

User Manual for Creating an Exploration License Final Report



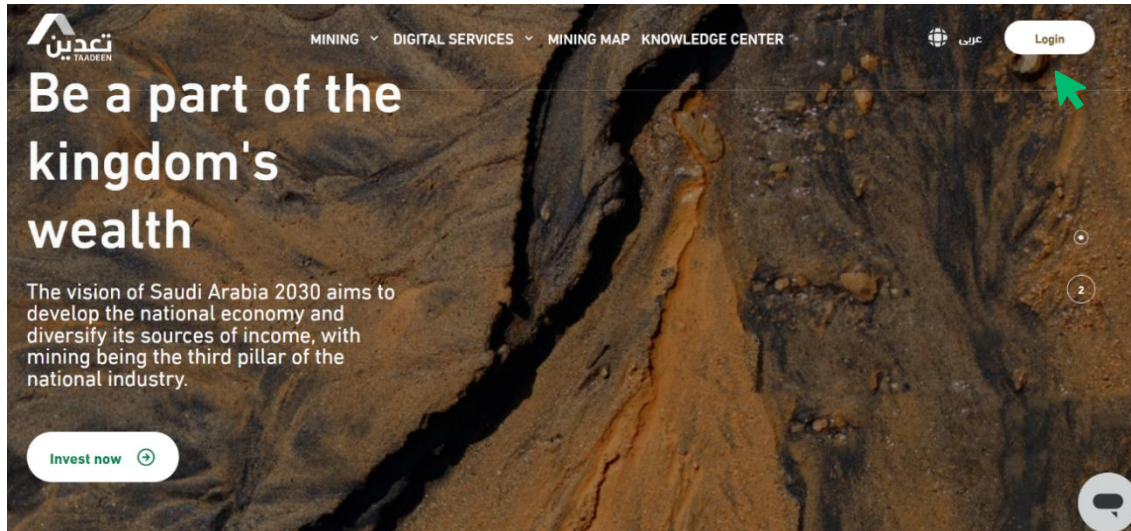
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Steps to Access the Service:3

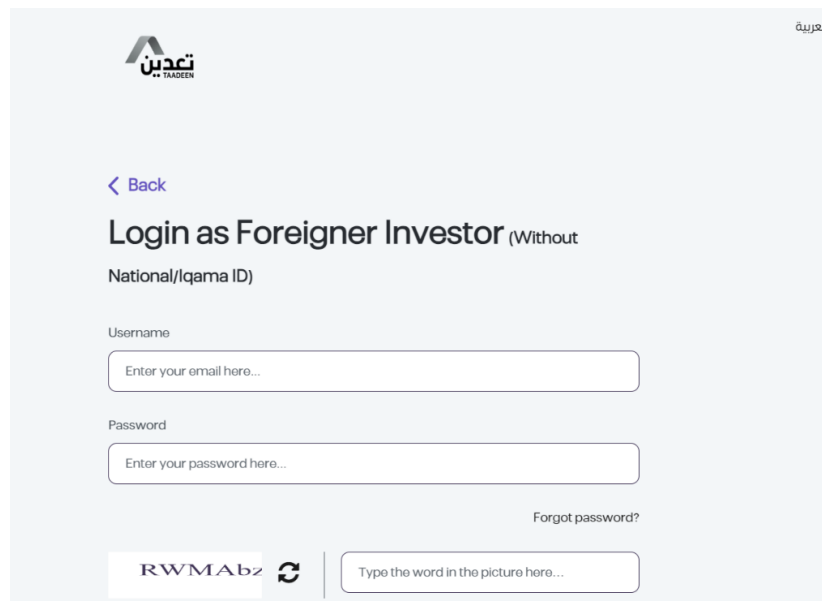


Steps to Access the Service:

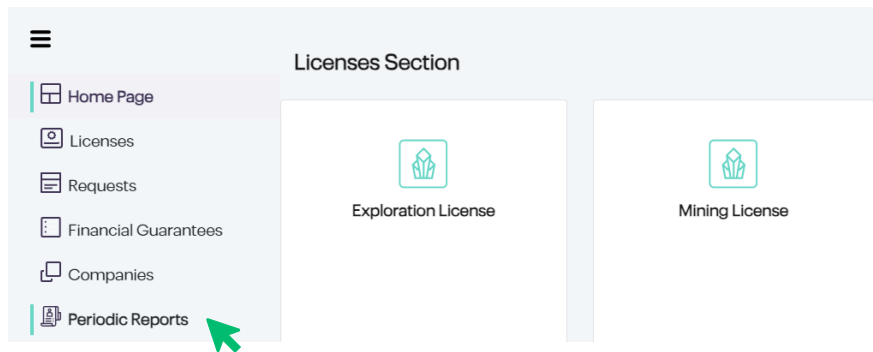
1. Visit [Taadeen](#) and click on the Login button.



