. "General Information" page will appear. Click "Next".



General Information

Report Name Semi-Annual	Report No o_Semi-Annual 01/01/00	Select License 0
Name of Electronic License Holder	License Class	Minerals
License Issuance Date	License Expiry Date 01-01-1900	Name of License holder
Address	Phone Number 0	
License Area	Email Address	License Renewal Status Not renewed

9. Proceed to "Executive Summary" page. Fill in the required fields and click "Next".



Executive Summary

General introduction about the scope of work during the reporting tenure and objectives

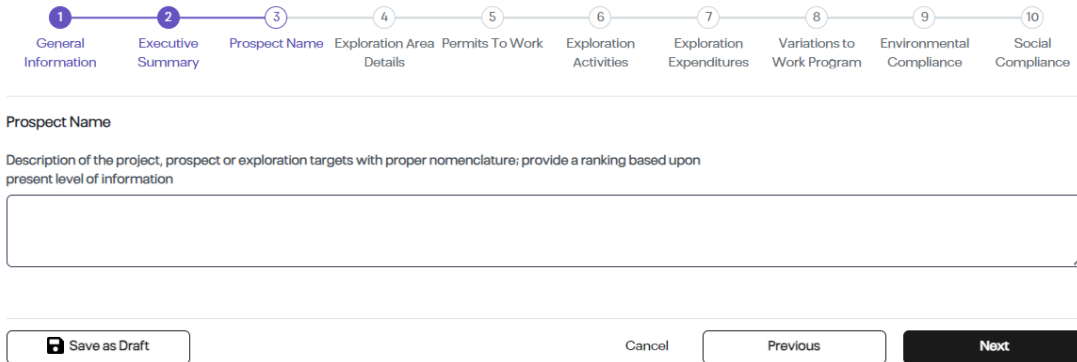
Describe any exploration operations been conducted during the final reporting period

Describe any rehabilitation operations been undertaken during the reporting period

Describe any outstanding rehabilitation from current or previous reporting periods to be undertaken

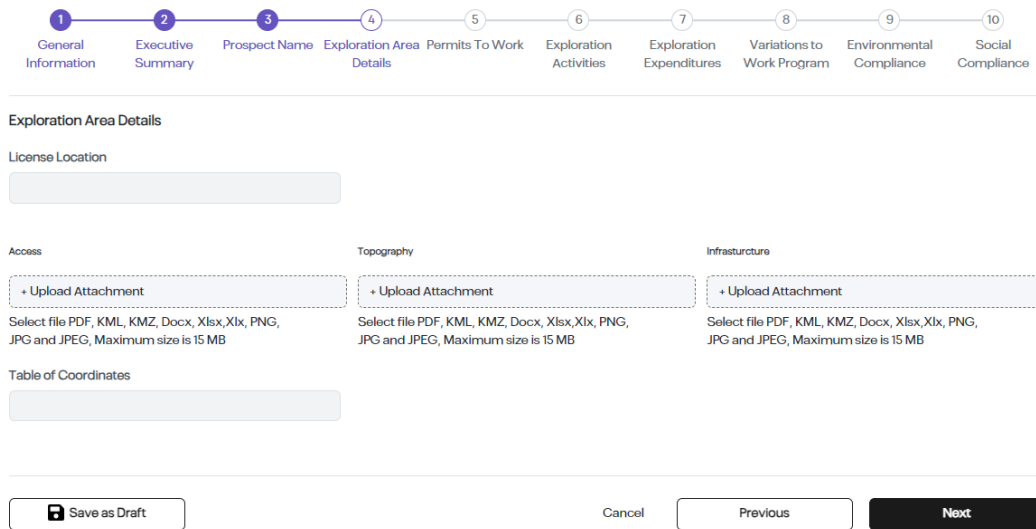
Describe any clarification sought during current or previous reporting periods and provide how the response(s) was (were) made to comply with regulators

10. "Prospect Name" page will appear. Enter the required field and click "Next".



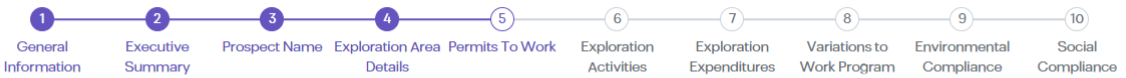
The screenshot shows a progress bar at the top with 10 steps: 1. General Information, 2. Executive Summary, 3. Prospect Name, 4. Exploration Area Details, 5. Permits To Work, 6. Exploration Activities, 7. Exploration Expenditures, 8. Variations to Work Program, 9. Environmental Compliance, and 10. Social Compliance. Step 3 is highlighted. Below the progress bar, the page title is "Prospect Name". The main instruction reads: "Description of the project, prospect or exploration targets with proper nomenclature; provide a ranking based upon present level of information". A large text input field is provided for this description. At the bottom, there are three buttons: "Save as Draft" (with a draft icon), "Cancel", and "Next" (highlighted in black).

