

## Service-related Information

**Service Name:** Registration and Renewal of Recyclers through the Online EPR Portal under Battery Waste Management Rules 2022

- I. **Competent Authority:** Maharashtra Pollution Control Board
- II. **Governing Act/ Rule:** Battery Waste Management Rules 2022
- III. **Delivery Mode:** Online only
- IV. **Service Link:** <https://www.eprbatterypcb.in>
- V. **Validity:** Fresh Registration shall be valid for a period of five years from the date of grant of registration.
- VI. **Document Checklist:**
  - a. Company GST Certificate
  - b. PAN Card of the company
  - c. Process Flow Diagram of the recycling process
  - d. Consent Issued by Maharashtra Pollution Control Board under Air/Water Act and authorization under Hazardous & Other Waste (Management & Transboundary Movement) Rules,2016
  - e. District Industries Centre (DIC) Certificate
- VII. **Registration Procedure Overview:**

Sr. No	Action By	Stages/Step	Indicative time required for approval	Statutory Fee (in INR)
1	Applicant	Visit <a href="https://www.eprbatterypcb.in/">https://www.eprbatterypcb.in/</a>	-	-
		Click on 'Create account' in the login section.	-	-
		Select 'Recycler' as Applicant Type and click on 'Proceed'.	-	-
		Enter the Consent Application Id received from MPCB and select Maharashtra as State in the Consent Application Verification Form.	-	-
		Fill in the required details and select sign-up. (Refer Table no. 1.1)	-	-
		Enter the OTP received on email.	-	-
		Login into your account.	-	-
		Initiate the registration Process	-	-
		Fill-in the section-wise information. Refer Table no. 1.2).	-	-
		Upload documents as prompted by the system.	-	-

		Pay fees as per the recycling capacity. <i>Note : “recycling capacity” refers to the material output produced by the recycling process.</i>	-	Refer Table 1.3 on Page No.
2	MPCB	Scrutinize the application.	15 days	-
		Submit the necessary remarks on the portal in case the application has errors.		
		Portal-generated Registration certificate duly signed by Competent Authority shall be uploaded if the registration is granted.		
3	Applicant	If there are scrutiny remarks uploaded on the portal by MPCB, make necessary changes in the application and resubmit.	-	-
		The applicant can download the signed certificate from the portal if the registration is successful.		

VIII. **Guidance for Signing Up on the EPR portal:**

S. No.	Section	Information required	Guidance
1.	Applicant Type	Category of applicant	Select Recycler.
2.	Company Details	Name of Company	Please enter the name of the entity without Pre-fixing 'M/s'. Certificate will be issued on the name of company provided by the Recycler.
		Trade Name	Should be the same as provided in GST. If Trade name is not mentioned, name of the company is to be entered.
		Type of Business	Select the type of business from the drop – down menu
		State/UT	-
		Registered Address	Should be the same as provided in GST. Registration certificate will be issued having the registered address of the Recycler.
		District	-
		Pin code	Pin code of the registered address
		PAN	Permanent Account Number of the company in 'AAAAA9999A' format. In the case of Proprietor-ship, the PAN number of Authorized person is to be provided.

S. No.	Section	Information required	Guidance
		CIN	Corporate Identification Number in is to be provided if the business is registered with Ministry of Corporate Affairs.
3.	Authorized Person	Name	Name of authorized company official. Name of any consultant or agent or any other agencies working on behalf of Recycler shall not be provided.
		Designation	Position in company
		Mobile	10-digit mobile number should be in use
		PAN	Permanent Account Number of authorized Person in 'AAAAA9999A' format.
		Aadhar No.	Aadhar number of the authorized person
4.	Login Details	Authorized Email ID	Authorized Email ID of the Recycler will be used as the User ID for login.
		Password	Use of strong password is recommended. Password should be minimum 8 digits in length. It must contain at least one capital letter, one small letter, one number and One special character.
		Confirm Password	Same password to be entered.
After clicking on Sign Up, OTP will be sent to the registered mobile number. The applicant shall enter the OTP to proceed with filling up of application.			

Table No. 1.1

**IX. Section-wise instructions for filling application registration:**

S. No.	Section	Information required	Guidance
PART – A General Information	(1) Recycling Unit Details	Name of Unit	This information is auto-filled
		Registered address of Recyclers	This information is auto-filled
		District	This information is auto-filled
		GST No.	Enter GST number as per GST certificate.
		PAN No.	Permanent Account number of the Company is to be entered.
		Consent validity under Air Act	Select validity of the Consent under Air Act.