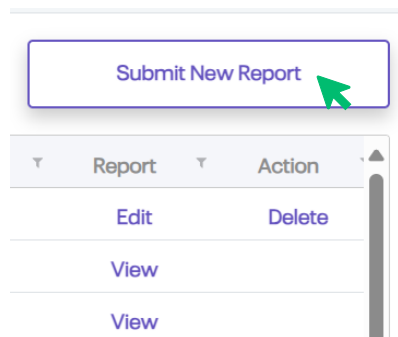
2. Log in to your account.



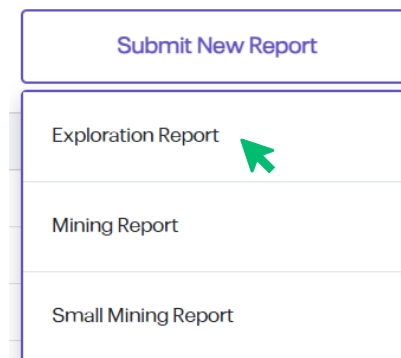
3. Click on "Periodic Reports" section.



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. License details and associated reports for the selected license will appear automatically. Click "Start" for Final Report.

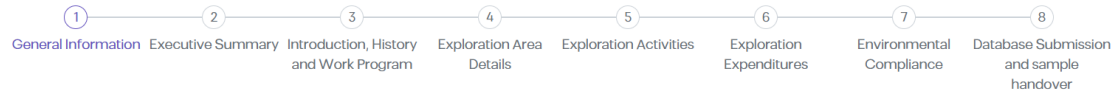
Periodic and Final Reports

Select License

Company Name	
License No.	144528
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		<input type="button" value="Start"/>
Annual	08-08-2024	07-09-2024	Yet to start		<input type="button" value="Start"/>
Final	20-11-2023	19-12-2023	Yet to start		<input type="button" value="Start"/>

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



General Information

Report Name Final	Report No 0_Final 01/01/00	Select License 0
Name of Electronic License Holder	License Class	Minerals
License Issuance Date 01-01-1900	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

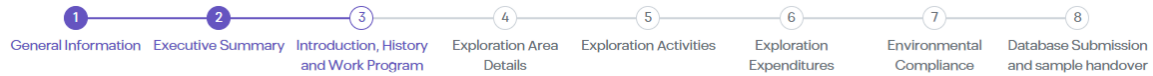
Describe any exploration operations been conducted during the final reporting period

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. The "Introduction, History, and Work Program" page will appear. Fill in the required fields and click "Next".



Introduction, History and Work Program

Summary report as per the guidelines and according final report template

Describe the exploration targets, exploration model and concepts

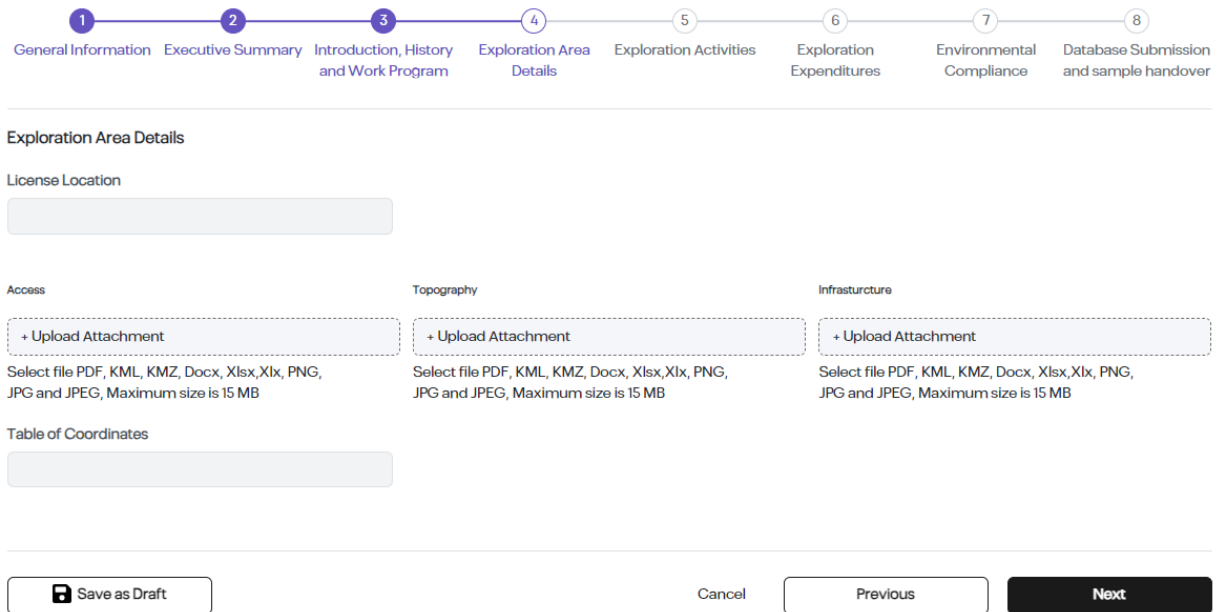
Describe the work program, as set out at the commencement of the tenure in an orderly manner for each year of activity

