

**Registration of Plastic Waste Processors (PWPs) under Plastic Waste Management Rules, 2016 and its Amendments thereof**

<b>S.no</b>	<b>Procedure with Stage-wise Steps</b>	<b>Required Documents</b>	<b>Time for Completion of Each Procedure/Step</b>	<b>Remarks</b>
<b>1</b>	<p><b>Sign-up/Login</b></p> <ul style="list-style-type: none"> <li>- Register on the EPR portal by selecting (eprplastic.cpcb@gov.in) "PWP" and clicking "Register."</li> <li>- Enter company details and authorized person details.</li> </ul>	<ul style="list-style-type: none"> <li>- PAN of Company</li> <li>- GST Certificate</li> <li>-</li> <li>- CIN/Incorporation Certificate</li> <li>- Authorized Person's PAN and Aadhar</li> </ul>	Immediate	Compulsory
<b>2</b>	<p><b>Filling up of the Application Form</b></p> <p>Contains multiple parts:</p>			Compulsory
	<p><b>Part 2.1.1: Company Details</b></p> <ul style="list-style-type: none"> <li>- Provide company name, registered address, GST, CIN, PAN, and authorized person details.</li> </ul>	<ul style="list-style-type: none"> <li>- PDF copies of GST, CIN, PAN, and incorporation certificates.</li> </ul>		Compulsory
	<p><b>Part 2.1.2: GPS Location</b></p> <ul style="list-style-type: none"> <li>- Enter GPS coordinates by selecting location on the map or entering latitude and longitude.</li> </ul>	<ul style="list-style-type: none"> <li>- No documents required.</li> </ul>		Compulsory
	<p><b>Part 2.1.3: Authorized Person Details</b></p> <ul style="list-style-type: none"> <li>- Upload identity proof (Aadhar/PAN), designation, and contact details of the authorized representative.</li> </ul>	<ul style="list-style-type: none"> <li>- Scanned copy of Aadhar/PAN of the authorized person.</li> </ul>		Compulsory
	<p><b>Part 2.1.4: Industry Details</b></p> <ul style="list-style-type: none"> <li>- Provide data on annual production, sources of raw materials, and processing capabilities.</li> </ul>	<ul style="list-style-type: none"> <li>- Annual production report</li> <li>- Material procurement records.</li> </ul>		Compulsory

	<p><b>Part 2.1.5: Consents and Authorization</b></p> <p>- Submit valid consents under applicable environmental laws such as Hazardous Waste Rules and Water/Air Acts.</p>	<p>- Copies of valid Consents under Air/Water Act.</p>		Compulsory
	<p><b>Part 2.1.6: Picture/Video of the Facility</b></p> <p>- Provide geo-tagged photos/videos of the raw material storage area, production floor, and finished goods dispatch area.</p>	<p>- Geo-tagged photos/videos of the facility.</p>		Compulsory
	<p><b>Part 2.1.7: Plant Machinery Details</b></p> <p>- Specify plant capacity, list of machinery, and process flow diagrams.</p>	<p>- Process flow diagram</p> <p>- Plant capacity declaration document.</p>		Compulsory
	<p><b>Part 2.1.8: Industry Details</b></p> <p>- Add comprehensive details about waste generation, handling, and safety measures implemented at the facility.</p>	<p>- Waste characterization reports</p> <p>- Safety protocols and disaster management plan.</p>		Compulsory
	<p><b>Part 2.1.9: Waste Management &amp; Others</b></p> <p>- Include details on storage, disposal, and compliance with pollution control standards.</p>	<p>- Waste management policies</p> <p>- Pollution control equipment documentation.</p>		Compulsory
<b>3</b>	<b>Fees Mechanism</b>		*As per fee structure.	Online Payment
<b>4</b>	<b>Late fee Mechanism</b> 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:**

Sl. No.	Processing Capacity Slab (TPA)	Application Fees (Rs.)
1	< 200	5,000
2	200 and < 2000	20,000
3	> 2000	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

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

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

Mr. Mayank Purbey - 8619664685

Mr. Atanu Dey-7003196303

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

**Guidelines Manual:**

[https://eprplastic.cpcb.gov.in/assets/pdfs/Guidance\\_Manual.pdf](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.**