

User Manual for Export Permit

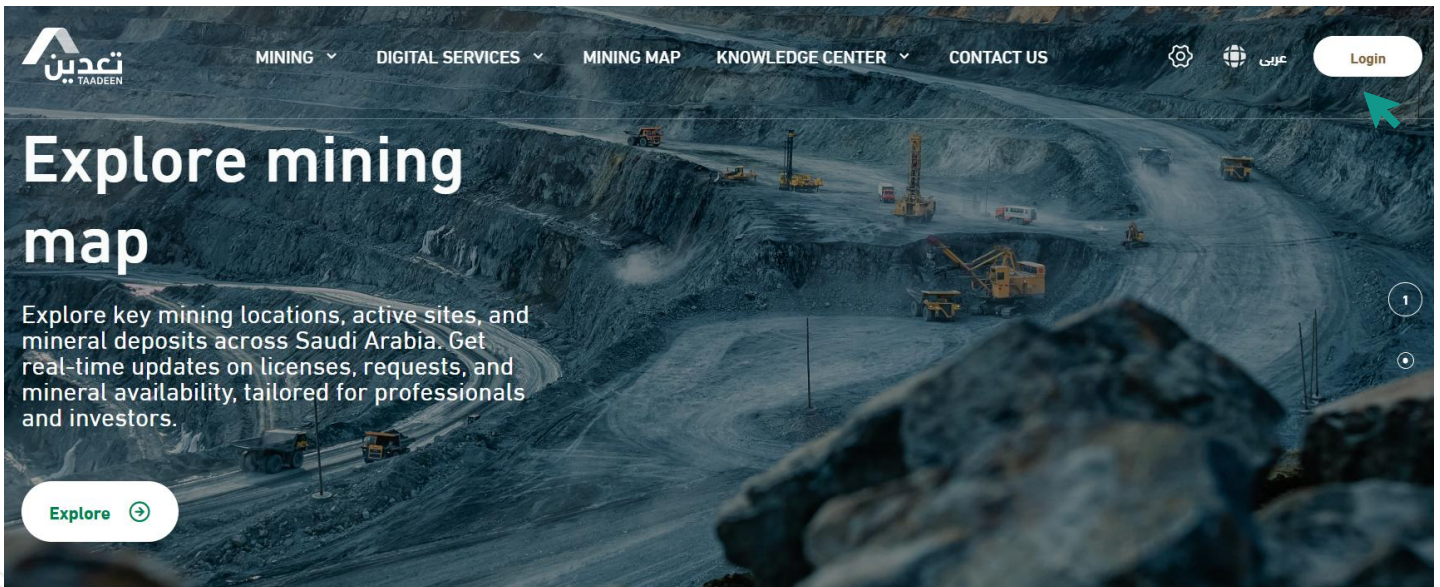


Service Description:

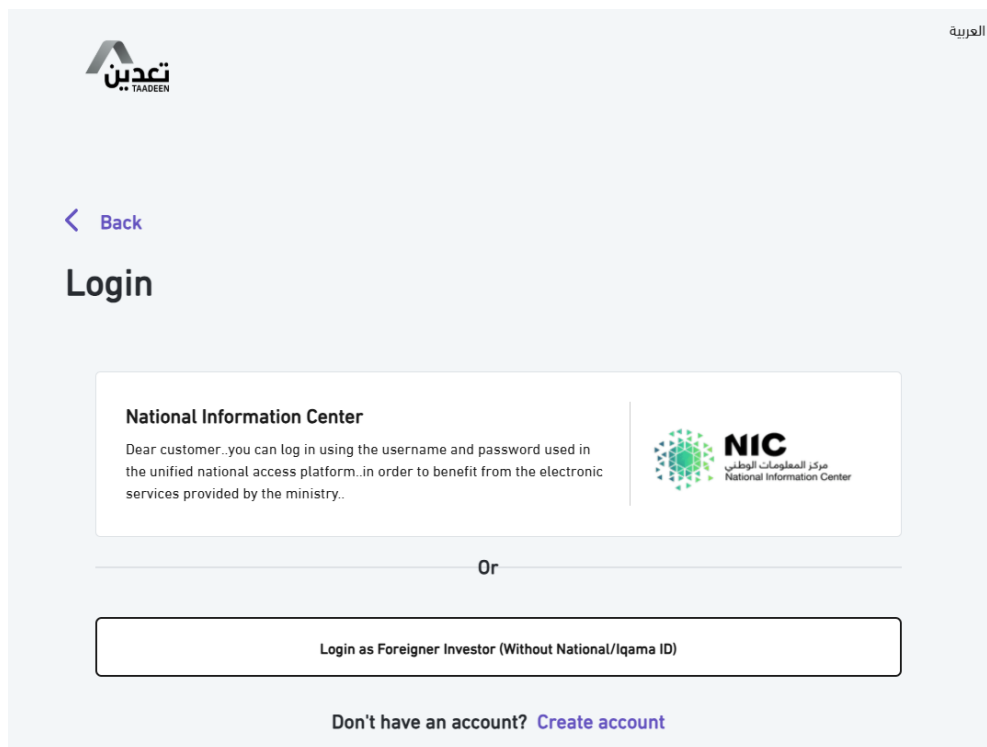
A service that enables the investor to issue an electronic document issued by the Ministry, which includes approval for exporting mineral ores in their natural state or after processing.

