

User Manual for Export Permit

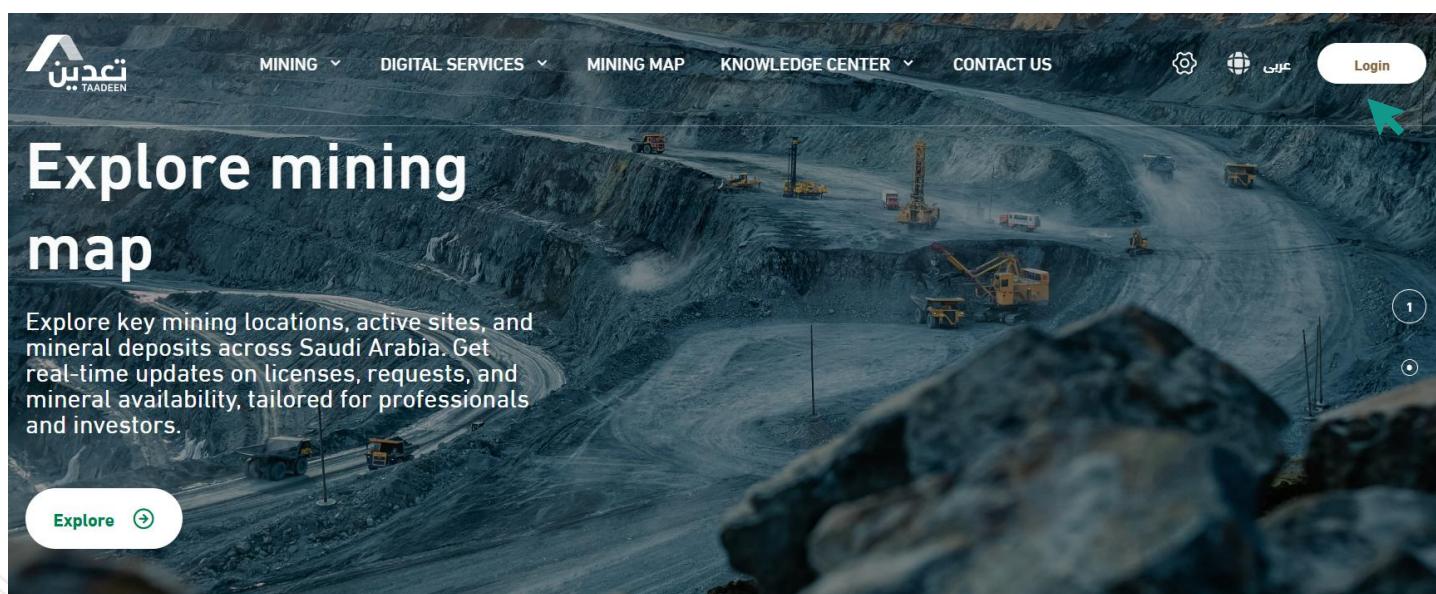


Service Description:

