

SOPs for Registration of Stakeholders on the EPR Portal for Waste Tyre



Ver 1.0

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WM-III Division
CENTRAL POLLUTION CONTROL BOARD
(Ministry of Environment Forest & Climate Change)
PARIVESH BHAWAN, DELHI-32

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1.0 Background

MoEF&CC has notified amendments in Hazardous waste rules known as “The Hazardous and Other Wastes (Management and Transboundary Movement) Amendment Rules, 2022”, to include provisions for utilization & management of waste tyre. The management of Waste Tyre is based on the principle of Extended Producer Responsibility (EPR). Under EPR, the Producer of new tyres have been given responsibility for ensuring environmentally sound management of waste tyre in accordance as per the guidance given at schedule-IX of the Amended Rules.

The Management & Utilization of Waste Tyre will be based on the principle of Extended Producers Responsibility (EPR) where the Producers of the Waste Tyres as defined in Para 1(e) of the Schedule will be assigned EPR obligations on the basis of quantity of tyre manufactured/ sold or imported by it. Recyclers and Retreaders under the rules are mandated to generate and issue EPR Certificates based on quantity of waste tyre recycled or retreaded by them. Further for fulfilment of EPR obligation. Producers are required to purchase EPR Certificate from registered Recyclers. The quantity of EPR certificates purchased will be adjusted against EPR obligation. A Producer may also buy Retreading certificate for deferment of its EPR obligations, however the obligations will only be considered fulfilled once the Recycling certificates are purchased. The process of registration of stakeholders, generation of EPR certificates, trading/issuance of certificates, filing of EPR obligations, etc. need to be implemented on a centralised EPR portal developed by CPCB.

As per Para 2 & 3 of the Schedule IX, Producers, Waste Tyre Recyclers & Retreaders are required to register themselves on the EPR Portal developed by CPCB.

1.1 Applicability

The Hazardous and Other Wastes (Management and Transboundary Movement) Amendment Rules, 2022 are applicable to:

- i. Producers;
- ii. Recyclers of Waste Tyres; and
- iii. Retreaders of waste tyres.

1.2 Definitions

- A. Producers means any person or entity:
 - (i) Manufactures and sells new tyre domestically; or
 - (ii) Sells domestically under its own brand, new tyre manufactured by other manufacturers or suppliers; or
 - (iii) Sells imported new tyre; or
 - (iv) Imports vehicles fitted with new tyres; or
 - (v) Automobile manufacturers importing new tyre for use in new vehicles sold domestically; or
 - (vi) Imports waste tyre;
- B. Recycler means any person or entity engaged in the process of recycling
- C. Recycling means any process or action of converting waste tyre into following end products:
 - (i) reclaimed rubber; (ii) crumb rubber; (iii) crumb rubber modified bitumen (CRMB); (iv) recovered carbon black (which is usable as raw material for manufacture of new tyre); and (v) pyrolysis oil (which is suitable for use only as a fuel); (vi) pyrolysis Char (which is suitable for use as raw material for manufacture of new tyre)

- D. Retreading means process of renewal of tread and side wall rubber of a worn-out tyre having a good structural quality.

1.3 EPR Obligation:

a. For New Tyres:

Year	Recycling Targets in Weight (Kilogram or Tons)
2022-23	35% of the quantity of new tyre manufactured or imported in year 2020-2021
2023-24	70% of the quantity of new tyre manufactured or imported in year 2021-2022
2024-25	100% of the quantity of new manufactured or imported in year 2022-2023.
After the year 2024-2025 (year Y), the extended producer responsibility obligation shall be 100% of the quantity of new tyres manufactured or imported in the year (Y-2).	
Units established after the 1st April, 2022, the extended producer responsibility obligation shall start after two years (Y) and shall be 100% of the new tyres manufactured or imported in the year (Y-2).	

b. For Old Tyres:

- i. The extended producer responsibility obligation for waste tyre importer in year (Y) shall be 100% of the tyre imported in year (Y-1).
- ii. The import of waste tyre for the purpose of producing pyrolysis oil or char is prohibited.

