

# **INSTRUCTION SHEET**

## **PRODUCERS' REGISTRATION AT WASTE TYRE MANAGEMENT PORTAL**

**(Under Hazardous & Other Wastes (M&TM) Amendment  
Rules, 2022)**



**CENTRAL POLLUTION CONTROL BOARD  
PARIVESH BHAWAN, DELHI-32**

**MARCH 2023**

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## 1.0 Background

MoEF&CC has notified the Hazardous and Other Wastes (Management and Transboundary Movement) Amendment Rules, 2022, vide Notification No. G.S.R. 593(E) dated 21.07.2022 (Copy at Annexure-I). The amendments have provision for utilization & management of waste tyre through regime of Extended Producers responsibility as per schedule-IX.

As per Paragraph 1(e) the producers in EPR regime means any person or entity:

- (i) Manufactures and sells new tyre domestically; or
- (ii) Sells domestically under its own brand, new tyre manufactured by other manufacturers or suppliers; or
- (iii) Sells imported new tyre; or
- (iv) Imports vehicles fitted with new tyres; or
- (v) Automobile manufacturers importing new tyre for use in new vehicles sold domestically; or
- (vi) Imports waste tyre;

Further as per provisions of paragraph 7 of schedule –IX the above stated Producers are required to fulfil its EPR obligation through online purchase of EPR Credits or Retreading Credits through registered Recyclers and Retreaders of Waste Tyre

### Producer's EPR Obligation:

- a. For New Tyres: The EPR obligation for the producers of new tyres shall be as follows

Year	Recycling Targets in Weight (Kilogram or Tons)
2022-23	35% of the quantity of new tyre manufactured or imported in year 2020-2021
2023-24	70% of the quantity of new tyre manufactured or imported in year 2021-2022
2024-25	100% of the quantity of new manufactured or imported in year 2022-2023.
After the year 2024-2025 (year Y), the extended producer responsibility obligation shall be 100% of the quantity of new tyres manufactured or imported in the year (Y-2).	
Units established after the 1st April, 2022, the extended producer responsibility obligation shall start after two years (Y) and shall be 100% of the new tyres manufactured or imported in the year (Y-2).	

- b. For Waste Tyres:

- The extended producer responsibility obligation for waste tyre importer in year (Y) shall be 100% of the tyre imported in year (Y-1).
- The import of waste tyre for the purpose of producing pyrolysis oil or char is prohibited.

## 2.0 General Instructions

1. The applicant has to **first sign-up** in the portal for getting **login Credentials** i.e login ID & Password. Login credential will be shared at email Company's email ID (as specified at the time of signing-up).
2. The applicant to use login credentials provided by CPCB for **signing –in** in the portal and filling the registration form.
3. The applicant has to submit its registration form at the online portal within **30 days of signing up**. After 30 days the said account will be deactivated. Upon successful submission of registration from the application will be provided application number for future reference purpose.
4. CPCB will examine documents/submissions made by the applicant while seeking registration in the portal
5. In case of any shortcomings the same will be conveyed to the applicant through portal only. Also an intimation email will be sent to the authorized person informing the same.
6. In case of submission of complete registration form, the applicant will get registered in the portal and CPCB will issue registration number within 15 days of receipt of complete form.
7. All the future correspondence w.r.t EPR is to be done through authorized person only.
8. CPCB will also address its correspondence to authorized person only.
9. CPCB will not entertain any consultant on behalf of applicant.
10. In case an applicant falls under multiple categories of stakeholders i.e Producers, Recyclers & Retreaders then the applicant has to register separately for different categories of stakeholders. Ex. In case a producer is also a recycler then it has to register at CPCB separately as Producer and Recycler.
11. The validity of registration is two years. Applicant to renew its registration after every two years based on validity of its registration.
12. In case of any further difficulty while registering in portal, the applicant to convey the same to CPCB at 'wastetyre.cpcb@gov.in'.
13. The applicant can also request for EPR CAMP in case of persistence of any issue while registering in the portal.

