

**Instruction sheet for Registration of the producer on the portal under E- Waste  
(Management) Rules, 2022**



March 2023

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

## **1.0 Registration of Producers on the Portal;**

- a) Registration of the Producers, as defined under the above said rules will be done after verification of information and documents/declaration/affidavit as detailed in the SOP..

### **Login credential:**

The Producers as defined under the E-Waste (Management) Rules, are required to login credential on the Portal for which they have to provide following information and documents/declaration/affidavits:

#### **I) Information required for Registration on Portal**

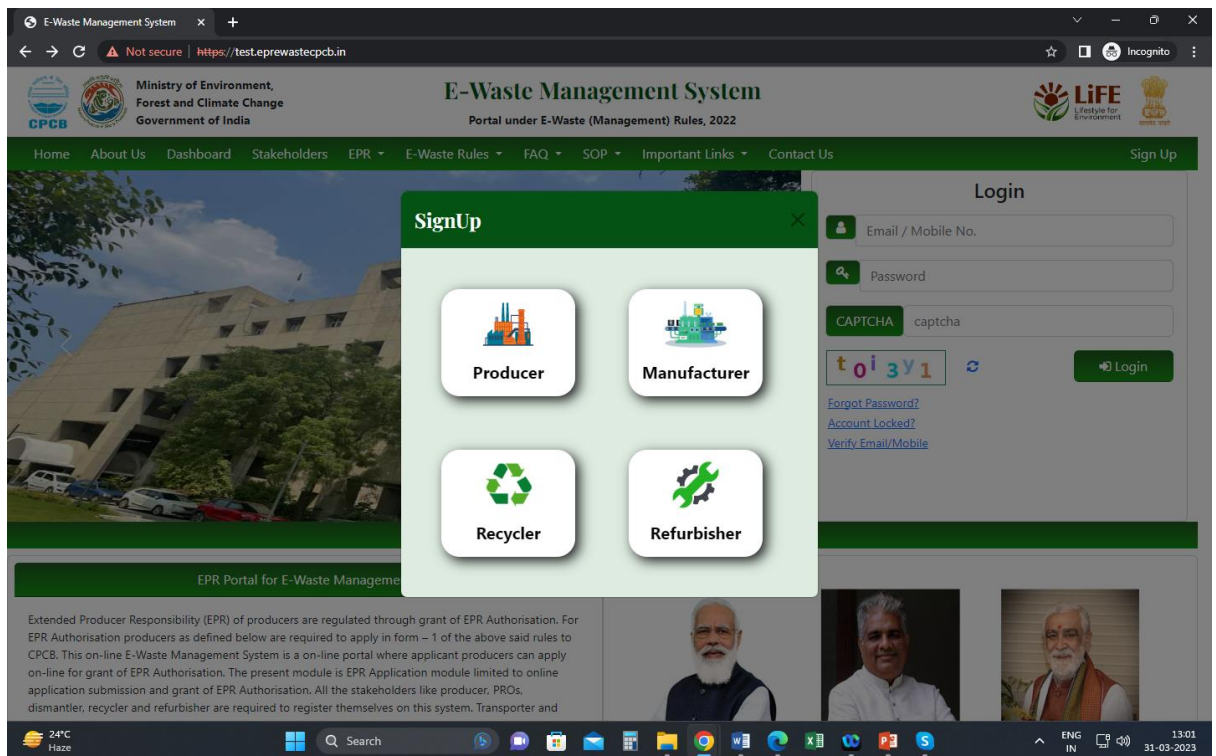
- 1) Trade Name / Company Name
- 2) Legal Name
- 3) Mobile Number
- 4) Official e-mail id
- 5) Land line Number (if available)
- 6) CIN (if available)
- 7) Incorporation Certificate (if available)
- 8) GST,
- 9) IEC (if available),
- 10) PAN of company, (if available)
- 11) PAN of Authorised Person
- 12) 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)
- 13) Name of the Authorised Person and Postal address with Company E-mail id and Telephone Numbers
- 14) List of EEE from the list of notified EEE along with their codes for which Registration is required
- 15) 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 (Format as per Annexure – I)
- 16) An affidavit cum undertaking on Rs. 100/ Stamp Paper duly signed by the authorized person of the producer company and duly notarized by notary (Format

as per Annexure – II) that PAN India sales data financial year (FY) wise in weight (metric tonnes) of the selected electrical and electronic equipment (EEE) will be submitted in 60 days of grant of registration on the portal failing which registration will be revoked. (Stamp Paper should be from the State where corporate office is located)

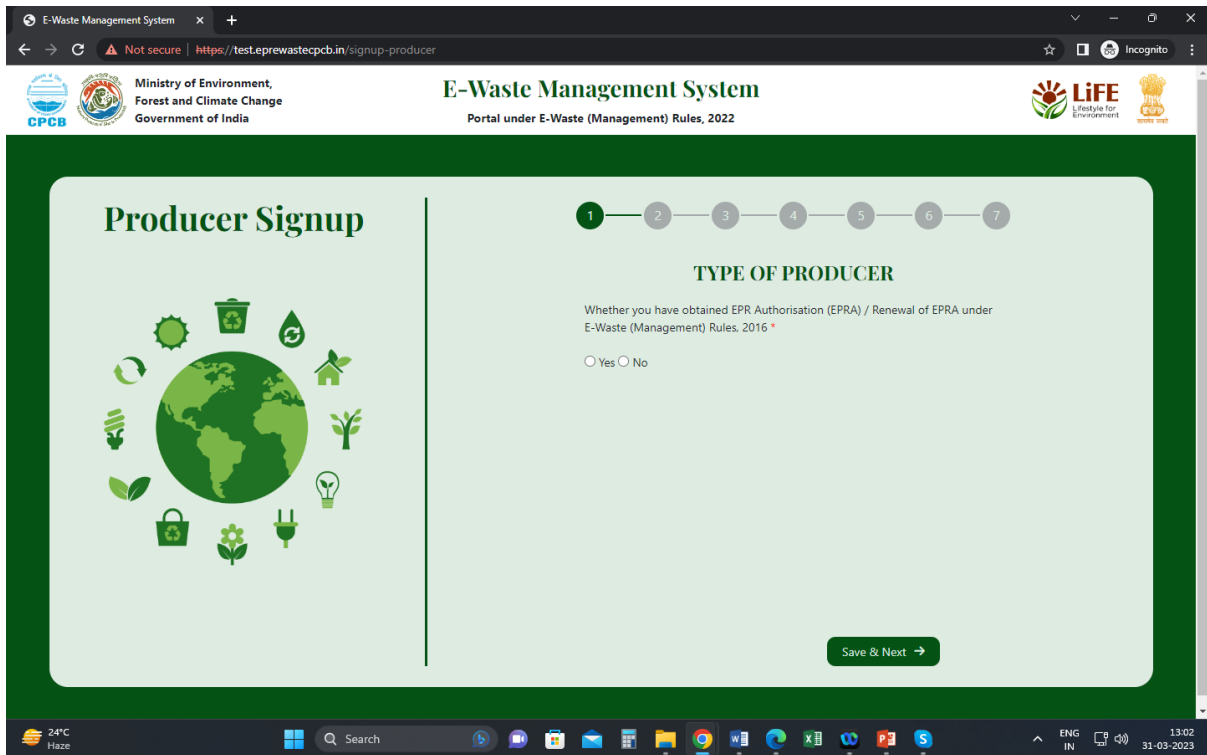
- 17) A self-declaration on the letter head of the company duly signed by the authorized person that information provided for registration are true to the best of his knowledge and belief and that it conceals nothing and that no part of it is false. (Format as per Annexure – III)