1.4 EPR – Certificate

Recycler has to carry out recycling of waste tyre in environmentally sound manner and CPCB will generate EPR Certificate through the Portal in favour of a registered recycler and the eligible quantity for generating extended producer responsibility certificates shall be calculated as per the following formula:

$$Q_{EPR} = Q_P \times C_F \times W_P$$

Q_P = Quantity of End Products

C_F = Conversion Factor

W_P = Weightage of End Products

Weightage of end Products are given in the table below:

S.No	End Products of Recycling	Weightage to End Products
1	Reclaimed Rubber	1.30
2	Recover Carbon	1.25
3	Crumb Rubber Modified Bitumen(CRMB)	1.10
4	Crumb Rubber	1.0
5	TPO & Char	0.8
	- Continuous	0.5
	- Batch	

1.5 Retreading Certificate:

- i. The waste tyre shall be allowed for retreading & CPCB will issue retreading certificates based on of Quantity of waste tyre retreaded and sold.
- ii. On production of retreading certificates, the EPR obligation shall be deferred by one year for the corresponding quantity of waste tyre retreaded and the EPR obligation shall be extinguished only after end-of-life disposal of retreaded tyre through a registered recycler.

1.6 Online Portal for Waste Tyre Management –EPR regime

CPCB has developed an online portal available at URL <https://www.eprtyres.cpcb.in> for the registration of Producers and Recyclers presently.

2.0 Framework for Registration of different stakeholders on the Portal:

1. The registered entities are those, which are registered on EPR portal either as Producer, Recyclers or Re-treader. All the applications for registration has to be made online through designated portal available at URL <https://www.eprtyres.cpcb.in>. Applications will not be accepted in hard copy.
2. The registration of the Producers, Recyclers & Retreaders will be done after receipt of their applications on the portal along with required information/data/documents as per the instruction sheet available on the portal and reproduced in this document.
3. For registration at the portal, it is required to sign-up first by filling out basic information form. Based on the information filled in, Portal will provide login credentials for logging in to the portal.
4. For logging in portal the portal will also request for OTP which will be sent to the Mobile number of company filled during creation of login credentials.
5. After login credential creation, applicants are required to fill detailed application for registration which includes basic information about the company, uploading of KYC documents, request letter for registration, self-declaration, and activity data. The registration forms are customized for Producers, Recyclers & Retreaders.
6. Producers, Recyclers & Retreaders need to pay the registration fee while submitting their application for registration. Details of fee is given at **Annexure-I**.
7. Upon successful submission of the application for registration, Portal will acknowledge its receipt at the registered email ID. Also, a unique application number will be generated for future reference.
8. Upon receipt of the application for registration, the concerned Division in CPCB will process the application for grant of Registration certificate within 30 working days of receipt of the complete application or on the receipt of last information/document by the applicant.
9. In case of shortcomings the application will be returned back to the applicant through portal for submission of information/documents along with the checklist of shortcomings. The applicant will also be informed through SMS to refer checklist at the portal and submit revised information/documents.
10. Applicant has to respond to CPCB checklist/queries within 15 days of receipt of checklist.
11. In case, any registered entity furnishes false information or wilfully conceals information for getting registration or return or report or information required to be provided or furnished under this Schedule or in case of any irregularity the provisions of Paragraph 3(4) of Schedule-IX of the said Rules will be applicable.
12. Annual EPR obligations will be assigned to Producers either on the basis of domestic sales or on the basis of quantity of waste tyres imported as the case may be. The wear tear factor of 20% as arrived after due deliberation with Producers and Recyclers has been considered for calculating EPR obligation.

