

**Standard Operating Procedure**  
**for**  
**Registration of Producers through the Online Portal**  
**under Battery Waste Management Rules, 2022**



Central Pollution Control Board, Delhi  
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## 1.0 Background

Ministry of Environment Forest and Climate Change notified Battery Waste Management (BWM) Rules on 22<sup>nd</sup> August, 2022 as per which every producer and person or an entity involved in manufacturing of battery shall have to register with CPCB. Producers and manufacturers of battery shall have to register through the online centralized portal developed by CPCB.

As per the provision under Rule 4 (1), Producer has the obligation of Extended Producer Responsibility (EPR) for the Battery that they introduce in the market to ensure the attainment of therecycling or refurbishing obligations. Producers are required to fulfill their EPR obligation by ensuring that waste battery is recycled through certified waste battery recyclers to meet assigned EPR targets. They shall obtain EPR certificates from recyclers according to the quantity of waste batteries recycled by recyclers and use such certificates to meet their EPR targets.

This document outlines the Standard Operating Procedure for the Registration of Producers and persons or entities involved in the manufacturing of Battery with CPCB in line with BWM Rules, 2022. This SOP provides guidance on the filing of applications by Producers/Manufacturers and the processing of applications by CPCB.

## 2.0 Guidance for filing of Application by Producers

The process of filing the application starts with signing up by Producers on the web portal [www.eprbatterypcb.in](http://www.eprbatterypcb.in) followed by filling of the application in 6 parts namely (A) General information of Producer (B) Information on the Type of Battery (C) Addition of Sales Data (D) Addition of Battery Material (E) Uploading of required Documents and (F) Payment of Fees

### 2.1 Applicability of SOP

This SOP shall be applicable to all the Producers seeking registration under Battery Waste Management Rules, 2022. Producers shall submit the online application along with the relevant information, documents & Application fees for registration.

Applications under process for grant of Registration shall henceforth be processed at <https://egovernancepcb.co.in/battery/> portal developed by CPCB as per provisions of this SOP.

### 2.2 Procedure for Signing Up

On opening the portal, the producer shall create an account by providing details as mentioned in the table below:

S. No.	Section	Information required	Guidance
1.	Applicant Type	Category of applicant	Select the option under which registration is to be granted
2.	Company Details	Name of Company	Please enter the name of the entity without Pre-fixing 'M/s'.
		Trade Name	Should be the same as provided in GST
		Type of Business	Select the type of business from the drop - down menu
		State/UT	-
		Registered Address	Should be the same as provided in GST
		District	-
		Pin code	Pin code of the registered address

		PAN	Permanent Account Number of the company in 'AAAAA9999A' format. In the case of Proprietor-ship, the PAN number of Authorized person is to be provided.
		CIN	Corporate Identification Number in 'A99999AA9999AAA999999' is to be provided if the business is registered with Ministry of Corporate Affairs.
3.	Authorized Person	Name	Name of authorized company/business official. Name of any consultant or agent or any other agencies working on behalf of Producer shall not be provided.
		Designation	Position in company
		Mobile	Mobile number should be in use
		PAN	Permanent Account Number of authorized Person in 'AAAAA9999A' format.
		Aadhar No.	Aadhar number of the authorized person
4.	Login Details	Authorized Email ID	Authorized Email ID of the Producer will be used as the User ID for login
		Password	Use of strong password is recommended. Password should be minimum 8 digits in length. It must contain at least one capital letter, one small letter, one number and One special character.
		Confirm Password	Same password to be entered
After clicking on <b>Sign Up</b> , OTP will be sent to the registered mobile number. The applicant will enter OTP to proceed with filling up of application			

### 2.3 Submission of Application

After the creation of account, the applicant will log in to **initiate the registration** process. However, prior to filling application form, it shall be ensured that copy of the following documents in only pdf formats is readily available with the Applicant:

1. Company GST Certificate
2. PAN Card of the company
3. Corporate Identification Number (CIN) document
4. Consent Issued by SPCBs/PCCs of Air/Water/Hazardous Waste (if the unit is involved in a production facility)
5. Import Export Certificate (in case of importers)
6. District Industries Center (DIC) registration (if the unit is registered with DIC)

### 2.4 Filing section-wise information

Producers shall follow section-wise instructions as given in the Table below for filing Application for Registration.

