

Service-related Information

Service Name: Registration of Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials through Plastic EPR Portal as per PWM Rules, 2024

- I. **Competent Authority:** Central Pollution Control Board, Maharashtra Pollution Control Board
- II. **Governing Act/ Rule:** Plastic Waste Management Rules, 2024
- III. **Delivery Mode:** Online only
- IV. **Service Link:** <https://eprplastic.cpcb.gov.in>
- V. **Document Checklist:**
 - a. PAN, GST, CIN of the Company
 - b. PAN of Authorized person
 - c. Supporting Documents for Micro & Small Category (Udyam Certification for Producer)
 - d. Copy of IEC certificate (for importers of raw material only)
 - e. Covering letter
 - f. Document regarding any other information which the unit wishes to provide
- VI. **Registration Procedure Overview:**

Sr. No	Action By	Stages/Step	Indicative time required for approval	Statutory Fee (in INR)
1	Applicant	Visit https://eprplastic.cpcb.gov.in/	-	-
		Select Login as -> SIMP and Click on Register.	-	-
		Select the Applicant type from the four categories – Small & Micro Producers, Manufacturer Raw Material, Importer of Raw Material and Seller of Plastic Raw Material.		
		Fill in the required details of company.	-	-
		Provide Email id of Authorized Person and set Password.	-	-
		Click on Register.	-	-
		Login to the portal by providing email id and password.	-	-
		Fill-in the section-wise information. Provide required details and documents. Refer Tables 1.2 ,1.3, 1.4 and 1.5.	-	-

		Pay Fees	-	Refer Section XII
2	MPCB	The nodal officer or the authorized Official of MPCB must get registered on the portal so as to receive the applications.	15 days	-
		The registration shall be either granted or rejected as the case may be within the specified period.		
		Applications shall be rejected, if false/ irrelevant information /document is found to be submitted. Application fees shall be forfeited in such cases.		
		Registration certificate shall be issued online using digital signature integrated on portal.		
3	Applicant	The applicant can download the signed certificate from the portal if the registration is successful.	-	-

Table No. 1.1

VII. Section - wise instructions for Micro & Small Producers

PART – A		
General		
S. No.	Sections	Guidance
1.	Company Details	
a)	Name	Auto filled from the PAN details uploaded during sign up
b)	Location	i. Location to be highlighted on the Google map to auto fetch longitude and latitude. ii. The Google Map to be zoomed to the maximum possible resolution while marking the location.
c)	Registered Address	Manufacturing plant address
d)	Postal Address	Same if plant address and postal address is same
e)	PAN No.	PAN no. shall be Auto filled from Sign up. PDF copy to be uploaded.
f)	GST No.	Enter GST No. which is issued in the name of unit & PDF copy to be uploaded.
g)	CIN No. (Applicable for companies)	CIN no. shall be Auto filled from Sign up. PDF copy to be uploaded.
h)	Udyam Registration No.	Enter Udyam Reg. No. which is issued in the name of unit clearly specifying the type of business (Micro/small/medium) & PDF copy to be uploaded.

2.	Authorized Person Details	
a)	Name	Auto filled from the PAN details uploaded during sign up.
b)	Designation	Provide designation of the authorized person. Preferably of the person who is associated with the unit.
c)	Mobile No.	Auto filled from Sign up
d)	Email	Auto filled from Sign up
e)	PAN No.	PAN no. shall be Auto filled from Sign up. PDF copy to be uploaded.
3.	Plastic packaging manufactured:	Provide category wise manufacturing capacity (in TPA). In case unit is involved in manufacturing plastic packaging of different categories then the total manufacturing capacity of the unit shall be distributed in each category, accordingly.
4.	Year of commencement of business	Provide year of commencement of operations
5.	Total Capital invested in project (Rs. In Lacs)	Enter project cost.
Part B		
Details on plastic packaging		
6.	Manufacturing details	Provide details/information in below sections
6.1	Raw material procured (TPA)	Provide year wise quantity (in TPA) for each type of plastic raw material procured in previous two financial years, which can be selected from the dropdown. In case, the type of plastic is not included, applicant shall select 'Other' and provide the details.
6.2	Plastic packaging produced category-wise	Provide category wise plastic packaging produced capacity (in TPA) for the previous two financial years of filing of registration application.
6.3	Total Plastic packaging sold category-wise (MT)	Provide details/information in below sections.
	a. Plastic packaging sold to Brand owner	Provide category wise plastic packaging sold capacity (in TPA) to Brand Owners for the previous two financial years of filing of registration application.