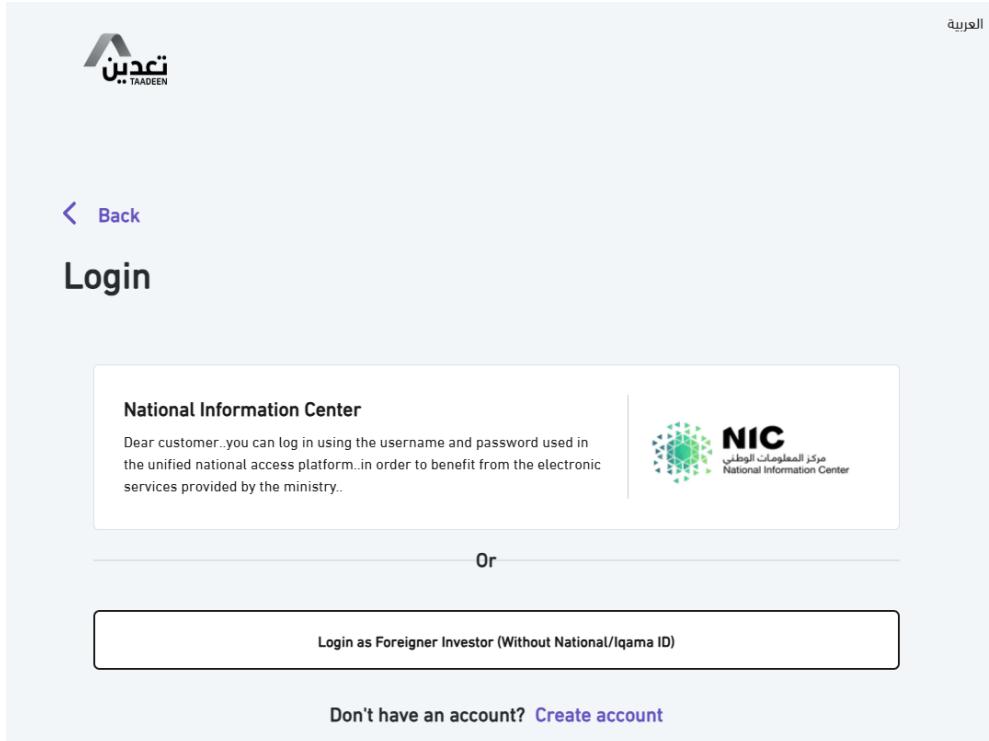
A service that enables the investor to issue an electronic document issued by the Ministry, which includes approval for exporting mineral ores in their natural state or after processing.

Steps to Access the Service :

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

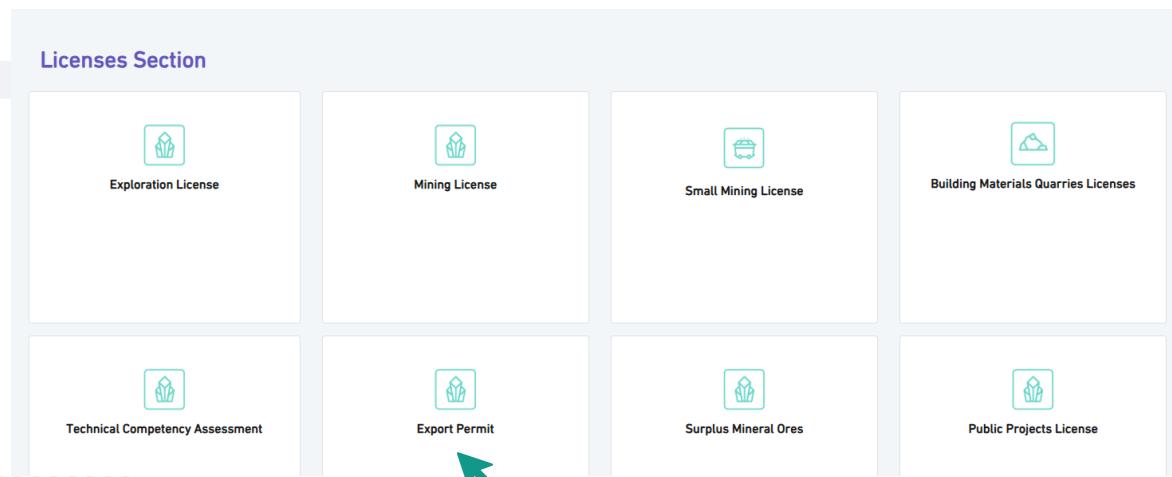


2- Log in to your account.