S. No.	Section	Information required	Guidance
PART - A	General Information	Name of Producer	This information is auto-filled
		Registered address of Producer	This information is auto-filled

		Website Address	Official working website of the entity is to be provided.
		Branch Address	-
		Authorized Person Details	Name, Designation, Mobile No., and Email ID of the Authorized Person will be auto-filled from the information provided during Sign-up.
Part - B	Battery Type with Brand Name	Select Producer Type	Producer shall select the type of Producer category under which it operates. Detail regarding each category is provided in <b>Annexure - I</b>
		Select Battery Type	Producer shall select the type of battery sold in the market
		Battery Composition	Producer shall select composition of battery (Lead-acid, Lithium Ion, Nickel Cadmium, Zinc based, and others)
		Brand Name	Producer shall enter the Brand name under which battery is/was sold in the market
		HSN Code of Battery	Producer shall enter the Harmonized System of Nomenclature (HSN) code of Battery
Part - C	Add sales data	Select Sales Year	The producer shall select the financial year of sales of battery
		Select type of battery	The battery type shall be selected from the drop-down menu. After selection of sales year, only those battery type will appear in the drop-down menu for whom targets are to fulfilled in the current financial year as per Schedule II of the Rules.
		Select Battery Composition	Producer shall select composition of battery (Lead-acid, Lithium Ion, Nickel Cadmium, Zinc based, and others)
		Quantity Sold in Sale year (Dry wt. in kg)	Producer shall enter the quantity of battery sold (dry wt. in kg) in the selected sale year
		Self-declaration of sales data	Producer shall upload year-wise Sales Data for Each Battery type and Composition as per the format provided in the portal.
PART - D	Add Battery Material	Select Battery Composition	Producer shall select the Battery composition from the drop-down menu
		Percentage composition of Materials in Battery	Producer shall enter the average composition of the constituents present in selected Battery composition. For example, If Lithium ion battery is selected as battery composition and Producer has placed different chemistry of Lithium Ion

			battery in the market having different percentage of constituents in each battery, then average of percentage of constituents present in battery is to be entered.
PART - E	Upload Documents	Enter GST Number	Producer shall enter the GST number and upload the GST certificate.
		Company PAN Card	Producer shall upload the PAN card of the company. In the case of Proprietor-ship, the PAN number of Authorized person is to be uploaded.
		Company CIN Number	Producer shall upload the CIN certificate of the company.
		Company TIN No	Producer shall enter the TIN number. If TIN no is same as GST, enter GST number.
		Consent Issued under Air/Water Act and Authorization under Hazardous Waste Rules(if unit is involved in production facility)	Producer shall upload Consent Issued under Air/Water Act and Authorization under Hazardous Waste Rules as a single file. If the unit is involved in the production/manufacturing of any type of battery.
		District Industries Center (DIC) Registration Certificate	Producer shall upload the District Industries Central (DIC) registration certificate.
		Import Export Certificate in case of importers (IEC)	Producer shall upload Import Export Certificate in case the producer imports battery.
PART - F	Confirm and Payment	Declaration and payment of fees as per the annual turnover/ Revenue of the company.	The Producer shall tick the declaration check box, upload the GSTR 9/ balance sheet of the previous financial year, confirm & initiate payment.

#### 2.4.1 Recycling Targets

Battery Constituent Wise Recycling targets will be auto generated once the application is submitted. Recycling targets are calculated based on the Battery Collection Targets data and Percentage of Battery Material in different Battery Type and Composition.

#### 2.4.2 Daily Sales Data

Producer shall make daily sales entry and the following details are to be provided as mentioned in the table below:

S. No.	Information Required	Guidance
1.	Date of Sales	Select Date of Sales
2.	Select Producer Type	Producer shall select the type of Producer category under which it operates. Detail

		regarding each category is provided in <b>Annexure - I</b>
3.	Enter Name of Battery Brand	Producer shall enter the brand name of Battery
4.	Enter Name of Equipment Containing Battery	Producer shall enter the name of equipment containing battery if the producer is selling and/or importing battery contained in an equipment
5.	Select Battery Composition	Producer shall select the Battery composition from the drop-down menu
6.	Type of Battery	The battery type shall be selected from the drop-down menu.
7.	Quantity Sold (in Numbers)	Enter the quantity of battery and/or battery contained in the equipment sold in the market
8.	Quantity Sold (in kg)	Enter the quantity of battery (in kg) and/or battery contained in the equipment sold in the market
9.	Upload Invoice	Producer shall upload the invoice of the sales

