

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: <a href="https://eprewastecpcb.in">https://eprewastecpcb.in</a>	<p><b><u>Section 1: Basic Information</u></b></p> <ul style="list-style-type: none"> <li>i. For Registration under above the said Rules, the recyclers have to submit on the portal following basic information and documents/declaration/aff idavits: Name of the company.</li> <li>ii. Details of the recycling facility <ul style="list-style-type: none"> <li>a. Address</li> <li>b. Geo coordinates</li> <li>c. Email id</li> <li>d. Contact number: (Mobile &amp; landline)</li> <li>e. Year of establishment</li> <li>f. CTE under air and water act (number and date of issue)</li> <li>g. CTO under air and water act (number and date of issue)</li> <li>h. Authorization under Hazardous and Other Waste (Management and Transboundary Movement) Rules, 2016 (number and date of issue)</li> <li>i. PAN Number</li> <li>j. GST Number</li> <li>k. CIN Number (optional)</li> </ul> </li> <li>iii. Details of authorized person <ul style="list-style-type: none"> <li>a. Name, Designation, Email &amp; Mobile Number of authorized person</li> <li>b. Aadhar number of authorized person (Optional)</li> </ul> </li> </ul> <p><b><u>Section 2. Documents in support of basic information</u></b></p> <p>Following documents to be uploaded:</p> <ul style="list-style-type: none"> <li>i. Copy of CTE under water and air act issued by concerned SPCB/PCC</li> <li>ii. Copy of the CTO under water and air act issued by concerned SPCB/PCC</li> <li>iii. Copy of Authorization under Hazardous and Other Waste (Management and Transboundary Movement) Rules,</li> </ul>	The Registration Certificate will be communicated to the Recyclers through portal within 30 days.	<a href="#">Annexure</a>

		<p>2016 issued by concerned SPCB/PCC</p> <p>iv. PAN Card</p> <p>v. GST Certificate</p> <p>vi. Incorporation Certificate if available (optional)</p> <p>vii. Aadhar Card of authorized person (Optional)</p> <p><b>Section 3: Details of recycling</b></p> <p>1. Details of E-Waste – The recyclers have to provide details of Waste EEE items for which it wishes to have Registration:</p> <p>2. Capacity in Tonnes per Year: (As per CTO)</p> <p>i. Production details i.e., Details of end product that is details of material likely to be recovered after recycling and other products of recycling for ensuring material balance.</p> <p>ii. Documents to be attached.</p> <p>a. Recycling capacity in terms of both raw material &amp; product</p> <p>b. Geotagged Video of the unit with all installed plant and machineries (to ensure operational /active Video link- Inactive Video Link after grant of registration will be considered as willful concealment of information) .</p> <p>c. Geotagged Pictures of the unit</p> <p>d. Self-Declaration on submission of authentic data (as per template given at <a href="#">Annexure-I</a>). The self-declaration will also include confirmation that adequate occupational safety/Health and fire safety measures have been taken in the plant. (On the company's letter head with signature of authorized person &amp; company seal)</p>		
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**Note:** In case of incomplete application, all the shortcomings will be communicated through the portal to the Recyclers within 30 working days of receiving of the application on the portal. Recyclers has to reply within 07 working days on the portal. On receiving of the reply on the portal the application will be processed.

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

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The SoP for E – Waste Recycler is available at <https://eprewastecpcb.in/>