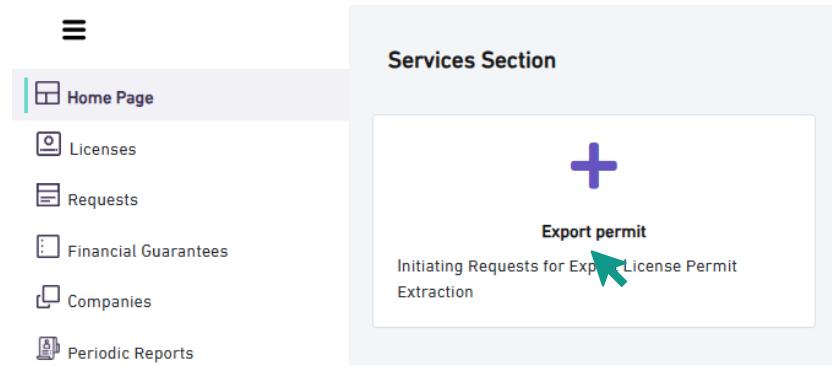
The screenshot shows the login page of the TAADEEN system. At the top right, there is a link to "العربية" (Arabic). The TAADEEN logo is at the top left. Below the logo, there is a "Back" button with a left arrow icon. The main title "Login" is centered. To the left of the center, there is a box titled "National Information Center" containing 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..". To the right of this box is the "NIC" logo with the text "National Information Center" and "مركز المعلومات الوطني". Below these boxes is a horizontal line with the word "Or" in the center. Underneath "Or" is a button labeled "Login as Foreigner Investor (Without National/Iqama ID)". At the bottom of the page, there is a link "Don't have an account? [Create account](#)".

3- Navigate to “Export Permit”.



The screenshot shows the "Licenses Section" of the TAADEEN system. On the left is a sidebar with a menu: "Home Page" (selected), "Licenses", "Requests", "Financial Guarantees", "Companies", "Periodic Reports", "Delegates", "To-Do List", "Notification", "Reporting", and "Billing". The main area is titled "Licenses Section" and contains eight cards arranged in a 2x4 grid. The cards are: "Exploration License" (with a diamond icon), "Mining License" (with a diamond icon), "Small Mining License" (with a briefcase icon), "Building Materials Quarries Licenses" (with a cloud icon), "Technical Competency Assessment" (with a diamond icon), "Export Permit" (with a diamond icon, highlighted with a green arrow pointing to it), "Surplus Mineral Ores" (with a diamond icon), and "Public Projects License" (with a diamond icon). The "Export Permit" card is the target of the user's action.

4- Click on “Export Permit”.



5- The “Export Permit Request” screen will appear. Select “Source of Materials” and “Purpose of Export”.

Export Permit Request

Company Information

Name	CR Number	Unified Number
ID Number/Residence Number	CR Type	CR Expiry Hijri Date 1449/12/21

Sources Of Materials

Mining License Holder Purchaser of Materials from a Mining License Holder

Validations

Purpose Of Export

Purpose Of Export *

Samples for Study Commercial

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If “Mining License Holder” is selected as the source of materials, choose the license number.

Sources Of Materials

Mining License Holder Purchaser of Materials from a Mining License Holder

Contact Information

Requester Name Mobile Number Email

License data

License Number

If “Purchaser of Materials from a Mining License Holder” is selected as the source of materials, choose the license number and attached Purchase Contract Agreement.

Sources Of Materials

Mining License Holder Purchaser of Materials from a Mining License Holder

Contact Information

Requester Name Mobile Number Email

License data

License Number

Attachments

Attachment Name	Upload Attachment
Purchase Contract Agreement <input type="text"/>	<input type="button" value="Upload"/>

If “Samples for Study” is selected as the purpose of export, choose the type of analyses and studies, the purpose of the analyses and study, and attach the required documents.

Purpose Of Export

Purpose Of Export *

Samples for Study Commercial

Type of Analysis and Studies *

—Select--

Purpose of the Analysis and Studies *

Attachments *

Attachment Name	Attachment
Study and Analysis Report *	<input type="button" value="Upload"/>
Supporting documents showing the extent of the need for the study *	<input type="button" value="Upload"/>

6- After that, select the “Mineral”, enter the “Custom Information”, then agree to the “Acknowledgements” add the attachment if applicable, and then click the “Submit” button.

