

Service-related Information

Service Name: Registration and Renewal of Producer, Importer and Brand Owners through the Online EPR Portal under Plastic Waste Management Rules 2016

- I. **Competent Authority:** Central Pollution Control Board, Maharashtra Pollution Control Board
- II. **Governing Act/ Rule:** Plastic Waste Management Rules 2016
- III. **Delivery Mode:** Online only
- IV. **Service Link:** <https://eprplastic.cpcb.gov.in>
- V. **Validity:** Fresh Registration shall be valid for a period of one year; and the renewed Registration shall be valid for a period of three years.

VI. **Document Checklist:**

- i. PAN, GST, CIN, of the Company
- ii. Aadhar/ PAN of Authorized person
- iii. DIC Registration (if unit registered with DIC)
- iv. Consents issued by MPCB (if unit has a production facility)
- v. Scanned copy of signatures of authorised persons.
- vi. Covering letter
- vii. Document regarding any other information which the unit wishes to provide.
- viii. PDF copy of Registration in case of renewal (if applicable) (Max file size: 5 MB)

Additional documents for Brand Owner/Importer/Producer:

- i. Representative picture of Plastic packaging (Plastic packaging covering different EPR categories) (Max file size is 5MB)

Additional documents for Producer:

- ii. Pdf copy of Process flow diagram
- iii. Geo tagged Picture of Facility
- iv. Raw material storage Area
- v. Production Process
- vi. Product Dispatch Area
- vii. Plant Machinery Details
- viii. Power Load of the plant (Electricity bill)
- ix. Adequate occupational safety /health and fire safety measures.

Additional documents for Importer:

- i. IEC of the company

VII. **Registration Procedure Overview:**

Sr. No	Action By	Stages/Step	Indicative time required for approval	Statutory Fee (in INR)
Sign-Up by Applicant				
1	Applicant (PIBOs)	Visit https://eprplastic.cpcb.gov.in/	-	-

		Select Login as -> PIBO and Click on Register	-	-	
		Select Applicant Type -> Producer / Importer / Brand Owner	-	-	
		Provide details about Company and Authorized Person and upload required documents. Refer Table 1.2 for detailed guidance.	-	-	
		Create Login credentials by providing email id of the authorised person and password.	-	-	
		Click on Register	-	-	
		After Registration, enter e-mail address and password and click on "Sign in" on homepage			
		OTP shall be sent to the registered mobile number and E-mail ID entered during Sign-up			
		Key in the OTP to login to the application form			
		If required, change User Profile. Click on the "user profile" to change the Mobile No / email ID of authorized person.			
		Edit the required details			
		OTP shall be sent to the new user details (Email id/ Phone no.) to update the credentials.			
Filling Up of Application Form					
2	Applicant – Brand Owner	Part A	Click on "New Application" to fill the Application Form on PIBO's Dashboard	-	-
			Information provided during Login shall be auto fetched (1a and 1b in Table 1.2)	-	-
			Fill in the required information and submit necessary documents. Refer Table 1.2 for guidance.		
			Checks & Balances: If year of commencement of operation is previous to the current year, the portal shall not accept applications zero plastic waste consumption (Section 5c) and waste generation (Section 7).		
		Part B	Information under this section is to be provided only by those PIBOs who have production facility		
			Key in the Consent Application No. which will auto fetch the date of validity of the Consents (Air/ Water Act)		
			Upload the copy of Consents		
		Part C	Statewise / category wise Pre-consumer & Post consumer plastic packaging waste, recycled plastic content is to be provided for the last two years in Section 7 of the application	-	-
			Click on "Save" after keying in data for each row to avoid losing data.		
			Pop-up Message shall be flashed if there is a discrepancy in the data.		
			Checks & Balances: Category and year wise quantity of Total Pre and Post consumer plastic waste provided in section 7a should be less than or equal to the details provided in section 5c.		
			Provide required details of Procurement in section 8.		
			In case of procurement from Registered entity, "EPR Invoice Number" generated from EPR Portal is to be keyed in and details shall be auto populated.		
			View & confirm the details prior to filing the Procurement details. Once the information		

