

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

		<p>(optional)</p> <p>Section3:Details of Manufacturing</p> <ol style="list-style-type: none"> 1. Details of EEE– The Manufacturer have to provide details of Waste EEE items for which it wishes to have Registration: 2. Manufacturer is required to provide production details <ol style="list-style-type: none"> a. Production capacity in numbers & weight (MT) b. Manufacturer of full EEE,Accessories/Components/Parts and Spares or consumables c. Details of substance and materials along with their respective percentage d. Source of Accessories Components/ Parts and Spares/Consumables e. %Quantity of waste generated: f. Disposal Method <p>Manufacturing Capacity in Numbers & Tonnes per Year: (As per CTO)</p> <p>Documents to be attached:</p> <ol style="list-style-type: none"> a) Manufacturing capacity in terms of EEE b) Self-Declaration on submission of authentic data (as per template given at Annexure-I). 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 & company seal) 		
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Note: In case of incomplete application, all the shortcomings will be communicated through the portal to the Manufacturers 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 Manufacturer is available at <https://eprewastecpcb.in/>