### Steps required for generation of login credential.

Click on sign up

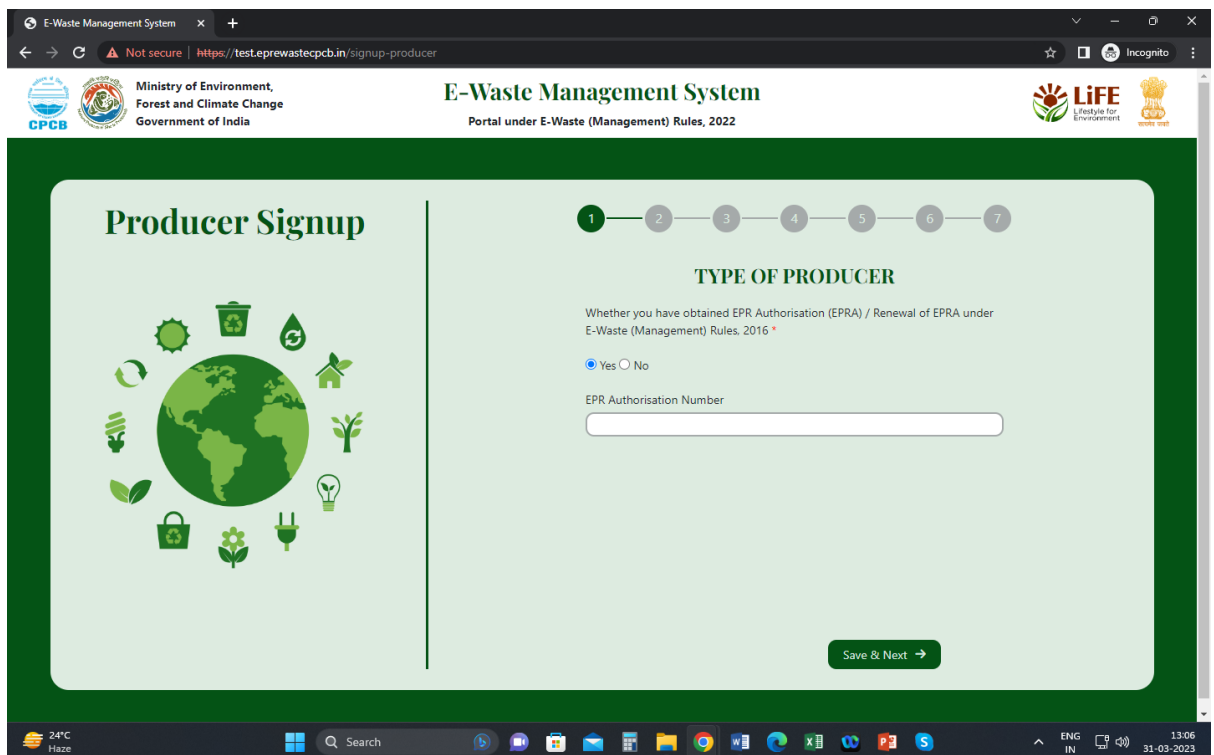


Click on producer



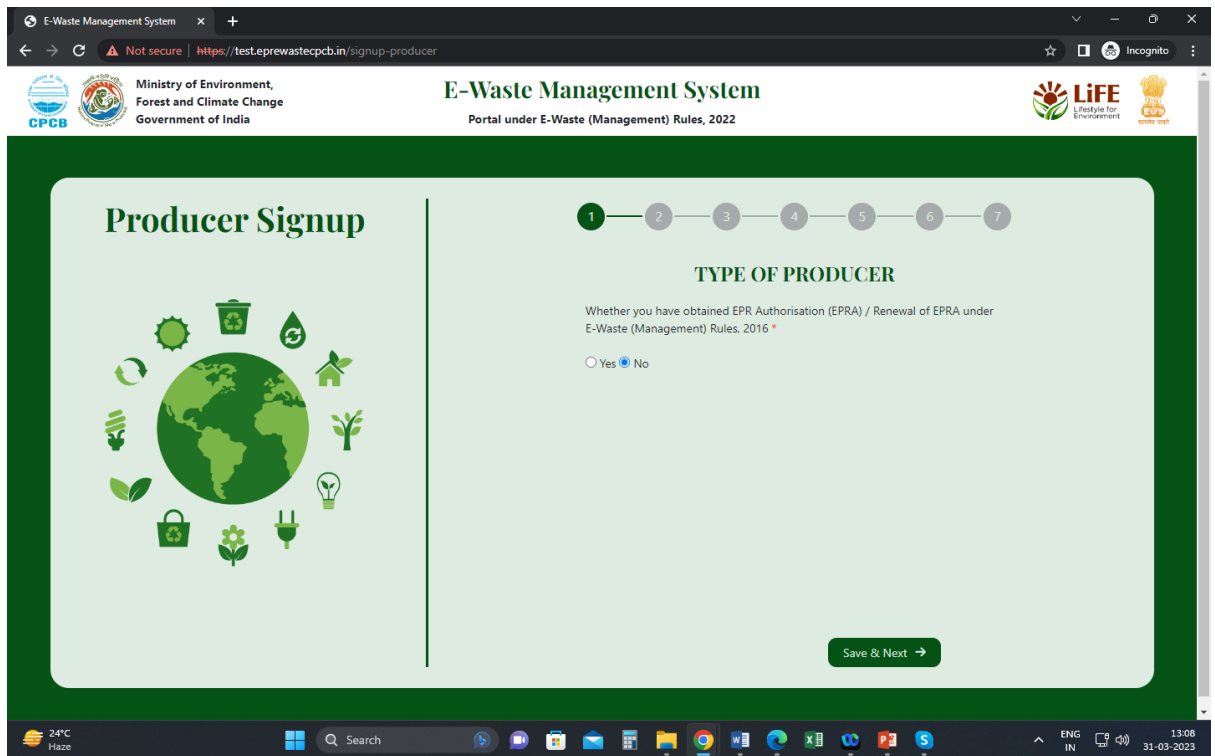
**If you have already obtained EPR Authorisation from CPCB select yes.  
If you never obtained EPR authorisation from CPCB select No**

If you select yes

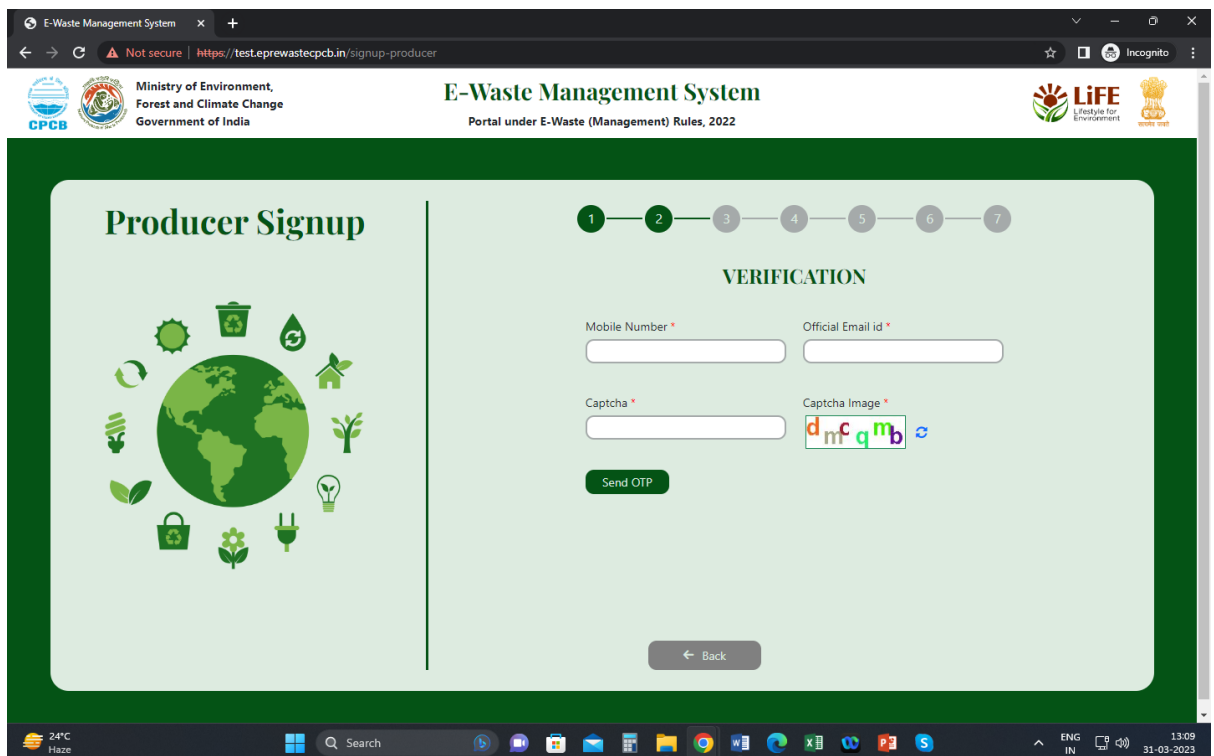


**You are required to fill EPR Authorisation number and click on save and next.**

If you select NO



You are required to click on save and next



You are required to verify Mobile number and official email id.

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Ministry of Environment, Forest and Climate Change Government of India

**E-Waste Management System**

Portal under E-Waste (Management) Rules, 2022

CPCB LIFE Ministry for Environment

1 2 3 4 5 6 7

### COMPANY DETAILS

Trade Name / Company Name \*

Legal Name \*

Landline Number (If available)   
CIN Number

GST Number \*   
IEC Number (If available)

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Ministry of Environment, Forest and Climate Change Government of India