S. No.	Section	Information required	Guidance
		Consent validity under Water Act	Select validity of the Consent under Water Act.
		Authorization under Hazardous and Other Wastes	Select validity of Authorization under Hazardous and Other Wastes
		DIC certificate validity	Select validity of DIC certificate
		Select the Category of Recycler	Select the category of Recycler out of the following (Multiple selection can be made): (i) R1: Lead Acid Battery Recycler  (ii) R2: Only Battery Dismantling and Physical separation (Processing till Black Mass Generation) of all types of battery except Lead acid battery  (iii) R3: Refiners – Only Black Mass Processor (Processing till metals are obtained in compound form) of all types of battery except Lead acid battery  (iv) R4: Battery Dismantling, Physical Separation and Refining (Black Mass Processing) of all types of battery except Lead acid battery
	(2) Authorized Person Details	Name Mobile No. Email Id. Designation	This information are auto-filled from sign up page.
	(3) Enter Recycling Capacity of The Unit (in Tonnes per Annum):	Enter the Recycling capacity of the unit as per Consent to Operate (CTO) in Tonnes Per Annum	The capacity should be as per the CTO provided by the respective SPCB/PCC. Application fees will be based on the Recycling Capacity entered in this field.
Part – B Information on Battery	(1) Add Battery Details	Select Battery Type	Select type of battery being recycled. If the unit is involved in processing of black mass, then 'other' option is to be selected
		Kind of Battery	Recycler shall select kind of battery (Lead-acid, Lithium Ion, Nickel, Cadmium, Zinc based, and others) If 'other's is selected, then the Recycler shall mention the other kind of battery name.

S. No.	Section	Information required	Guidance
		Select Technology being used	Select Technology being used for each battery type and composition of battery (i) Hydro-metallurgical / ElectroChemical Process (ii) Pyro-metallurgical Process (iii) Physical Separation processes
		Key Battery Metals	Select all the metals that can be recovered either in compound form or pure form by the recycling unit.
	(2) Add Procurement Data (Procurement of Waste Battery from registered as well as unregistered entities in last 3 FY years, i.e., 2020-21, 2021- 22, and 2022-23)	Select Financial Year	Select financial year for which data is to be provided
		Select Kind of Battery	Select type of battery type. If the unit is involved in processing of black mass, then 'other' option is to be selected
		Select Kind of Battery	Recycler shall select kind of battery (Lead-acid, Lithium Ion, Nickel, Cadmium, Zinc based, and others)
		HSN Code	If 'other's is selected, then the Recycler shall mention the other kind of battery name.
		Quantity (in Tonnes per Annum)	Enter HSN Code of Waste battery. HSN Code should be of 8 digits
<b>Note: If the Unit is newly established, then Procurement data should be filled as '0'.</b>			
	3) Add Quantity of Battery Recycled  (Quantity of Waste Battery recycled in last 3 FY years, i.e., 2020-21, 2021- 22, and 2022-23)	Select Financial Year	Select financial year for which data is to be provided
		Select Kind of Battery	Recycler shall select composition of battery (Lead-acid, Lithium Ion, Nickel Cadmium, Zinc based, and others)
		Select Battery Type	Select type of battery recycled. If the unit is involved in processing of black mass, then 'other' option is to be selected.
		Total Quantity Recycled (in Tonnes per Annum)	Enter the quantity of waste battery recycled (in Tonnes per Annum)
		Key Battery Metals Recovered	Select all the metals that were recovered either in compound form or pure form by the recycling unit.
<i>Note: If the Unit is newly established, then Quantity of battery recycled data should be filled as '0'.</i>			

S. No.	Section	Information required	Guidance
Part – C Documents	Upload Relevant Documents  (* represents mandatory documents)	GST Certificate*	Upload GST certificate in PDF only (Max. File size is 2 MB)
		PAN card of Company*	Upload PAN card of company in PDF only (Max. File size is 2 MB)
		Valid Consent under Air and Water Act*	Upload Valid Consent document in a single PDF file (Max. File size is 2 MB)
		Valid Authorization under rule 6 of the Hazardous and other Wastes (Management & Transboundary Movement) Rules, 2016*	Upload Authorization document in PDF file (Max. File size is 2 MB)
		District Industries Center (DIC) registration Certificate	Upload DIC document in PDF only (Max. File size is 2 MB)
		Process Flow Diagram of the recycling process	Upload Process Flow Diagram in PDF only (Max. File size is 2 MB)
		Last 3 FYs annual returns	The Recycler will upload the Hazardous Waste Annual Returns for the last three FY i.e., 2020- 21, 2021-22, and 2022-23 in a single PDF File. (Max. File size is 2 MB)
PART – D  Geo Images	Upload Geo Images  (A geo-tagged image is a photograph which is associated with a geographic position by geotagging. This is done by assigning at least a latitude and longitude to the image.)	Geo-tagged pictures of the unit's location on the Map	Upload Geo-tagged image of the unit's location in a PDF file
		Geo-tagged pictures of waste battery storage area (Upload all images in a single PDF file)	Upload Geo-tagged images of waste battery storage area
		Geo-tagged pictures of recycling machineries (Upload images in a single PDF file)	Upload Geo-tagged images of recycling machineries

