



HARYANA STATE POLLUTION CONTROL BOARD  
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HSPCB/HWM/2025/ Dated: 07.02.2025

To

The Sr. Env. Engineer,  
IT Cell, HSPCB.

**Subject: Regarding updation of SOPs for registration of Recyclers, Refurbishers, Manufacturers & Producers under E-Waste Management Rules, 2022 to be uploaded on the website of the Board.**

Please find enclosed herewith the compiled document of SOPs regarding registration of Recyclers, Refurbishers, Manufacturers & Producers under E-Waste Management Rules, 2022 prepared by CPCB for information and necessary action.

In view of above, you are asked to upload the above compiled document of SOPs on the website of the Board under E-Waste Management Section.

**DA/As above**

Signed by

Naveen Gulia

**Sr. Environmental Engineer (H.O.)  
For Chairman**

**SOP for Registration of  
Stakeholders on E-waste  
Management Portal under  
E-waste (Management)  
Rules, 2022**

**<https://eprewastecpcb.in>**

**SOPs for E-Waste Recycler**  
**[Information Required for Registration of E-Waste Recycler on the Portal under E- Waste**  
**(Management) Rules, 2022]**



**Central Pollution Control Board**  
Waste Management Division-III  
(Ministry of Environment, Forest & Climate Change, Government of India)  
'Parivesh Bhawan', East Arjun Nagar  
**October 2024**

## 1.0 Background:

MoEF&CC has notified E-Waste (Management) Rules, 2022 vide notification No. GSR 801(E) dated November 02, 2022. The rules are effective from April 01, 2023 and have superseded existing E-Waste (M) Rules 2016. The rules intend to manage e-waste in an environmentally sound manner (ESM) and also promote Circular Economy through the regime of Extended Producer Responsibility (EPR).

### 1.1 Entities under Extended Producer Responsibility (EPR) Framework:

The E-Waste (M) Rules, 2022 stipulate EPR framework [Rule 4 (1)] for implementation of these Rules. The EPR framework provides for the following four types of entities namely:

- (a) manufacturer;
- (b) producer;
- (c) refurbisher; and
- (d) recycler

The above entities are required to register on the portal which is defined vide Rule 3 (1)(s) as an online system developed by the Central Pollution Control Board for the purposes of these rules. In case any entity falls in more than one categories as above then the entity has to register under those categories separately. No entity will carry out any business without registration. **The entities registered on the portal shall not deal with any unregistered manufacturer, producer, recycler and refurbisher.**

### 1.2 Recyclers as defined in the E-Waste (Management) Rules, 2022:

Any person or entity who is engaged in recycling and reprocessing of waste electrical and electronic equipment or assemblies or their components or their parts for recovery of precious, semi-precious metals including rare earth elements and other useful recoverable materials to strengthened the secondary sourced materials and having facilities as elaborated in the guidelines of the Central Pollution Control Board.

## 2.0 Registration of recyclers on the Portal;

- a) All the application for registration has to be made on-line through the designated portal available at the URL: <https://eprewastecpcb.in>
- b) The validity of registration will be of five (05) Years from the date of issue of Recycler Registration **Certificate**.
- c) The Registration Certificate will be communicated through portal to the **Recyclers**. The Registration Certificate will contain Registration Number.
- d) In case of incomplete application, all the shortcomings will be communicated through the portal to the **Recyclers** within 30 working days of receiving of the application on the portal. **Recyclers** has to reply within 07 working days on the portal. On receiving of the reply on the portal the application will be processed.

## Part A

### **Section 1: Basic Information**

For Registration under above the said Rules, the 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 concerned SPCB/PCC
- ii. Copy of the CTO under water and air act issued by concerned SPCB/PCC
- iii. Copy of Authorization under Hazardous and Other Waste (Management and Transboundary Movement) Rules, 2016 issued by concerned SPCB/PCC
- iv. PAN Card
- v. GST Certificate
- vi. Incorporation Certificate if available (optional)
- vii. Aadhar Card of authorized person (Optional)

### Section 3: Details of recycling

1. **Details of E-Waste – The recyclers have to provide details of Waste EEE items for which it wishes to have Registration:**
2. **Capacity in Tonnes per Year: (As per CTO)**
  - i. **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.**

<b>Category of E-Waste</b>	<b>End Products for EPR Certificates</b>	<b>Other products of recycling for ensuring material balance</b>

- ii. **Documents to be attached.**
  - a. **Recycling capacity in terms of both raw material & product**
  - b. **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)**
  - c. **Geotagged Pictures of the unit**
  - d. **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.