**E-Waste Management System**

Portal under E-Waste (Management) Rules, 2022

CPCB LIFE Ministry for Environment

1 2 3 4 5 6 7

### CORPORATE OFFICE ADDRESS

Address Line 1 \*

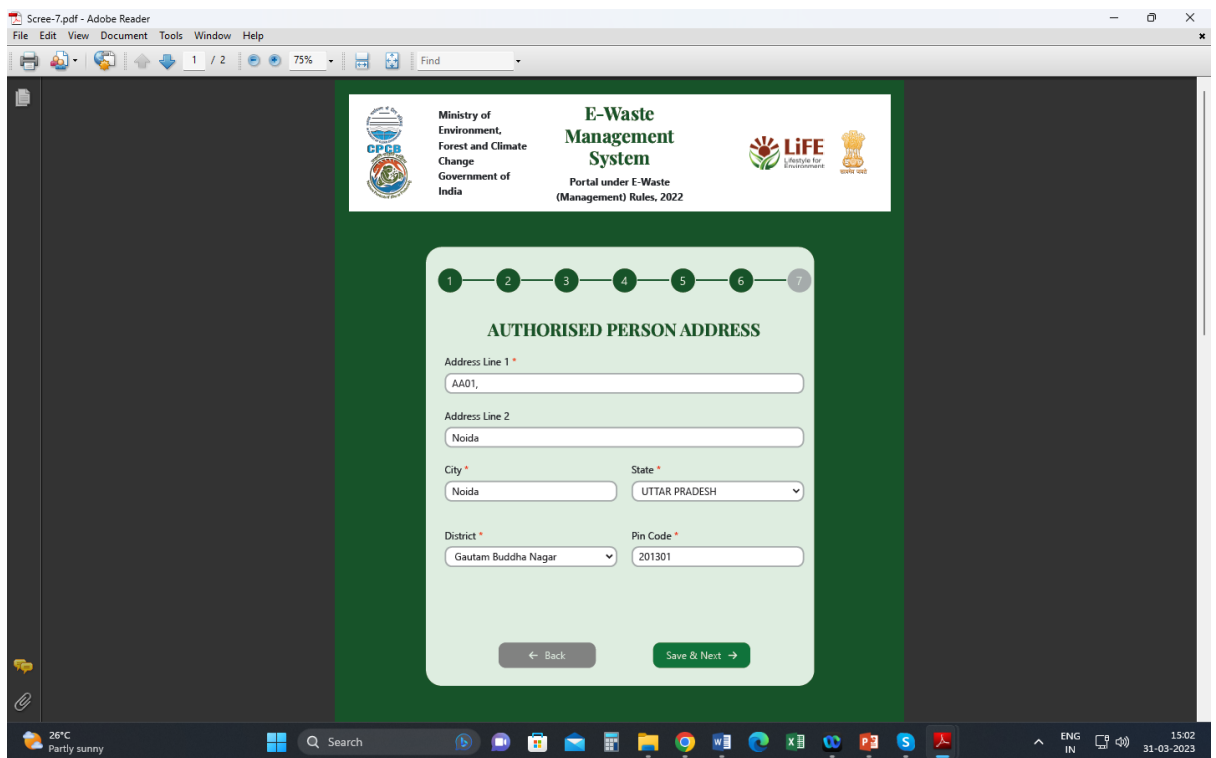
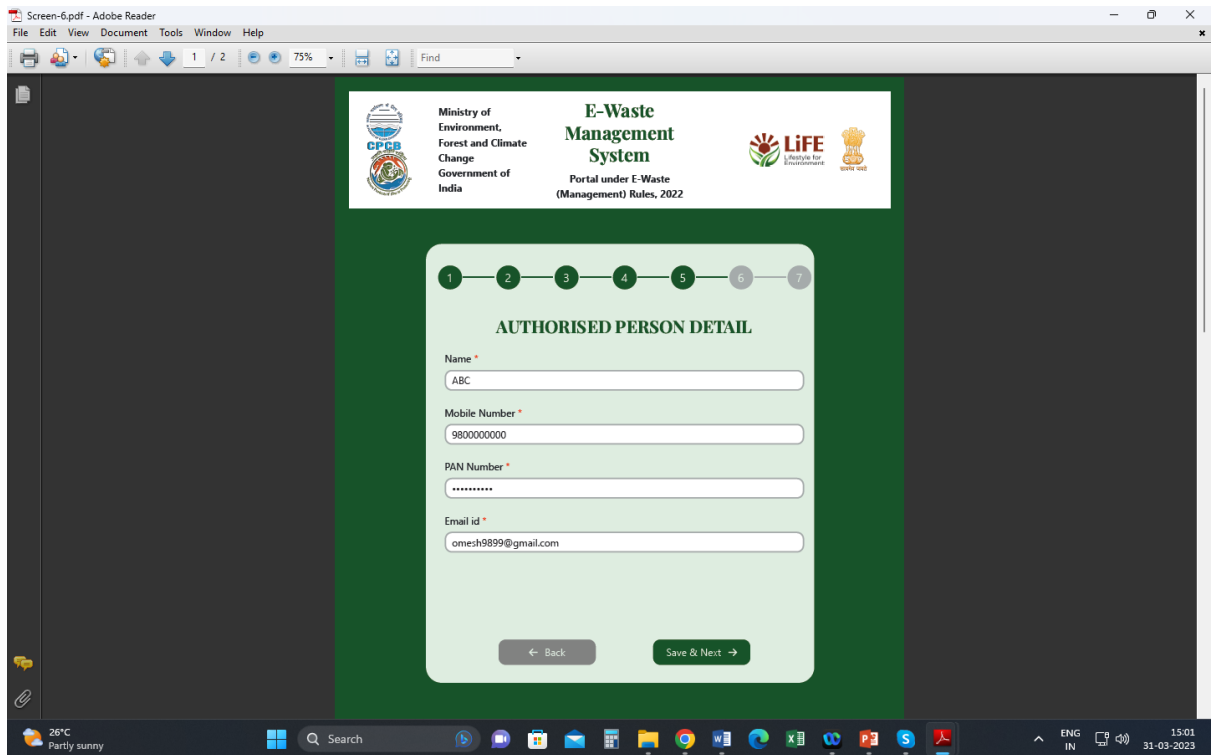
Address Line 2

City \*  State \*

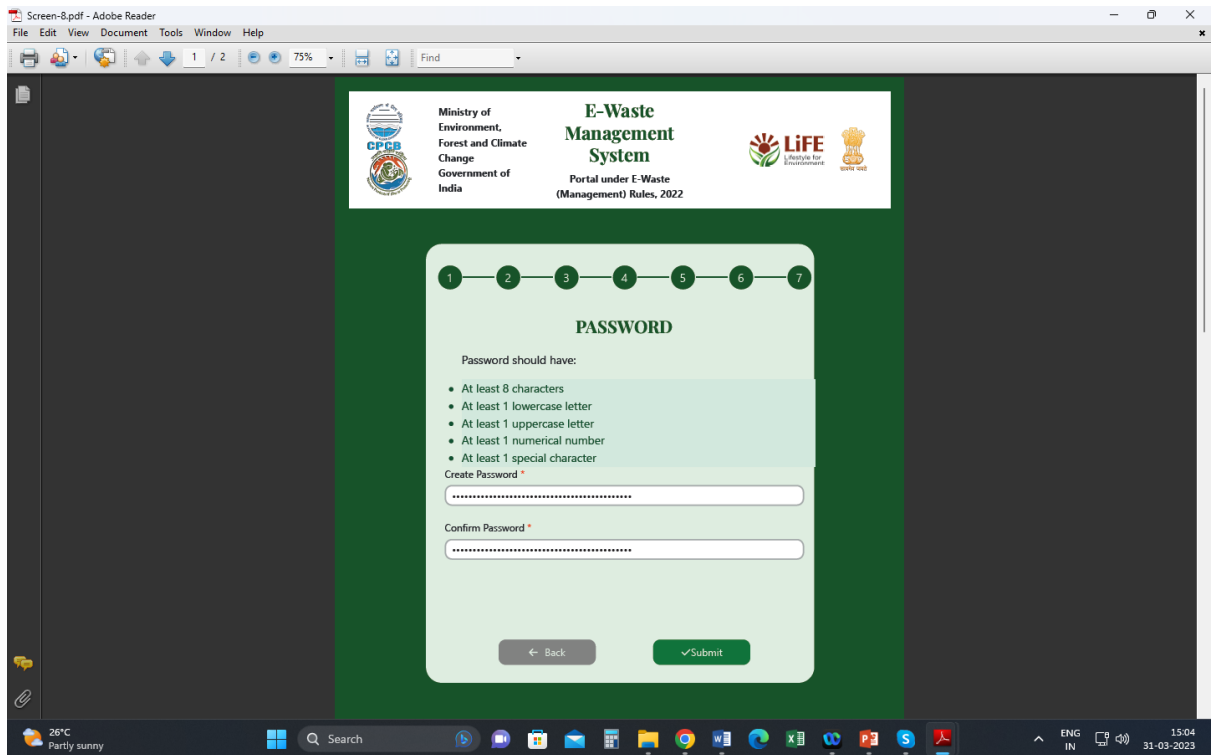
District \*  Pin Code \*

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You are required to fill relevant information about the company

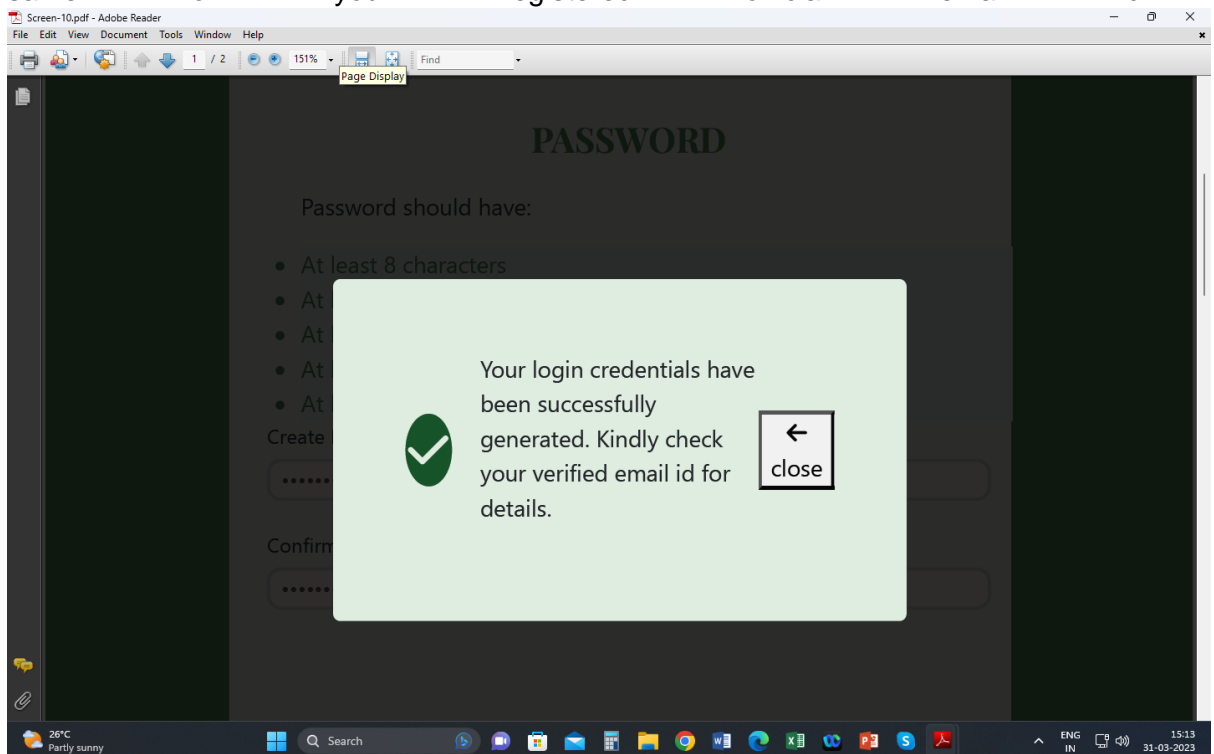


You are required to fill relevant information about the authorised person of the company



You are required to create password. After confirming the password you are required to click on save and next. Form preview will be opened. You are required to recheck all the information filled for sign up. If you want to edit you are required to press back button till you reach that page where editing is required. If all the information filled at the time sign up are correct you are required to submit it for generation login credential.

