

**Guidance for**  
**Registration of Micro & Small Producers, Sellers, Manufacturer & Importer of raw**  
**materials through Plastic EPR Portal a per PWM Rules, 2016 (as amended)**



**Central Pollution Control Board**

**Delhi**

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## **1.0 Background**

MoEF&CC notified Amendment to PWM Rules on March 14, 2024 as per which the Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials shall have to register with concerned SPCBs/PCCs in accordance with provision of PWM Rules, 2016 on the centralized EPR portal developed by CPCB.

In compliance to above, CPCB has developed comprehensive EPR portal comprising of modules for registration, trading & settlement of EPR obligations, filing of Annual Returns, levying of Environmental Compensation (EC), and Third Party Audits.

This document outlines the Standard Operating Procedure for Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials with SPCB/PCC in line with PWM Rules, 2016, as amended, as well as the Guidelines given at Schedule II of the Rules. This Guidance manual provides guidance on filing of application by Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials, processing of applications by SPCBs/PCCs and overall coordination and monitoring by CPCB.

## **2.0 Guidance on filing of Application**

Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials are required to fulfil EPR obligation by ensuring that plastic waste is processed through Plastic Waste Processors (PWPs) as per an action plan to meet assigned EPR targets.

Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials shall have to get registered with SPCBs/PCCs on plastic EPR portal to comply with provisions under PWM Rules, 2016.

The process of filing application starts with self-registration on web application <https://eprplastic.cpcb.gov.in/#/plastic/home> to get credentials followed by filling of application. The following sections provide guidance in filling information and including relevant documents on the portal.

## **2.1 Applicability of Guidance manual**

This Guidance manual shall be applicable to all applications received after the date of issue. The existing registrations shall be aligned with the Guidance manual within three months of issue of Guidance manual for which the applicant shall submit the application online along with the relevant information & Application fees.

The applications under process at SPCB/PCC for grant of Registration shall henceforth be processed at <https://eprplastic.cpcb.gov.in/#/plastic/home> portal developed by CPCB as per provisions of this Guidance manual.

## **2.2 Submission of Application**

After self-registration, the Applicant will get credentials for login to <https://eprplastic.cpcb.gov.in/#/plastic/home> to file Application form. However, prior to filling up Application form it shall be ensured that following documents in pdf/ jpg/ png file formats is readily available with Applicant:

- i. PAN, GST, CIN of the Company
- ii. PAN of Authorized person
- iii. Supporting Documents for Micro & Small Category (Udyam Certification for Producer)
- iv. Copy of IEC certificate (for importers of raw material only)
- v. Copy of supporting documents for registration with the DIC or DCSSI of the State Government or Union Territory
- vi. Covering letter
- vii. Document regarding any other information which the unit wishes to provide

## **2.3 Filing Section wise information**

Section-wise instructions as per Table given below are to be followed for Registration of Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials.

### 2.3.1 Micro & Small Producers

<b>PART - A</b>		
<b>General</b>		
<b>S. No.</b>	<b>Sections</b>	<b>Guidance</b>
<b>1.</b>	<b>Company Details</b>	
a)	Name	Auto filled from the PAN details uploaded during sign up
b)	location	i. Location to be highlighted on the Google map to auto fetch longitude and latitude. ii. The Google Map to be zoomed to the maximum possible resolution while marking the location.
c)	Registered Address	Manufacturing plant address
d)	Postal Address	Same if plant address and postal address is same
e)	PAN No.	PAN no. shall be Auto filled from Sign up. PDF copy to be uploaded.
f)	GST No.	Enter GST No. which is issued in the name of unit & PDF copy to be uploaded.
g)	CIN No. (Applicable for companies)	CIN no. shall be Auto filled from Sign up. PDF copy to be uploaded.
h)	Udyam Registration No.	Enter Udyam Reg. No. which is issued in the name of unit clearly specifying the type of business (Micro/small/medium) & PDF copy to be uploaded.
<b>2.</b>	<b>Authorized Person Details</b>	
a)	Name	Auto filled from the PAN details uploaded during sign up

b)	Designation	Provide designation of the authorized person. Preferably of the person who is associated with the unit
c)	Mobile No.	<i>Auto filled from Sign up</i>
d)	Email	<i>Auto filled from Sign up</i>
e)	PAN No.	PAN no. shall be Auto filled from Sign up. PDF copy to be uploaded.
3.	Plastic packaging manufactured:	Provide category wise manufacturing capacity (in TPA). In case unit is involved in manufacturing plastic packaging of different categories then the total manufacturing capacity of the unit shall be distributed in each category, accordingly.
4.	Year of commencement of business	Provide year of commencement of operations
5.	Total Capital invested in project (Rs. In Lacs)	Enter project cost
<b>Part B</b>		
<b>Details on plastic packaging</b>		
6.	Manufacturing details	Provide details/information in below sections
6.1	Raw material procured (TPA)	Provide year wise quantity (in TPA) for each type of plastic raw material procured in previous two financial years, which can be selected from the dropdown. In case, the type of plastic is not included, applicant shall select 'Other' and provide the details.
6.2	Plastic packaging produced category-wise	Provide category wise plastic packaging produced capacity (in TPA) for the previous two financial years of filing of registration application.
6.3	Total Plastic packaging sold category-wise (MT)	Provide details/information in below sections.

