

**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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## **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 The rules are effective from April 01, 2023 and have superseded existing E-Waste (M) Rules 2016.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 an affidavit on Rs. 100/- Stamp Paper duly signed by the authorized person of the producer company and duly notarized by notary (**For Both S.No1 & 2) Producers** as above) declaring that details of EEE placed on the market (PAN India sales data) financial year (FY) wise in weight (metric tonnes) of the selected electrical and electronic equipment (EEE) provided is true to the best of his knowledge and belief and that it conceals nothing and that no part of it is false(Format as per Annexure-II). [*Hint: Stamp paper should be from the State where the corporate office is located and from where PAN India business is conducted*]
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 telephone numbers, e-mail and other contact details of Producer .		
2.	Name of the Authorized Person and full address with e-mail, telephone and fax 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).		
7	Duly signed affidavit on Rs. 100/- Stamp Paper by the authorized person of the producer company and duly notarized by notary declaring that details of EEE placed on the market is true  (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. Affidavit on Rs. 100 Stamp Paper  (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 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 fax 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.	List of documents to be uploaded  i. GST ii. IEC iii. CIN iv. Incorporation Certificate v. PAN	<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 EEEitem (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.	Affidavit on Stamp Paper of Rs. 100/- for correctness of the quantity of EEE placed (sold) on the market	An affidavit on Rs. 100 Stamp Paper duly signed by the authorized person of the producer company and duly notarized by notary ( <b>For Both category of Producers as at serial no 1 and 2</b> as above) declaring that pan India sales data provided is true to the best of his knowledge and belief and that it

S. No	Information sought	Guidance for providing information
		conceals nothing and that no part of it is false.(Format as per Annexure-IV)  <i>Stamp paper should be from the State where the corporate office is located and from where PAN India business is conducted</i>
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;  a. Detail of proposed seminars, workshops :- • Targeted Audience- whether it is school, college, institutions, retailers, dealers, bulk consumer's offices, etc. • Frequency of conducting Seminar, Workshops in a year

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. Member Secretary, 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 Division will submit the application to the Member Secretary for approval. Upon approval of Member Secretary, CPCB, the concerned Divisional Head, CPCB would 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 the decision of the Central Board in its 194<sup>th</sup> Board Meeting.

(On company Letter head)

Dated:

To  
The Member Secretary  
Central Pollution Control Board  
PariveshBhawan  
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*

**Affidavit  
(Rs 100 Stamp Paper)**

*[Hint: Stamp paper should be from the State where the corporate office is located and from where PAN India business is conducted]*

Dated:

We, M/s \_\_\_\_\_ hereby declare that the data and information w.r.t quantity of EEE items placed (sold) on the market or Imported by us is authentic and true to the best of our knowledge and belief. Relevant documents in support of our submission are available with us and will be provided to the officials of CPCB/SPCB as and when required.

We, M/s \_\_\_\_\_ hereby undertake that all the responsibilities of correctness of information as provided along with the Registration application will be ours. In case of any data and information found to be 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**

**(Notary Public Signature and 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*





**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										