13. For registration of Recyclers, the applicant has to provide copies of consent to established (CTE), consent to operate (CTO) and authorization issued under Hazardous and other Waste (Management & Transboundary Movement) Rules, 2016 issued by concerned SPCBs/PCCs, geotagged pictures of all machineries, pollution control devices, process flow, Annual returns of the previous years, layout of unit, total area of unit, shed area along with geotagged video of the unit. CPCB will issue registration on the basis of information provided by applicant.
14. Subsequent to registration, of the facility of Recyclers/ Retreaders, will be inspected by the officials SPCBs/PCC and/or CPCB for verification of plant machinery as per the information provided by them, within a period of about 3 months of issuing registration on the Portal. This process will enable the facilities to generate Recycling / Re-treading certificates on the Portal.
15. In case a unit is found non-complying or not having requisite facilities as declared in their application, at the time of inspection, the registration of the Recycler/Retreader will be suspended after issuing notices and seeking explanation from them. Opportunity shall be given to Recyclers/ Retreaders for hearing before Competent Authority (Member Secretary) of CPCB before initiating actions as per the rules /guidelines.
15. Member Secretary shall be the Authority for grant of registration, amendments and renewals to Producers, Recyclers and Retreaders.
16. After the approval of the registration, the concerned Divisional Head in CPCB will generate registration certificate on the portal. In the case of Producers annual EPR obligation will also be assigned along with the registration, however, in subsequent years, the EPR obligation gets auto generated on EPR portal for each financial year depending on sales (quantity of new Tyres placed on market) of current financial year. While in the case of Recyclers and Retreaders, their recycling /retreading details / capacities will also be mentioned on Registration.
17. After registration, Producers, Recyclers & Retreaders need to upload their sales and procurement data in the portal periodically, at least once in a month as per template provided at Portal.
18. Quarterly & Annual reports will also to be submitted by Producers/ Recyclers/ Retreaders as per said Rules as per forms provided at the portal. These reports need to be generated and submitted on EPR portal itself, after filling the requisite data for the period of reporting.
19. After the registration if changes are required to be made by the applicant, the same will be requested by the applicant through the portal along with the submission of the required documents and fee. After examination of the application amendments in the registration will be granted. The procedure of amendment will take 30 working days after receipt of request letter and complete supporting documents.
20. The Producers will be issued one-time registration on the portal. In case of change in ownership, authorised persons, business, etc. the concerned Producer may apply for change in registration details as mentioned in para above.
21. For recyclers & retreaders the validity of registration is 5 years. Recyclers and retreaders are required to apply for renewal of registration 120 days prior to expiry of registration.
22. All the stakeholders i.e. Producers, Recyclers, & Retreaders will submit annual processing fee at the time of submission of Annual report on the portal. The quantum of annual fee will be provided on the portal in due course.
23. Concerned officials in MoEF&CC, CPCB, SPCBs/PCCs and the registered Auditors will be provided access credentials to EPR portal as per their functional requirement.
24. Instruction sheet, helpline number, email id is provided at the homepage of the portal. The instruction sheet contains the step-by-step procedure for filling of the application for registration.

25. For the stakeholders facing prolonged issues in the registration, provision for guidance through Video Conference will be provided to facilitate registration.

3.0 Registration requirement for Producers, Recyclers & Retreaders

(i) For Producers

Section 1: Basic Information

Following information are required:

- i. Company Name
- ii. Address from business in the entire country is conducted (corporate office address)
- iii. E-Mail-ID
- iv. Contact Number(Mobile)
- v. Company's PAN
- vi. GST Number
- vii. IEC Number
- viii. CIN Number (optional)
- ix. Year of establishment of Company
- x. Producer Category
- xi. Name, Designation, Email & Mobile of authorized person
- xii. Aadhar number of authorized person

Section 2. Documents in support of basic Information

Following documents to be uploaded:

- i. GST Certificate
- ii. PAN Card
- iii. IEC
- iv. Incorporation Certificate for CIN Number if available
- v. Aadhar Card of authorized person

Section 3: Quantity of new tyre Manufactured/imported in terms of weight (Metric Tonnes)

Producers are required to provide following:

- i. Financial year wise manufacturing and import data in terms of weight (Metric Tonnes) w.r.t radial and bias ply (Nylon) tyres since FY 2019 -20:
- ii. Quantity of new tyres manufactured and new tyre imported under the categories of Motor Cycle tyres, Scooter tyres, Passenger car tyres, Truck tyres, Bus tyres, LCV tyres, Tractor Rear tyres, Off the Road Tyres (OTR) & Others.
- iii. Self-declaration as per Annexure – II to be provided in support of past quantity of tyre Manufactured/or quantity of tyre Imported since FY 2019 -20.

Section 4: Quantity of new tyre sold domestically/imported in terms of weight (Metric Tonnes)

Applicant to provide following:

- i. Financial year wise information on quantity of new tyres sold domestically and Quantity of new tyres Imported or quantity of waste tyre imported (quantity in terms of weight- Metric Tonnes) as the case may be w.r.t radial and bias ply (Nylon) tyres since the FY 2019 -20
- ii. Quantity of sales domestically and quantity imported under the categories of Motor Cycle tyres, Scooter tyres, Passenger car tyres, Truck tyres, Bus tyres, LCV tyres, Tractor Rear tyres, Off the Road Tyres (OTR) & Others.
- iii. Self- declaration as per Annexure –II in support of past sales data since the F/Y 2019-20.

Document to be uploaded

- i. Producers to provide quantity of new tyre manufactured, sold domestically, quantity of new tyre imported, quantity of new tyre fitted with automobile imported and quantity of waste tyre imported
- ii. Self-declaration on submission of authentic data w.r.t manufacturing data & Sales data as per the template given at Annexure -II. The self-declaration will also include confirmation that adequate occupational safety/Health and fire safety measures have been taken in their plant. (the self-declaration has to be provided on the company's letter head with signature of authorized person & company seal)
- iii. Tyre Composition data (template provided at the portal)

Section 5: Payment Section

- i. The system will auto calculate the registration fee based on sales data/ import data.
- ii. Provision will also be made to receive balance payment in case required, for partial information submission / resubmission of the information

(ii) For Recyclers

Section 1: Basic Information

Following basic information to be provided

- i. Name of the company
- ii. Details of the recycling facility
 - 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 HoWM Rules (number and date of issue)
 - i. GST Number
 - j. PAN Number
 - k. CIN Number (optional)
- iii. Details of authorized person
 - a. Name, Designation, Email & Mobile Number of authorized person
 - b. Aadhar number of authorized person

Section 2. Documents in support of basic information

Following documents to be uploaded:

- 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 HoWM Rules issued by concerned SPCB/PCC
- iv. GST Certificate
- v. PAN Card
- vi. Incorporation Certificate if available (optional)
- vii. Aadhar Card of authorized person

Section 3: Details of recycling

Following details are required to be provided:

- i. Waste tyre Recycling capacity (MTA)
- ii. Product Type and capacity of recycling

Product Type	Capacity (MTA)
Reclaim rubber	
Recovered carbon black	
Crumb rubber modified bitumen (CRMB)	
Crumb rubber	
Tyre pyrolysis oil (TPO) and Char	Continuous
	Batch

- iii. Documents to be attached.
 - a. Recycling capacity in MTA
 - b. Details of Product type and its Capacity
 - c. Geotagged Video of the unit with all plant and machinery
 - d. Geotagged Pictures of the unit
 - e. Self-Declaration on submission of authentic data (as per template given at Annexure-III). 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)

The recycler will be provided registration on the basis of information provided by it in the portal. Physical/virtual inspection of the recycling unit will be carried out either by CPCB/SPCBs/PCCs within three months of grant of registration for verification.