Steps to Access the Service :

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

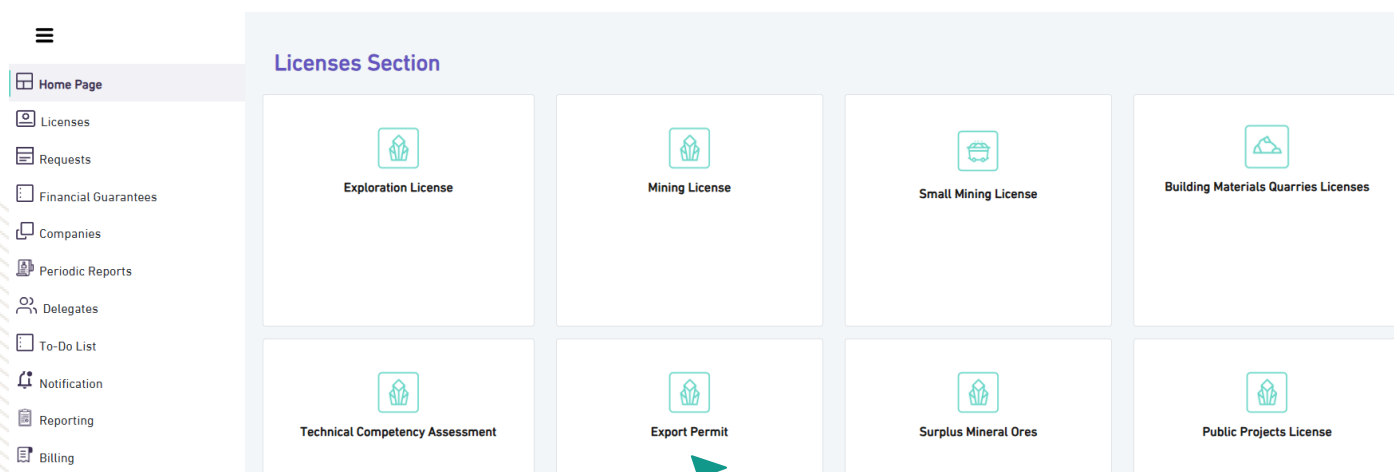


2- Log in to your account.



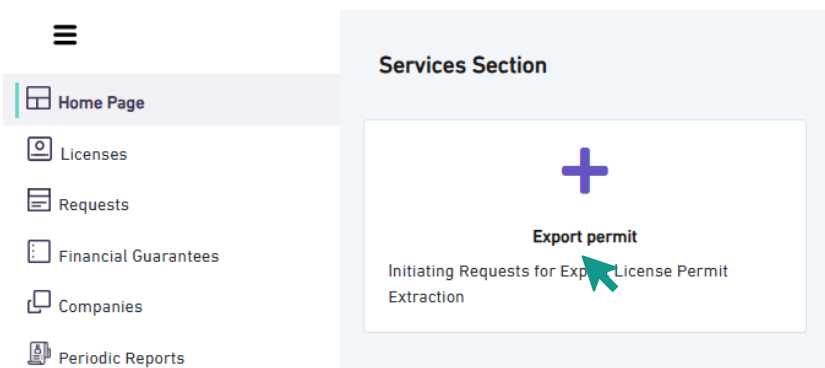
The screenshot shows the login interface of the TAADEEN system. At the top left is the TAADEEN logo, and at the top right is the word "العربية" (Arabic). Below the logo is a "< Back" link. The main heading is "Login". A box contains the "National Information Center" logo and text: "Dear customer..you 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 is a horizontal line with "Or" in the center. A button labeled "Login as Foreigner Investor (Without National/Iqama ID)" is present. At the bottom, it says "Don't have an account? Create account".

3- Navigate to “Export Permit”.