## 3.0 Specific Instructions

1. The applicant has to upload covering letter making formal request to CPCB for registration at online portal. The covering letter should be at company's letter head and has to be signed by authorized person and should have company's seal. The scanned copy of the covering letter has to be uploaded at the portal. A format of cover letter is provided.

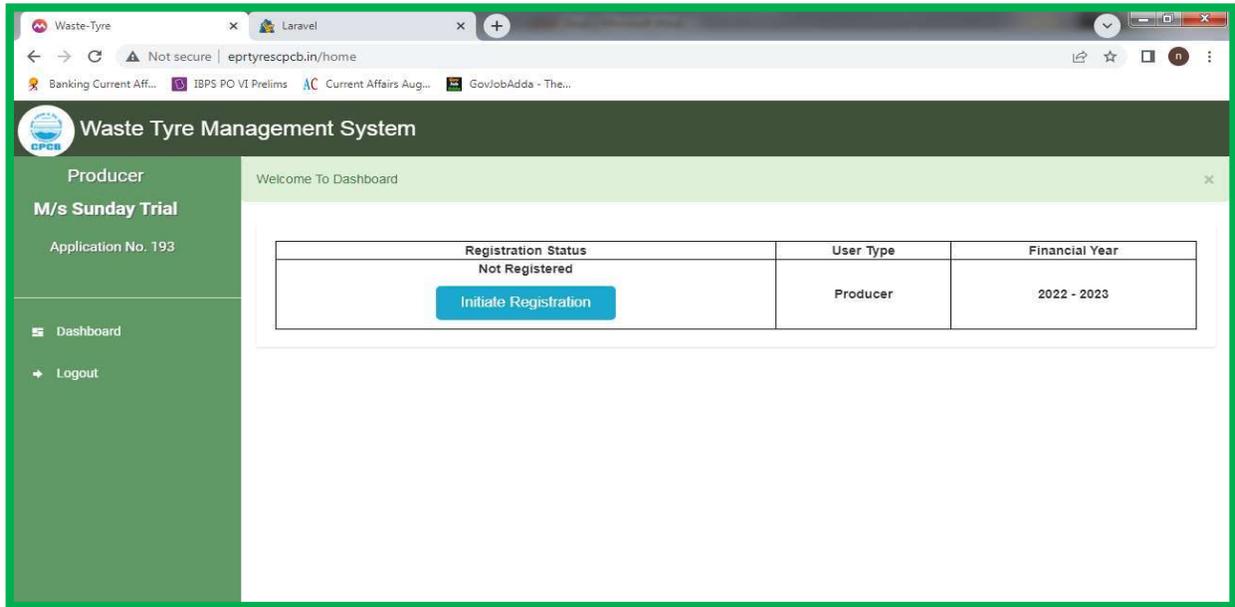
2. Applicant has also to upload undertaking regarding submission of authentic data. The undertaking should be in company's letter head and have company's seal. Format for submission of undertaking is provided.
3. Applicant to provide address of the head office of the company in the country.
4. The documents uploaded in the application should have uniform address and the same should match with the address mentioned in the registration form.
5. Specify the category of producers as per business activities carried out by the applicant.
6. For producers established before FY 2019-20, the manufactured quantity/import quantity is to be provided since FY2019-20 onwards.
7. For producers established in FY 2020-21, the manufactured quantity/import quantity is to be provided since year of their establishment onwards.
8. For new producers those have not carried out any manufactured quantity/import so far mention "0" in manufacturing data submission table.
9. Applicant to provide authentic & true data w.r.t its manufacturing & Import. Documents in support of submission should be available in producer's office and can be verified by officials of CPCB/SPCB any time.
10. Applicant to provide details of its manufacturing plant/plants as per format provided.
11. Applicant can opt for multiple category of producers based on its business.