Section 4: Payment Section

- i. The system will auto calculate the registration fee.
- ii. Provision will also be made to receive balance payment in case required, for partial information submission / resubmission of the information

(iii) Retreaders

Section 1: Basic Information

Following basic information to be provided

- iv. Name of the company
- v. Details of the retreading facility
 - 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 HoWM Rules (number and date of issue)
 - i. PAN Number
 - j. GST Number
 - k. CIN Number (optional)
- vi. Details of authorized person
 - a. Name, Designation, Email & Mobile Number of authorized person
 - b. Aadhar number of authorized person

Section 2. Documents in support of basic information

Following documents to be uploaded:

- 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 HoWM Rules issued by concerned SPCB/PCC
- iv. Aadhar Card of authorized person
- v. GST Certificate
- vi. PAN Card
- vii. Incorporation Certificate if available (optional)

Section 3: Details of Retreading Facility

Following details are required to be furnished:

- i. Retreading capacity in terms of both raw material & product
- ii. Geotagged Video of the retreading facility showing all the equipment and facility
- iii. Geotagged Pictures of the unit
- iv. Self-Declaration on submission of authentic data (as per template given at Annexure-III). 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)

The Retreader will be provided registration on the basis of information provided by it in the portal. However, CPCB /SPCBs/PCCs will carry out physical/virtual inspection of the unit within three months of grant of registration.

Section 4: Payment Section

- The system will auto calculate the registration fee.

- Provision will also be made to receive balance payment in case required, for partial information submission/ resubmission of the information
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4.0 Guidance to applicants seeking registration under the Waste Tyre Management – EPR Portal

Instruction for filling up application have been provided on the portal for registration of Producers, Recyclers & Retreaders. These instructions contain the step-by-step procedure for registration at the portal. Document requirements & templates have been clearly specified in the instruction sheets. Upon submission of the application for registration by the applicants the same will be examined by CPCB on the basis of the following checklists:

i. Checklist for Producers

S.No	Details		Guidance in filling in information
1	Company's Details		
	i	Provide Producers details such as an address, email, contact number, PAN Number GST Number, IEC Number, CIN Number date of establishment, Type of Industry & Tyre Composition details	<ul style="list-style-type: none"> ▪ The applicant will provide address of the office from where the sales are managed in the entire country. This is the address of corporate Office. ▪ Email address provided will be used by CPCB for future correspondence. ▪ IEC & CIN numbers are optional. IEC is mandatory for Producers falling under the category of importers ▪ The type of industry will be based on MSME criteria of categorization of Industries. ▪ A format for chemical composition of tyre has been prepared and given in the portal. ▪ All the communication will be done at Company's email ID. OTP for login will be delivered in Company's mobile number
	ii	Uploaded copies of PAN Number GST Number, IEC Number, CIN Number	<ul style="list-style-type: none"> ▪ Upload scanned copies of documents as per the information provided at S.No (i)
	iii	Provided uniform address in all the enclosed documents and the same is matching with address mentioned in the registration form	<ul style="list-style-type: none"> ▪ The applicant to ensure that the address provided in its uploaded documents i.e. IEC, GST, CIN should be the same as the address of company's office at S.No (i)
2	Authorized Person Details		
	i	Provided details w.r.t Authorized Person such as its designation, address, email, contact, Aadhar Card	<ul style="list-style-type: none"> ▪ Provide name of the Authorised person. ▪ Future correspondence will be done through authorized persons only
	ii	Uploaded copy of Aadhar Card	<ul style="list-style-type: none"> ▪ Upload the Aadhar card of the authorized person
3.	Company's activity data		
	i	Specified category of producer	<ul style="list-style-type: none"> ▪ Producer to select its categories from P1 to P6 based on type of business it is carrying out. A producer can select multiple categories on the basis of its business