	b. Plastic packaging sold to Producer (Large and Medium)	Provide category wise plastic packaging sold capacity (in TPA) to Producers (Large & Medium) for the previous two financial years of filing of registration application.
	c. Plastic packaging sold to Producer (Small and micro)	Provide category wise plastic packaging sold capacity (in TPA) to Producers (Small & Micro) for the previous two financial years of filing of registration application.
	d. Plastic packaging sold to seller	Provide category wise plastic packaging sold capacity (in TPA) to Sellers for the previous two financial years of filing of registration application.
6.4	Pre-consumer plastic packaging waste (TPA)	Provide category wise Pre-consumer plastic packaging waste (in TPA) generated for the previous two financial years of filing of registration application.
7.	Status of Compliance with Rule 4 of Plastic Waste Management Rules, 2016 as amended	Information required in Yes / No format. Select in Yes / No options.
8.	Cover Letter (with attachment)	Pdf copy to be uploaded
9.	Name of authorized signatory and Digital Signature	PDF Copy of signatures uploaded

Table No. 1.2

VIII. **Section - wise instructions for Manufacturer of Plastic Raw Materials**

PART – A		
General		
1.	Company Details	
a)	Name	Auto filled from the PAN details uploaded during sign up.
b)	Location	Location to be highlighted on the Google map to auto fetch longitude and latitude. The Google Map to be zoomed to the maximum possible resolution while marking the location.
c)	Address of the unit	Manufacturing plant address

2.	Is the unit registered with the DIC or DCSSI of the State Government or Union Territory?	Choose Yes/No
	If yes, attach a copy	PDF copy of DIC Registration certificate to be provided if the unit is registered with DIC
3.(a)	Total capital invested on the project (Rs. In Crores)	Enter project cost
(b)	Year of commencement of production	Enter Year of commencement
(c)	Production details of last two financial years	Download the excel sheet format. Provide year wise details of type of plastic raw material being produced by the unit and quantity of annual production (in TPA) of previous two financial years. Upload the excel sheet.
(d)	List of producers and quantum of raw materials supplied to producers/sellers in last two financial years	Download the excel sheet format. Provide year wise details of type of plastic raw material sold to registered / unregistered Sellers or Producers (including Micro & Small) units. Provide details of sale including EPR registration no. if sale made to registered entity, name of unit, address and contact information, type of raw material sold, and quantity of raw materials (in MT) sold in previous two financial years. Upload the excel sheet.
4.(a)	Cover Letter (with attachment)	Pdf copy to be uploaded.
(b)	Please upload signature (Only pdf file)	PDF Copy of signatures uploaded
(c)	Any Other Information & Self declaration of enterprise based upon Audited Statement (Only PDF)	Pdf copy to be uploaded

Table No. 1.3

IX. Section - wise instructions for Importer of plastic raw material

PART – A General		
1.	Company Details	
a)	Name	Auto filled from the PAN details uploaded during sign up.
b)	Registered Address of the unit	Provide registered address of the unit.
2.	Is the unit registered with the DIC or DCSSI of the State Government or Union Territory? If yes, attach a copy.	NA
	If yes, attach a copy.	NA
3.(a)	Total capital invested on the project (Rs. In Crores)	NA
(b)	Year of commencement of production	Provide Year of commencement of operations of the unit
(c)	Import details of last two financial years	Download the excel sheet format. Provide year wise details of type of plastic raw material being imported by the unit. Provide details of the import including name of the seller, country, address and contact details, type of plastic raw material and quantity of imported plastic packaging (in MT) of previous two financial years. Upload the excel sheet.
(d)	List of producers and quantum of raw materials supplied to producers/sellers in last two financial years	Download the excel sheet format. Provide year wise details of type of plastic raw material sold to registered / unregistered Sellers or Producers (including Micro & Small) units. Provide details of sale including EPR registration no. if sale made to registered entity, name of unit, address and contact information, type of raw material sold, and quantity of raw materials (in MT) sold in previous two financial years. Upload the excel sheet.
4.(a)	Cover Letter (with attachment)	PDF copy to be uploaded
(b)	Please upload signature (Only pdf file)	PDF Copy of signatures uploaded
(c)	Any Other Information & Self declaration of enterprise based upon Audited Statement (Only PDF)	Pdf copy to be uploaded