### 3.0 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.

#### Digital Checklist for evaluation of Application for Recycler Registration

S.No	Details of information required	Provided (Yes / No)	Remarks
1.	Name and full address along with telephone, <b>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).</b>		
2.	Name of the Authorized Person and full address with e-mail, <b>telephone, PAN &amp; Aadhar number)</b>		
3.	List of documents to be uploaded: i. Copy of CTE & CTO ii. Copy of Authorisation iii. Geo coordinates <b>iv. PAN (Company and Authorized person)</b> v. GST vi. Aadhar vii. Video of the recycling facility		
4.	Basic details <ul style="list-style-type: none"> <li>• List of EEE to be recycled</li> <li>• Annual recycling capacity <b>(As per CTO)</b></li> <li>• <b>Details of end product that is details of material likely to be recovered after recycling and other products of recycling for ensuring material balance.</b></li> <li>• <b>Recycling Process Flow</b></li> <li>• <b>Details of installed equipment as per recycling process flow</b></li> </ul>		
5.	viii. 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)		

**4.0 Guidance to applicant recycler seeking Registration under E-Waste (Management) Rules, 2022 for filling on line application on the Portal [URL: <https://eprewastecpcb.in>] for grant of Registration and issue of Registration certificates**

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 for providing information
1.	Name and full address of the recycler along with telephone, <b>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).</b>	<ul style="list-style-type: none"> <li>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</li> <li>ii) The contact information i.e phone number, mobile number, e-mail provided should be functional and readily accessible by the applicant.</li> </ul>
2.	Name of the Authorized Person and full address with e-mail, telephone, PAN & Aadhar number)	<ul style="list-style-type: none"> <li>i. Provide name of authorised person along with its full postal address, e-mail id, mobile number, landline number.</li> <li>ii. It is always better to have alternate authorised persons and his/her required details.</li> <li>iii. The authorised person can be the person who will be managing /handling the Recycling operation and facility.</li> <li>iv. In case of change of authorised person, the recycler has to inform CPCB about the same immediately.</li> </ul> <p>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>
3.	List of documents to be uploaded: <ul style="list-style-type: none"> <li>i. Copy of CTE &amp; CTO</li> <li>ii. Copy of Authorisation</li> <li>iii. Geo coordinates</li> <li><b>iv. PAN (Company and Authorised person)</b></li> <li>v. GST</li> <li>vi. Aadhar (Optional)</li> <li>vii. Video of the recycling facility</li> </ul>	<ul style="list-style-type: none"> <li>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</li> <li><b>ii. (Address in GST/ CTO, Authorisation should be as per address given in sign up form.)</b></li> </ul> <p><b>(The Recycler is also required to ensure that the address in above documents should be the place where recycling facility is located).</b></p>
4.	Basic Details	Recyclers are required to select EEE which can be recycled at their facility



S. No	Information sought	Guidance for providing information
		<p>Annual recycling capacity as per CTO</p> <ul style="list-style-type: none"> <li>• Details of end product that is details of material likely to be recovered after recycling and other products of recycling for ensuring material balance.</li> <li>• Details of installed equipment for recycling</li> </ul>
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)

#### 5.0 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.

#### 6.0 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.**

## **7.0 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.

## **8.0 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.

## **9.0 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.

## **9.0 Registration Fee:**

Registration fee will be charged from the recycler as per the fee structure given at Annexure

**Annexure-I**

**Self-Declaration**

Dated:

We, M/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**

*(Hint: On the company's letter head with signature of authorized person & company seal)*

## Annexure-II

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 (1 <sup>st</sup> 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	<b>Annual Maintenance charges for all stake holders</b>	Annual Maintenance charges for Producers, Recycler, Refurbisher and Manufacturer	₹5,000/-

**SOP for grant of registration to Producers under  
E-Waste (Management) Rules, 2022]**



April 2023

Waste Management Division-III  
**Central Pollution Control Board**  
(Ministry of Environment, Forest & Climate Change, Government of India)  
'Parivesh Bhawan', East Arjun Nagar  
Delhi – 32

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## 9.0 Registration Fee:

## **SOP for grant of Registration to Producers under E-Waste (M) Rules, 2022**

### **1.0 Background:**

MoEF&CC has notified E-Waste (Management) Rules, 2022 vide notification No. GSR 801(E) dated November 02, 2022. The rules are effective from April 01, 2023 and have superseded existing E-Waste (M) Rules 2016. The rules intend to manage e-waste in an environmentally sound manner (ESM) and also promote Circular Economy through the regime of Extended Producer Responsibility (EPR).