11. On "Exploration Area Details" page, upload the required attachments and click "Next".



The screenshot shows the same progress bar as above, but step 4, "Exploration Area Details", is highlighted. The page title is "Exploration Area Details". The form contains several sections: "License Location" with a text input field; "Access", "Topography", and "Infrastructure" sections, each featuring an "Upload Attachment" button and a list of supported file formats (PDF, KML, KMZ, Docx, Xlsx, Xltx, PNG, JPG and JPEG) with a 15 MB maximum size limit; and "Table of Coordinates" with a text input field. At the bottom, there are three buttons: "Save as Draft" (with a draft icon), "Cancel", and "Next" (highlighted in black).

12. Proceed to "Permits To Work" page. Select the field type from the dropdown menu.



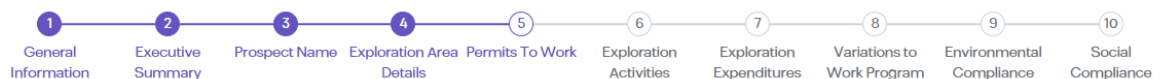
Permits To Work

Field Type

Please Select. v

Save as Draft Cancel Previous Next

Click "Add", fill in the fields, and click "Next".



Permits To Work

Field Type

Approval for Environment Impact Management x v

Approval for Environment Impact Management + Add

Date issued Valid up to

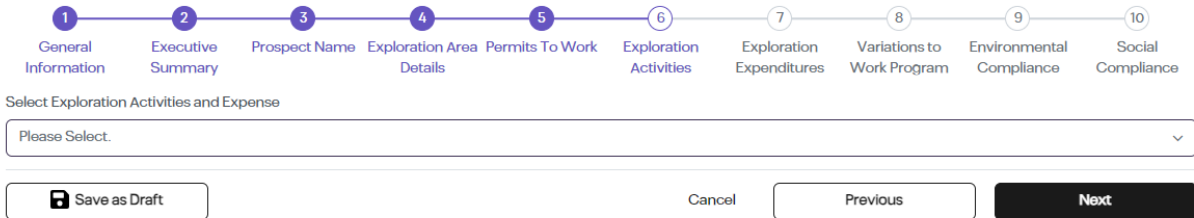
DD/MM/YYYY DD/MM/YYYY 🗑️

Issuing Department

Order Reference Number

Save as Draft Cancel Previous Next

13. On "Exploration Activities" page, select Exploration Activities and Expense from the menu, complete the fields, and click "Next".



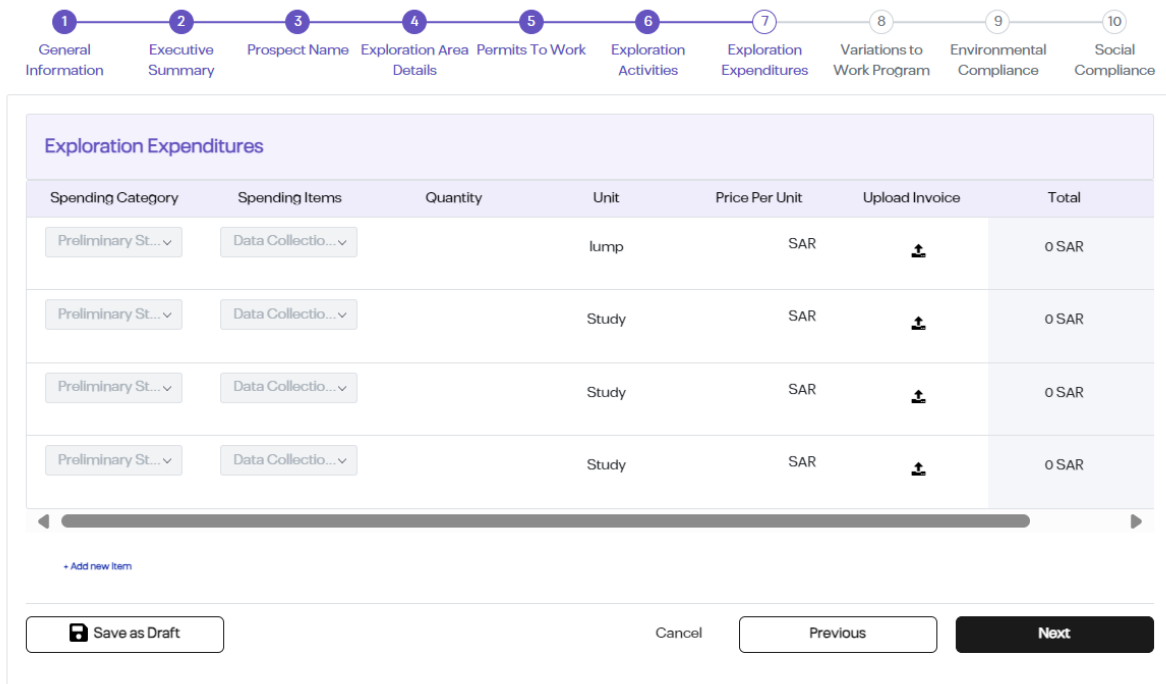
1 General Information 2 Executive Summary 3 Prospect Name 4 Exploration Area Details 5 Permits To Work 6 Exploration Activities 7 Exploration Expenditures 8 Variations to Work Program 9 Environmental Compliance 10 Social Compliance