	a. Plastic packaging sold to Brand owner	Provide category wise plastic packaging sold capacity (in TPA) to Brand Owners for the previous two financial years of filing of registration application.
	b. Plastic packaging sold to Producer (Large and Medium)	Provide category wise plastic packaging sold capacity (in TPA) to Producers (Large & Medium) for the previous two financial years of filing of registration application.
	c. Plastic packaging sold to Producer (Small and micro)	Provide category wise plastic packaging sold capacity (in TPA) to Producers (Small & Micro) for the previous two financial years of filing of registration application.
	d. Plastic packaging sold to seller	Provide category wise plastic packaging sold capacity (in TPA) to Sellers for the previous two financial years of filing of registration application.
6.4	Pre-consumer plastic packaging waste (TPA)	Provide category wise Pre-consumer plastic packaging waste (in TPA) generated for the previous two financial years of filing of registration application.
7.	Status of Compliance with Rule 4 of Plastic Waste Management Rules, 2016 as amended	Information required in Yes / No format. Select in Yes / No options.
8.	Cover Letter (with attachment)	Pdf copy to be uploaded
9.	Name of authorized signatory and Digital Signature	PDF Copy of signatures uploaded

### 2.3.2 Manufacturer of plastic Raw Materials

PART -A		
GENERAL		
<b>1.</b>	<b>Company Details</b>	
(a)	Name	Auto filled from the PAN details uploaded during sign up
(b)	location of the unit	Location to be highlighted on the Google map to auto fetch longitude and latitude.  The Google Map to be zoomed to the maximum possible resolution while marking the location.
(c)	Address of the unit	Manufacturing plant address
2.	Is the unit registered with the DIC or DCSSI of the State Government or Union Territory?	Choose Yes/No
	If yes, attach a copy.	PDF copy of DIC Registration certificate to be provided if the unit is registered with DIC
3.(a)	Total capital invested on the project (Rs. In Crores)	Enter project cost
(b)	Year of commencement of production	Enter Year of commencement
(c)	Production details of last two financial years	Download the excel sheet format. Provide year wise details of type of plastic raw material being produced by the unit and quantity of annual production (in TPA) of previous two financial years. Upload the excel sheet.
(d)	List of producers and quantum of raw materials supplied to	Download the excel sheet format.



	producers/sellers in last two financial years	Provide year wise details of type of plastic raw material sold to registered / unregistered Sellers or Producers (including Micro & Small) units. Provide details of sale including EPR registration no. if sale made to registered entity, name of unit, address and contact information, type of raw material sold, and quantity of raw materials (in MT) sold in previous two financial years.  Upload the excel sheet.
4.(a)	Cover Letter (with attachment)	Pdf copy to be uploaded
(b)	Please upload signature (Only pdf file)	PDF Copy of signatures uploaded
(c)	Any Other Information & Self declaration of enterprise based upon Audited Statement (Only PDF)	Pdf copy to be uploaded

### 2.3.3 Importer of plastic Raw Materials

PART -A		
GENERAL		
<b>1.</b>	<b>Company Details</b>	
(a)	Name	Auto filled from the PAN details uploaded during sign up
(b)	Registered Address of the unit	Provide registered address of the unit
2.	Is the unit registered with the DIC or DCSSI of the State Government or Union Territory?	NA
	If yes, attach a copy.	NA

3.(a)	Total capital invested on the project (Rs. In Crores)	NA
(b)	Year of commencement of production	Provide Year of commencement of operations of the unit
(c)	Import details of last two financial years	<p>Download the excel sheet format.</p> <p>Provide year wise details of type of plastic raw material being imported by the unit. Provide details of the import including name of the seller, country, address and contact details, type of plastic raw material and quantity of imported plastic packaging (in MT) of previous two financial years.</p> <p>Upload the excel sheet.</p>
(d)	List of producers and quantum of raw materials supplied to producers/sellers in last two financial years	<p>Download the excel sheet format.</p> <p>Provide year wise details of type of plastic raw material sold to registered / unregistered Sellers or Producers (including Micro &amp; Small) units. Provide details of sale including EPR registration no. if sale made to registered entity, name of unit, address and contact information, type of raw material sold, and quantity of raw materials (in MT) sold in previous two financial years.</p> <p>Upload the excel sheet.</p>
4.(a)	Cover Letter (with attachment)	Pdf copy to be uploaded
(b)	Please upload signature (Only pdf file)	PDF Copy of signatures uploaded
(c)	Any Other Information & Self declaration of enterprise based upon Audited Statement (Only PDF)	Pdf copy to be uploaded