### **1.1 Extended Producer Responsibility (EPR) Framework, Entities and Portal:**

The E-Waste (M) Rules, 2022 stipulate EPR framework [Rule 4 (1)] for implementation of these Rules. The EPR framework provides for the following four types of entities namely:

- a. manufacturer;
- b. producer;
- c. refurbisher; and
- d. recycler

The above entities are required to register on the portal which is defined vide Rule 3 (1)(s) as an online system developed by the Central Pollution Control Board for the purposes of these rules. In case any entity falls in more than one categories as above then the entity has to register under those categories separately. No entity will carry out any business without registration. **The entities registered on the portal shall not deal with any unregistered manufacturer, producer, recycler and refurbisher.**

### **1.2 Producer's Registration and EPR Obligation**

As per Rule 3 (t) of the said Rules, the 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;

As per Rule 6 of the above said Rules, the producers of the notified electrical and electronic equipment are required to register themselves on the portal. They are also required to obtain extended producer responsibility targets through the portal as applicable to them.

### **1.3 Registration Applicability**

Producers under the ambit of the E-Waste (Management) Rules, 2022 are required to register themselves on the portal. Further the producers, those 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.

## 2.0 Registration of Producers on the Portal;

- a. Registration of the Producers will be done on the portal after receiving of their application on the portal along with required information/data/documents as detailed in this SOP.
- b. Any **physical application (application in hard copy)** for registration **will not be accepted and entertained.**
- c. All the application for registration has to be made on-line through the designated portal available at the URL: <https://eprewastecpcb.in>
- d. The validity of registration will be of five (05) Years from the date of issue of **EPR Registration Certificate of Producer.**
- e. For renewal of Registration Certificate, a Producer has to apply on the portal 120 days before the expiry of its registration.
- f. For obtaining registration, the applicant Producers have to submit its basic information as detailed in this SOP along with details of electrical and electronic equipment placed in the market financial year wise (FY) in terms of weight for the period equal to average end of life of their EEE. The Producers are required to submit on the portal self-declarations for compliance of the RoHS provisions and availability of the documents as per EN 50581. The Producers are also required to submit details of awareness plan it will carry out as per Rule 6(3).
- g. The application once received on the portal will be examined and reviewed only on the portal by officials of concerned Division of CPCB and after verification of information/data/documents/declaration/affidavit as detailed in this SOP and after ensuring that application for registration is complete in all respect, the application will be further processed and internally submitted through portal to the Competent Authority, CPCB for grant of Registration. Once the grant of Registration is approved by the Competent Authority, CPCB, the Registration Certificate will be issued to the concerned producer through the portal.
- h. The Registration Certificate will be communicated through portal to the producers. The Registration Certificate will contain Registration Number and list of EEE along with EPR obligations.
- i. In case of incomplete application, all the shortcomings will be communicated through the portal to the applicant producers within 25 working days of receiving of the application on the portal. Producer has to reply within 07 working days on the portal. On receiving of the reply on the portal the application will be processed as at point (g) above.

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



**Part A**  
**Basic Information:**

For Registration under above the said Rules, the Producers have to submit on the portal following basic information and documents/declaration/affidavits:

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

### 3.0 Digital Checklist for evaluation of application for Producers as at serial no. (1) & (2) seeking Registration and EPR Targets/Obligations

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.

#### Digital Checklist for evaluation of Application for Registration

S.No	Details of information required	Provided (Yes / No)	Remarks
1.	Name and full address along with <b>telephone, GST, IEC numbers</b> , e-mail and other contact details of Producer .		
2.	Name of the Authorized Person and full address with e-mail, telephone and <b>PAN number</b>		
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).		
7	<b>Self-Declaration On company Letter head)</b>  (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.		
9.	Self-declaration on compliance of RoHS provisions		
10.	Enclosure A		
11.	Self-declaration on possession of technical documents on RoHS (as per EN50581).		

12.	<p>List of documents to be uploaded:</p> <ul style="list-style-type: none"> <li>i. Covering letter on the letter head seeking Registration (Annexure – I)</li> <li>ii. Self-Declaration On company Letter head) (Annexure-II)</li> <li>iii. CA Certificate certifying the quantity of EEE sold and / or Imported in terms of weight</li> <li>iv. Self-Declaration (as per Annexure-III)</li> <li>v. Enclosure A</li> <li>vi. Declaration on availability of technical documents on RoHS (as per EN50581) (Annexure-IV)</li> </ul>		
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**4.0 Guidance to applicant Producers seeking Registration and EPR Targets/Obligations under E-Waste (Management) Rules, 2022 for filling on line application on the Portal [URL: <https://eprewastecpcb.in>] for grant of Registration and issue of EPR Targets/Obligation**

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

S. No	Information sought	Guidance for providing information
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"> <li>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</li> <li>ii. The contact information i.e phone number, mobile number, e-mail provided should be functional and readily accessible by the applicant.</li> </ul>
2.	Name of the Authorized Person and full address with e-mail, telephone and PAN number	<ul style="list-style-type: none"> <li>i. Provide name of authorized person along with its full postal address, e-mail id, mobile number, landline number.</li> <li>ii. It is always better to have alternate authorized persons and his/her required details.</li> </ul>