S.No	Details		Guidance in filling in information
			activities
	ii	Provide Manufacturing /import data in accordance with category of producer specified by it	<ul style="list-style-type: none"> ▪ For producers established before FY 2019-20, the manufactured quantity/import quantity is to be provided since FY2019-20 onwards. ▪ For producers established in FY 2020-21, the manufactured quantity/import quantity is to be provided since year of their establishment onwards. ▪ For new producers those have not carried out any production/import so far mention "0" in quantity column. ▪ Data is to be provided in Metric Tonnes ▪ Waste tyre importers have to provide information on quantity of tyre imported in terms of weight
	iii	Provide Unit wise manufacturing data	<ul style="list-style-type: none"> ▪ In case of more than one unit the applicant has to submit unit wise manufacturing data
	v	Provide Sales data in accordance with category of producer specified by it	<ul style="list-style-type: none"> ▪ For producers established before FY 2019-20, the sales data is to be provided since FY2019-20 onwards. ▪ For producers established in FY 2020-21, the sales data is to be provided since year of their establishment onwards. ▪ For new producers those have not carried out any sales so far mention "0" in quantity column. ▪ For Producers of P1 & P2 Category, Sales data is required to be submitted only w.r.t Tyres sold domestically only. ▪ In case of importers details are to be provided w.r.t quantity imported ▪ Data is to be provided in Metric Tonnes
4		Uploaded self-declaration on authenticity of data and safety	<ul style="list-style-type: none"> ▪ A template for submission of the self-declaration is provided in the Instruction sheet. The applicant has to submit self-declaration as per the template. ▪ The self-declaration will also include confirmation that adequate occupational safety/Health and fire safety measures have been taken in their plant. ▪ The self-declaration is to be submitted in Company's letter head with signatures of the authorized person and the company's seal. Scanned copy is to be uploaded
6		Upload Tyre Composition Data	<ul style="list-style-type: none"> ▪ Download the template, fill in the information and upload

ii. Checklist for Recyclers

S.No		Details	Guidance for filling the information
1	Company's details		
	i	Provided Recyclers details such as address, email, contact number, PAN Number GST Number, IEC Number, CIN Number date of establishment , Authorization under hazardous Waste (M& TM) Rules, 2016, CTE & CTO Certificate	<ul style="list-style-type: none"> ▪ The applicant to provide address of the recycling facility. ▪ In case the applicant has more than one recycling facility then separate registration is to be done for other facilities. One registration will be given for a single recycling facility. ▪ Email address provided will be used by CPCB for future correspondence.
	ii	Uploaded copies of PAN Number GST Number, CIN Number, CTE, CTO and Authorization, Certificate	<ul style="list-style-type: none"> • Upload scanned copies of documents as per the information provided at S.No (i)
	iii	Provided uniform address in all the enclosed documents and the same is matching with address mentioned in the registration form	<ul style="list-style-type: none"> • The applicant to ensure that the address provided in its uploaded documents i.e. CTO/CTE, Authorization, GST, should be the same as the address of company's office at S.No (i)
2	Authorized Person Details		
	i	Provided details w.r.t Authorized Person such as its designation, address, email, contact, Aadhar Card	<ul style="list-style-type: none"> • Provide name of the Authorised person. Note that future correspondence will be done through authorized persons only
	ii	Uploaded copy of Aadhar Card	<ul style="list-style-type: none"> ▪ Upload the Aadhar card of the authorized person
3	Recycler Activity Data		
	i	Specified Products details of recycler	<ul style="list-style-type: none"> • Specify type of products made by the recycler as per the authorization certificate issued by the concerned SPCBs/PCCs
	ii	Provided Authorized Capacity both in terms of Waste Processing as well as Product Manufacturing	<ul style="list-style-type: none"> • In case of existing unit Provide these details as per the authorization certificate issued by the concerned SPCBs/PCCs
	iii	Uploaded geotagged Pictures & Video of the Recycling Unit	<ul style="list-style-type: none"> ▪ Upload Clear geotagged Pictures of all the Areas, facilities & equipment available with the recycling units. The recycler has to make one pdf file of all the pictures and upload it. Also make a geotagged video showing step by step recycling procedure. ▪ The pictures/videos uploaded by the recycler should be geotagged i.e. every picture / video should reflect latitude & longitude of the location of picture & video.

