

Service-related Information

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

I. **Registration Applicability:** Producers under the ambit of the E-Waste (Management) Rules, 2022.

Producers mean any person or entity who irrespective of the selling technique used such as dealer, retailer, e-retailer, etc.:

- (i) manufactures and offers to sell electrical and electronic equipment and their components or consumables or parts or spares under its own brand; or
- (ii) offers to sell under its own brand, assembled electrical and electronic equipment and their components or consumables or parts or spares produced by other manufacturers or suppliers; or
- (iii) offers to sell imported electrical and electronic equipment and their components or consumables or parts or spares; or
- (iv) who imports used electrical and electronic equipment.

The Producers who have already been granted EPR authorization under the E-Waste(M) Rules 2016 either offline mode or online are also required to register themselves on the portal. The Producers those have already applied under the existing Portal are not required to register and will be issued registration certificate by CPCB.

II. **Competent Authority:** Central Pollution Control Board

III. **Governing Act/ Rule:** E-Waste Management Rules 2022

IV. **Delivery Mode:** Online

V. **Service Link:** <https://eprewastecpcb.in>

VI. **Validity:** The validity of registration will be of five (05) Years from the date of issue of EPR Registration Certificate of Producer.

For renewal of Registration Certificate, a Producer has to apply on the portal 120 days before the expiry of its registration.

VII. **Information/documents/declaration/affidavits to be submitted**

The registration will involve submission of information in two parts i.e. Part A & Part B.

PART A: Basic Information

- 1) Trade Name / Company Name
- 2) Legal Name
- 3) Mobile Number
- 4) Official e-mail id
- 5) Land line Number (if available)
- 6) CIN / Incorporation Certificate (if available)
- 7) GST,
- 8) IEC (if available),
- 9) PAN of company, (if available)

- 10) PAN of Authorized Person
- 11) Postal Address (The address should be the place from where sale in entire country is being managed – Corporate Office address. Do note that address given by the applicant in its supporting documents i.e. Self- Declaration, IEC Certificate, GST Certificate, should be same as the address given in sign up form)
- 12) Name of the Authorized Person and Address, Company E-mail id and Telephone Numbers
- 13) List of EEE from the list of notified EEE along with their codes for which Registration is required

**PART B: Information for Extended Producer Responsibility (EPR)
Targets/Obligations**

- 1) For Producers whose presence in the market is either equal to average end of life of its electrical and electronic equipment (EEE) or more than the average life following information is required:
 - i. Quantity of EEE in terms of weight placed (sold) in the market financial year-wise for the period equal to its average end-of-life as given by CPCB (As per Table -1 in the portal).
 - ii. Sales data of applicable EEE has to be given in terms of weight in metric tonnes. (Hint: -Producers have to fill up information on historical sales as per average life of EEE. For example, if an EEE has average life of 5 years and data is being filled up in FY 2023-24, the Pan India sales data is required from FY 2018-19).
- 2) For Producers whose presence in the market is less than the average end of life of its EEE following information is required:
 - i. Quantity of EEE in terms of weight placed (sold) in the market since the time sales started (as per table 1 in the portal).
- 3) Scanned copy of covering letter on the letter head of the company duly signed by the authorized person of the producer company for seeking Registration on the Portal along with an undertaking that information provided for registration are true to the best of his knowledge and belief and that it conceals nothing and that no part of it is false and taking the responsibility of the correctness of the data (Format as per Annexure – I).
- 4) Scanned copy of self-declaration on the letter head of the company duly signed by the authorized person of the producer company.
- 5) Scanned copy of CA Certificate, certifying the quantity of EEE placed (sold) on the market financial year (FY) wise in weight (metric tonnes) and / or Imported in terms of weight (in Metric Tonnes) is correct and checked by him. (Hint:On the letter head of the charter accountant firm.
- 6) Based on the information provided, the portal will auto generate self-declaration of ROHS compliance. The producer is required to upload signature at the

designated place in this declaration. Duly filled up Enclosure A is required to be uploaded. (Hint: EEE items in Enclosure A has to be as per EEE items selected in table 1 (Format as per Annexure III).

- 7) Scanned copy of signed self-Declaration on the letter head of the producer company that technical documents on RoHS (as per EN50581) are available and will be provided for verification to CPCB/SPCBs officials whenever required (Format as per Annexure-IV).
- 8) Details of Awareness Plan by the Producer –upload PDF file.