S. No	Information sought	Guidance for providing information
		<p>iii. The authorized person can be should be the person who will be handling the EPR responsibility of the Producers.</p> <p>iv. In case of change of authorized person the producer has to inform CPCB about the same immediately.</p> <p>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>
3.	List of EEE items for which Registration is required	<p>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</p> <p>ii. Producers who wish to import EEE item and sell in the country have to select EEE items which they intend to import</p> <p>iii. Producers who have not started their sale and intend to sell after registration have to select EEE items which they intend to sell.</p>
4.	<p>List of documents to be uploaded</p> <p>i. GST ii. IEC iii. CIN iv. Incorporation Certificate v. PAN</p>	<p>Producers have to upload on the portal scan copy of their GST Certificate, IEC Certificate, CIN/ Incorporation Certificate, and PAN as required.</p> <p>Address in GST/ IEC /Incorporation Certificate should be as per address given in sign up form.</p> <p>(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).</p>
5.	Covering letter for seeking Registration and An undertaking	Producers are required to print this letter on their letter head duly signed by the authorized person of

S. No	Information sought	Guidance for providing information
	for correctness and truthfulness of the information.	<p>the producer company requesting for Registration on the portal. The scan copy (PDF) of signed covering letter has to be upload on the portal.</p> <p>The format of the Covering letter is at Annexure – I of this SOP.</p>
6.	<p>Quantity of EEE placed in the market (sold) year-wise</p> <p>(weight in Tonnes).</p>	<p>i. Provide quantity of Electrical and Electronic Equipment (EEE) placed in market year-wise in Table-1 in terms of weight (metric tonnes)</p> <p>ii. In Table 1, sales information is to be provided only for those EEE item (s) selected while seeking Registration.</p> <p>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).</p> <p><i>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</i></p> <p>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.</p> <p>iv. Sales data in terms of total weight only (in Metric Tonnes).</p> <p>v. Sales data in line with CA Certificate either by statutory auditor certified / Independent Chartered Accountant certified</p> <p><b>Specimen of table 1 is at Annexure V</b></p>
7.	<b>Self-Declaration On company Letter head)</b>	<p>The self-declaration should be duly signed by the authorized person of the producer company along with company seal. (Annexure II)</p>

S. No	Information sought	Guidance for providing information
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)
11.	Self-declaration for availability of technical documents as per EN 50581.	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-VI). <b>Note:</b> 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
12.	Details of proposed awareness Plan.	Provide details of proposed awareness program – the following details shall be given in application; <ul style="list-style-type: none"> <li>a. Detail of proposed seminars, workshops -:               <ul style="list-style-type: none"> <li>• Targeted Audience- whether it is school, college, institutions, retailers, dealers, bulk consumer's offices, etc.</li> <li>• Frequency of conducting Seminar, Workshops in a year</li> </ul> </li> </ul>

S. No	Information sought	Guidance for providing information
		<ul style="list-style-type: none"> <li>• Target Metro cities/ small cities/ urban area/ north-east State</li> <li>b. Proposed advertisement in newspapers/TV/ Radio, Pamphlets, booklets</li> <li>c. Logos for recycling of E-waste on Product's Packaging</li> <li>d. Provision of user guide/ booklet/ Brochures giving details of collection and recycling arrangements made for E-waste.</li> </ul>

### 5.0 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.

### 6.0 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.**

### 7.0 Revocation of Registration

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.

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.

The decision on revocation of registration will be intimated within 10 working days after hearing.

## **8.0 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.

## **9.0 Registration Fee:**

Registration fee shall be charged from the Producers as per fee structure given at Annexure VI.

(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 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\_\_\_\_\_ 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**

Anand Kumar

**Self-Declaration On company Letter head)**

**Dated:**

**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**

*Anand Kumar*

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: <i>(Auto fetched as per information filled in PART A)</i>	
2.	Name of Authorised Person and details <i>(Auto fetched as per information filled in PART A)</i>	
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**

*Anand Kumar*

**Enclosure – A**

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

**Upload signature of Authorised Person**

*Anand Kumar*

**Annexure-IV**

**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**

*Anand Kumar*

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)									
			Financial Years									
(i) Information technology and telecommunication equipment:												
			12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22
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												
3	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)												
4	Drills	EETEW1										
(v) Toys, Leisure and Sports Equipment												

Sr. No.	Electrical and Electronic Equipment Item	EEE Code	Quantity in MT/Kg placed on market									
			(Financial year-wise)									
5	Copying equipment	TLSEW1										
<b>(vi)</b>	<b>Medical Devices (With the Exception of All Implanted and Infected Products)</b>											
6	Radiotherapy equipment and accessories	MDW1										
<b>(vii)</b>	<b>Laboratory Instruments</b>											
7	Gas analyser	LIW1										



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

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

S. 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/-

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

- B. 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/-.
- C. 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.
- D.