Select Exploration Activities and Expense

Please Select. ▾

Save as Draft Cancel Previous Next

14. "Exploration Expenditures" page will appear. Fill in the required fields and click "Next".



1 General Information 2 Executive Summary 3 Prospect Name 4 Exploration Area Details 5 Permits To Work 6 Exploration Activities 7 Exploration Expenditures 8 Variations to Work Program 9 Environmental Compliance 10 Social Compliance

Exploration Expenditures

Spending Category	Spending Items	Quantity	Unit	Price Per Unit	Upload Invoice	Total
Preliminary St... ▾	Data Collectio... ▾		lump	SAR	⬇	0 SAR
Preliminary St... ▾	Data Collectio... ▾		Study	SAR	⬇	0 SAR
Preliminary St... ▾	Data Collectio... ▾		Study	SAR	⬇	0 SAR
Preliminary St... ▾	Data Collectio... ▾		Study	SAR	⬇	0 SAR

◀ Add new item ▶

Save as Draft Cancel Previous Next

15. On “Variations to Exploration Program” page, complete the fields and click “Next”.



Variations to Exploration Program

Provide a summary of variation in the exploration program that exists for any current reporting period and may rise to non-compliance observation under any following reasons any changes to authorized operations submitted for considering a review – e.g., risk and or impacts that apply, or appear to be arising due to health and safety of workers

a description of any new or emerging environmental hazards – e.g., risks and/or impacts that apply, or appear to be arising, in relation to authorized exploration operations

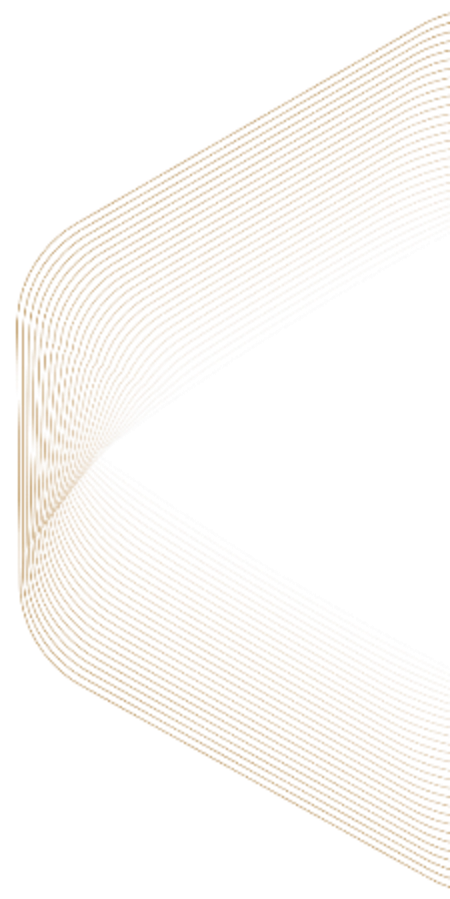
any changes to authorized operations submitted for considering a review – e.g., risk and or impacts that apply, or appear to be arising due to social issues, issues related to work authorization of contractor(s), or delay in receiving imported machines that are critical to perform any planned activity due to issues beyond the control of tenement holder(s) and its contractor(s)

Approved work program

Brief Description on challenges to achieving the work program

Proposed changes in work program

Technical justifications for changing Exploration work program



16. Proceed to "Environmental Compliance" page, complete the required fields, and click "Next".

1 — 2 — 3 — 4 — 5 — 6 — 7 — 8 — 9 — 10

General Information
Executive Summary
Prospect Name
Exploration Area Details
Permits To Work
Exploration Activities
Exploration Expenditures
Variations to Work Program
Environmental Compliance
Social Compliance

Environmental Compliance

Compliances with Environmental Outcomes

Rectification Of any previous Non-Compliances

Rectification Of any previous Non-Compliances + Add

Rectification of any previous Non-compliance: Where instances of non-compliance have occurred during the current reporting period, provide the following information for each non-compliance"

Date of the incident Type of Reportable incident

Hijri

Description of the reportable incident

Date the incident was reported under certain "Regulations of The Mining Investment Law" issued by Ministerial Resolution 1006/I/1442 on 9/5/1442 AH

Hijri

Cause of the non-compliance

Any actions taken, or yet to be taken, to rectify the non-compliance and to prevent the reoccurrence of any such noncompliance

Where non-compliances under certain "Regulations of The Mining Investment Law" issued by Ministerial Resolution 1006/I/1442 on 9/5/1442 AH have previously been reported in compliance reports, and not fully rectified at the time of reporting, a progress report to assess the effectiveness of rectification.