VIII. 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 'Producer'	-	-
		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 XI
2	CPCB	Verify the application		-
		Issue a digital check list of short comings, if any, through the portal	25 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. <i>Note: Producers will be given specific time slots in the EPR Camp through video conferencing with regard to their queries on the digital checklist of shortcomings.</i>	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>		

Table No. 1.1

IX. **Guidance for filling up Application form:**

S. No.	Information Sought	Guidance
1.	Name and full address along with telephone, GST, IEC numbers, e-mail and other contact details of Producer .	<ul style="list-style-type: none"> i. The address should be the place from where sale in entire country is being managed (Corporate Office address). Do note that address given by the applicant in its supporting documents i.e. Self- Declaration, IEC Certificate, GST Certificate, Incorporation Certificate should be same as the address given in sign up form. 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 and PAN number	<ul style="list-style-type: none"> i. Provide name of authorized person along with its full postal address, e-mail id, mobile number, landline number. ii. It is always better to have alternate authorized persons and his/her required details. iii. The authorized person should be the person who will be handling the EPR responsibility of the Producers. iv. In case of change of authorized person the producer has to inform CPCB about the same immediately. 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). <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 EEE items for which Registration is required	<ul style="list-style-type: none"> i. Producers who are covered in the E-Waste (M) Rules, 2022 have to select Electrical and Electronic Equipment (EEE) which they are selling and for which Registration is required. The notified EEE items along with their codes are in Table 1(Annexure V). ii. Producers who wish to import EEE item and sell in the country have to select EEE items which they intend to import. iii. Producers who have not started their sale and intend to sell after registration have to select EEE items which they intend to sell.

S. No.	Information Sought	Guidance
4.	List of documents to be uploaded i. GST ii. IEC iii. CIN iv. Incorporation v. Certificate PAN	Producers have to upload on the portal scan copy of their GST Certificate, IEC Certificate, CIN/ Incorporation Certificate, and PAN as required. Address in GST/ IEC /Incorporation Certificate should be as per address given in sign up form. (The producer is also required to ensure that the address in above documents should be the place from where sale in entire country is being managed and has to be same in all the above mentioned documents).
5.	Covering letter for seeking Registration and An undertaking for correctness and truthfulness of the information.	Producers are required to print this letter on their letter head duly signed by the authorized person of the producer company requesting for Registration on the portal. The scan copy (PDF) of signed covering letter has to be upload on the portal. The format of the Covering letter is at x`1x` – I of this SOP.
6.	Quantity of EEE placed in the market (sold) year-wise (weight in Tonnes).	i. Provide quantity of Electrical and Electronic Equipment (EEE) placed in market year-wise in Table-1 (Annexure V), in terms of weight (metric tonnes) ii. In Table 1 (Annexure V), sales information is to be provided only for those EEE item (s) selected while seeking Registration. Provide sales details of EEE item (s), already placed in market, financial year-wise for the period equivalent to average end-of-life of EEE item (s). Producers have to fill up information on historical sales as per average life of EEE. For example, if an EEE has average life of 5 years and data is being filled up in FY 2023-24, the sales data is required from FY 2018-19 iii. In case of no sales or sales not yet started or import not yet happened or sale is planned in future, applicant has to fill in numeric zero (0) in the sales data column. iv. Sales data in terms of total weight only (in Metric Tonnes). v. Sales data in line with CA Certificate either by statutory auditor certified / Independent Chartered Accountant certified Specimen of table 1 is at Annexure V
7.	Self-Declaration On company Letter head)	Letter head) The self-declaration should be duly signed by the authorized person of the producer company along with company seal. (Annexure II) .
8	CA Certificate Certifying the quantity of EEE sold and / or Imported	i. Producers have to provide certificate prepared by its statutory auditor certifying the sales or certificate prepared by Independent Chartered Accountant ii. Auditor certificate should have information on sales in terms of weight and not in number
9	Self-declaration on compliance to RoHS provisions	Portal generates self-declaration as per format given at Annexure III based on information given by producers.
10.	Enclosure A	Duly filled up Enclosure A is required to uploaded. (Hint: EEE items in Enclosure A has to be as per EEE items selected in table 1, Annexure 5)

S. No.	Information Sought	Guidance
11.	Self-declaration for availability of technical documents as per EN 50581.	<p>Producer should provide signed self-declaration on their letter head that technical documents on RoHS (as per EN50581) are available with them and will be provided for verification to CPCB/SPCBs officials whenever required (Annexure-IV).</p> <p><i>Note: Applicant to ensure availability of technical documents with them as per EN 50581. In case of verification exercise by SPCBs/CPCB these documents are to be shown to the inspecting officials. During verification exercise if these documents were found unavailable then action will be taken against Producer as per rules.</i></p>
12.	Details of proposed awareness Plan.	<p>Provide details of proposed awareness program – the following details shall be given in application;</p> <ul style="list-style-type: none"> a) Detail of proposed seminars, workshops -: <ul style="list-style-type: none"> • Targeted Audience- whether it is school, college, institutions, retailers, dealers, bulk consumer's offices, etc. • Frequency of conducting Seminar, Workshops in a year • Target Metro cities/ small cities/ urban area/ north-east State b) Proposed advertisement in newspapers/TV/ Radio, Pamphlets, booklets c) Logos for recycling of E-waste on Product's Packaging d) Provision of user guide/ booklet/ Brochures giving details of collection and recycling arrangements made for E-waste.