<b>Annual Maintenance charges for all stake holders</b>	Annual Maintenance charges for Producers, Recycler, Refurbisher and Manufacturer	₹5,000/-
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## **SOPs for E-Waste Manufacturer**

[Information Required for Registration of E-Waste Manufacturer on the Portal under E- Waste (Management) Rules, 2022]



### **Central Pollution Control Board**

Waste Management Division-III

(Ministry of Environment, Forest & Climate Change, Government of India)

'Parivesh Bhawan', East Arjun Nagar

## 1.0 Background:

MoEF&CC has notified E-Waste (Management) Rules, 2022 vide notification No. GSR 801(E) dated November 02, 2022. The rules are effective from April 01, 2023 and have superseded existing E-Waste (M) Rules 2016. The rules intend to manage e-waste in an environmentally sound manner (ESM) and also promote Circular Economy through the regime of Extended Producer Responsibility (EPR).

### 1.1 Entities under Extended Producer Responsibility (EPR) Framework:

The E-Waste (M) Rules, 2022 stipulate EPR framework [Rule 4 (1)] for implementation of these Rules. The EPR framework provides for the following four types of entities namely:

- (a) manufacturer;
- (b) producer;
- (c) refurbisher; and
- (d) recycler

The above entities are required to register on the portal which is defined vide Rule 3 (1)(s) as an online system developed by the Central Pollution Control Board for the purposes of these rules. In case any entity falls in more than one categories as above then the entity has to register under those categories separately. No entity will carry out any business without registration. **The entities registered on the portal shall not deal with any unregistered manufacturer, producer, recycler and refurbisher.**

### 1.2 Manufacturer as defined in the E-Waste (Management) Rules, 2022:

Any person or an entity or a company as defined in the Companies Act, 2013 (18 of 2013) or a factory as defined in the Factories Act, 1948 (63 of 1948) or Small and Medium Enterprises as defined in the Micro, Small and Medium Enterprises Development Act, 2006 (27 of 2006), which has facilities for the manufacture of electrical and electronic equipment as specified in Schedule-I.

## 2.0 Registration of manufacturer on the Portal;

- a) All the application for registration has to be made on-line through the designated portal available at the URL: <https://eprewastecpcb.in>
- b) The manufacturers are required to have one-time registration under the E Waste (Management) Rules, 2022.
- c) In case of an incomplete application, all the shortcomings will be communicated through the portal to the **manufacturer** within 30 working days of receiving the application on the portal. The **manufacturer** has to reply within 07 working days on the portal. On receiving the reply on the portal the application will be processed.

## Part A

### **Section 1: Basic Information**

For Registration under above the said Rules, the **manufacturer** has to submit on the portal following basic information and documents/declaration/affidavits:

- i. Name of the company
- ii. Details of the manufacturing 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 (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) (Optional)
  - i. IEC
  - j. PAN Number
  - k. GST Number
  - l. CIN Number (optional)
- iii. Details of authorized person
  - a. Name, Designation, Email & Mobile Number of authorized person

### **Section 2. Documents in support of basic information**

Following documents to be uploaded:

- i. Copy of CTE under water and air act issued by concerned SPCB/PCC
- ii. Copy of the CTO under water and air act issued by concerned SPCB/PCC
- iii. Copy of Authorization under Hazardous and Other Waste (Management and Transboundary Movement) Rules, 2016 issued by concerned SPCB/PCC
- iv. PAN Card
- v. GST Certificate
- vi. IEC
- vii. Incorporation Certificate if available (optional)

### Section 3: Details of manufacturing

1. Details of EEE – The manufacturer have to provide details of EEE items for which it wishes to have Registration:
2. **Manufacturer is required to provide production details EEE**
  - **Production capacity in numbers & weight (MT)**
  - **Manufacturer of full EEE, Accessories/Components/Parts and Spares or consumables**
  - **Details of substance and materials along with their respective percentage**
  - **Source of Accessories Components/ Parts and Spares/Consumables**
  - **%Quantity of waste generated:**
  - **Disposal Method**

#### **Manufacturing Capacity in Numbers & Tonnes per Year: (As per CTO)**

##### **i. Documents to be attached.**

##### **a. Manufacturing capacity in terms of EEE**

- b. 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 manufacturer will be provided registration on the EPR Portal on the basis of information/document provided by the applicant manufacturer on the EPR Portal. Physical/virtual inspection of the recycling unit for verification of documents and facilities and their claims will be carried out by CPCB/ SPCBs/PCCs after grant of registration on the EPR Portal.

#### **3.0 Digital Checklist for evaluation of application for manufacturer**

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 **manufacturer** The applicant **manufacturer** can see the check list using his log in credentials on the portal after CPCB sends it.