#### 4.0 How to fill up the Registration form?

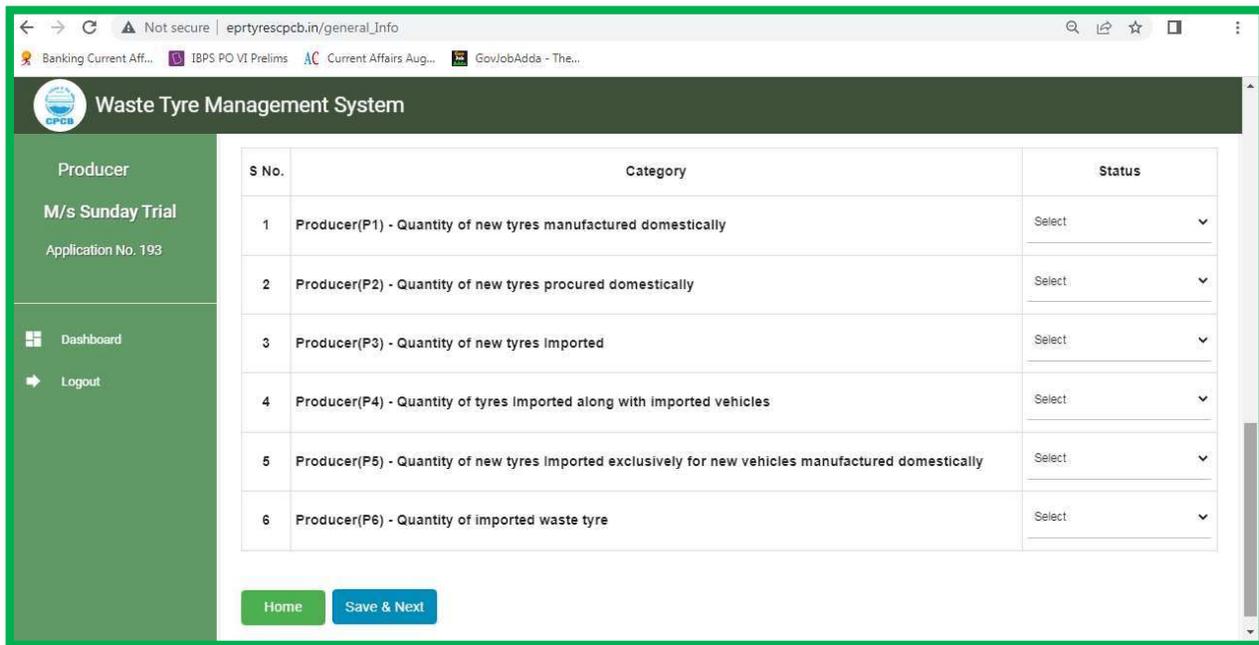
**Step 1** - The applicant has to **first sign-up** in the portal for getting **login Credentials** i.e login ID & Password. Login credential will be shared at email ID of Company email ID (as specified at the time of signing-up).

The screenshot displays the EPR Portal for Management of Waste Tyre. The page features a navigation bar with links for Home, About us, HOW (M & TM) Amendment Rules, 2022, FAQ, Important Documents, and Contact Us. The main content area is divided into three sections: a large image of a blue shredder machine labeled 'Shredder', a circular flow diagram illustrating the waste management process, and a login/signup form. The form includes radio buttons for 'Producer', 'Recycler', and 'Retreader', and fields for 'Email', 'Password', and 'Captcha'. There are 'Login' and 'SignUp' buttons at the bottom.

**Step 2** -After creating the Login credential. The applicant is required to login and click on Initiate Registration and start the fillup of registration form.



**Step 3** -The Applicant is required to select its Producer Categories form the categories mentioned in the page as per nature of its Business. An Applicant can choose multiple options click on save & next.



**Step 4** – In this Step Applicant is required to upload the requested document for the purpose of KYC

**(Documents requirements)**

1. PAN Card of the company \*
2. GST Number of the company \*
3. IEC number of the company (Only in case of import)
4. CIN number of the Company \*
5. Aadhar Card of the Authorized Person \*

**The applicant is also required to upload following documents i.e Covering letter, Undertaking, Tyre Composition, Plant wise Manufacturing data. The formats for the same are given in annexure A, Annexure B, Annexure C, Annexure D. The Applicant is required to fill the details as per the format.**

1. Covering Letter (format given in annexure A)
2. Undertaking (format given in annexure B)
3. Tyre Composition
4. Submission of Plant wise manufacturing data

Note:- The Tyre Composition and Plant wise manufacturing data should be upload in excel format.

