

Sl.No	Procedure with stage wise	Required Documents	Time for completion of each procedure/ step	Fee
1	All the application for registration has to be made on-line through the designated portal available at the URL: https://www.eprbatterypcb.in/	<p>1. Sign-Up procedure: The user can go to the Sign-up page by clicking on "Create Account" on the Homepage. After selection of Applicant type, Sign Up form shall open up.</p> <p>The applicant shall provide the following information during Sign-up: Details of the recycling facility</p> <ol style="list-style-type: none"> i. Applicant Type <ol style="list-style-type: none"> a) Producer/Importers/Manufacturers/Recyclers/Refurbishers ii. Company details <ol style="list-style-type: none"> a) Name of the Company b) Trade Name (As per GST) c) Type of Business (Private/Public/Proprietorship etc.) d) State/UT e) Registered Address f) District g) Pin Code h) PAN i) CIN iii. Authorized Person <ol style="list-style-type: none"> a) Name b) Designation c) Mobile d) PAN e) Aadhar No. iv. Login Details <ol style="list-style-type: none"> a) Email ID of authorized person b) Password c) Confirm Password <p>After clicking on Sign Up, OTP will be sent to the registered mobile number. The applicant will enter OTP to proceed with filling up of application</p> <p>Section 2. Filling up of Application Form</p> <p>After sign up, Producer's dashboard shall appear. Click on 'Initiate Registration' to fill the application form. Fill the following data as appears:</p> <ol style="list-style-type: none"> a) PART –A General information b) PART-B Battery type with Brand c) PART –C Add sales data d) PART D Add Battery Material e) PART-E Upload the following documents: <ol style="list-style-type: none"> i. Enter GST number and upload PDF copy of GST certificate ii. Upload PDF copy of PAN card of company iii. Upload CIN number of 	The Registration Certificate will be communicated to the Recyclers through portal within 30 days.	Annual turn over <5 →10,000Rs Annual turn over 5-50→20,000Rs Annual turn over >50→40,000Rs

		<p>company</p> <p>iv. Enter TIN no. of company</p> <p>v. Upload PDF copy of Consent Issued under Air/Water Act and Authorization under Hazardous Waste Rules (if unit is involved in production facility)</p> <p>vi. Upload PDF copy of District Industries Center (DIC) registration Certificate</p> <p>vii. Upload Import Export Certificate in case of importers (IEC)</p> <p>f) PART F(Confirm &Payment)</p> <p>a) Select the Declaration checkbox. After selection of the checkbox payment table will appear</p> <p>b) Upload GSTR9 / Balance sheet file as per the turnover of previous financial year of the company and click on 'Confirm & Initiate Payment'</p> <p>c) After 'Confirm & Initiate Payment', fee payment page will appear.</p> <p>Section 3:Declaration</p> <p>Confirm the Declaration and submit the form</p>		
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Note:

- The application for registration shall be processed within 15 working days. The registration shall be either granted or rejected as the case may be within this period.
- If after processing, the application is found to be incomplete with respect to any document being not submitted or any missing information, then the applicant shall be informed of the same through the portal.
- Applications shall be rejected if false/ relevant information /document is found to be submitted. Application fees shall be forfeited in such cases. Fresh applications along with application fees will have to be submitted for Registration.
- Portal-generated Registration certificate duly signed by Competent Authority shall be uploaded in the portal.
- The portal has a provision for the internal processing of applications within SPCBs/PCCs, wherein the Member Secretary, SPCB/PCC shall be the approving authority for issuing of the Certificate
- Fresh Registration shall be valid for a period of five years from the date of grant of registration.

Note: The procedure is same for all the industries irrespective of the firm size, business location and Foreign/ Domestic investor.

Contact Information: Address : Parivesh Bhawan, East Arjun Nagar, Delhi-110032

Email : batteries.cpcb@gov.in

Contact : [011-43102350](tel:011-43102350)

The SoP for Battery Recycler is available at <https://www.eprbatterypcb.in/login>