S.No		Details	Guidance for filling the information
4		Uploaded self-declaration on authenticity of data & safety	<ul style="list-style-type: none"> A template for submission of the self-declaration is provided in the Instruction sheet. The applicant has to submit a self-declaration as per the template. The self-declaration is to be submitted in Company's letterhead with signatures of the authorized person and the company's seal. Scanned copy is to be uploaded

iii. Checklist for Retreaders

S.No		Details	Guidance for filling Information
1	Retreaders Details		
	i	Provided Retreaders details such as address, email, contact number, PAN Number GST Number, CIN Number(if available), date of establishment, Authorization, CTE & CTO Certificate	<ul style="list-style-type: none"> The applicant to provide address of the retreading unit. In case the applicant has more than one retreading unit then separate registration is to be done for other units. One registration will be given for a single retreading unit. Email address provided will be used by CPCB for future correspondence.
	ii	Uploaded copies of PAN Number GST Number, CIN Number (if available), Authorization, CTE & CTO Certificate	<ul style="list-style-type: none"> Upload scanned copies of documents as per the information provided at S.No (i)
	iii	Provided uniform address in all the enclosed documents and the same is matching with address mentioned in the registration form	<ul style="list-style-type: none"> The applicant to ensure that the address provided in its uploaded documents i.e. IEC, GST, CIN should be the same as the address of company's office at S.No (i)
2	Authorized Person Details		
	i	Provided details w.r.t Authorized Person such as its designation, address, email, contact, Aadhar Card.	<ul style="list-style-type: none"> Provide name of the Authorised person. Note that future correspondence will be done through authorized persons only
	ii	Uploaded copy of Aadhar Card	<ul style="list-style-type: none"> Upload the Aadhar card of the authorized person
3	Retreaders Activity Data		
	i	Specified Types of Tyre Retreaded	<ul style="list-style-type: none"> Mention on retreading capabilities of Retreader based on types of tyres retreaded by it and as per the authorization certificate issued by the concerned SPCBs/PCCs

S.No		Details	Guidance for filling Information
	iii	Provided Authorized Capacity both in terms of Waste Processing as well as Product Manufacturing	<ul style="list-style-type: none"> ▪ Provide these details as per the authorization certificate issued by the concerned SPCBs/PCCs
4.		Uploaded geotagged Pictures & Videos of the Unit	<ul style="list-style-type: none"> ▪ Upload geotagged pictures of facilities/equipment's available with Retreader. Make single pdf of all the pictures and upload. Also upload a geotagged video describing the step by step retreading process. ▪ The pictures/videos uploaded by the Retreader should be geotagged i.e. every picture / video should reflect latitude & longitude of the location of picture & video.
5.		Uploaded self-declaration on authenticity of data	<ul style="list-style-type: none"> ▪ A template for submission of the self-declaration is provided in the Instruction sheet. The applicant has to submit self-declaration as per the template. The self-declaration is to be submitted in Company's letterhead with signatures of the authorized person and the company's seal. Scanned copy is to be uploaded

5.0 Target time & Response

1. In case of an incomplete application for registration, the checklist will be issued to the applicant within 30 working days of submission of the last information/document.
2. Applicant has to respond to CPCB queries/checklist within 15 days of receipt of checklist
3. When an application for registration is complete in all aspects, registration will be issued through portal within 30 working days of completion of the application for registration.
4. For amendment requests, amendment in the registration will be issued through the portal within 30 days of receipt of request provided the applicant has submitted all the relevant information/documents required for making necessary amendment.

6.0 Approval for Registration

1. Upon receipt of the application for registration, the same will be examined at the division level of CPCB. In case shortcomings are observed the same will be conveyed to the applicant in the form of a checklist through the portal. The applicant will also be informed through email and SMS to refer checklist at the portal and submit revised information/documents.

