

Service-related Information

Service Name: [Registration and Renewal of E-Waste Recycler through online EPR Portal under E-Waste Management Rule 2022.](#)

- I. **Competent Authority:** Central Pollution Control Board
- II. **Governing Act/ Rule:** E-Waste Management Rules 2022
- III. **Delivery Mode:** Online
- IV. **Service Link:** <https://eprewastecpcb.in>
- V. **Validity:**
 - i. The validity of registration will be of five (05) Years from the date of issue of EPR Registration Certificate of Producer.
 - ii. For renewal of Registration Certificate, a Producer has to apply on the portal 120 days before the expiry of its registration.
- VI. **Information/documents/declaration/affidavits to be submitted**

Section 1: Basic Information

Recyclers have to submit on the portal following basic information and documents/declaration /affidavits:

- i. Name of the company
- ii. Details of the recycling facility
 - a. Address
 - b. Geo coordinates
 - c. Email id
 - d. Contact number: (Mobile & landline)
 - e. Year of establishment
 - f. CTE under air and water act (number and date of issue)
 - g. CTO under air and water act (number and date of issue)
 - h. Authorization under Hazardous and Other Waste (Management and Transboundary Movement) Rules, 2016 (number and date of issue)
 - i. PAN Number
 - j. GST Number k. CIN Number (optional)
- iii. Details of authorized person
 - a. Name, Designation, Email & Mobile Number of authorized person
 - b. Aadhar number of authorized person (Optional)

Section 2: Documents in support of basic information

Following documents to be uploaded:

- i. Copy of CTE under water and air act issued by MPCB.
- ii. Copy of the CTO under water and air act issued by MPCB.

- iii. Copy of Authorization under Hazardous and Other Waste (Management and Transboundary Movement) Rules, 2016 issued by MPCB.
- iv. PAN Card
- v. GST Certificate
- vi. Incorporation Certificate if available (optional)
- vii. Aadhar Card of authorized person (Optional)

Section 3: Details of Recycling

- i. Details of E-Waste – The recyclers have to provide details of Waste EEE items for which it wishes to have Registration:
- ii. Capacity in Tonnes per Year: (As per CTO)
 - a) Production details i.e., Details of end product that is details of material likely to be recovered after recycling and other products of recycling for ensuring material balance.

Category of E-Waste	End Products for EPR Certificates	Other Products of recycling for ensuring balance

- b) Documents to be attached.
 - 1) Recycling capacity in terms of both raw material & product
 - 2) Geotagged Video of the unit with all installed plant and machineries (to ensure operational /active Video link- Inactive Video Link after grant of registration will be considered as willful concealment of information)
 - 3) Geotagged Pictures of the unit
 - 4) Self-Declaration on submission of authentic data (as per template given at Annexure-I). The self-declaration will also include confirmation that adequate occupational safety/Health and fire safety measures have been taken in the plant. (On the company's letter head with signature of authorized person & company seal)

The recycler will be provided registration on the basis of information provided by it in the portal. Physical/virtual inspection of the recycling unit will be carried out either by Regional Directorate of CPCB/ SPCBs/PCCs after grant of registration.

VII. Registration Procedure Overview:

Sr. No	Action By	Stages/Step	Indicative time required for approval	Statutory Fee (in INR)
1	Applicant	Visit https://eprewastecpcb.in/	-	-
		Click on Sign up	-	-
		Select 'Recycler'	-	-
		Fill in the required details. Refer the Tutorial for sign up on the below link: https://eprewastecpcb.in/#/training-signup-tutorial	-	-
		Click on Submit		
		An email will be sent on the email id submitted during the sign-up	-	-
		Login into your account	-	-
		Initiate Registration	-	-
		Fill in the required information. Refer Table 1.2 for guidance for filling in the information.	-	-
		Upload required Documents in PDF format		
		Pay Fees	-	Refer Section X
2	CPCB	Verify the application		-
		Issue a digital check list of short comings, if any, through the portal	30 Days	
3	Applicant	See the digital checklist of short comings, if any, by logging on the portal using login credentials.		
		Reply within 07 working days on the portal in case there are shortcomings in the application.	07 Days	
4	CPCB	Grant registration on the portal and issue EPR Registration Certificate of Producer along with Targets/Obligations to the producers based on information/documents in their application in case there are no shortcomings in the registration.	30 Days	
5	Applicant	Download the Registration certificate from the portal in case there are no issues with the application. <i>Note: The Registration Certificate will contain Registration Number and list of EEE along with EPR obligations.</i>		
6	CPCB	Conduct verification of the recycling facility within three months of granting		

		the registration on the portal either through physical or video conferencing mode.		
		In case of non-confirmation, the registration will be suspended after issuing notices and seeking explanation from the recycler and after giving opportunity for hearing to the recycler before the Approving Authority, CPCB.		

