

Instruction Sheet

for

Registration of Producers/Manufacturers through the Online Portal
as per Battery Waste Management Rules, 2022



Central Pollution Control Board, Delhi

February, 2022

Table of Contents

1.0 Background.....	3
2.0 Sign-Up Procedure.....	3
3.0 Filling Up of Application Form	4
3.1 PART – A (General Information)	5
3.2 PART – B (Battery Type with Brand).....	6
3.3 PART – C (Add Sales Data)	6
3.4 PART – D (Add Battery Material)	8
3.5 PART – E (Upload Documents)	9
3.6 PART – F (Confirm & Payment)	10
4.0 Recycling Targets	10
5.0 Daily Sales Data.....	11

1.0 Background

Ministry of Environment Forest and Climate Change notified Battery Waste Management (BWM) Rules on 22nd August, 2022 as per which every producer and person or an entity involved in manufacturing of battery shall have to register with CPCB. Producers and manufacturers of battery shall have to register through the online centralized portal developed by CPCB.

This Document outlines Illustrative Guidance for the Registration of Producers and persons or entities involved in the manufacturing of Battery through the Online Portal.

2.0 Sign-Up Procedure

2.1 The user can go to the Sign-up page by clicking on “Create Account” on the Homepage (**Figure 1**). After selection of Applicant type, Sign Up form (**Figure 2**) shall open up.

2.2 The applicant shall provide the following information during Sign-up:

- (i) Applicant Type
 - a) Producer/Importers/Manufacturers/Recyclers/Refurbishers

- (ii) Company Details
 - a) Name of Company
 - b) Trade Name (As per GST)
 - c) Type of Business (Private/Public/ Proprietorship etc.)
 - d) State/UT
 - e) Registered Address
 - f) District
 - g) Pin Code
 - h) PAN
 - i) CIN

- (iii) Authorized Person
 - a) Name
 - b) Designation
 - c) Mobile
 - d) PAN
 - e) Aadhar No.

- (iv) Login Details
 - a) Email ID of authorized person
 - b) Password
 - c) Confirm Password

Figure 1: Login or Create Account on the EPR Portal

Figure 2: Sign Up for Registration of Producers

3.0 Filling up of Application Form

After sign up, Producer’s dashboard shall appear (**Figure 3**). Click on ‘Initiate Registration’ to fill the application form. Collection Targets for the Current Financial Year (in kg) will be displayed on the Dashboard of the Producer once the complete application is submitted by the Producer.

Figure 3: Dashboard of Producer

Welcome, Central Pollution Control Board

Authorize Email id:
Battery@cpcb.com

Registered Phone Number:
7487031411

- Dashboard
- View SOP
- Instruction Sheet
- Recycling Targets
- Daily Sales Data
- Logout

Registration Status	Valid Till	User Type	Financial Year
Not Registered INITIATE REGISTRATION	NA	Producer	2022 - 2023

Collection Targets for Current Financial Year (in kg)

S.No	Battery Type	Battery Composition					Total Target
		Lead Acid	Lithium Ion	Nickel Cadmium	Zinc Based	Others	
1	Portable Battery used in consumer electronics which are rechargeable	NA	NA	NA	NA	NA	NA
2	Automotive Battery	NA	NA	NA	NA	NA	NA
3	Industrial Battery	NA	NA	NA	NA	NA	NA
4	Electric Vehicle Battery of E-Rickshaw (three wheelers)	NA	NA	NA	NA	NA	NA
5	Electric Vehicle Battery comprising of four wheelers	NA	NA	NA	NA	NA	NA
6	Portable Battery except those used in consumer electronics which are rechargeable	NA	NA	NA	NA	NA	NA
7	Electric Vehicle Battery of two wheelers	NA	NA	NA	NA	NA	NA

3.1 PART – A (General Information)

- a) The pro-forma for PART A: General Information is given in Figure 4.
- b) Information provided during sign up shall be auto fetched (Name of Producer, Registered address of Producer, Branch address of Producer, Authorized person name, designation, Mobile no., and email.)
- c) Producer can enter the Website address of the company and can edit the Branch address of the company

GENERAL INFORMATION
BATTERY TYPE WITH BRAND
ADD SALES DATA
ADD BATTERY MATERIAL
UPLOAD DOCUMENTS

(1).Company Details

Name Of Producer
Central Pollution Control Board

Registered Address of Producer
Parivesh Bhawan, Maharshi Valmiki Marg, East Arjun Nagar, Vishwas Nagar Extension, Vishwas Nagar, Shahdara, Delhi

