

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>Section 1: Basic Information For Registration under above the said Rules, the Producers have to submit on the portal following basic information and documents/declaration/affidavits:</p> <ol style="list-style-type: none"> i. Trade Name / Company Name ii. Legal Name iii. Mobile Number iv. Official e-mail id Land line Number (if available) v. CIN / Incorporation Certificate (if available) vi. GST, vii. IEC (if available), viii. PAN of company, (if available) ix. PAN of Authorized Person x. Postal Address (The address should be the place from where sale in entire country is being managed-Corporate Office address. Do note that address given by the applicant in its supporting documents i.e. Self- Declaration, IEC Certificate, GST Certificate, should be same as the address given in sign up form) xi. Name of the Authorized Person and Address, Company E-mail id and Telephone Numbers <p>13. List of EEE from the list of notified EEE along with their codes for which Registration is required.</p> <p>Section 2. Documents in support of basic information Following documents to be uploaded:</p> <ol style="list-style-type: none"> i. GST ii. IEC iii. CIN iv. Incorporation certificate v. PAN vi. Company letter for seeking Registration and an undertaking for correctness and truthfulness of the information. vii. Quantity of EEE Placed in the market(sold) year wise viii. Self declaration on Company letter head. 	The Registration Certificate will be communicated to the Recyclers through portal within 30 days.	Annexure

		<ul style="list-style-type: none"> ix. CA Certificate Certifying the Quantity of EEE sold and/or imported. x. Self declaration on compliance to RoHS provisions(portal generated self declaration as per format given at annexure III based on information given by producers) xi. Enclosure A xii. Self declaration for availability of technical documents as per EN 50581. xiii. Details of proposed awareness plan. 		
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Note: In case of incomplete application, all the shortcomings will be communicated through the portal to the Recyclers within 25 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 Producers is available at <https://eprewastecpcb.in/>