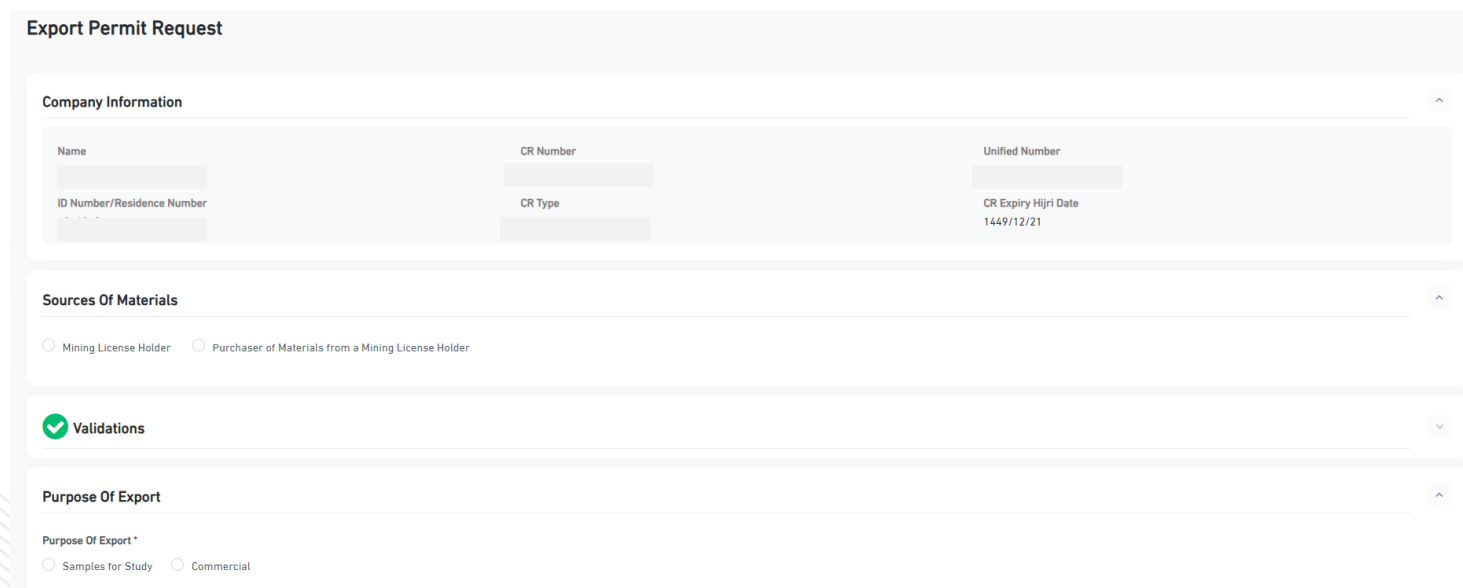


The screenshot shows the "Licenses Section" of the TAADEEN system. On the left is a sidebar menu with the following items: Home Page, Licenses, Requests, Financial Guarantees, Companies, Periodic Reports, Delegates, To-Do List, Notification, Reporting, and Billing. The main area displays a grid of license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

4- Click on “Export Permit”.



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



The screenshot displays the 'Export Permit Request' form. It is divided into several sections: 'Company Information' with fields for Name, CR Number, Unified Number, ID Number/Residence Number, CR Type, and CR Expiry Hijri Date (1449/12/21); 'Sources Of Materials' with radio buttons for 'Mining License Holder' and 'Purchaser of Materials from a Mining License Holder'; 'Validations' with a green checkmark icon; and 'Purpose Of Export' with radio buttons for 'Samples for Study' and 'Commercial'. The form has a light gray background and a white border.

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 *

Select ...

Check

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 *

Check

Attachments

Attachment Name	Upload Attachment
Purchase Contract Agreement *	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 *	Upload
Supporting documents showing the extent of the need for the study *	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 *

Choose Minerals

Custom Information

Customs Item Number (HSN Code) *

Main port *

Select ...

Additional ports

Select ...

Destination Country

Select ...