Website Address
BatteryCompany@cpcb.in

Branch Address
Parivesh Bhawan, Maharshi Valmiki Marg, East Arjun Nagar, Vishwas Nagar Extension, Vishwas Nagar, Shahdara, Delhi

(2).Authorized Person Details

Name
Waste Management

Designation
Division I

Mobile No
7487031411

Email
Battery@cpcb.com

HOME
SAVE & NEXT

Figure 4: Filled Pro-Forma of Part – A (General Information)

3.2 PART – B (Battery Type with Brand)

- Click on 'ADD DATA' tab to enter information on the Type of Battery
- Select Producer type out of 18 categories. A producer will select categories under which it falls.
- Select battery type out of 7 categories
- Select battery composition out of 5 categories
- Enter brand name of new battery or battery contained in any equipment
- Enter HSN Code of Battery

The screenshot shows a form titled 'Add data' with the following fields:

- Producer Type:** A dropdown menu labeled 'Select Producer Type'.
- Battery Type:** A dropdown menu labeled 'Select Battery Type'.
- Battery Composition:** A dropdown menu labeled 'Select Battery Composition'.
- Brand Name:** A text input field.
- HSN Code of Battery:** A text input field.

At the bottom left is a pink 'SAVE' button, and at the bottom right is a 'CLOSE' link.

Figure 5: Information regarding type of Producer and Battery

GENERAL INFORMATION <u>BATTERY TYPE WITH BRAND</u> ADD SALES DATA ADD BATTERY MATERIAL UPLOAD DOCUMENTS							
ADD							
S.No	Producer Type	Battery Type	Battery Composition	Brand Name	Battery HSN Code	Remove	
1	Manufactures and Sells new battery under its own brand	Portable Battery used in consumer electronics which are rechargeable	Lithium Ion	CPCB	85076000		
2	Sells new Battery imported by themselves, under its own brand name	Automotive Battery	Lead Acid	CPCB	85071000		
3	Importer importing new Battery and selling it under their own brand name or no brand to other manufacturers	Industrial Battery	Lead Acid	CPCB	85069000		

At the bottom left of the table is a blue 'SAVE & NEXT' button.

Figure 6: Sample data of Information regarding type of Producer and Battery

3.3 PART – C (Add Sales Data)

- Click on 'ADD DATA' tab to enter information on Sales of Battery. Producer shall enter Year-wise details regarding the battery sold and based on the data provided by the Producer EPR targets will be generated as per Schedule II of the Rules
- Select sales year of battery from the drop down menu

- c) Select battery type from the drop down menu
- d) Select battery composition from the drop down menu
- e) Enter the quantity (in kg) of the battery sold in the selected sales year
- f) Self-declaration of year-wise sales data shall be uploaded as per the format provided (**Figure 9**)

Figure 7: Information regarding Sales of Battery

GENERAL INFORMATION BATTERY TYPE WITH BRAND <u>ADD SALES DATA</u> ADD BATTERY MATERIAL UPLOAD DOCUMENTS							
ADD DATA							
S.no	Battery Type	Battery Composition	Sales Year	Target Year	Quantity Sold	Target	Remove
1	Portable Battery used in consumer electronics which are rechargeable	Lead Acid	2017 - 2018	2022 - 2023	10000	5000	
2	Portable Battery used in consumer electronics which are rechargeable	Lead Acid	2018 - 2019	2023 - 2024	15000	9000	
3	Automotive Battery	Lithium Ion	2019 - 2020	2022 - 2023	20000	6000	
4	Industrial Battery	Lithium Ion	2020 - 2021	2023 - 2024	5000	2500	

Figure 8: Sample Data of Information regarding sales of battery and generation of EPR targets

Self-Declaration of Sales Data

Note: 1. Consolidated year-wise Sales Data for Each Battery type and Composition as given in the table above Should be uploaded in a Single file.
 2. [Click here](#) for format of Sales Data

Sales Year	Upload Sales Audit Certificate	View Uploaded Certificate
2017 - 2018	<input type="button" value="FILE"/> _____ <input type="button" value="UPLOAD"/>	<input type="button" value="VIEW UPLOADED FILE"/>
2018 - 2019	<input type="button" value="FILE"/> _____ <input type="button" value="UPLOAD"/>	<input type="button" value="VIEW UPLOADED FILE"/>
2019 - 2020	<input type="button" value="FILE"/> _____ <input type="button" value="UPLOAD"/>	<input type="button" value="VIEW UPLOADED FILE"/>
2020 - 2021	<input type="button" value="FILE"/> _____ <input type="button" value="UPLOAD"/>	<input type="button" value="VIEW UPLOADED FILE"/>