After uploading the documents click on save and next button.

**Step 5** – After clicking on add data the applicant is required to provide the manufacturing/procurement/import data in tables and upload the requested document as instructed. Applicant has to provide manufacturing data financial year wise depending upon establishment of the company. There is provision for adding rows to add data of different financial years separately. Based on Data provided by the applicant, the system will calculate EPR Obligations. The applicant has also to upload CA certified data (Year Wise) in support of production data submitted by it.

Category	Action
Producer(P1) - Quantity of new tyres manufactured domestically	Add Data
Producer(P2) - Quantity of new tyres procured domestically	Add Data
Producer(P3) - Quantity of new tyres Imported	Add Data
Producer(P4) - Quantity of tyres Imported along with imported vehicles	Add Data
Producer(P5) - Quantity of new tyres Imported exclusively for new vehicles manufactured domestically	Add Data
Producer(P6) - Quantity of imported waste tyre	Add Data

Financial Year	Plant wise Manufacturing Data
2020-2021	<a href="#">Manufacturing Data</a> <input type="text"/>
2021-2022	<a href="#">Manufacturing Data</a> <input type="text"/>

Financial Year	CA Certificate for Manufacturing Data
2020-2021	<a href="#">CA Certificate</a> <input type="text"/>
2021-2022	<a href="#">CA Certificate</a> <input type="text"/>

After uploading the documents click on save and next button.

**Step 6** – The applicant is also required to submit its sales data After clicking on add data the applicant is required to provide the sales data in tables. Sales data is also to be provided for different financial years as per the establishment of the company. Applicant has to upload the GST returns in support of its sales data.

Waste Tyre Management System

Producer: M/s Sunday Trial  
Application No. 193

General Information | Upload Documents | Manufacturing/Procurement/Import Data

### Add Sales Data

S No.	Category	Action
1	Producer(P1) - Quantity of new tyre manufactured and sold domestically	No
2	Producer(P2) - Quantity of domestically produces new tyres sold under its own brand	Add Data
3	Producer(P3) - Quantity of Imported tyres sold	Add Data
4	Producer(P4) - Quantity of tyres sold along with sale of imported vehicles	Add Data
5	Producer(P5) - Quantity of Imported tyres sold along with sale of domestically manufactured vehicles	Add Data
6	Producer(P6) - Quantity of imported waste tyre	Add Data

Producer(P1) - Quantity of new tyre manufactured and sold domestically  
(Quantity of tyre Sell in Tonnes)

S.N	Type of Tyre	Financial Year	Motor Cycle	Passenger Car	Scooter	Truck	Bus	Light Commercial Vehicle (LCV)	Tractor Rear	Off The Road Tyres	Other	Total	Action
1	Radial	2020-2021	2	2	2	2	2	2	2	2	2	18	

Waste Tyre Management System

Producer: Add Sales Data

1) Producer(P1) - Quantity of new tyre manufactured and sold domestically - Please provide information on quantity of new tyre sell in the table below

(Quantity of tyre including tubes and flaps in Tonnes)

Type of Tyre	Financial Year	Motor Cycle	Passenger Car(Incl Jeep)	Scooter (2/3 W)	Truck	Bus	Light Commercial Vehicle (LCV)	Tractor Rear	Off The Road Tyres	Other	Total	Action
--Select--	--Select--											

Producer(P3) - Quantity of Imported tyres sold

The screenshot shows the 'Waste Tyre Management System' interface. On the left, a green sidebar contains the user profile 'Producer M/s Sunday Trial' with 'Application No. 193', and navigation options for 'Dashboard' and 'Logout'. The main content area is divided into three sections:

- Annual EPR Obligation - Waste Tyre Recycling Target in Tonnes (For Producer P6)**: A table with columns for Financial Year, Type of Tyre, Total Weight in Tonnes, Grand Total, and EPR Obligation in Tonnes.
 