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

Apply all

Attachments

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

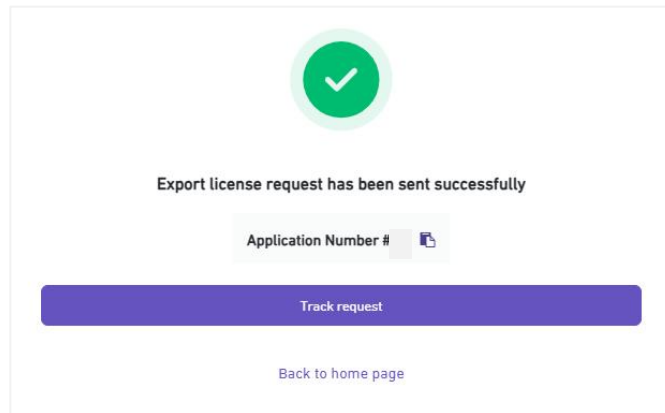
Add Attachment

Cancel

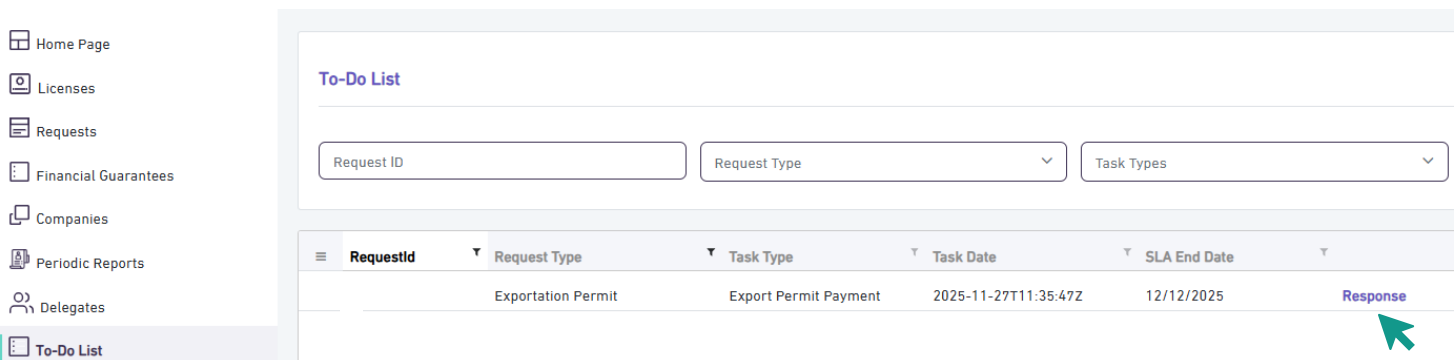
Save as draft

Submit

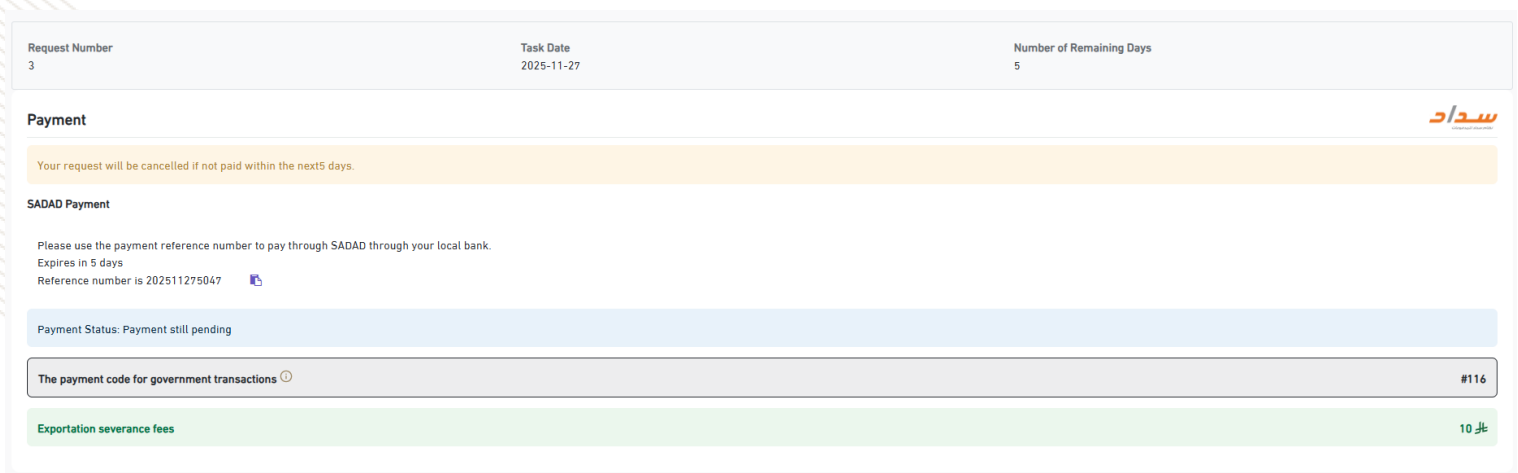
A message will appear stating “Export license request has been sent successfully”.



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.



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



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 Managment

RequestsExport Permit Requests

Exportation Requests

+ New Request

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