### 3.0 Application & Annual processing fees

The applicant shall pay the application fees as per the details given below along with the application for Registration:

S. No.	Annual Turnover/Revenue (in cr.)	Application Fee (in Rs.)
1.	< 5	10,000
2.	5 - 50	20,000
3.	> 50	40,000

- i. Fees for renewal of Registration shall be the same as the Registration fee.
- ii. The fees shall be paid online through the payment gateway integrated in the portal.
- iii. Application Fees is exclusive of any transaction charges.

### 4.0 Processing of Application

The application will be processed by CPCB. Processing of applications for grant of registration shall be ensured as below:

- i. The application for registration shall be processed within 15 working days. The registration shall be either granted or rejected as the case may be within this period.
- ii. If after processing, the application is found to be incomplete with respect to any document being not submitted or any missing information, then the applicant shall be informed of the same through the portal.
- iii. Applications shall be rejected if false/ irrelevant information /document is found to be

submitted. Application fees shall be forfeited in such cases. Fresh applications along with application fees will have to be submitted for Registration.

- iv. Portal-generated Registration certificate after seal and signed by Competent Authority shall be uploaded on the Portal.
- v. The portal has a provision for the internal processing of applications within CPCB, wherein the Member Secretary, CPCB shall be the approving authority for issuing of the Certificate.
- vi. Fresh Registration shall be valid for a period of five years from the date of grant of registration.

## **5.0 Renewal of Registration**

- i. Producers/Manufacturers shall submit the application for renewal 60 days before the expiry of the Registration along with the necessary documents as discussed in the previous sections.
- ii. Producers/Manufacturers have to ensure that Annual Returns are filed by June 30<sup>th</sup> of the following year (as per Rules) for the intervening Registration period. Application for renewal will not be processed unless all due annual reports are filed.
- iii. Findings of Audit Reports shall be taken into consideration for renewal of Producers/Manufacturers' Registration.
- iv. Registration granted to Producers/Manufacturers shall be renewed for a period of five years by CPCB within 15 working days of receipt of complete documents from the Producers/Manufacturer.

## **6.0 Specific Conditions of Registration**

The Registered Producers/Manufacturers are required to comply with following conditions:

- i. The Producers/Manufacturer shall not carry any business without having registration through online centralized portal developed by CPCB.
- ii. The Producers/Manufacturer shall not deal with any entity not registered through online centralized portal developed by CPCB to meet EPR targets.
- iii. In case, it is found or determined that any Producers/Manufacturer registered on the online portal has provided false information or has willfully concealed information or there is any irregularity or deviation from the conditions stipulated while obtaining registration under BWM Rules, 2022, then the registration of such an entity would be revoked for a one-year period after giving an opportunity to be heard. The entities whose registration has been revoked shall not be able to register afresh for the period of revocation.
- iv. The Producers/Manufacturer shall fulfill the year-wise / category-wise EPR Target as specified in Schedule II of the BWM Rules, 2022.
- v. The Producers/Manufacturers are required to comply with provisions of BWM Rules, 2022 failing to which necessary action as deemed fit shall be initiated against the violator.

## **7.0 Cancellation of Registration**

- i. Registration granted to Producers/Manufacturer is liable to be canceled or suspended at any stage, if the document submitted by the Producers/Manufacturer is found to be false.
- ii. CPCB shall suspend and/or cancel the registration, and/or impose Environmental Compensation, in case of non-compliance of Extended Producer Responsibility obligations as per Schedule II.