			'submitted', data filled in this section cannot be edited and deleted by the applicant.		
			The user also has the option to bulk upload the procurement data from a single entity.		
		Part D	Category wise EPR Target Auto-generated on the Portal based on information provided in the Application.		
			Upload the necessary documents.		
3	Applicant - Producer	Part A	Similar to Brand Owner except for the following differences.		
			Flow diagram of manufacturing process showing input and output in terms of products and waste generated including for captive power generation to be also submitted.		
			Producer with Multiple Units: Only one state is to be selected in section 1c. Separate Application form is required to be filled in case of multiple manufacturing units by changing email address. Payment of application fees can be bypassed during registration for other manufacturing units.		
		Part B	Same as Brand Owner		
		Part C	Similar as Brand Owner except for following:		
			Category of Plastic (Cat I/II/III & IV) has to be selected as the category of the final plastic packaging product		
			Provide the required procurement details. <i>Note: The applicant has the option of providing single invoice procurement sales details or bulk upload the details of sales from single entity.</i>		
			Checks & Balances: <ul style="list-style-type: none"> • Category and year wise quantity of Total Pre and Post consumer plastic waste provided in section 7a should be less than or equal to the details provided in section 5c. • Category and year wise quantity of Total Post consumer waste provided in section 7a should equal to the plastic material sold to registered and unregistered entity in section 8c& 8d. (For Producer & Importers) 		
		Part D	Same as Brand Owner except additional documents to be submitted as mentioned in Document Checklist section.		
		4	Applicant - Importer	Part A	Same as Brand Owner except that IEC is required in Entity details.
Part B	Not applicable in case of Importer.				
Part C	Same as Producer with the following changes: <ul style="list-style-type: none"> i. Country of Origin shall be mentioned in the Procurement Details ii. Recycled plastic content shall not be reported in Sales / Procurement transactions 				
Part D	Same as Brand Owner				

5	Applicant (PIBOs)	Click on "Confirm" to submit the Application. <i>Note: Once the application has been confirmed and submitted it cannot be edited/ deleted.</i>		
		Fill in the Checklist to ensure filing of error free application.		
		Submit Final Form		
		Pay Fees. <i>Note: If an entity is required to register in different category (For example an Importer wants to register as brand-owner), it can register on portal with different email addresses for individual category type. Payment of application fees can be bypassed during registration of same entity in another category.</i>		Refer Table 1.3 for Fee structure.
6	MPCB	Authorized Official of MPCB has to get registered on the portal so as to receive the Applications filed by PIBO.		
		The concerned officer logs in to the online system.		
		The officer shall scrutinize the application form, uploaded documents and payment information.		
		The concerned officer forward the application to the HOD for further check and process then application submitted be forward to approving authority and after approval the registration certificate digitally sign by HOD.		
		In case of incorrect or incomplete submission, the concerned officer shall reject the application and mention remarks substantiating rejection.		
7	System	The system shall trigger email to the applicant about the status of the application.		
		In case the application is rejected, the email shall include the scrutiny remarks by the MPCB officer.		
8	Applicant	In case the application is rejected, the applicant shall resubmit the application by clicking on "Resubmit" in the form within specified time and application fees as given in the table 1.4.	Table 1.4	Table 1.4
		The applicant can download the signed certificate from the portal if the registration is successful.		

Table 1.1

VIII. Section-wise instructions for filling application registration:

Part A: General Information			
S. No.	Section	Information required	Guidance
1a	Company details	Name	Please enter name of the entity without pre-fixing M/s. Business Address
		Business Address	Should be same as provided in GST
		Postal Address	
		PAN	PDF copy to be uploaded
		CIN	PDF copy to be uploaded
		IEC	
		State/ UT	Select from drop-down list

		District	This documents in pdf file format is needed only for Importer
1b	Authorized Name Person Details	Name	
		Designation	
		Email	
		Phone No.	
		PAN No.	PDF copy to be uploaded
		Aadhar No.	PDF copy to be uploaded
1c	States/UTs in which the PIBO is operational	To be selected on the portal	At this section, there is an option to choose multiple operational States/UTs where PIBO is operational. -In case the PIBO is operating in one / two states/ UTs- the application will automatically be forwarded to concerned SPCB/PCC as the case may be.
2	Renewal of Registration	Registration No.; Date of Issue; Validity date; Progress Reports	Registration gets renewed based on information submitted in Annual Reports filed by PIBO. Format for Annual report will be provided in Annual Report module separately.
3a	Confirmation if a unit has a Production facility	Choose Yes/No here	Pdf copy of Consents to be provided in Section 6.0, if the unit has a production facility.
3b	Confirmation if the unit is registered with District Industries Centre (DIC)	Choose Yes/No here	Pdf Copy of DIC Registration certificate to be provided if the unit is registered with DIC.
4a	Details of capital investment in the project		
4b	Details of year of commencement of operations of the entity		
5a	Details regarding type & quantity of product produced / marketed		Pdf copy of document providing list of products with quantity to be provided
5b	Plastic consumption details	Year wise Quantity of plastic consumed in the two years previous to the year of filing of Registration	For example: if PIBO is filing the Application for EPR registration in 2022-23; Plastic consumption for previous two years 2020-21 and 2021-22.