Table No. 1.1

VIII. Guidance for filling up Application form:

The following table will provide guidance to applicant recycler in filling up Application on the portal for Registration and EPR Targets/Obligation :

S. No	Information Sought	Guidance
1	Name and full address of the recycler along with telephone, GST and PAN number, e-mail and other contact details of Recycler (Address of Recycling Facility Location- Also ensure that in GST Certificate the address should be the address of recycling facility).	<ul style="list-style-type: none"> i. The address in the recycler form should be the place where the recycling facility is located. Do note that address given by the applicant in its supporting documents i.e., CTE, CTO and Authorisation, GST Certificate, should be same as the address given in sign up form and it should be the address of facility ii. The contact information i.e phone number, mobile number, e-mail provided should be functional and readily accessible by the applicant.
2	Name of the Authorized Person and full address with e-mail, telephone, PAN & Aadhar number)	<ul style="list-style-type: none"> i. Provide name of authorised person along with its full postal address, e-mail id, mobile number, landline number. ii. It is always better to have alternate authorised persons and his/her required details. iii. The authorised person can be the person who will be managing /handling the Recycling operation and facility. iv. In case of change of authorised person, the recycler has to inform CPCB about the same immediately. <p><i>Note: Any communication regarding status/processing of the application will be done only with the authorized person of the company. CPCB will not interact with any other person other than authorized person (s).</i></p>
3	List of documents to be uploaded: i. Copy of CTE & CTO ii. Copy of Authorisation iii. Geo coordinates iv. PAN (Company and Authorised person) v. GST vi. Aadhar (Optional) vii. Video of the recycling facility	<ul style="list-style-type: none"> i. Recycler have to upload on the portal, scan copy of their CTE, CTO, Authorisation, geo coordinates, PAN, GST Aadhar and Video of recycling facility. ii. (Address in GST/ CTO, Authorisation should be as per address given in sign up form.) <p>(The Recycler is also required to ensure that the address in above documents should be the place where recycling facility is located).</p>

S. No	Information Sought	Guidance
4	Basic Details	Recyclers are required to select EEE which can be recycled at their facility. Annual recycling capacity as per CTO i. Details of end product that is details of material likely to be recovered after recycling and other products of recycling for ensuring material balance. ii. Details of installed equipment for recycling
5	Self-declaration	Self-Declaration on submission of authentic data (as per template given at Annexure-I). The self declaration will also include confirmation that adequate occupational safety/Health and fire safety measures have been taken in the plant. (On the company's letter head with signature of authorized person & company seal)

Table No. 1.2

IX. Digital Checklist for evaluation of application for recyclers

The following digital check list on the portal will be used for evaluation of applications for registration. CPCB will specify short-comings if any in remarks column and digital copy of the check list will be forward through the portal to applicant recyclers The applicant recyclers can see the check list using his log in credentials on the portal after CPCB sends it.

Sr. No	Details of information required	Provided (Yes/No)	Remarks
1	Name and full address along with telephone, GST and PAN number, e-mail and other contact details of Recycler (Address of Recycling Facility Location - Also ensure that in GST Certificate the address should be the address of recycling facility).		
2	Name of the Authorized Person and full address with e-mail, telephone, PAN & Aadhar number)		
3	List of documents to be uploaded: i. Copy of CTE & CTO ii. Copy of Authorisation iii. Geo coordinates iv. PAN (Company and Authorized person) v. GST vi. Aadhar vii. Video of the recycling facility		
4	Basic details i. List of EEE to be recycled ii. Annual recycling capacity (As per CTO) iii. Details of end product that is details of material likely to be recovered after recycling and other products of recycling for ensuring material balance. iv. Recycling Process Flow v. Details of installed equipment as per recycling process flow		
5	Self-Declaration on submission of authentic data. The		

	self-declaration will also include confirmation that adequate occupational safety/Health and fire safety measures have been taken in the plant. (On the company's letter head with signature of authorized person & company seal)		
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Table No. 1.3