#### **Digital Checklist for evaluation of Application for Manufacturer Registration**

<b>S.No</b>	<b>Details of information required</b>	<b>Provided (Yes / No)</b>	<b>Remarks</b>
1.	Name and full address along with telephone, GST and PAN number, e-mail and other contact details of <b>manufacturer</b> (It should be the place where manufacturing facility is located).		
2.	Name of the Authorized Person and full address with e-mail, telephone, PAN		

3.	<p>List of documents to be uploaded:</p> <ol style="list-style-type: none"> <li>i. Copy of CTE &amp; CTO</li> <li>ii. Copy of Authorisation under HOW(M&amp;TM) Rules, 2016</li> <li>iii. Geo coordinates</li> <li>iv. PAN (Company and Authorised person)</li> <li>v. GST</li> <li>vi. IEC</li> <li>vii. CIN</li> <li>viii. CA Certified sales</li> </ol>		
4.	<p>Basic details</p> <ul style="list-style-type: none"> <li>• List of EEE to be manufactured</li> <li>• Annual manufacturing capacity (As per CTO)</li> <li>• Production capacity in numbers &amp; weight (MT)</li> <li>• Manufacturer of full EEE, Accessories/Components/Parts and Spares or consumables</li> <li>• Details of substance and materials along with their respective percentage</li> <li>• Source of Accessories Components/Parts and Spares/Consumables</li> <li>• %Quantity of waste generated:</li> <li>• Disposal Method</li> </ul>		
	RoHS Declaration		
5.	<p>vii. 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 &amp; company seal)</p>		

**4.0 Guidance to applicant manufacturer seeking Registration under E-Waste (Management) Rules, 2022 for filling on line application on the Portal [URL: <https://eprewastecpcb.in>] for grant of Registration and issue of Registration certificates**

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

S. No	Information sought	Guidance for providing information
1.	Name and full address of the recycler along with telephone, GST and PAN number, e-mail and other contact details of manufacturer (It should be the place where manufacturing facility is located).	i) The address should be the place where the manufacturing 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 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 Authorised Person and full address with e-mail, telephone, PAN & Aadhar number)	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 manufacturing operation and facility. iv. In case of change of authorised person, the manufacturer 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).
3.	List of documents to be uploaded: i. Copy of CTE & CTO ii. Copy of Authorisation HOW(M&TM) Rules, 2016 (Optional) iii. Geo coordinates iv. PAN (Company and Authorized person) v. GST vi. IEC vii. CIN	i. Manufacturer has to upload on the portal, scan copy of their CTE, CTO, Authorisation, geo coordinates, PAN, GST Aadhar and Video of manufacturing facility  <b>ii. (Address in GST/ CTO, Authorisation should be as per address given in sign up form.)</b>  <b>(The manufacturer is also required to ensure that the address in above documents should be the place where manufacturing facility is located).</b>
4.	Basic Details	Manufacturer are required to select EEE which can be manufactured at their facility

S. No	Information sought	Guidance for providing information
		Annual manufacturing capacity as per CTO
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)

### 5.0 Target Time and modality of granting registration

- i. CPCB shall examine the applications for registration of manufacturer 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 manufacturer after evaluation of manufacturer'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 manufacturing facility within 120 working days from granting the registration on the EPR Portal either through physical or video conferencing mode. The physical verification will be for confirming the information provided by the applicant manufacturer.
- iv. In case of non-confirmation, the registration will be suspended after issuing notices and seeking explanation from the manufacturer and after giving opportunity for hearing to the manufacturer before the Approving Authority, CPCB
- v. The grant of manufacturer registration will be in the form of a digital certificate through the portal based on information/documents provided by the manufacturer and will be issued after verification.

### 6.0 Grant of Registration on the portal and issue of registration certificates

- i. Divisional Head, WM-III Division CPCB shall be the Approving Authority for grant of manufacturer registration and for amendments in the manufacturer registration.
- 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 the application.

### 7.0 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 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.



## **8.0 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.

## **9.0 Verification and Audit**

The Central Pollution Control Board by itself or through SPCBs or through a designated agency shall verify compliance of, manufacturer through inspection and periodic audit, as deemed appropriate and the actions against violations shall be in accordance with the rule 24 of the E-Waste (Management) Rules, 2022.

## **9.0 Registration Fee:**

Registration fee will be charged from the manufacturer as per the fee structure given at Annexure II

**Self-Declaration**

Dated:

We, M/s \_\_\_\_\_ hereby declare that information provided for registration as a manufacturer 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 manufacturing.