Final Rehabilitation + Add

List any compliance inspection reports where additional rehabilitation has been requested and demonstrate how these issues have been addressed

Date of inspection Tenements

Hijri

Demonstrate how these issues have been addressed

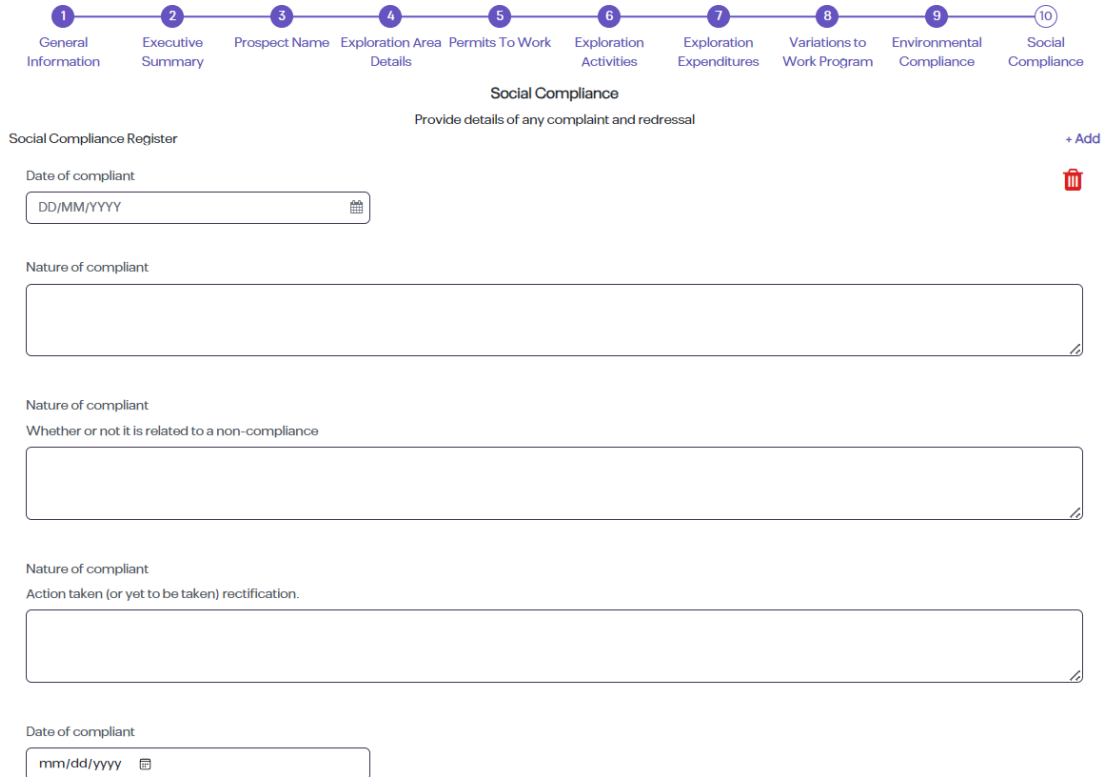
📄 Save as Draft

Cancel

← Previous

→ Next

17. On "Social Compliance" page, click "Add", complete the required fields, and click "Next".



The form is titled "Social Compliance" and includes a progress bar with 10 steps: 1. General Information, 2. Executive Summary, 3. Prospect Name, 4. Exploration Area Details, 5. Permits To Work, 6. Exploration Activities, 7. Exploration Expenditures, 8. Variations to Work Program, 9. Environmental Compliance, and 10. Social Compliance. The current step is 10. The form contains the following fields:

- Date of complaint:** A date picker field with the format DD/MM/YYYY.
- Nature of complaint:** A large text area for describing the complaint.
- Nature of complaint:** A text area with the label "Whether or not it is related to a non-compliance".
- Nature of complaint:** A text area with the label "Action taken (or yet to be taken) rectification".
- Date of complaint:** A date picker field with the format mm/dd/yyyy.

There is a "+ Add" button and a trash icon in the top right corner of the form area.

After clicking "Next", a confirmation message will appear: "The report has been successfully submitted."



Your license Monitoring and Inspection report has been successfully submitted
 The process of reflecting an invoice's payment status can take up to 15 minutes on Taadeen platform

Application Number	
Company Name	
Submission Date	06-01-2025
Status	Submitted

[Back to home page](#)

Thank you.