S. No.	Section	Information required		Guidance
		Video of recycling plant (Provide link of Video)		Provide link of the video of Recycling Unit. The video may include the important machineries, equipment of the unit. Video may be uploaded on Google drive or any other server and the link of the same is to be provided.
		Location of Recycling Unit		Recycler shall select the location of the Recycling unit on the MAP or shall enter the latitude and longitude of the Recycling unit.
Part – E Recycling Equipments	(1) Battery Dismantling & Pretreatment Detail	Add battery dismantling details	Select battery dismantling equipment details	Select battery dismantling equipment – (i) Automatic battery cutting machine; (ii) Battery hydro-mechanical separation; (iii) Shredder / Crusher; (iv) other Note: If 'other' is selected, name of the equipment used for battery dismantling is to be mentioned
			Capacity (Tonnes/day)	Enter capacity of equipment used for battery dismantling
	(2) Details of Equipments for Recovery of Battery Materials	Add material processing equipment details	Select Recycling Technology	Select Recycling Technology – (i) Hydrometallurgy; (ii) Pyro-metallurgy; (iii) others  Note: If 'others' is selected, name of the process used is to be mentioned
			Select Equipment	Select equipment – (i) Smelting / Blast / Rotary Furnace; (ii) Acid Leaching equipment; (iii) Solvent Extraction Equipment; (iv) Furnace; (v) Gravity Separator; (vi)Magnetic Separator; (vii) Others Note: If 'other' is selected, name of the equipment used is to be mentioned
		Total Capacity (in Tonnes / Day)	Enter capacity of equipment selected in Tonnes / Day	

Table No. 1.2

**X. Fee (in INR):**

<b>S. No.</b>	<b>Recycling Capacity (in Tonnes per Annum)</b>	<b>Application Fee (in Rs.)</b>
1.	<u>&lt; 1000</u>	10,000
2.	<u>1000 – 5000</u>	20,000
3.	<u>&gt; 5000</u>	40,000

Table No. 1.3

- i. Recycling Capacity (Tonnes per Annum) – As per information filled in Point (3) – ‘Enter the Recycling capacity of the unit as per Consent to Operate (CTO) in Tonnes Per Annum’ under PART (A) – General Details.
- ii. Fees for renewal of Registration shall be the same as the Registration fee.
- iii. The fees shall be paid online through the payment gateway integrated in the portal.
- iv. Application Fees is exclusive of any transaction charges.
- v. 25% of Application fees is to be paid as Annual Processing Fees at time of filling returns.

**XI. Renewal of Registration:**

- i. Recycler shall submit the application for renewal 60 days before the expiry of the Registration along with the necessary documents as discussed in the previous sections.
- ii. Recyclers have to ensure that Quarterly Returns are filed within 30 days after end of each quarter. Application for renewal will not be processed unless all due returns are filed.
- iii. Findings of Audit shall be taken into consideration for renewal of Registration.
- v. Registration granted to Recyclers shall be renewed for a period of five years by Maharashtra Pollution Control Board within 15 working days of receipt of complete documents from the Recyclers.

**XII. Specific Conditions of Registration:**

- i. The Registered Recyclers are required to comply with following conditions:
- ii. The Recyclers shall not carry any business without having registration through online centralized portal developed by CPCB.
- iii. The Recyclers shall not deal with any entity not registered through online centralized portal developed by CPCB.
- iv. In case, it is found or determined that any Recycler registered on the on-line portal has provided false information or has willfully concealed information or there is any irregularity or deviation from the conditions stipulated while obtaining registration under BWM Rules, 2022, 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.
- v. The Recyclers are required to comply with provisions of BWM Rules, 2022 failing to which necessary action as deemed fit shall be initiated against the violator.
- vi. Registered Recyclers shall provide certificates for Battery Waste Recycling, which shall be considered for fulfillment of EPR obligations by the Producers.
- vii. Exchange of EPR certificates between Recyclers and Producers to be done as per mechanism to be provided in module three of the EPR portal for Battery Waste Management.

**XIII. Cancellation of Registration**

- i. Registration granted to Recyclers is liable to be canceled or suspended at any stage, if the document submitted by the Recyclers is found to be false.
- ii. Maharashtra Pollution Control Board shall suspend and/or cancel the registration



of the Recycler, and/or impose Environmental Compensation in case of violation of Battery Waste Management Rules,2022.

- iii. An opportunity will be given to hear the Recyclers within fifteen days from the date of issuance of notice; prior to considering the case for cancellation or suspension of Registration by SPCB.
  - iv. SPCBs/PCCs shall update the SOP from time to time in accordance with requirements and further amendments to BWM Rules, 2022 if any, as required.
- XIV. **Helpdesk Contact Details:** 7045113344 / 7045113322

XV. **References**

- i. [https://www.eprbatterypcb.in/upload/adminDoc/SoP\\_for\\_recyclers.pdf](https://www.eprbatterypcb.in/upload/adminDoc/SoP_for_recyclers.pdf)
- ii. [https://www.eprbatterypcb.in/upload/adminDoc/Instruction%20sheet\\_Recycler.pdf](https://www.eprbatterypcb.in/upload/adminDoc/Instruction%20sheet_Recycler.pdf)

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).