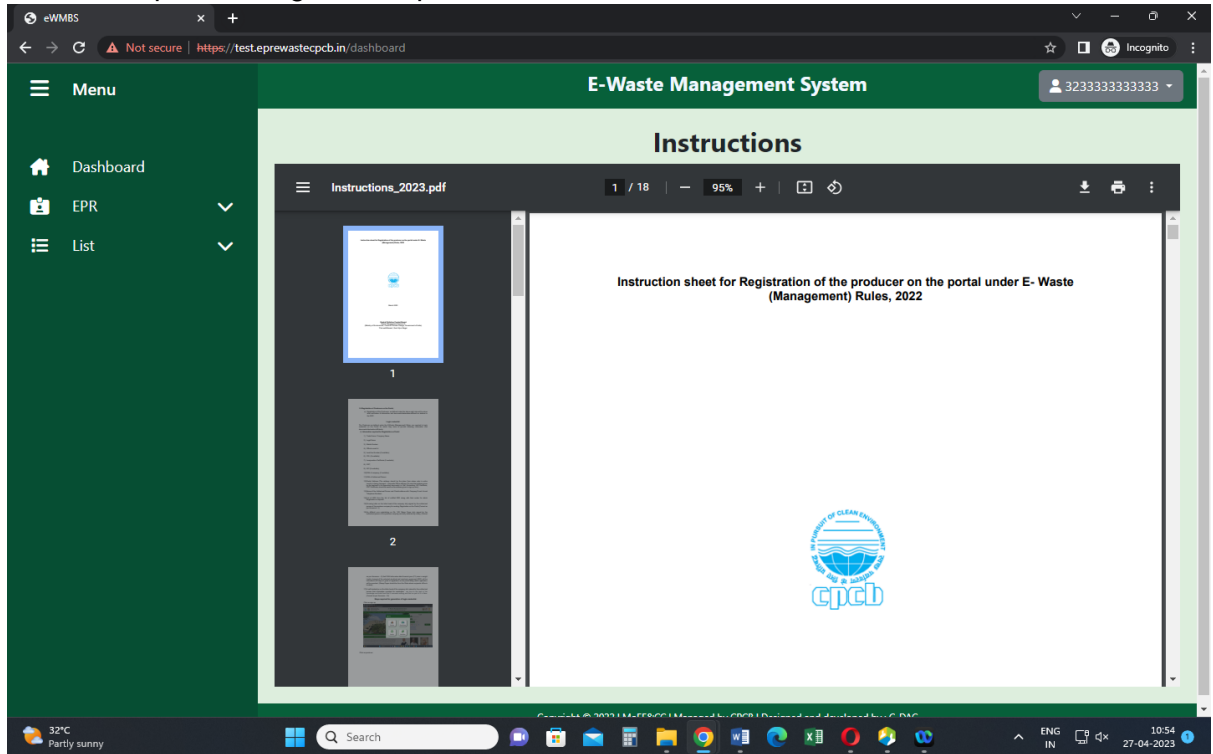
After submission login credential will be generated. You will receive email regarding the same on your registered official email id.



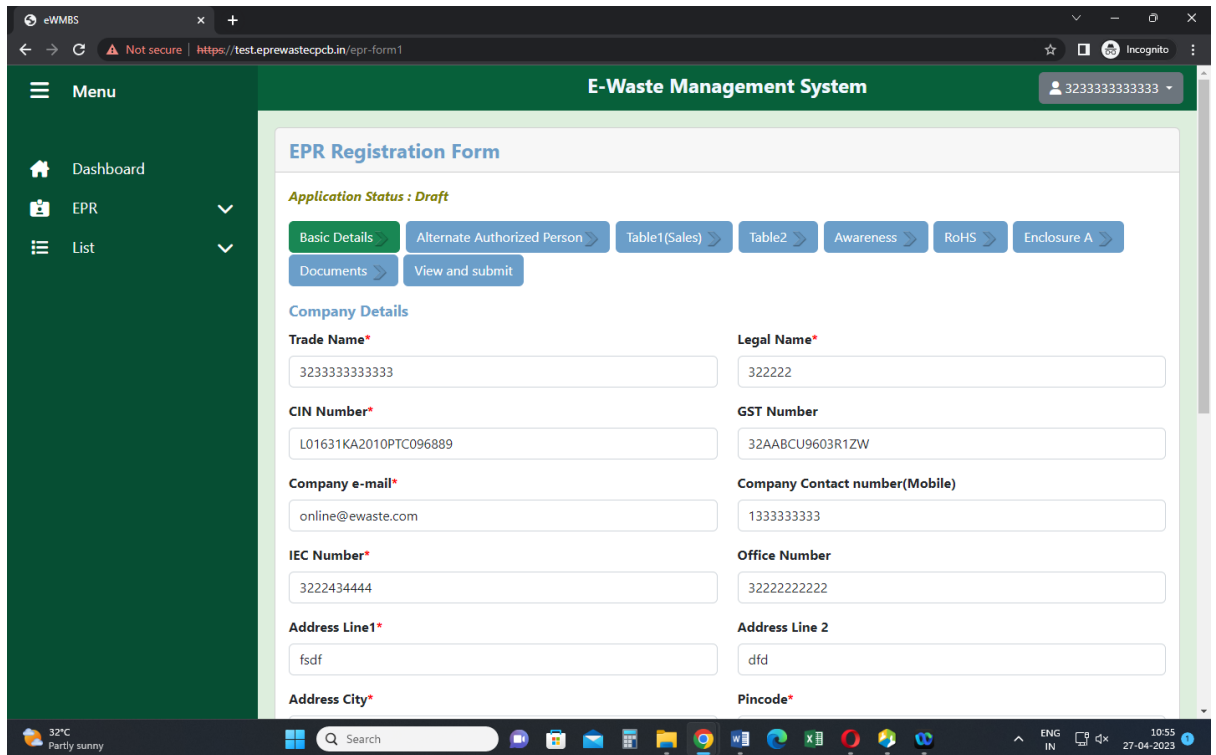


## Steps required to submit application for seeking registration certificate as a Producer (Fresh application)

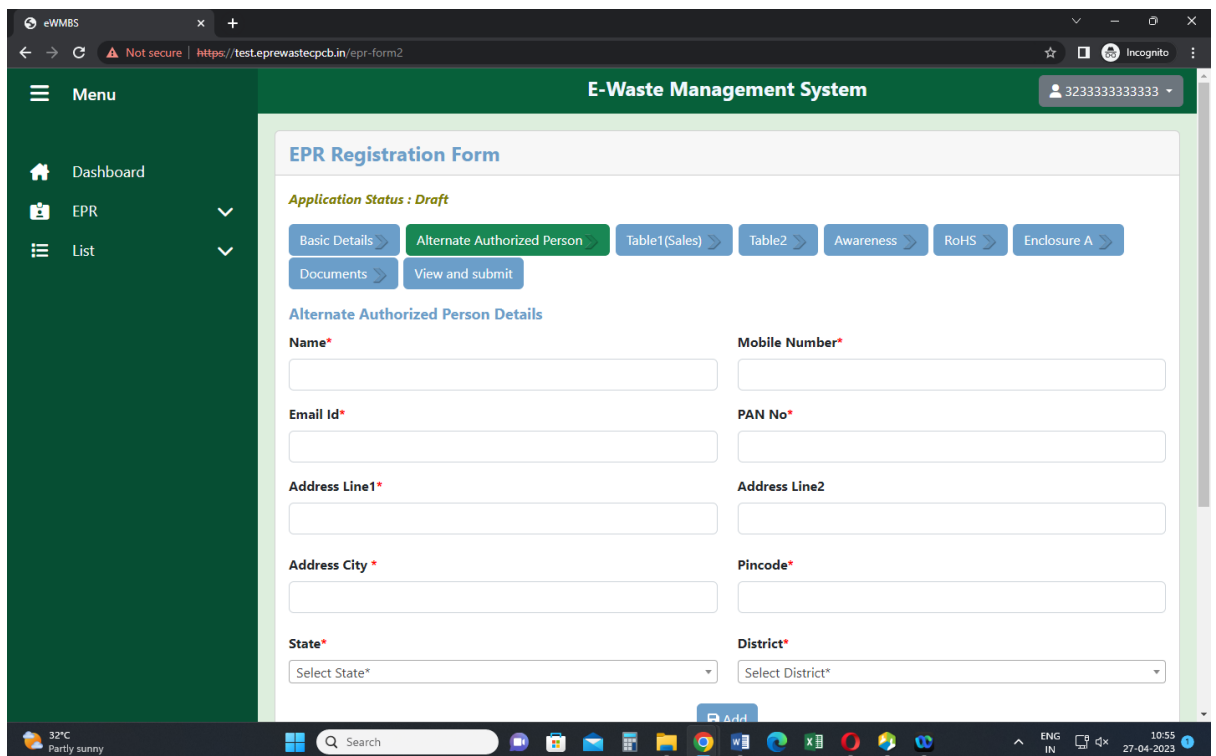
You are required to login in the portal.



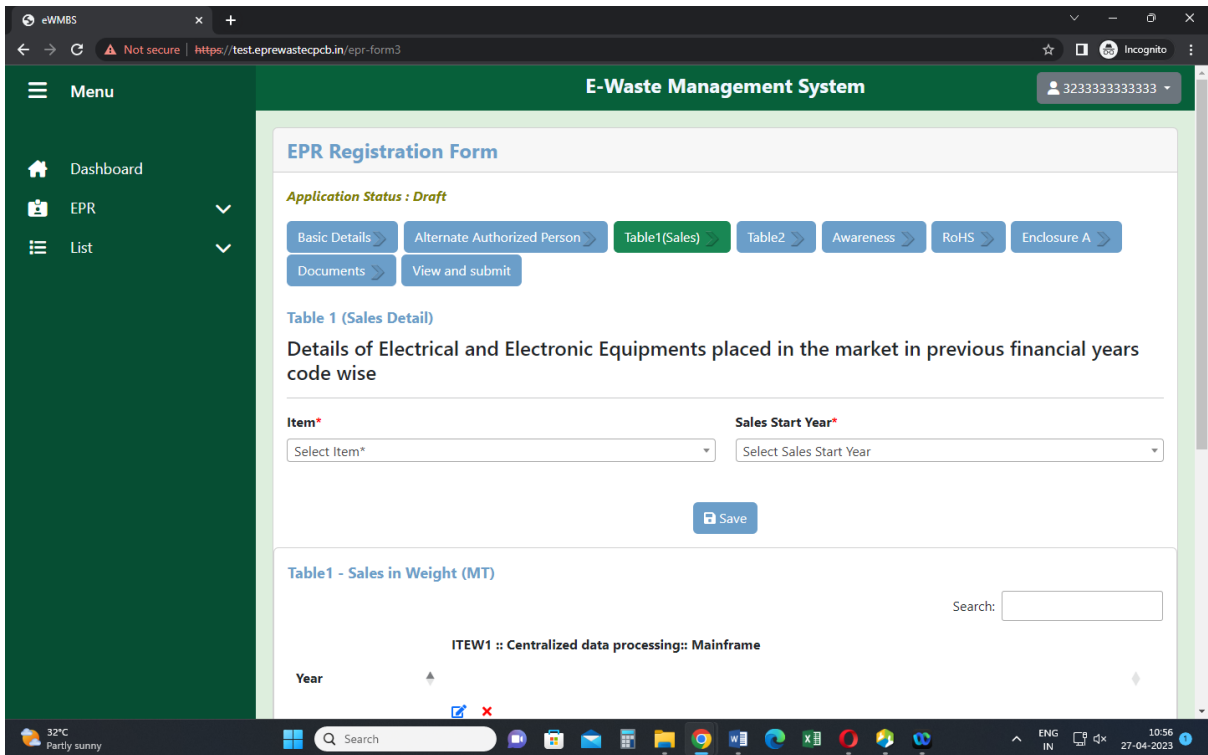
Click on EPR  
Click on EPR Form  
Auto fetched basic details can be seen.