Year	Work Program
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

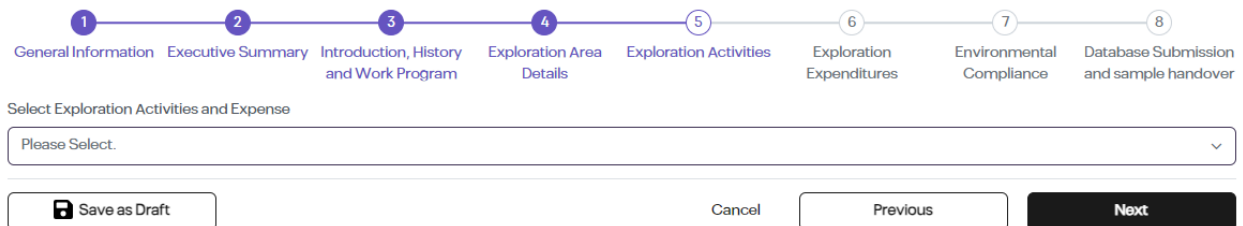
Provide a summary table of the work completed during the reporting period, giving type of exploration activity; location or prospect name; number of samples, holes, meters drilled; license (if a combined report) and totals

Year	Type Of Exploration	Location	Number Of Samples	Number Of Holes	Meters Drilled
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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



12. Proceed to "Exploration Activities" page, select exploration activities and expense from the menu, complete the fields, and click "Next".



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

Progress bar: 1 General Information, 2 Executive Summary, 3 Introduction, History and Work Program, 4 Exploration Area Details, 5 Exploration Activities, 6 Exploration Expenditures, 7 Environmental Compliance, 8 Database Submission and sample handover

Exploration Expenditures

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

+ Add new item

Save as Draft
Cancel
Previous
Next

14. On "Environmental Compliance" page, complete the required fields, and click "Next".

1
2
3
4
5
6
7
8

General Information
Executive Summary
Introduction, History and Work Program
Exploration Area Details
Exploration Activities
Exploration Expenditures
Environmental Compliance
Database Submission and sample handover

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

DD/MM/YYYY

Hijri

Description of the reportable incident

Date the incident was reported under certain "Regulations of The Mining Investment Law" issued by Ministerial Resolution 1006/1/1442 on 9/5/1442 AH

DD/MM/YYYY

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 1006/1/1442 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

DD/MM/YYYY

Hijri

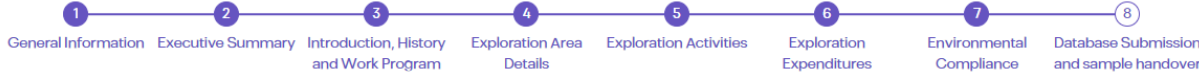
Demonstrate how these issues have been addressed

📄 Save as Draft

↶ Previous

➔ Next

15. "Database Submission and Sample Handover" page will appear. Upload the required attachments and click "Next".



Database Submission and Sample Handover

Report No:

License Id:

License Area:

Database handover:
Select file PDF, KML, KMZ, Docx, Xlsx, Xlx, PNG, JPG and JPEG, Maximum size is 15 MB

Sample Handover:
Select file PDF, KML, KMZ, Docx, Xlsx, Xlx, PNG, JPG and JPEG, Maximum size is 15 MB

Final Exploration Technical Report:
Select file PDF, KML, KMZ, Docx, Xlsx, Xlx, PNG, JPG and JPEG, Maximum size is 15 MB

Final Exploration Expenditure Report:
Select file PDF, KML, KMZ, Docx, Xlsx, Xlx, PNG, JPG and JPEG, Maximum size is 15 MB

Upload Audit Report prepared by chartered accounted:
Select file PDF, KML, KMZ, Docx, Xlsx, Xlx, PNG, JPG and JPEG, Maximum size is 15 MB

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	08-01-2025
Status	Submitted

Thank you.