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**

*(Hint: On the company's letter head with the signature of authorized person & company seal)*

## Annexure-II

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

<b>S. No</b>	<b>User Type</b>	<b>Activity</b>	<b>Registration fee/charges (Rs.)</b>
<b>3</b>	<b>Manufacturer</b>	One time registration	15,000/-
<b>4</b>	<b>Annual Maintenance charges for all stakeholders</b>	Annual Maintenance charges for Producers, Recycler, Refurbisher and Manufacturer	5,000/-

**SOPs for E-Waste Refurbisher**  
[Information Required for Registration of E-Waste refurbisher on the Portal under E- Waste  
(Management) Rules, 2022]



**Central Pollution Control Board**  
Waste Management Division-III  
(Ministry of Environment, Forest & Climate Change, Government of India)  
'Pariveshh Bhawan', East Arjun Nagar

## 1.0 Background:

MoEF&CC has notified E-Waste (Management) Rules, 2022 vide notification No. GSR 801(E) dated November 02, 2022. The rules are effective from April 01, 2023 and have superseded existing E-Waste (M) Rules 2016. The rules intend to manage e-waste in an environmentally sound manner (ESM) and also promote Circular Economy through the regime of Extended Producer Responsibility (EPR).

### 1.1 Entities under Extended Producer Responsibility (EPR) Framework:

The E-Waste (M) Rules, 2022 stipulate EPR framework [Rule 4 (1)] for implementation of these Rules. The EPR framework provides for the following four types of entities namely:

- (a) manufacturer;
- (b) producer;
- (c) refurbisher; and
- (d) recycler

The above entities are required to register on the portal which is defined vide Rule 3 (1)(s) as an online system developed by the Central Pollution Control Board for the purposes of these rules. In case any entity falls in more than one categories as above then the entity has to register under those categories separately. No entity will carry out any business without registration. **The entities registered on the portal shall not deal with any unregistered manufacturer, producer, recycler and refurbisher.**

### 1.2 Refurbisher as defined in the E-Waste (Management) Rules, 2022:

Any person or entity repairing or assembling used electrical and electronic equipment as listed in Schedule-I for extending its working life over its originally intended life and for same use as originally intended, and selling the same in the market.

## 2.0 Registration of refurbisher on the Portal;

- a) All the application for registration has to be made on-line through the designated portal available at the URL: <https://eprewastecpcb.in>
- b) The validity of registration will be of five (05) Years from the date of grant of Registration on the EPR Portal.
- c) In case of incomplete application, all the shortcomings will be communicated through the portal to the **refurbisher** within 30 working days of receiving of the application on the portal. **refurbisher** has to reply within 07 working days on the portal. On receiving of the reply on the portal the application will be processed.

## Part A

### **Section 1: Basic Information**

For Registration under above the said Rules, the **refurbisher** 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) (Optional)
  - 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 concerned SPCB/PCC
- ii. Copy of the CTO under water and air act issued by concerned SPCB/PCC
- iii. Copy of Authorization under Hazardous and Other Waste (Management and Transboundary Movement) Rules, 2016 issued by concerned SPCB/PCC (Optional)
- iv. PAN Card
- v. GST Certificate
- vi. Incorporation Certificate if available (optional)
- vii. Aadhar Card of authorized person (optional)

### Section 3: Details of refurbishing

1. **Details of E-Waste – The refurbisher have to provide details of Waste EEE items for which it wishes to have Registration:**
2. **Refurbishing Capacity in Tonnes per Year: (As per CTO)**
  - i. **Documents to be attached.**
    - a. **Refurbishing capacity in terms of EEE**
    - b. **Geotagged Video of the unit with all plant and machinery (to ensure operational /active Video link- Inactive Video Link after grant of registration will be considered as willful concealment of information)**
    - c. **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 refurbisher will be provided registration on the EPR Portal on the basis of information/document/ geo tagged Video provided by the applicant refurbisher on the EPR Portal within 30 working days. Physical/virtual inspection of the refurbishing unit for verification of documents and facilities and their claims will be carried out by CPCB/SPCBs/PCCs after grant of registration on the EPR Portal.

#### **3.0 Digital Checklist for evaluation of application for refurbisher**

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 refurbisher The applicant refurbisher can see the check list using his log in credentials on the portal after CPCB sends it.

#### **Digital Checklist for evaluation of Application for Refurbisher Registration**

<b>S.No</b>	<b>Details of information required</b>	<b>Provided (Yes / No)</b>	<b>Remarks</b>
1.	Name and full address along with telephone, GST and PAN number, e-mail and other contact details of refurbisher (Address of the refurbishing facility location – Also in GST Certificate the address should be the address of refurbishing facility location).		
2.	Name of the Authorized Person and full address with e-mail, telephone, PAN & Aadhar number)		

S.No	Details of information required	Provided (Yes / No)	Remarks
3.	List of documents to be uploaded: i. Copy of CTE & CTO ii. Copy of Authorisation under HOW(M&TM) Rules, 2016 (Optional) iii. Geo coordinates iv. PAN (Company and Authorized person) v. GST vi. Aadhar (Optional) vii. Geo tag Video of the refurbishing facility		
4.	Basic details <ul style="list-style-type: none"> <li>• List of EEE to be refurbished</li> <li>• Annual refurbishing capacity (As per CTO)</li> </ul>		
5. i	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)		