X. Fees Structure:

The fee structure for registration of Recycler and Annual Maintenance Charges for all stakeholders for registration on EPR Portal under E-Waste (Management) Rules, 2022

S.No	User Type	Activity	Proposed Fee / Charges
1	Recycler	New Recycler (1st time registration valid for five years)	₹ 15,000/-
		Renewal of registration-(after five years)	₹7,500/- + ₹ 0.625/MT for quantity of EPR certificate transaction in the preceding five years
		In case of any amendments/addendum	₹3,000/-
2	Annual Maintenance charges for all stakeholders	Annual Maintenance charges for Producers, Recycler, Refurbisher and Manufacturer	₹5,000/

Table No. 1.4

XI. Target Time and modality of granting registration

- i. CPCB shall examine the applications for registration of recycler so received on the portal and respond with digital check-list through the portal within 30 working days in case of incomplete applications. A digital check list of short comings will be issued through the portal by the concerned Division of the CPCB. The applicant recycler can see the digital checklist of short comings by logging on the portal using their login credentials.
- ii. CPCB shall grant Registration to Recycler after evaluation of recycler's application submitted with respect to the required information as per this SOP within 30 working days after ensuring that application is complete in all respect.
- iii. CPCB shall conduct verification of the recycling facility within three months of granting the registration on the portal either through physical or video conferencing mode. The physical verification will be for confirming the information provided by the applicant recyclers.
- iv. In case of non-confirmation, the registration will be suspended after issuing notices and seeking explanation from the recycler and after giving opportunity for hearing to the recycler before the Approving Authority, CPCB
- v. The grant of recycler registration will be in the form of a digital certificate through the portal based on information/documents provided by the recycler.

XII. Grant of Registration on the portal and issue of EPR certificates

- i. Divisional Head, WM-III Division CPCB shall be the Approving Authority for grant of recycler registration and for amendments in the recycler registration.
- ii. The concerned Division of CPCB shall evaluate the application on the portal as per this SOP.

Once the application found complete by division as per the SOP, the Divisional Head will approve the application

XIII. Revocation of Registration

As per Rule 4(5) of the E-Waste (M) Rules, 2022, registration of registered entity (recycler) will be revoked, by the Central Pollution Control Board if it is found that the registered entity has furnished false information or willfully concealed information for getting registration or returns or reports or information required to be provided or furnished under these rules or in case of any irregularity found, for a period up to three-years after giving an opportunity to be heard and in addition, environmental compensation charges may be levied as per rule 22 of the above said rules.

XIV. Verification and Audit

The Central Pollution Control Board by itself or through a designated agency shall verify compliance of recyclers through inspection and periodic audit, as deemed appropriate and the actions against violations and for non-fulfilment of extended producer responsibility target, obligations and responsibilities shall be in accordance with the rule 24 of the E-Waste (Management) Rules, 2022.

XV. Appeal

- i. As per Rule 21 E-Waste (M) Rules, 2022 any person aggrieved by an order of revocation of registration passed by the Central Pollution Control Board, within a period of thirty days from the date on which the order is communicated to him, prefer an appeal to the Additional Secretary or Joint Secretary, Ministry of Environment, Forest and Climate Change duly nominated by the Central Government in this regard.
- ii. The Appellate Authority may entertain the appeal after expiry of the said period of thirty days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

XVI. Helpdesk Contact Details: 7045113344 / 7045113322

XVII. References:

- i. https://eprewastecpcb.in/assets/landingpage%20PDF/SOP_for_Ewaste_Recycler_Registratio_n.pdf
- ii. <https://eprewastecpcb.in/#/training-signup-tutorial>

Remarks: The procedural steps indicated above is uniform for all types of establishments, irrespective of risk category, size of firm, business location or type of investor (Foreign or Domestic).

Self-Declaration

Dated:

We, M/s s ----- hereby declare that information provided for registration as a Recycler on the EPR E-Waste portal under E-Waste (Management) Rules, 2022 are true to the best of our knowledge and belief and that it conceals nothing and that no part of it is false.

We, M/s ----- also hereby declare and confirm that adequate occupational safety/Health and fire safety measures have been taken in the recycling.

We also hereby undertake that all the responsibilities of correctness of information as provided will be ours. In case of any data and information found false or misleading at any stage, actions as per the rules may be initiated against us

(Name and Signature of the Authorized Person)

Designation:

Company Seal