

Registration of Producer / Importer / Brand-owner (PIBO) under Plastic Waste Management Rules, 2016 and its Amendments thereof

S.no	Procedure with Stage-wise Steps	Required Documents	Time for Completion of Each Procedure/Step	Remarks
1	<p>Sign-up/Login</p> <ul style="list-style-type: none"> - Register on the EPR portal by selecting (eprplastic.cpcb@gov.in) "PIBO" and clicking "Register." - Provide applicant type (Brand-owner/Producer/Importer) and company details. 	<ul style="list-style-type: none"> - PAN of Company - GST Certificate - CIN/Incorporation Certificate - Authorized Person's PAN and Aadhar (optional) 	Immediate	Compulsory
2	<p>Application Form</p> <p>Contains four parts: Part A, B, C, and D.</p>	<ul style="list-style-type: none"> - Documents specified under each part as listed below. 	Dependent on user input	Compulsory
	<p>Part A: General Information</p> <ul style="list-style-type: none"> - Fill in company details, states/UTs of operation, commencement year, and plastic packaging consumed over the last two years. - Provide representative images of packaging. 	<ul style="list-style-type: none"> - PDF copies of PAN, CIN, GST, authorized person documents, registration certificates, and images of packaging. 		Compulsory
	<p>Part B: Emissions</p> <p>(Applicable only if the entity has a production facility)</p> <ul style="list-style-type: none"> - Provide data about liquid effluent and gaseous emissions along with consent validity. 	<ul style="list-style-type: none"> - Consents under Air/Water Act and associated application numbers. 		Compulsory
	<p>Part C: Waste Management</p> <ul style="list-style-type: none"> - Submit details about pre- and post-consumer plastic waste generation 	<ul style="list-style-type: none"> - Sales and procurement records, recycled plastic content, and proof of compliance 		Compulsory

	and recycling for the last two years.	with waste management rules.		
	Part D: EPR Action Plan - Upload action plan for implementing PWM rules, including disaster management and power load details.	- Geo-tagged pictures of facilities, process flow diagrams, disaster management plan, and signed covering letter.		Compulsory
3	Fees Mechanism		*As per fee structure.	Online Payment
4	Late fee Mechanism Resubmit rejected applications within the specified time and pay applicable late fees as per the notified mechanism.		#As per resubmission deadline	As per late fee structure

Note:

1. All applications are to be submitted online via the Centralized EPR portal for Plastic Packaging. Applications must include all necessary documents for processing.
2. Incomplete applications will be returned to the applicant with a list of deficiencies within a specified time (25 working days). Applicants must rectify and resubmit the application within 7 working days.
3. Resubmitted applications will be processed based on the provided corrections.

*** Application Fee for Certification:**

Sl. No.	Plastic Waste Generation Slab (TPA)	Fee (Rs.)
1	1000	10,000
2	1000 - 10,000	20,000
3	10,000	50,000

Late Fees for Resubmission:

Below table shows the percentage of previous payment charged as penalty.

No. of Days after Application was not approved	First Submission	Second Submission	Third Submission Onwards
Less than 7 Days	Free	25%	50%
8-14 Days	25%	50%	75%
15-21 Days	50%	75%	100%
22-30 Days	75%	100%	100%
Greater than 30 Days	100%	100%	100%

Contact details for support:

Address: Central Pollution Control Board, Parivesh Bhawan, East Arjun Nagar, Delhi-110032

Email: eprplastic.cpcb@gov.in

Smt. Divya Sinha, SEE, Plastic Division, CPCB- 9868262316

Mr. Mayank Purbey - 8619664685

Mr. Atanu Dey-7003196303

Phone: 01143102-462, 01143102-463, 01143102-464

Website:<https://eprplastic.cpcb.gov.in/>

Guidelines

Manual:https://eprplastic.cpcb.gov.in/assets/pdfs/Guidance_Manual.pdf

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