		application to be provided	
5c	Process diagram Flow	Manufacturing process product(s)	This information is applicable for producers only. Pdf Copy of manufacturing process flow diagram to show input and output in terms of products and waste generated.
5d	Status of compliance with PWM rules- w.r.t Thickness of <u>Plastic Sheets (50 microns) & Carry bags (75 micron w.e.f 30.9.21 & Carry bag 120 Micron w.ef from 31.12.2022)</u>	Information in yes/no options format for each item	Information as per Form II of PWM Rules to be provided
Part B: Details of Effluent / Emissions generation from production facility			
6	Consent Details	Validity date of consent issued under Air/Water Act (may refer 3a above) to be provided	-To be provided by units having production units (may refer 3a above) - pdf Copy of Consents to be uploaded
Part C: Waste generation details			
7	Pre/Post Consumer waste	Year-wise/ State-wise quantity of pre/ post-consumer plastic waste generated in the two years previous to the year of filing of Registration application to be provided	State-wise details waste introduced by PIBO to be provided. Example at 5b may be waste generated in referred to.
8a	Details of Plastic Raw material procured from Registered entities (Producer/ Importer/ Recycler)	Information on Name, Address, State (Country for importers), Mobile No., category of plastics and its quantity.	-Year-wise Details of raw material procured from to be provided for two years previous to the year of filing Registration application. Category of Plastic raw material procured should be related with the category of plastic waste generated (as reported in Section 7.0) as well as - It should also be compatible with the type & quantity of product produced / marketed Example at 5b may be referred to.
8b	Details of Plastic Raw material sold to Registered Brand-owners (For Producers &	Information on Name, Address, State (Country for importers), Mobile No., category of	Same as above

	No., category of Importers)	plastics and its quantity.	
8b	Details of Plastic Raw material procured from unregistered entities	Information on Name, Address, State (Country for importers), Mobile No., category of plastics and its quantity.	Same as above
8c	Details of Plastic Raw material sold to procured from unregistered entities	Information on Name, Address, State (Country for importers), Mobile No., category of plastics and its quantity.	Same as above
Part D: Action Plan for EPR Implementation for PWM			
9	EPR Target	Auto calculation of category-wise EPR Target for the year of filing of application shall be generated based on information provided in application.	EPR target for the year in which Application was filed will be calculated from EPR registration process. EPR targets for subsequent years shall 10 be generated by system itself based on the information provided in the Annual report filed by the PIBO - For eg. If an application is being filed in 2022-23; then EPA target for 2022- 23 shall be indicated in the Registration certificate. EPR Target for the year 2023-24 onwards shall be generated based on the information provided in the Annual report filed by the PIBO in the following years.
10	Covering letter		Pdf copy to be uploaded
11	Signatures		Png/jpeg/ gif/ jpf Copy of signatures uploaded.
12	Any Other information		Pdf copy of documents to be uploaded, if required.

Table 1.2

IX. Fee (in INR) for Registration and Renewal:

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

S. No.	Plastic Waste Generation (TPA)	Application Fee (in Rs.)
1.	<1000	10,000
2.	1000-10000	20,000
3.	>10000	50,000

Table 1.3

- i. The fees shall be paid online through the payment gateway integrated on the portal.
- ii. Fees for renewal of Registration shall be same as same as Registration fee.
- iii. 25% of Application fees is to be paid as Annual Processing Fees at time of filling annual returns.

X. Late Fees Mechanism

Once the application is submitted, it is reviewed by concerned authorities. In case the application is not approved, unit shall resubmit the application by clicking on “Resubmit” within the specified time and application fees as per given late fee mechanism.

No of Days after Application was not approved	First Submission	Second Submission	Third Submission onwards
Less than 7 Days	Free	25%	50%
8-14 Days	25%	50%	75%
15-21 Days	50%	75%	100%
22-30 Days	75%	100%	100%
Greater than 30 Days	100%	100%	100%

Table 1.4

XI. Renewal of Registration

- i. PIBO shall submit the application for renewal four months before the expiry of the Registration along with the necessary documents as discussed in the previous sections.
- ii. PIBO have to ensure that Annual Reports are filed by June 30 of the following year (as per EPR Guidelines) for the intervening Registration period. Application for renewal will not be processed unless all due annual reports are filed.
- iii. Registration granted to PIBO shall be renewed for a period of three years.