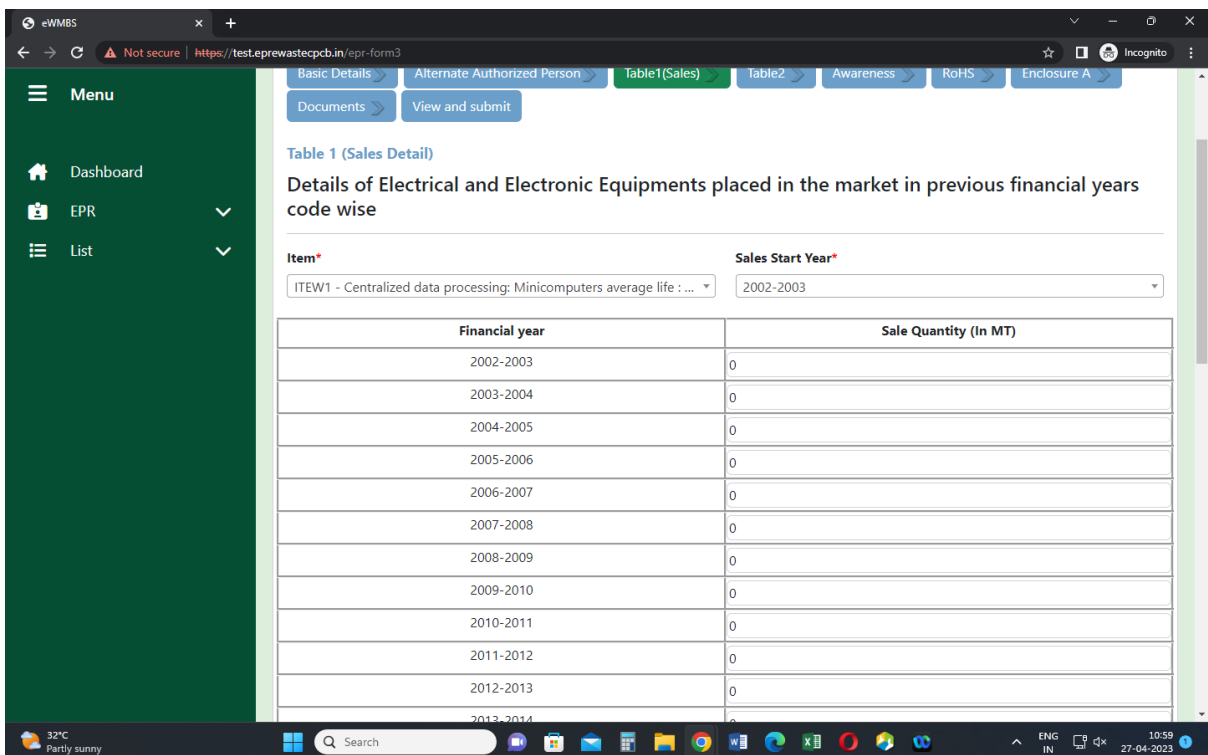
Click on alternative authorised person. You may skip it.



Click on Table 1



Now select the EEE from the drop down. Select the FY in which the sales of said EEE started.



Now fill the sales data against the FY.  
Now click on save

The screenshot shows a web application interface for 'eWMBS'. On the left is a dark green sidebar menu with options: Menu, Dashboard, EPR, and List. The main content area displays a table titled 'Table1 - Sales in Weight (MT)'. The table has two columns: 'Year' and a numerical value. The data rows are as follows:

Year	Value
2017-2018	0
2018-2019	0
2019-2020	0
2020-2021	0
2021-2022	0
2022-2023	0

Below the table is a 'Save' button. Further down, there is a search bar and a section header 'ITEW1 :: Centralized data processing:: Mainframe'. Below this is another table titled 'Table 2 - Estimated generation (MT)' with the following data:

Year	Value
2004-2005	0.000000
2005-2006	0.000000
2006-2007	0.000000
2007-2008	0.000000
2008-2009	0.000000
2009-2010	0.000000

You may see the EEE code wise estimated generation in Table 2

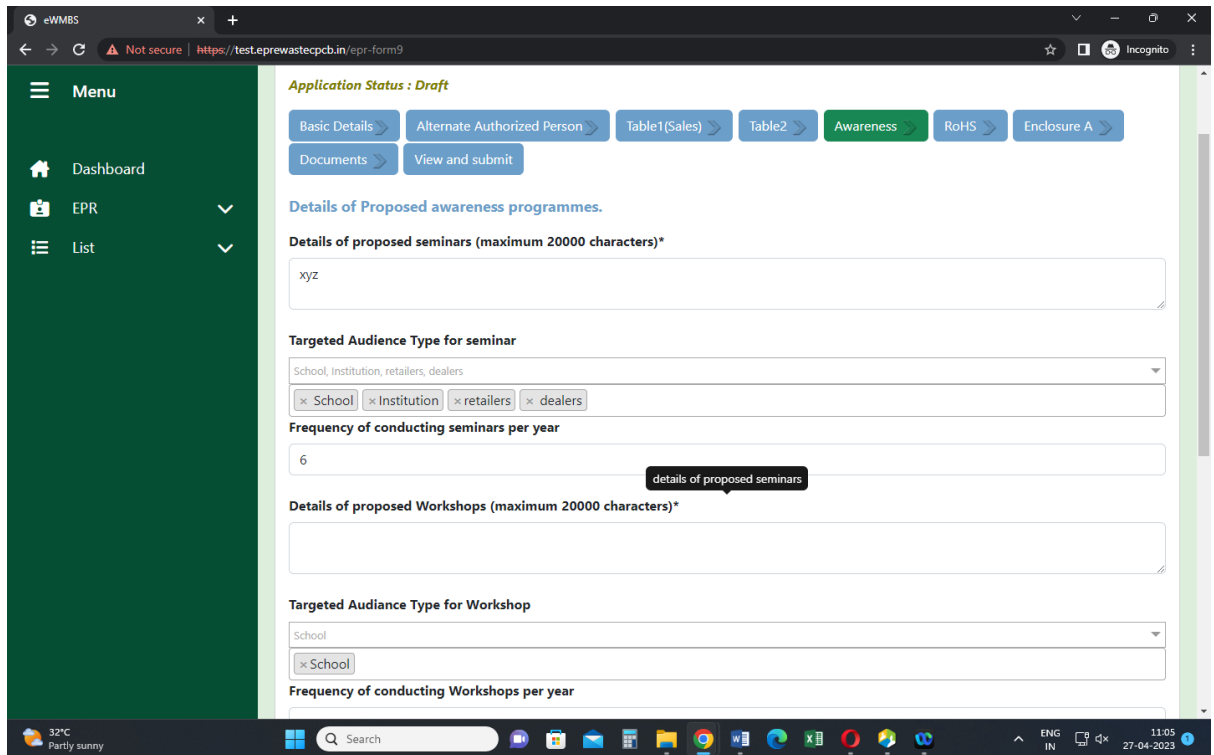
The screenshot shows the 'EPR Registration Form' in the 'eWMBS' application. The page title is 'E-Waste Management System'. The application status is 'Draft'. There are several navigation buttons: 'Basic Details', 'Alternate Authorized Person', 'Table1(Sales)', 'Table2', 'Awareness', 'RoHS', 'Enclosure A', 'Documents', and 'View and submit'. The 'Table2' button is highlighted in green. Below the navigation buttons is a section for 'Table 2' titled 'Estimated generation (MT)'. The table contains the following data:

Year	Value
2017-2018	0.000000
2018-2019	0.000000
2019-2020	0.000000
2020-2021	0.000000
2021-2022	0.000000
2022-2023	10.000000
2023-2024	20.000000