**4.0 Guidance to applicant refurbisher seeking Registration under E-Waste (Management) Rules, 2022 for filling on line application on the Portal [URL: <https://eprewastecpcb.in>] for grant of Registration and issue of Registration certificates**

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

S. No	Information sought	Guidance for providing information
1.	Name and full address of the refurbisher along with telephone, GST and PAN number, e-mail and other contact details of Refurbisher (Address of the refurbishing facility location – Also in GST Certificate the address should be the address of refurbishing facility location).	<ul style="list-style-type: none"> <li>i) The address should be the place where the refurbishing 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</li> <li>ii) The contact information i. e. phone number, mobile number, e-mail provided should be functional and readily accessible by the applicant.</li> </ul>
2.	Name of the Authorized Person and full address with e-mail, telephone, PAN & Aadhar number)	<ul style="list-style-type: none"> <li>i. Provide name of authorized person along with its full postal address, e-mail id, mobile number, landline number.</li> <li>ii. It is always better to have alternate authorized persons and his/her required details.</li> <li>iii. The authorized person can be the person who will be managing /handling the refurbishing operation and facility.</li> <li>iv. In case of change of authorized person, the refurbisher has to inform CPCB about the same immediately.</li> </ul> <p>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>
3.	<p>List of documents to be uploaded:</p> <ul style="list-style-type: none"> <li>i. Copy of CTE &amp; CTO</li> <li>ii. Copy of Authorisation HOW(M&amp;TM) Rules, 2016 (Optional)</li> <li>iii. Geo coordinates</li> <li>iv. PAN (Company and Authorized person)</li> <li>v. GST</li> <li>vi. Aadhar (Optional)</li> <li>vii. Geo tagged Video of the recycling facility</li> </ul>	<ul style="list-style-type: none"> <li>i. Refurbisher have to upload on the portal, scan copy of their CTE, CTO, Authorisation, geo coordinates, PAN, GST Aadhar and Video of refurbishing facility</li> <li>ii. <b>(Address in GST/ CTO, Authorisation should be as per address given in sign up form.)</b></li> </ul> <p><b>(The Refurbisher is also required to ensure that the address in above documents should be the place where refurbishing facility is located).</b></p>

4.	Basic Details	Refurbishers are required to select EEE which can be refurbished at their facility
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S. No	Information sought	Guidance for providing information
		Annual refurbishing capacity as per CTO
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)

### 5.0 Target Time and modality of granting registration

- i. CPCB shall examine the applications for registration of refurbisher 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 refurbisher can see the digital checklist of short comings by logging on the portal using their login credentials.
- ii. CPCB shall **grant Registration** to refurbisher after evaluation of refurbisher'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 refurbishing facility within 120 working days from granting the registration on the EPR Portal either through physical or video conferencing mode.** The physical verification will be **for confirming the information provided by the applicant refurbisher.**
- iv. In case of non-confirmation, the registration will be suspended after issuing notices and seeking explanation from the refurbisher and after giving opportunity for hearing to the refurbisher before the Approving Authority, CPCB
- v. The grant of refurbisher registration will be in the form of a digital certificate through the portal based on information/documents provided by the refurbisher and will be issued after verification.

### 6.0 Grant of Registration on the portal and issue of registration certificates

- i. **Divisional Head, WM-III Division** CPCB shall be the Approving Authority for grant of refurbisher registration and for amendments in the refurbisher registration.
- 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 the application.

### 7.0 Revocation of Registration

As per Rule 4(5) of the E-Waste (M) Rules, 2022, registration of registered entity (refurbisher) 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.

### **8.0 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.

### **9.0 Verification and Audit**

The Central Pollution Control Board by itself or through SPCB or through a designated agency shall verify compliance of refurbisher 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.

### **9.0 Registration Fee:**

Registration fee will be charged from the refurbisher as per the fee structure given at Annexure II

**Annexure-I**

**Self-Declaration**

Dated:

We, M/s \_\_\_\_\_ hereby declare that information provided for registration as a refurbisher 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 refurbishing.

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**

*(Hint: On the company's letter head with signature of authorized person & company seal)*

## Annexure-II

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

S. No	User Type	Activity	Registration fee/charges (Rs.)
2	Refurbisher	New Refurbisher (1 <sup>st</sup> time registration-valid for five years)	15,000/-
		Renewal of registration- (after five years)	7,500/- + 0.625/MT for quantity of Refurbishing certificate transaction in the preceding five years
		In case of any amendments/addendum	3,000/-
4	Annual Maintenance charges for all stake holders	Annual Maintenance charges for Producers, Recycler, Refurbisher and Manufacturer	5,000/-