### 2.3.3 Sellers of plastic raw material

PART -A		
GENERAL		
<b>1.</b>	<b>Company Details</b>	
(a)	Name	Auto filled from the PAN details uploaded during sign up.
(b)	Registered Address of the unit	Provide registered address of the unit.
2.	Is the unit registered with the DIC or DCSSI of the State Government or Union Territory? If yes, attach a copy.	NA
3.(a)	Total capital invested on the project	NA
(b)	Year of commencement of production	Provide Year of commencement of operations of the unit.
©	Procurement details of last two financial years	<p>Download the excel sheet format.</p> <p>Provide year wise quantity (in TPA) for each type of plastic raw material procured in previous two financial years. Provide details of procurement including raw material procurement from registered / unregistered Manufacturer / Importer</p>
(d)	Sales details of last two financial years	<p>Download the excel sheet format.</p> <p>Provide year wise details of type of plastic raw material sold to registered Sellers or Producers (including Micro &amp; Small) units. Provide details of sale including EPR registration no. of registered entity, name of unit, address and contact information, type of raw material sold, and quantity</p>

		of raw materials (in MT) sold in previous two financial years.  Upload the excel sheet.
4.(a)	Cover Letter (with attachment)	Pdf copy to be uploaded
(b)	Please upload signature (Only pdf file)	PDF Copy of signatures uploaded
(c)	Any Other Information & Self declaration of enterprise based upon Audited Statement (Only PDF)	Pdf copy to be uploaded

### 3.0 Application fees & Annual Processing Fees

The applicant shall pay the application fees as per details given below along with the application for Registration:

- (A) Application Fee for Manufacturers & Importers of Plastic Raw Material, and Sellers at the rate of ₹10/ton of the production capacity.
- (B) Application Fee for Micro & Small Producers at the rate of ₹5/ton of production capacity.

The key features of the above fee structure are as follows:

- a. 25% of Application fees is to be paid as Annual Processing Fees at the time of filing annual returns.
- b. Audit fee shall be applicable for payment along with the annual filing fees.
- c. Online Application filed by Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials will be transferred to the concerned SPCBs/PCCs as per amendment to PWM Rules, 2016.
- d. Application fee & processing fees is proposed to be shared between CPCB & SPCB /PCC in the ratio of 80:20.
- e. Audit fee shall be payable/transferred to the SPCBs/PCCs for audits conducted by them.
- f. The fees shall be paid online through the payment gateway integrated on the portal.

- g. The above application fees shall be revised annually as per the annual rate of inflation based on all India Wholesale Price Index (WPI).

#### **4.0 Processing of Application by SPCBs**

Online Application filed by Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials will be transferred to the concerned SPCBs/PCCs on the EPR portal for further processing.

The nodal officer or the authorized Official of SPCB has to get registered on the portal so as to receive the Applications filed by PWP. Processing of applications for grant of registration shall be ensured as below;

- i. The application for registration shall be processed within 15 days. The registration shall be either granted or rejected as the case may be within this period.
- ii. Applications shall be rejected, if false/ irrelevant information /document is found to be submitted. Application fees shall be forfeited in such cases.
- iii. Registration certificate shall be issued online to Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials by SPCB/PCC using digital signature integrated on portal.
- iv. The portal has provision for internal processing of application within SPCBs/PCCs, wherein the Member Secretary, SPCB/PCC shall be the approving authority for issuing of the Certificate.

#### **5.0 Specific Conditions of Registration (as per PWM Rules (as amended))**

The Registered Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials are required to comply with the following conditions, which will be incorporated in the certificates being generated by the portal.

- i. The Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials shall not carry any business without obtaining registration through online centralized portal developed by Central Pollution Control Board.
- ii. The Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials shall not deal with any entity not registered through centralized Plastic EPR portal
- iii. The Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials shall file annual returns on the EPR portal under PWM Rule and the guidelines as per the online pro-forma prescribed by CPCB by the 30th June of the next financial year.
- iv. The Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials shall not engage in manufacture, stocking, distribution, selling and using of banned SUP items as listed in Amendment to PWM Rules dated August 12, 2021
- v. In case, at any stage it is found that the information provided by the Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials is false, the unit shall be debarred by SPCB, as per procedure laid down by CPCB, from operating under the EPR framework for a period of one year. The Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials whose registration has been revoked shall not be able to register afresh for the period of revocation

Additional conditions specific to local conditions may be incorporated by SPCBs/PCCs with intimation to CPCB.

## **6.0 Cancellation of Registration**

- i. At any stage, if the document submitted is found to be false, then the Registration issued shall be liable to be cancelled.

- ii. If any Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials is found to be violating the provision of Registration, a notice shall be issued by SPCB/PCC.
- iii. An opportunity will be given to hear the Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials within fifteen days from the date of issuance of notice; prior to considering the case for cancellation or suspension of Registration by SPCB/PCC.
- iv. The decision on cancellation or suspension of authorization will be intimated within 10 working days after hearing.
- v. Chairman SPCB/PCC will be the final authority for taking decision on cancellation or suspension.

This Guidance manual shall be updated from time to time in accordance with requirement and further Amendment to PWM Rules if any, as required.

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