Table No. 1.2

X. Digital Checklist for evaluation of application for Producers

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 produces. The applicant producers 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, IEC numbers, e-mail and other contact details of Producer		
2	Name of the Authorized Person and full address with e-mail, telephone and PAN number		
3	List of electrical and electronic equipment (EEE) for which registration required		
4	List of documents to be uploaded : i. GST ii. IEC iii. CIN/Incorporation Certificate iv. PAN		
5	Duly signed covering letter on the letter head of the company duly signed by the authorised person of the producer company for seeking Registration on the Portal along with an undertaking on		

	correctness of the data/information and taking the responsibility of the correctness of the data (Format as per Annexure – I)		
6	Quantity of electrical and electronic equipment (EEE) in terms of weight (metric tonnes) placed in market year-wise (As per Table-1, Annexure V).		
7	Self-Declaration On company Letter head) (Format as per Annexure-II)		
8	CA Certificate, certifying the quantity of EEE placed (sold) on the market financial year (FY) wise in weight (metric tonnes) and / or Imported in terms of weight (in Metric Tonnes) is correct and checked by him. (Hint:On the letter head of the charter accountant firm)		
9	Details of proposed awareness plan.		
10	Self-declaration on compliance of RoHS provisions		
11	Enclosure A		
12	Self-declaration on possession of technical documents on RoHS(as per EN50581)		
13	List of documents to be uploaded: i. Covering letter on the letter head seeking Registration (Annexure – I) ii. Self-Declaration On company Letter head) (Annexure-II) iii. CA Certificate certifying the quantity of EEE sold and / or Imported in terms of weight iv. Self-Declaration (as per Annexure-III) v. Enclosure A vi. Declaration on availability of technical documents on RoHS (as per EN50581) (Annexure-IV)		

Table No. 1.3

XI. Application & Annual Processing Fees

The fee structure for Producer for registration on EPR Portal under E-Waste (Management) Rules, 2022 & Annual maintenance chargers

- i. Grant or Renewal of EPR Registration processing fees for Producers seeking EPR registration under E-Waste (Management) Rules 2022 is given as below:

Sr. No	Annual E-Waste Recycling Target (MT)	Proposed Charge (Rs.)
1	<50 MT	2500/-
2	50 MT to < 100 MT	7500/-
3	100 MT to < 1000 MT	1,50,000/-
4	1000 MT to <5000 MT	10,00,000/-
5	>5000 MT	15,00,000/-

Table No. 1.4

Note: For producers whose sales just started, the processing fee will be Rs. 10,000/-.

- ii. Amendments in existing EPR registration in terms of addition of EEE items, revision in the Recycling Target, conversion from EPR Authorisation (Producer granted EPR Authorisation/renewed EPR Authorisation in online mode) to EPR Registration etc., the processing fee will be Rs. 10,000/-.
- iii. Amendment in existing EPR registration in terms of addition of EEE items, revision in the recycling target conversion from EPR Authorisation (Producer granted EPR Authorisation/renewed EPR Authorisation in **offline mode**) to EPR Registration etc. the processing fees will be Rs. 10,000/- along with additional charges as per point A above.
- iv.

Annual Maintenance charges for all	Annual Maintenance charges for Producers, Recycler, Refurbisher and Manufacturer	₹5,000/-
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XII. Target Time and Response

- i. CPCB shall issue Registration within 30 working days from the date of receipt of completed application on the portal seeking registration.
- ii. CPCB may verify the applications so received on the portal and respond with digital check-list through the portal within 25 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 producers can see the digital checklist of short comings by logging on the portal using their login credentials.
- iii. Producers will be given specific time slots in the EPR Camp through video conferencing with regard to their quarries on the digital checklist of shortcomings.
- iv. CPCB may 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.

XIII. Grant of Registration on the portal and issue of EPR Targets/Obligation

- i. Divisional Head, WM-III Division CPCB shall be the Approving Authority for grant of Registration on the portal and Amendments.
- ii. The concerned Division of CPCB shall evaluate the application on the portal as per this SOP. Once the application found complete as per the SOP, the Divisional Head will approve and issue the Registration Certificate, and amendments through Portal to the applicant producer.