Financial Year	Type of Tyre	Total Weight in Tonnes	Grand Total	EPR Obligation in Tonnes
2022-2023	Radial	6897	6942	2136.136
	BiasPly	45		
2023-2024	Radial	54	153	94.248
	BiasPly	99		
- Annual GST Return**: A table with columns for Financial Year and Annual GST Return. It contains two rows for financial years 2020-2021 and 2021-2022, each with a 'GST' button and an 'Upload Annual GST Return' field.

At the bottom of the main content area, there is a blue 'Save & Next' button.

After uploading the documents click on save and next button.

**Step 7** – Applicant can Verify & Edit the information in preview page and click on save and conform button.

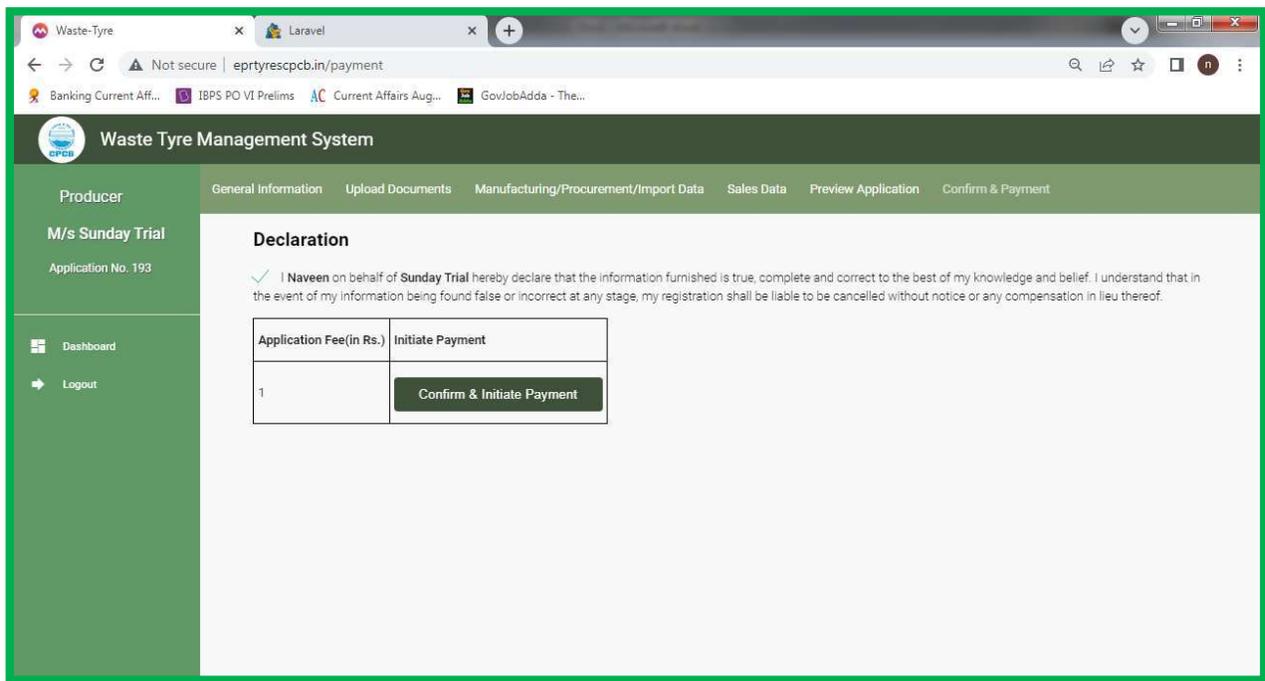
The screenshot shows the 'Waste Tyre Management System' interface in a preview mode. The left sidebar is identical to the previous screenshot. The main content area displays:

- Annual EPR Obligation - Waste Tyre Recycling Target in Tonnes (For Producer P6)**: A table with columns for Financial Year, Type Of Tyre, Total Weight in Tonnes, Grand Total (R+B), and EPR Obligation in Tonnes.
 