Figure 9: Uploading of Self-declaration of year-wise sales data

3.4 PART – D (Add Battery Material)

- a) Click on 'ADD DATA' to add battery material.
- b) Select battery composition. After selecting battery composition, percentage of material present in the battery shall be provided (Figure 10). If a Producer is selling different chemistry of lithium ion batteries having different composition of materials, then average percentage of the material shall be provided

Add Battery Material

Lead Acid ▼

Percentage Composition of Material in Battery

S.No	Components	Percentage (%)
1.	Lead (Pb)	Enter Lead Percentage _____
2.	Zinc (Zn)	Enter Zinc Percentage _____

Figure 10: Percentage of material in battery

3.6 PART – F (Confirm & Payment)

- a) Select the Declaration checkbox. After selection of the checkbox payment table will appear
- b) Upload GSTR9 / Balance sheet file as per the turnover of previous financial year of the company and click on 'Confirm & Initiate Payment'
- c) After 'Confirm & Initiate Payment', fee payment page will appear

Declaration

I **Waste Management** on behalf of **Central Pollution Control Board** hereby declare that the information furnished is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my registration shall be liable to be cancelled without notice or any compensation in lieu thereof.

Figure 13: Declaration

Declaration

I **Waste Management** on behalf of **Central Pollution Control Board** hereby declare that the information furnished is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my registration shall be liable to be cancelled without notice or any compensation in lieu thereof.

S.No	Annual Turnover/Revenue (in cr.)	Application Fee(in Rs.)	Initiate Payment
1.	Less than 5cr	10,000	Upload GSTR 9/ balance sheet of Previous financial year <input type="text" value="Choose File"/> No file chosen CONFIRM & INITIATE PAYMENT
2.	5-50cr	20,000	Upload GSTR 9/ balance sheet of Previous financial year <input type="text" value="Choose File"/> No file chosen CONFIRM & INITIATE PAYMENT
3.	Greater Than 50cr	40,000	Upload GSTR 9/ balance sheet of Previous financial year <input type="text" value="Choose File"/> Balance sheet.pdf CONFIRM & INITIATE PAYMENT

Figure 14: Upload of file and Initiation of payment

4.0 Recycling Targets

Battery Constituent Wise Recycling targets will be auto generated once the application is submitted. Recycling targets are calculated based on the Battery Collection Targets data and Percentage of Battery Material in different Battery Type and Composition. Recycling Targets tab is present on the left hand bar of the dashboard

S. No.	Type of Battery	Battery Composition	Battery Constituents (in kg)										
			Lead(Pb)	Zinc(Zn)	Lithium(Li)	Nickel(Ni)	Iron(Fe)	Manganese(Mn)	Cobalt(Co)	Cadmium(Cd)	Plastic	Other Recyclable materials	
1	For portable Battery used in consumer electronics which are rechargeable	Lead Acid	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
		Lithium Ion	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
		Nickel Cadmium	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
		Zinc Based	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
		Others	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
2	For portable Battery except those used in consumer electronics which are rechargeable	Lead Acid	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
		Lithium Ion	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
		Nickel Cadmium	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
		Zinc Based	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
		Others	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
3	Automotive Battery	Lead Acid	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
		Lithium Ion	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
		Nickel Cadmium	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
		Zinc Based	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
		Others	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
4	Industrial Battery	Lead Acid	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
		Lithium Ion	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
		Nickel Cadmium	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
		Zinc Based	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
		Others	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
		Lead Acid	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	

Figure 15: Recycling Targets

5.0 Daily Sales Data

- Select ADD DATA and select date of sales
- Select Producer Type from the drop down menu
- Select Battery Type sold in the market from the drop down menu
- Select Battery Composition from the drop down menu
- Enter name of brand of battery sold in market
- If battery is sold contained in an equipment then enter the type of equipment sold (for example: - mobile phone, EV Cars etc.). If a new battery is sold, then mention 'NA'
- Enter quantity of battery sold in numbers
- Enter quantity of battery sold in kg
- Produce shall upload the invoice of transaction

Date of Sales

Please Select Date

Select Producer Type ▼

Enter Name of Battery Brand **Enter Name of Equipment Containing Battery**

Select Battery Composition ▼

Type of Battery ▼

Quantity Sold (in Number)

Write the number of battery sold on the selected date

Quantity Sold (in kg)

Write the Quantity of battery sold in kg on the selected date

UPLOAD INVOICE