Minerals Class

Minerals Information

Mineral *

Custom Information

Customs Item Number (HSN Code) *

Main port *

Additional ports

Destination Country

Acknowledgements

The exported raw materials are confirmed to be exploited from the licensed site referenced above

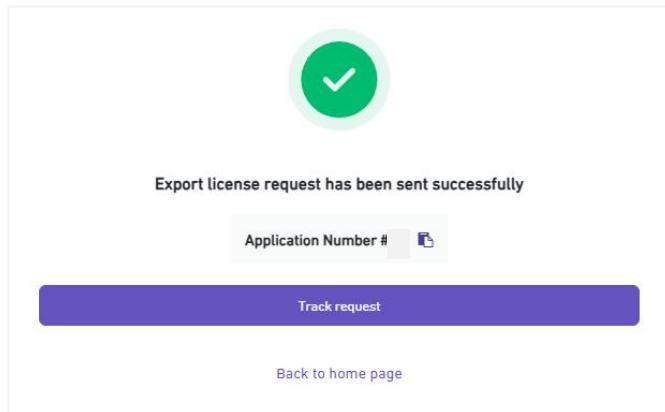
Commitment to the regulations of the Ministry of Environment, Water & Agriculture and the Environmental Compliance Center

Commitment to all procedures followed in the Kingdom

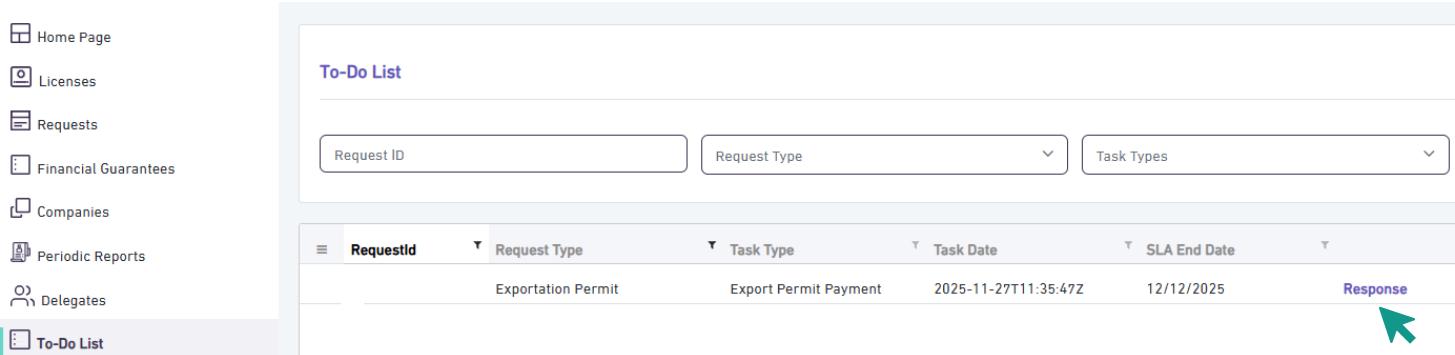
Attachments

The table below is for adding any attachments you wish to include (if any)

A message will appear stating “Export license request has been sent successfully”.