- iii. Central Pollution Control Board shall suspend and/or cancel the registration of the Producer, and/or impose Environmental Compensation in case of violation of Battery Waste Management Rules, 2022 by the registered entity.
- iv. An opportunity will be given to hear the Producer/Manufacturers within fifteen days from the date of issuance of notice; prior to considering the case for cancellation or suspension of Registration by CPCB.
- v. The Joint Secretary or the officer equivalent in the Ministry of Environment, Forest and Climate Change shall be designated as an Appellate Authority

#### **8.0 Re-activation of Suspended or Cancelled registration:**

- i. Re-activation of Suspended or Cancelled registration within the validity period or after the validity period of such canceled/suspended registration may be considered in the following cases:
  - a) Producer may submit an undertaking in an affidavit ensuring timely submission of Annual returns and/or compliance of EPR obligation as per Schedule II of the Rules. However, the validity of such renewal will be for a period of 1 year.
  - b) Further, in case of non-compliance during such 1-year validity period, no further re-activation or renewal of registration may be considered.
- ii. Re-activation of such registrations shall be approved by Member Secretary. Following this, letters for re-activation of registration shall be issued by the in-charge WMD-I.

**CPCB shall update the SOP from time to time in accordance with requirements and further Amendment to BWM Rules, 2022 if any, as required.**

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**Type of Producers**

<b>S. No.</b>	<b>Producer Type</b>	<b>Explanation</b>
<b>1</b>	Manufactures and Sells new battery under its own brand	A producer who is involved in manufacturing of new batteries in a production facility and sells the manufactured new batteries in the market under its own brands.
<b>2</b>	Manufactures and Sells new battery in equipment under its own brand	A producer who is involved in manufacturing of new batteries in a production facility and sells the manufactured batteries contained in equipment in the market under its own brands.
<b>3</b>	Manufactures and Sells Refurbished battery in equipment under its own brand	A producer who is involved in manufacturing of refurbished batteries in a production facility and sells the manufactured refurbished batteries in the market under its own brands.
<b>4</b>	Manufactures and Sells Refurbished Battery under its own brand	A producer who is involved in manufacturing of refurbished batteries in a production facility and sells the manufactured refurbished batteries contained in equipment in the market under its own brands.
<b>5</b>	Manufactures new Battery and Sells to other manufacturers under their own brand name or no brand	A producer who is involved in manufacturing of new batteries in a production facility and sells the manufactured new batteries to other manufacturers/producers of batteries under its own brand or no branding.
<b>6</b>	Sells refurbished Battery refurbished by others under its own brand name	A producer who is involved in selling refurbished batteries in the market under its own brand name which are refurbished by others (refurbishers/producers/manufacturers)
<b>7</b>	Sells Refurbished Battery in equipment refurbished by other Refurbishers under its own brand	A producer who is involved in selling refurbished batteries in equipment in the market under its own brand name which are refurbished by others (refurbishers/producers/manufacturers)
<b>8</b>	Sells new Battery manufactured by other manufacturers under its own brand	A producer who is involved in the selling of new batteries in the market under its own brand name which is manufactured by other manufacturers/producers
<b>9</b>	Sells new Battery manufactured by others, in equipment under its own brand	A producer who is involved in the selling of new batteries in equipment in the market under its own brand name which is

		manufactured by other manufacturers/producers
<b>10</b>	Sells new Battery imported by other importers under its own brand name	A producer who is involved in the selling of imported batteries in the market under its own brand which is imported by other importers.
<b>11</b>	Sells new Battery imported by themselves, under its own brand name	A producer who is involved in the selling of imported batteries in the market under its own brand name.
<b>12</b>	Sells Imported battery of other Brands or no brand	A producer who is involved in the selling of imported batteries under the brand name of the foreign exporter or no brand name.
<b>13</b>	Sells Imported equipment containing battery of other brand(s) or no brand	A producer who is involved in the selling of imported batteries in equipment under the brand name of the foreign exporter or no brand name.
<b>14</b>	Sells imported new Battery of any brand or no brand in any equipment	A producer who is involved in importing of batteries and selling the batteries in equipment under the brand name of the foreign exporter or no brand name.
<b>15</b>	Importer importing new Battery for self-use	A producer who is involved in importing of batteries for self-use.
<b>16</b>	Importer importing equipment containing battery for self-use	A producer who is involved in importing equipment containing batteries for self-use.
<b>17</b>	Importer importing new battery and selling it under their own brand name or no brand to other manufacturers	A producer who is involved in the selling of imported batteries under their own brand name or no brand name to other manufacturers/producers.
<b>18</b>	Importer importing equipment containing battery and selling it under their own brand name or no brand to other manufacturers	A producer who is involved in the selling of imported equipment containing batteries under their own brand name or no brand name to other manufacturers/producers.