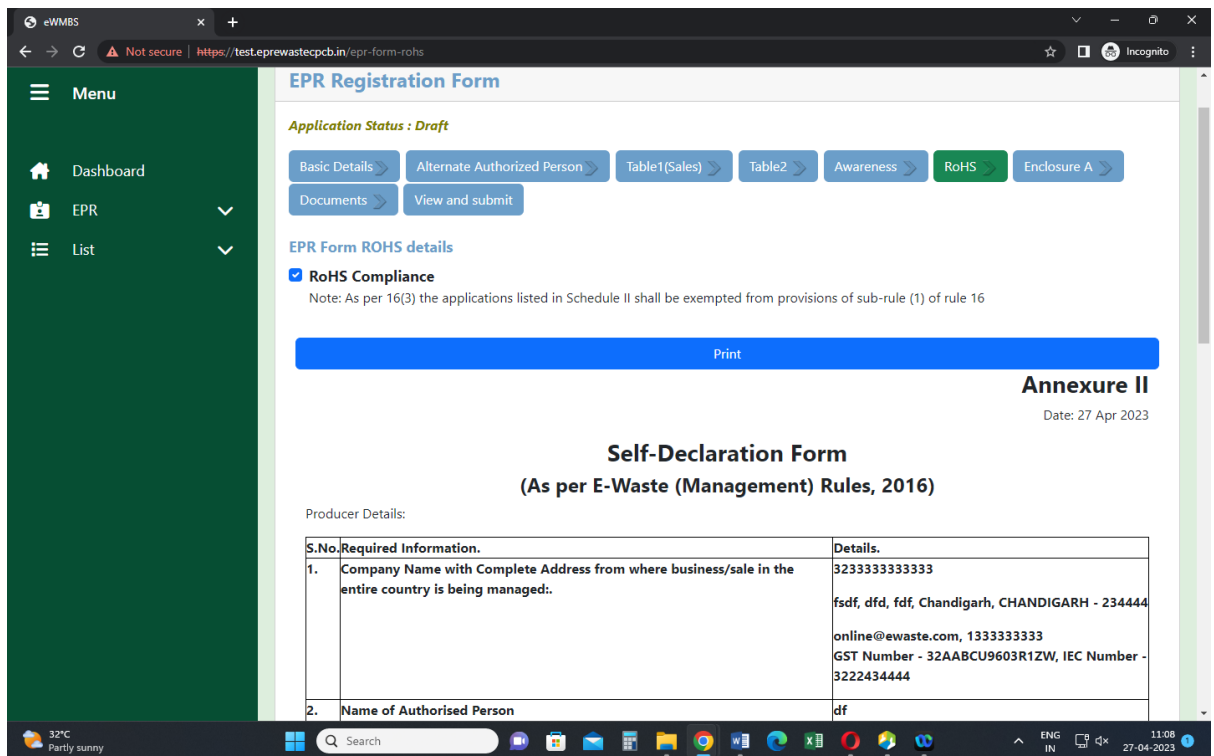
You are required to upload the documents and click on save & next. Table 2 is non editable.

Now click on next

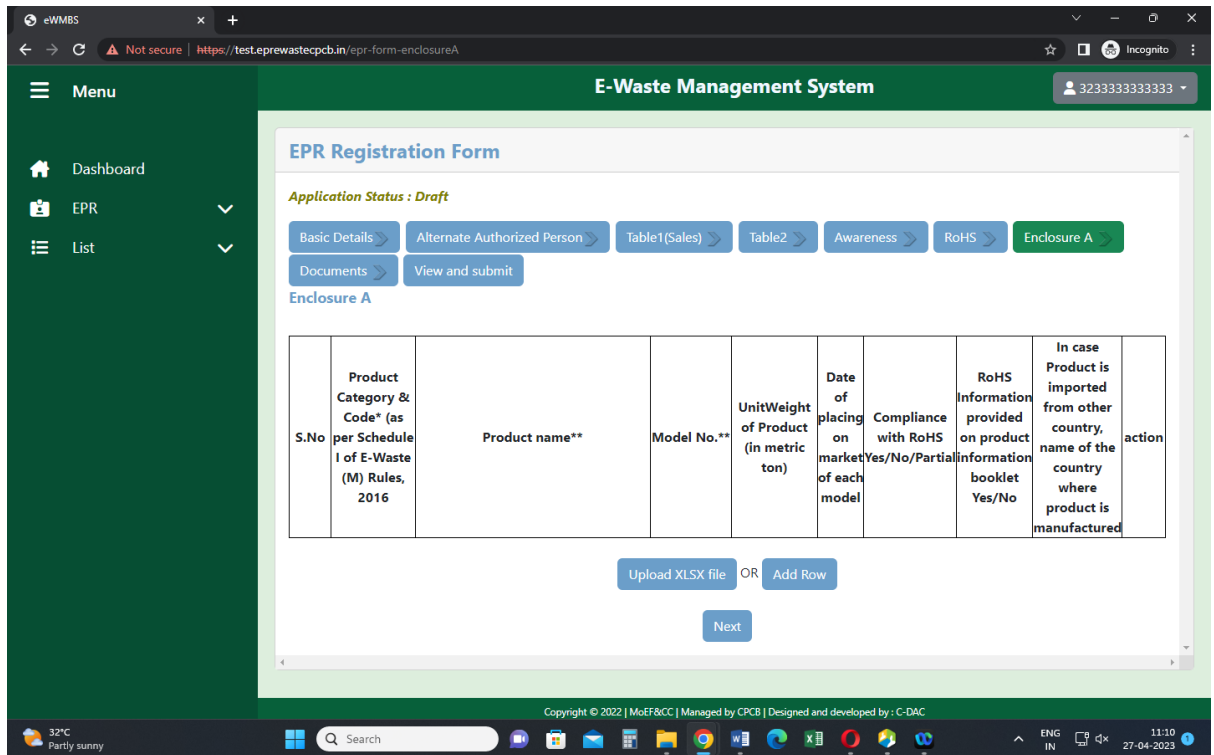
Fill awareness detail



- Now click on save and next.
- Check the box against RoHS compliance
- An autofill self declaration form will be generated
- Upload signature of authorised person
- Click on save and next

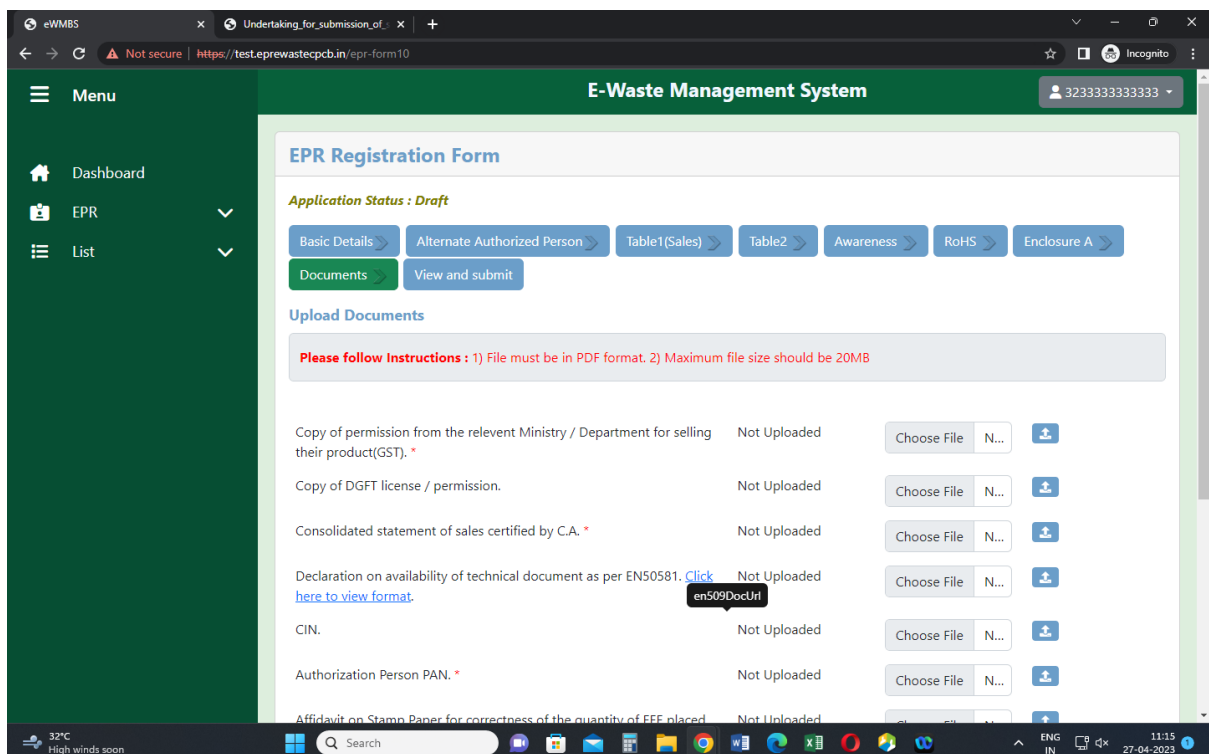


Upload duly fill enclosure A



Click on next

Upload all the required documents in PDF format



Click on next. You are required to view application before submission. If you want to edit any information you may go on that page and edit it. If all the information/documents required for grant of registration is correct you may submit the application to CPCB. Now click on submit application. Payment gateway will be opened. After submitting the processing fee application will be successfully submitted to CPCB.

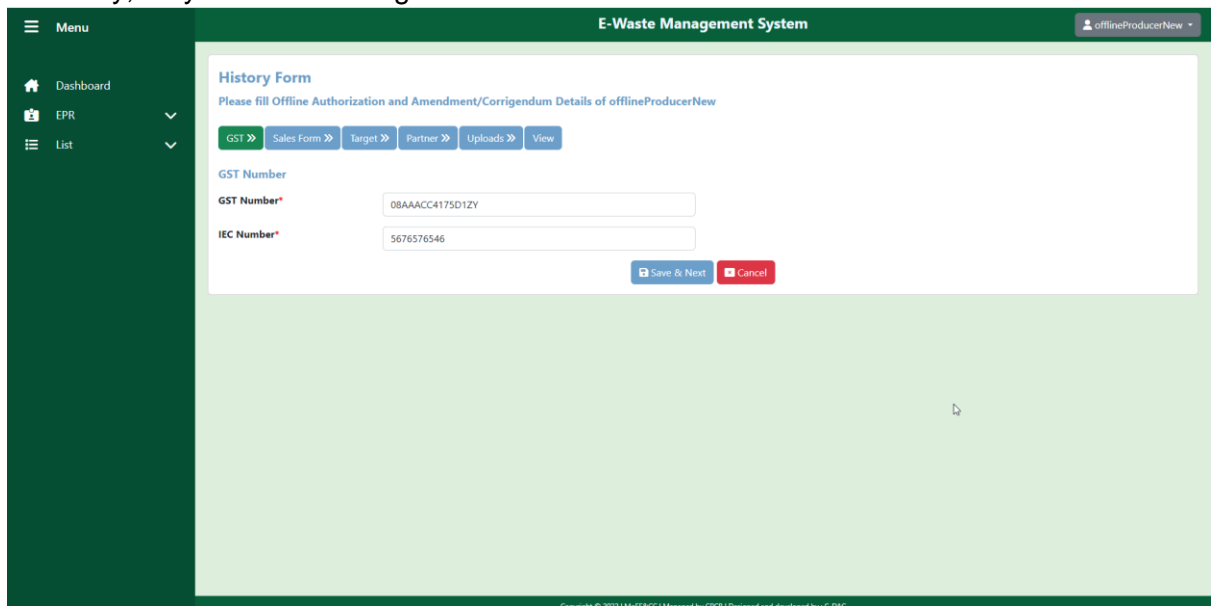
You are required to view application before submission. If you want to edit any information you may go on that page and edit it. If all the information/documents required for grant of registration is correct you may submit the application to CPCB. You will receive an email regarding the same on your registered official email id.