Financial Year	Type Of Tyre	Total Weight in Tonnes	Grand Total (R+B)	EPR Obligation in Tonnes
2022-2023	Radial	0	0	0
	BiasPly	0		
2023-2024	Radial	0	0	0
	BiasPly	0		
- Annual GST Return**: A table with columns for Financial Year and Annual GST Return Document. It contains two rows for financial years 2020-2021 and 2021-2022. Each row has a 'Plant wise Data' button, a 'Click to change the document' link, and a 'View' link.

At the bottom of the main content area, there is a red-bordered 'Save & Confirm' button.

**Step 8** – Click on conform and Initiate the payment. The portal will direct to the applicant on payment page. Registration fee will be charges as per table below



Note : If an applicant has saved & confirmed information after preview then after that it cannot edit the information. The applicant has then to proceed to payment section for paying registration fee. In case applicant logout before making payment or is unable to make payment then it may logout from the portal and again login and proceed directly to payment section

#### 5.0 Registration fee calculation:

S.No	User Type	Activity	Proposed Annual Registration fee
1	Producer	New Producer(1 <sup>st</sup> time registration-valid for two years)	₹ 25,000/- + ₹ 0.625/ MT for quantity of Tyre Manufactured/Imported in the preceding two years (if applicable)
		Renewal of registration fee (every 3 <sup>rd</sup> year)	₹12,500/- + ₹ 0.375/MT for quantity of Tyre Manufactured/Imported in the preceding two years
		In case of any addendum	₹7,500/-

Annexure A

Dated :

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

**Sub: Seeking Registration as Tyre Producer at CPCB's Portal on Waste Tyre Management System.**

Sir,

We, M/s ----- are seeking registration as Tyre Producer in CPCB's online Portal for Waste Tyre Management System. We will provide and upload all the information as per the requirement of Portal. We will fulfil all the responsibilities of a Producers as stipulated under Schedule-IX of the Hazardous & Other Waste (Management & Transboundary Movement) Amendment Rules, 2022.

Kindly register us on the online portal for Waste Tyre Management System

(Name & Signature of Authorized Signatory along with company Seal)

**Self-Declaration for Producer**

Dated:

We, M/s \_\_\_\_\_ hereby declare that information provided for registration on the Waste Tyre EPR Portal under Hazardous and Other Waste (management & Transboundary Movement) Rules, 2022 as a Producer 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 that the information with regard to manufacturing / sales /import data (kindly strike out whichever is not applicable) provided for calculation of EPR obligation 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 plant(s).

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 C

**Composition of one Tyre**

**Name of Producer**

S.No		Provide Average Input of various materials used for production of one Tyre **										
	Tyre Type	Average Weight of one Tyre	Natural Rubber	Synthetic Rubber	Process Oil	Steel Wire	Textile Fibres	Carbon Black	Silica	Antioxidants, Antiozonants, Curing System	Other Material(If any)	Total weight of materials used
	Motor Cycle											
	Passenger Car (Including Jeep)											
	Scooter (2/3 W)											
	Truck/Bus											
	LCV											
	T. Rear											
	OTR											
	Other											

Note: Producers are required to provide composition details only with respect to tyre manufactured/imported by them. Mention NA for categories not manufactured. Upload this annexure in Excel format only.

Annexure D

Company to provide Production details of all its manufacturing units respectively

Quantity in Weight in MT(Specify Radial (R) or Bias ply(B) along with quantity)										
Year of Production	Name of the production unit	Motor Cycle	Passenger Car (Incl Jeep)	Scooter (2/3 W)	Truck/Bus	LCV	T. Rear	OTR	Other	Total
2019-2020	Production Unit-I									
	Production Unit-II									
	Production Unit-N									
	<b>Total sum of all the production units</b>									
2020-2021	Production Unit-I									
	Production Unit-II									
	Production Unit-N									
	<b>Total sum of all the production units</b>									
2021-2022	Production Unit-I									
	Production Unit-II									
	Production Unit-N									
	<b>Total sum of all the production units</b>									

Note: - Producer to Provide Production details only the years those are applicable to it. - Producer to add rows based on number of its production units. - Producer to provide production details only for the categories applicable to them. Upload this annexure in Excel format only.