Table No. 1.4

X. Section - wise instructions for Sellers of plastic raw material

PART – A		
General		
1.	Company Details	
a)	Name	Auto filled from the PAN details uploaded during sign up.
b)	Registered Address of the unit	Provide registered address of the unit.
1.	Is the unit registered with the DIC or DCSSI of the State Government or Union Territory? If yes, attach a copy.	NA
3.(a)	Total capital invested on the project	NA
(b)	Year of commencement of production	Provide Year of commencement of operations of the unit.
(c)	Procurement details of last two financial years	Download the excel sheet format. Provide year wise quantity (in TPA) for each type of plastic raw material procured in previous two financial years. Provide details of procurement including raw material procurement from registered / unregistered Manufacturer / Importer.
(d)	Sales details of last two financial years	Download the excel sheet format. Provide year wise details of type of plastic raw material sold to registered Sellers or Producers (including Micro & Small) units. Provide details of sale including EPR registration no. of registered entity, name of unit, address and contact information, type of raw material sold, and quantity of raw materials (in MT) sold in previous two financial years. Upload the excel sheet.
4.(a)	Cover Letter (with attachment)	PDF copy to be uploaded
(b)	Please upload signature (Only pdf file)	PDF Copy of signatures uploaded
(c)	Any Other Information & Self declaration of enterprise based upon Audited Statement (Only PDF)	PDF copy to be upload

Table No. 1.5

XI. Fee (in INR)

The applicant shall pay the application fees as per details given below along with the application for Registration:

- A. Application Fee for Manufacturers & Importers of Plastic Raw Material, and Sellers at the rate of ₹10/ton of the production capacity.
- B. Application Fee for Micro & Small Producers at the rate of ₹5/ton of production capacity.

The key features of the above fee structure are as follows:

- a) 25% of Application fees is to be paid as Annual Processing Fees at the time of filing annual returns.
- b) Audit fee shall be applicable for payment along with the annual filing fees.
- c) Online Application filed by Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials will be transferred to the concerned SPCBs/PCCs as per amendment to PWM Rules, 2016.
- d) Application fee & processing fees is proposed to be shared between CPCB & SPCB /PCC in the ratio of 80:20.
- e) Audit fee shall be payable/transferred to the SPCBs/PCCs for audits conducted by them.
- f) The fees shall be paid online through the payment gateway integrated on the portal.
- g) The above application fees shall be revised annually as per the annual rate of inflation based on all India Wholesale Price Index (WPI).

XII. Specific Conditions of Registration (as per PWM Rules (as amended)):

- a) The Registered Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials are required to comply with the following conditions, which will be incorporated in the certificates being generated by the portal.
- b) The Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials shall not carry any business without obtaining registration through online centralized portal developed by Central Pollution Control Board.
- c) The Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials shall not deal with any entity not registered through centralized Plastic EPR portal
- d) The Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials shall file annual returns on the EPR portal under PWM Rule and the guidelines as per the online pro-forma prescribed by CPCB by the 30th June of the next financial year.
- e) The Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials shall not engage in manufacture, stocking, distribution, selling and using of banned SUP items as listed in Amendment to PWM Rules dated August 12, 2021
- f) In case, at any stage it is found that the information provided by the Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials is false, the unit shall be debarred by SPCB, as per procedure laid down by CPCB, from operating under the EPR framework for a period of one year. The Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials whose registration has been revoked shall not be able to register afresh for the period of revocation

XIII. Cancellation of Registration

- a) At any stage, if the document submitted is found to be false, then the Registration issued shall be liable to be cancelled.
- b) If any Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials is found to be violating the provision of Registration, a notice shall be issued by SPCB/PCC.
- c) An opportunity will be given to hear the Micro & Small Producers, Sellers, Manufacturers & Importers of raw materials within fifteen days from the date of issuance of notice; prior to considering the case for cancellation or suspension of

Registration by SPCB/PCC.

- d) The decision on cancellation or suspension of authorization will be intimated within 10 working days after hearing.
- e) Chairman SPCB/PCC will be the final authority for taking decision on cancellation or suspension.

XIV. **Renewal:** Not Required.

XV. **Helpdesk Contact Details:** 7045113344 / 7045113322

XVI. **References:**

1. https://eprplastic.cpcb.gov.in/plastic/downloads/SIMP_Guidance_manual.pdf
2. <https://eprplastic.cpcb.gov.in/#/plastic/home>

Remarks: The procedural steps indicated above is uniform for all types of establishments, irrespective of risk category, size of firm, business location or type of investor (Foreign or Domestic).