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

The Registered PIBOs are required to comply with following conditions, which will be incorporated in the certificates being generated by the portal:

- i. The PIBOs shall not carry any business without having registration through online centralized portal developed by Central Pollution Control Board.
- ii. The PIBOs shall not deal with any entity not registered through on-line centralized portal developed by Central Pollution Control Board to meet EPR targets.
- iii. In case, it is found or determined that any PIBO registered on the on-line portal has provided false information or has wilfully concealed information or there is any irregularity or deviation from the conditions stipulated while obtaining registration under Extended Producer Responsibility guidelines, then the registration of such an entity would be revoked for a one - year period after giving an opportunity to be heard. The entities whose registration has been revoked shall not be able to register afresh for the period of revocation.
- iv. In case any Producer also qualifies as Importer and Brand-owner; then the producer shall obtain EPR registration separately as Importer and Brand-owner and vice versa. PIBOs shall also take separate EPR authorisations from each State if they operate in just two States. However, only one EPR registration would be needed, even if, more than one unit are located in a State(s).
- v. The PIBO shall fulfil the year-wise / category-wise EPR Target as specified in the Registration certificate for the year in which Registration is granted. For the subsequent years EPR Target shall be calculated based on the information provided in the Annual report, the format of which shall be specified by CPCB.
- vi. The certificate provided by only registered plastic waste processors shall be considered for fulfilment of Extended Producer Responsibility obligations by PIBOs. In case where plastic waste is used in road construction the PIBOs shall provide a self-declaration certificate in proforma developed by Central Pollution Control Board.
- vii. Exchange of EPR credit between PIBOs and Plastic Waste Processors to be done as per mechanism provided by CPCB in "Trading & Settlement of EPR obligations" module of Plastic EPR portal being developed by CPCB.
- viii. The PIBOs shall file annual returns on the quantity of plastic packaging waste processed through PWP's and the corresponding certificates towards fulfilling obligations under Extended Producer Responsibility with the CPCB/SPCBs/PCCs as per pro forma prescribed by Central

Pollution Control Board by the 30th June of the next financial year. Information on the reuse and/or recycled content used for packaging purposes along with details of the registered recyclers or PWP from whom the recycled plastic has been procured shall be provided in annual returns.

- ix. The PIBO shall pay annual fee for processing of returns as per Guidelines by CPCB.
- x. The Environment Compensation, as applicable, shall be levied by Central Pollution Control Board/SPCB/PCC on the Producers, Importers & BrandOwners with respect to non-fulfilment of their Extended Producer Responsibility targets, responsibilities and obligations as per Guidelines specified by CPCB. Such EC will be generated on plastic EPR portal.
- xi. The PIBOs shall not engage in manufacture, stocking, distribution, selling of banned SUP items as listed in Amendment to PWM Rules dated August 12, 2021.
- xii. The PIBOs are required to comply with provisions of PWM Rules (as applicable) failing which necessary action as deemed fit shall be initiated against the violator.

XIII. Cancellation of Registration:

- i. EPR registration granted to PIBOs is liable to be cancelled or suspended in at any stage, if the document submitted by the PIBO is found to be false, then the Registration issued shall be liable to be cancelled.
- ii. If any PIBO is found to be violating the provision of Registration, a notice shall be issued by MPCB.
- iii. An opportunity will be given to hear the PIBO within fifteen days from the date of issuance of notice; prior to considering the case for cancellation or suspension of Registration by MPCB.
- iv. The decision on cancellation or suspension of authorization will be intimated within 10 working days after hearing.
- v. MPCB will be the final authority for taking decision on cancellation or suspension.

XIV. Helpdesk Contact Details: 7045113344 / 7045113322

XV. References:

- i. <https://eprplastic.cpcb.gov.in/plastic/downloads/Guidance%20Document.pdf>
- ii. https://eprplastic.cpcb.gov.in/plastic/downloads/SOP%20PIBOS_0001.pdf
- iii. https://eprplastic.cpcb.gov.in/assets/pdfs/Instruction_Sheet.pdf

Remarks:

- i. Brandowners in Micro & Small Category exempted from EPR Registration.
- ii. Online platforms/marketplaces and supermarkets/retail chain are included in EPR Registration
- iii. Apart from the point i, 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).