## Producers having EPR Authorisation under the earlier rule

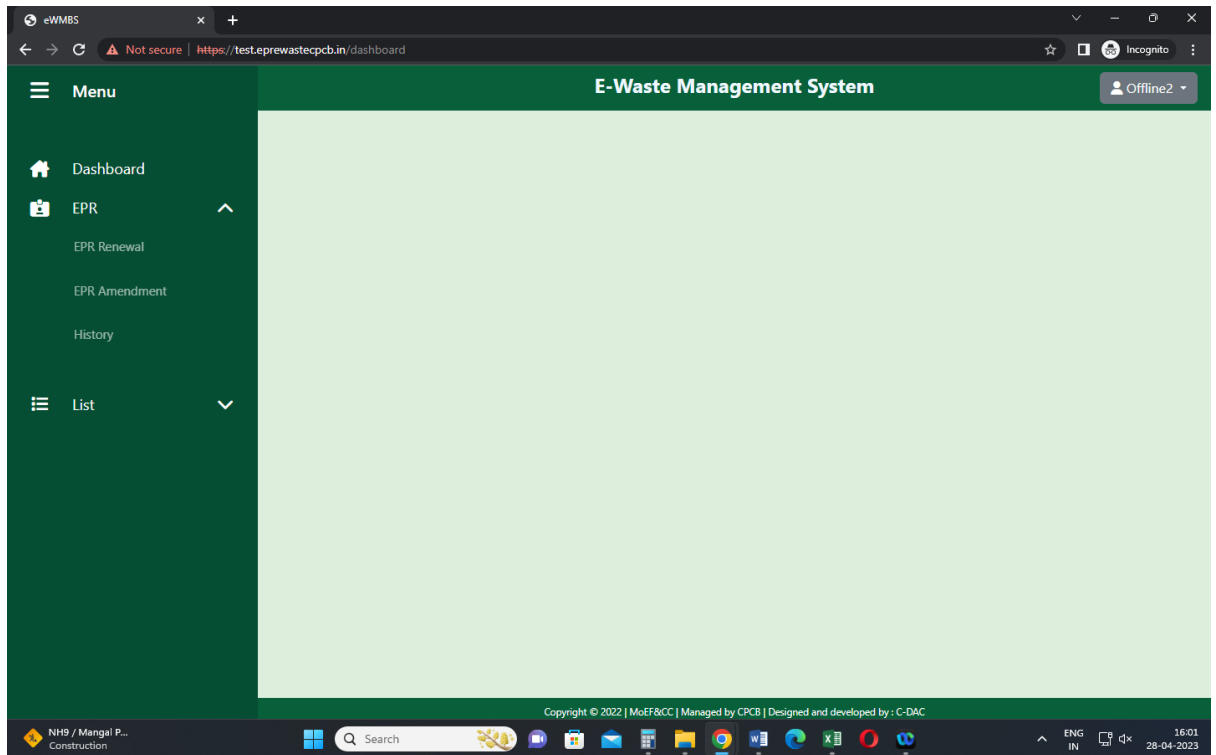
### Case 1-

Producer having expired EPR Authorisation or Producers whose EPR Authorisation is about to expire

In above two cases producer is required to fill the History. After successful submission of history, they can click on registration.



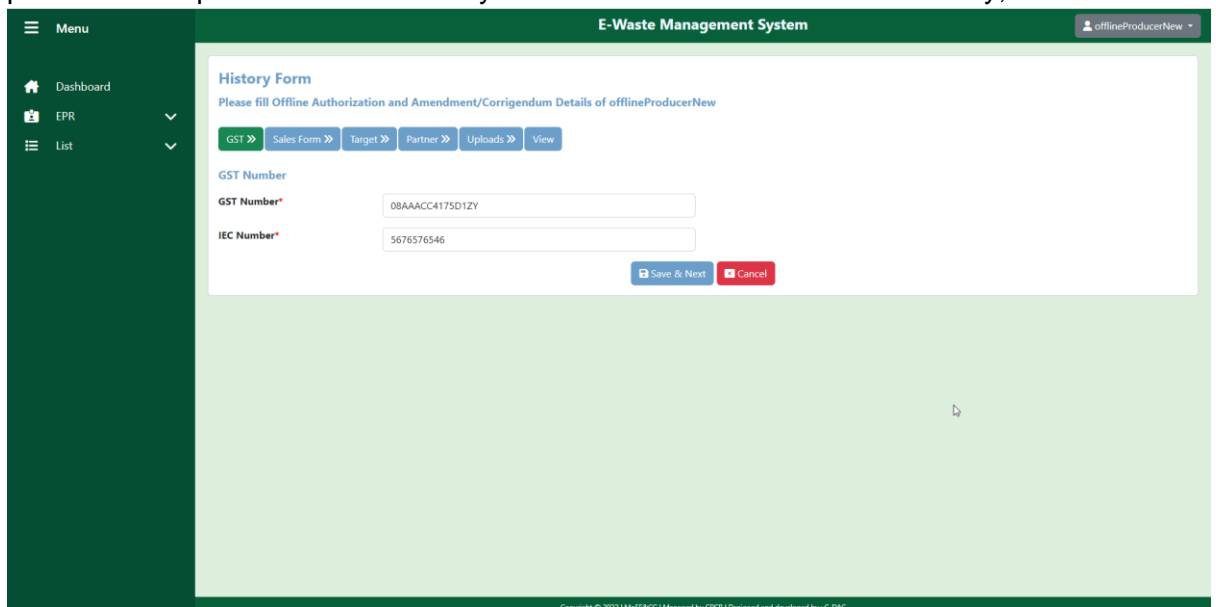
The screenshot displays the 'History Form' interface within the 'E-Waste Management System'. The page title is 'History Form' and the subtitle is 'Please fill Offline Authorization and Amendment/Corrigendum Details of offlineProducerNew'. The user is logged in as 'offlineProducerNew'. The form contains two input fields: 'GST Number' with the value '08AAACC4175D12Y' and 'IEC Number' with the value '5676576546'. Navigation buttons include 'GST', 'Sales Form', 'Target', 'Partner', 'Uploads', and 'View'. Action buttons are 'Save & Next' and 'Cancel'. A footer at the bottom reads 'Copyright © 2022 | MofEACC | Managed by CPCB | Designed and developed by : C-DAC'.



## Case 2

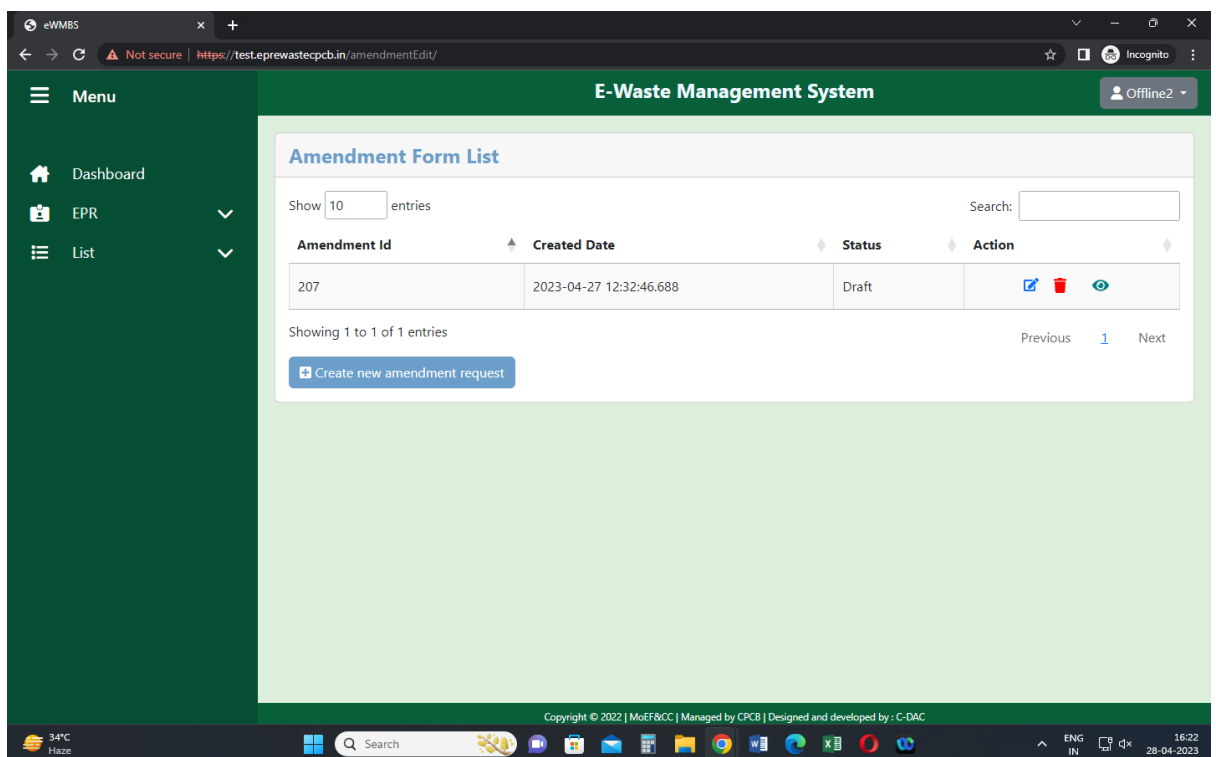
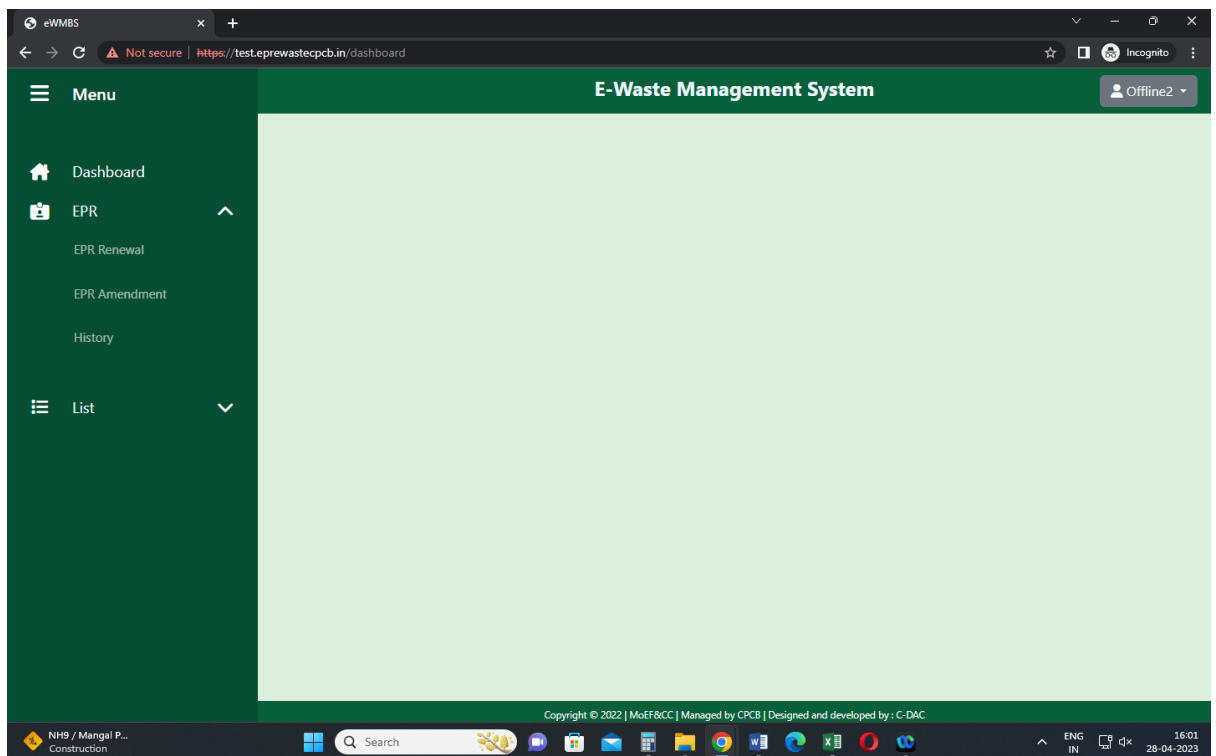
Producer having valid EPR Authorisation