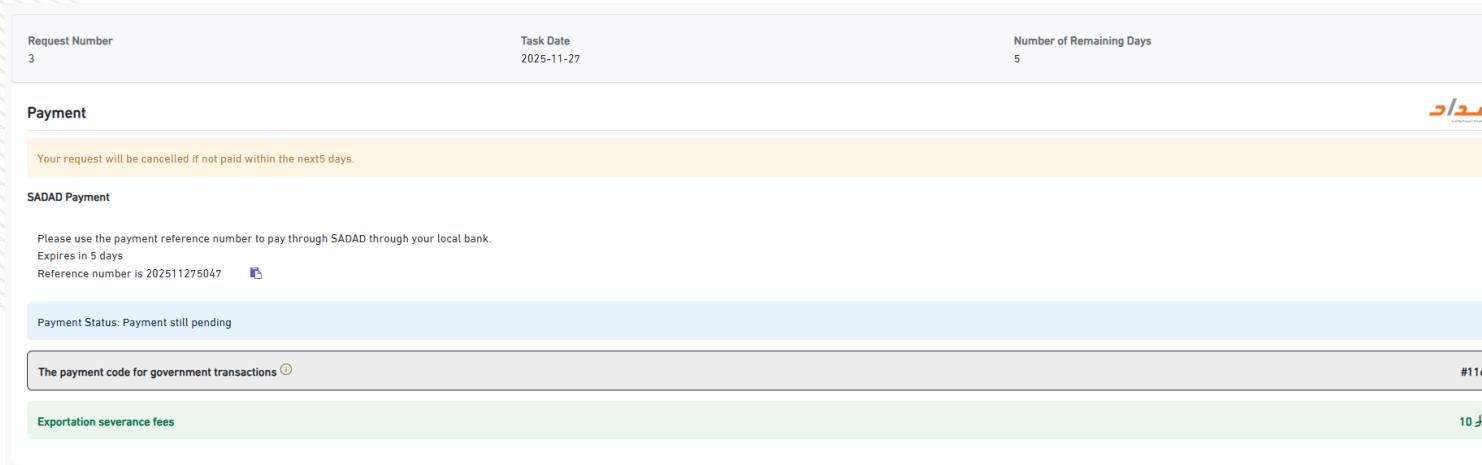


7- After that, the request will be reviewed by the specialized team, and once completed, you will be notified to pay the “**Export Fees**”. You can do this by going to “To Do List”, where a task titled “Export Permit Payment” will appear. Click “Respond” button.



The screenshot shows the 'To-Do List' section of the application. On the left is a sidebar with links: Home Page, Licenses, Requests, Financial Guarantees, Companies, Periodic Reports, Delegates, and To-Do List (which is selected and highlighted with a green border). The main area is titled 'To-Do List' and contains a table with one row. The table columns are RequestId, Request Type, Task Type, Task Date, SLA End Date, and Response. The data in the table is: RequestId: 1, Request Type: Exportation Permit, Task Type: Export Permit Payment, Task Date: 2025-11-27T11:35:47Z, SLA End Date: 12/12/2025, and Response (button). A green arrow points to the 'Response' button.

8- The “Payment” screen will appear. Proceed to pay the export fees.



The screenshot shows the 'Payment' screen. At the top, it displays Request Number: 3, Task Date: 2025-11-27, and Number of Remaining Days: 5. Below this is a 'Payment' section with a message: "Your request will be cancelled if not paid within the next 5 days." It includes a 'SADAD Payment' section with instructions: "Please use the payment reference number to pay through SADAD through your local bank. Expires in 5 days. Reference number is 202511275047" and a link to copy the reference number. The status is shown as "Payment Status: Payment still pending". At the bottom, there is a note: "The payment code for government transactions ① #116" and a footer link: "Exportation severance fees 10 ₦".

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After that, the request will be reviewed by the specialized team, and once completed, the status will be “Completed” in the “Requests” list.

- [Home Page](#)
- [Licenses](#)
- [Requests](#)
- [Financial Guarantees](#)
- [Companies](#)
- [Periodic Reports](#)
- [Delegates](#)
- [To-Do List](#)
- [Notification](#)
- [Reporting](#)
- [Billing](#)
- [Violation Management](#)

Requests
Export Permit Requests

Exportation Requests

Application Number (Optional)
CR Number (Optional)
Company Name (Optional)
License Number (Optional)

Source of Materials (Optional)
Purpose of Export (Optional)
Request Status (Optional)
Submission Date (Optional)

-Select-
-Select-
-Select-

Search
Reset

Application Number	CR Number	Company Name	License Number	Source of Materials	Purpose of Export	Request Status	Request Submission Date	Action
•				Mining License Holder	Samples For Study	Submitted	2025-12-07	⋮
				Mining License Holder	Commercial	Completed	2025-12-06	⋮
				Mining License Holder	Samples For Study	Rejected	2025-12-04	⋮
				Mining License Holder	Commercial	Pending on Payment	2025-12-04	⋮

Thank You

For more information, please visit the "[Help Center](#)" page.

For support, please visit the "[Contact Us](#)" page or call the unified number 8001281111.