XIV. Revocation of Registration

- i. As per Rule 4(5) of the E-Waste (M) Rules, 2022, registration of registered produces/entity 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 return or report 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.
- ii. An opportunity will be given to hear the Producer within one month from the date of issuance of notice; prior to considering the case for revocation of Registration by CPCB.
- iii. The decision on revocation of registration will be intimated within 10 working days after hearing.

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 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/PDF/e-waste_rules_2022.pdf
- ii. https://eprewastecpcb.in/assets/landingpage%20PDF/SOP_for_grant_of_Registration_to_Producer_on_under_Ewaste_Rules_2022.pdf
- iii. <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).

(On company Letter head)

Dated:

To
The Member Secretary
Central Pollution Control Board
Parivesh Bhawan Delhi-32

Sub: Seeking Registration as Producer under E-Waste (Management) Rules, 2022 at CPCB Portal

Sir,

We, M/s----- are seeking registration as Producer under E-Waste (Management) Rules, 2022 in CPCB Portal for E-Waste Management for the following electrical and electronic equipment (EEE): (Provide the names and codes of EEE).

We are hereby submitting all the information as per the requirement of Portal. We will fulfil all the responsibilities of a Producer as stipulated under Rule 6 of E-Waste (Management) Rules, 2022.

We, M/s ----- hereby declare that information provided for registration on the portal under EWaste (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 ----- 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.

We request you to kindly register us on the online portal for E-Waste Management and issue EPR Registration Certificate of Producer along with EPR Obligations.

(Name and Signature of the Authorized Person)

Designation:

Company Seal

Self-Declaration (On company Letter head)

We, M/s _____ hereby declare that information provided for registration on the 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 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

Date:

Self-Declaration Form
(As per E-Waste (Management) Rules, 2022)

Producer Details:

S. No	Required Information	Details
1	Company Name with Complete Address from where business/sale in the entire country is being managed: (Auto fetched as per information filled in PART A)	
2	Name of Authorised Person and details (Auto fetched as per information filled in PART A)	
3	Brand name (if any):	

Self-Declaration for Compliance of
Reduction in the use of Hazardous Substances (RoHS)
(As per E-Waste (Management) Rules, 2022)

We _____ being the Producer as per E-Waste (Management) Rules, 2022, hereby declare that all the EEE, being offered for sale in the country by our company and covered in the Schedule – I of the E-Waste (Management) Rules, 2022 and listed at enclosure - A comply with the sub rule (1) of the Rule16 of the above said Rule.

Upload signature of Authorised Person

Enclosure – A

S.No	Product Category & Code* (as per Schedule I of E-Waste (M) Rules, 2016	Product name**	Model No.**	Unit Weight of Product (in Kilograms/ Tonne)	Date of placing on market of each model	RoHS Information provided on product information booklet Yes/No	In case Product is imported from other country, name of the country where product is manufactured

Upload signature of Authorised Person

Self-Declaration (on company Letter head)

Dated:

Sub: Declaration on availability of technical documents on RoHS (as per EN50581)

We, M/s _____ hereby declare that technical documents on RoHS (as per EN50581) are available with us and will be provided for verification to CPCB/SPCBs officials whenever required.

(Name and Signature of the Authorized Person)
Designation:

Company Seal

Table – 1: A specimen of sales data to be filled-up

Sr. No.	Electrical and Electronic Equipment Item	EEE Code	Quantity in MT/Kg placed on market (Financial year-wise)									
i. Information technology and telecommunication equipment:												
			12-13	13-14	14-15	15-16	16-17	17-18	18-19	20-21	21-22	22-23
1	Centralised data processing: Mainframes, Minicomputers	ITEW1										
2												
ii. Consumer electrical and electronics and Photovoltaic Panels:												
3	Television sets (including sets based on Liquid Crystal Display and light Emitting Diode Technology)	CEEW1										
iii. Large and Small Electrical and Electronic Equipment												
4	Personal Computing: Laptop Computers (Central Processing Unit with input and output devices)	LSEEW1										
iv. Electrical and Electronic Tools (With the exception of large- Scale Stationary Industrial Tools)												
5	Drills	EETEW1										
v. Toys, Leisure and Sports Equipment												
6	Copying equipment	TLSEW1										
vi. Medical Devices (With the Exception of All Implanted and Infected Products)												
6	Radiotherapy equipment and accessories	MDW1										
vii. Laboratory Instruments												
7	Gas analyser	LIW1										