producer is required to fill the History. After successful submission of history,

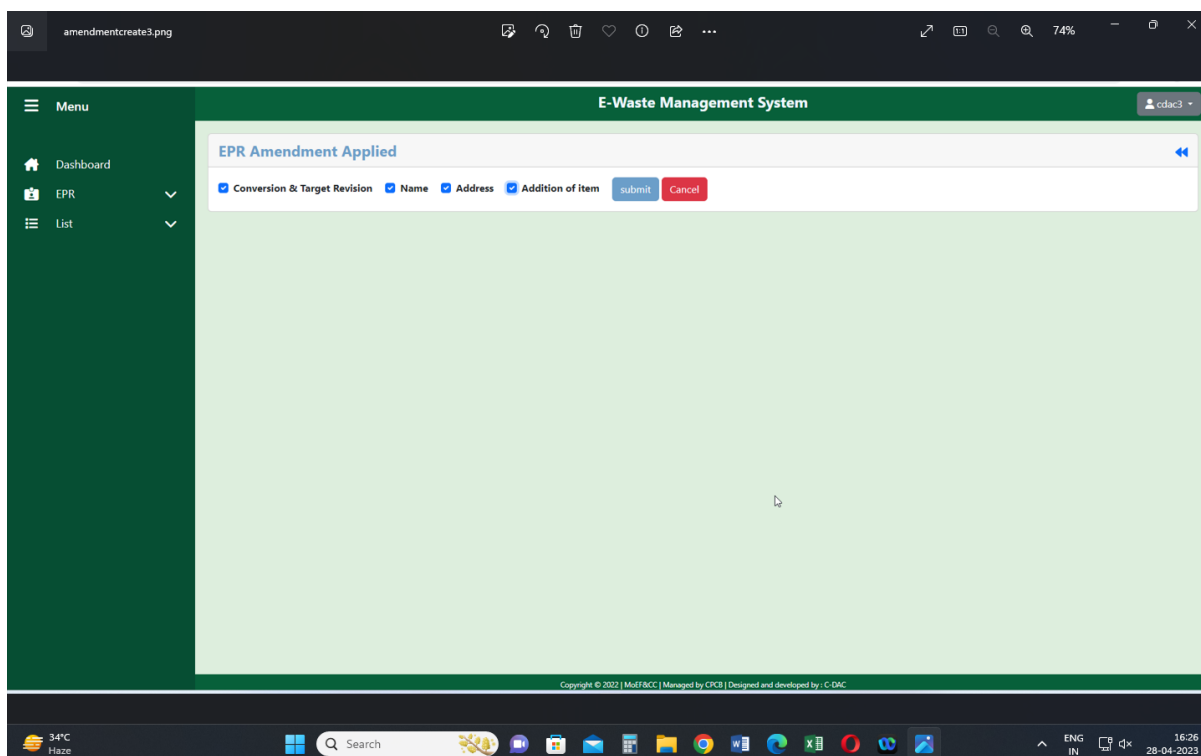


Now click on amendment





Now click on create new amendment request



### Now fill the application.

You are required to view application before submission. If you want to edit any information you may go on that page and edit it. If all the information/documents required for grant of registration is correct you may submit the application to CPCB. Now click on submit application. Payment gateway will be opened. After submitting the processing fee application will be successfully submitted to CPCB.

### Grant of Registration on the Portal:

Once the producer submits above information on the Portal, WM-III Division of CPCB will verify the documents submitted in support of information and seek approval from the Member Secretary for granting registration on Portal and will issue a digital Registration Certificate

## 2.0 Checklist for evaluation of application for Producers as at (A) seeking Registration and EPR Targets/Obligations

The following check list will be used for evaluation of applications for registration. CPCB will specify short-comings in remarks column and forward the check-list to applicants through Portal at their official E-mail id.

### 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 Authorised Person and full address with e-mail, telephone and fax number		

S.No	Details of information required	Provided (Yes / No)	Remarks
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.		
1.	Self-declaration on compliance of RoHS provisions		
2.	Enclosure A		
3.	Self-declaration on possession of technical documents on RoHS (as per EN50581).		
4.	List of documents to be uploaded:  i. Covering letter on the letter head seeking Registration (Annexure – I) ii. Affidavit on Rs. 100 Stamp Paper (Annexure-II) iii. CA Certificate certifying the quantity of EEE sold and / or Imported in terms of weight iv. Self-Declaration (as per Annexure-III) v. Enclosure A vi. Declaration on availability of technical documents on RoHS (as per EN50581) (Annexure-IV)		

### 3.0 Guidance to applicants seeking Registration under E-Waste (Management) Rules, 2022 for filling on line application on EPR Portal for grant of Registration

The following table will provide guidance to applicants in filling on line Application 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 Authorised Person and full address with e-mail, telephone and fax 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 should be the person who will be handling the EPR responsibility of the Producers.</li> <li>iv. In case of change of authorised person the producer 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 EEE items for which Registration is required	<ul style="list-style-type: none"> <li>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</li> <li>ii. Producers who wish to import EEE item and sell in the country have to select EEE items which they intend to import</li> <li>iii. Producers who have not started their sale and intend to sell after registration have to select EEE items which they intend to sell.</li> </ul>
4.	List of documents to be uploaded  i. GST	Producers have to upload on the portal scan copy of their GST Certificate, IEC Certificate, CIN/ Incorporation Certificate, and PAN as required.

S. No	Information sought	Guidance for providing information
	ii. IEC iii. CIN iv. Incorporation Certificate v. PAN	<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 for correctness and truthfulness of the information.	<p>Producers are required to print this letter on their letter head duly signed by the authorised person of the producer company requesting for Registration on the portal. The scan copy (PDF) of signed covering letter has to be upload on the portal.</p> <p>The format of the Covering letter is at Annexure – I of this SOP.</p>
6.	Quantity of EEE placed in the market (sold) year-wise  (weight in Tonnes).	<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

S. No	Information sought	Guidance for providing information
		<p>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-IV)</p> <p><i>Stamp paper should be from the State where the corporate office is located and from where PAN India business is conducted</i></p>
8.	CA Certificate Certifying the quantity of EEE sold and / or Imported	<p>i. Producers have to provide certificate prepared by its statutory auditor certifying the sales or certificate prepared by Independent Chartered Accountant</p> <p>ii. Auditor certificate should have information on sales in terms of weight and not in number</p>
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.	<p>Producer should provide signed self-declaration on their letter head that technical documents on RoHS (as per EN50581) are available with them and will be provided for verification to CPCB/SPCBs officials whenever required (Annexure-VI).</p> <p><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</p>
12.	Details of proposed awareness Plan.	<p>i. Provide details of proposed awareness program – the following details shall be given in application;</p> <p>(a) Detail of proposed seminars, workshops -:</p> <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> <li>- Target Metro cities/ small cities/ urban area/ north-east State</li> </ul> <p>(b) Proposed advertisement in newspapers/TV/ Radio, Pamphlets, booklets</p> <p>(c) Logos for recycling of E-waste on Product's Packaging</p> <p><b>(d) Provision of user guide/ booklet/ Brochures giving</b></p>

S. No	Information sought	Guidance for providing information
		details of collection and recycling arrangements made for E-waste.

**Annexure-I**

**(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 Obligations.

**(Name and Signature of the Authorized Person)**  
**Designation:**

**Company Seal**

**Annexure-II**

**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)**



**Annexure – III**

**Date:**

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

**Producer Details:**

<b>S.No.</b>	<b>Required Information</b>	<b>Details</b>
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**

**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**

**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**