2. Member Secretary shall be the Approving Authority for grant of registration, amendments and renewals to Producers, Recyclers and Retreaders.
3. A completed application for registration will be submitted before Member Secretary, CPCB for accord of registration approval.
4. After the approval of the registration, Divisional Head, WM-III Division will issue a registration in the form of digital certificate to the applicant. In the case of Producers EPR obligation will also be assigned along with the registration. While in the case of recyclers and retreaders, their recycling /retreading details will also be mentioned along with the registration, name and address of the applicant.
5. The amendments in the registration shall be done after approval of the competent Authority (Member Secretary) and amendments will be issued through portal to the applicant by DH, WM-III Division

7.0 Revocation of registration

1. In case, any registered entity furnishes false information or wilfully conceals information for getting registration or return or report or information required to be provided or furnished under this Schedule or in case of any irregularity, the registration of such entity may be revoked by the Central Pollution Control Board after issuing notices and seeking explanation from them and giving an opportunity of being heard and in addition, environmental compensation charges may also be levied in such cases as per EC guidelines developed by CPCB.
2. In case a unit of Recyclers/Retreaders is found non-complying at the time of inspection, the registration of the Recycler/Retreader will be suspended after issuing notices and seeking explanation from them. Opportunity shall be given to Recyclers/ Retreaders for hearing before Competent Authority of CPCB

8.0 Prosecution

1. Any person, who provides incorrect information for obtaining extended producer responsibility certificates, uses or causes to be used false or forged extended producer responsibility certificates in any manner, over generates extended producer responsibility certificates above 5% of the actual waste recycled, wilfully violates the directions given under the provisions of this Schedule or fails to co-operate in the verification and audit proceedings, may be prosecuted under section 15 of the E(P) Act 1986 and this prosecution shall be in addition to the environmental compensation levied as per EC guidelines developed by CPCB

9.0 Verification and Audit

1. The Central Pollution Control Board by itself or through a designated agency shall verify compliance of producers, recyclers & retreaders through inspection and periodic audit, as deemed appropriate and the actions against violations and for non-fulfilment of extended producer responsibility target, obligations and responsibilities shall be in accordance with the provisions of paragraph 10 of schedule IX of the Hazardous & Other Waste (M&TM) Amendment rules 2022.

Registration fee as approved under 198th Board meeting

S.No	User Type	Activity	Proposed Annual Registration fee
1	Producer	New Producer(1 st time registration-valid for two years)	₹ 25,000/- + ₹ 0.625/ MT for quantity of Tyre Manufactured/Imported in the preceding two years (if applicable)
		Renewal of registration fee (every 3 rd year)	₹12,500/- + ₹ 0.625/MT for quantity of Tyre Manufactured/Imported in the preceding two years
		In case of any addendum	₹7,500/-
2	Recycler	New Recycler (1 st time registration valid for two years)	₹ 15,000/-
		Renewal of registration-(every 3 rd year)	₹7,500/- + ₹ 0.625/MT for quantity of EPR certificate transaction in the preceding two years
		In case of any addendum	₹5,000/-
3	Retreader	New Retreader(1 st time registration- valid for two years)	₹ 10,000/-
		Renewal of registration- (every 3 rd year)	₹5,000/- + ₹ 0.625/MT for quantity of Retreading certificate transaction in the preceding two years
		In case of any addendum	₹3,000/-

Self-Declaration for Producer

Dated:

We, M/s _____ hereby declare that information provided for registration on the Waste Tyre EPR Portal under Hazardous and Other Waste (management & Transboundary Movement) Rules, 2022 as a Producer are true to the best of our knowledge and belief and that it conceals nothing and that no part of it is false.

We, M/s _____ also hereby declare that the information with regard to manufacturing / sales /import data (kindly strike out whichever is not applicable) provided for calculation of EPR obligation are true to the best of our knowledge and belief and that it conceals nothing and that no part of it is false.

We, M/s ----- also hereby declare and confirm that adequate occupational safety/Health and fire safety measures have been taken in the manufacturing plant(s).

We also hereby undertake that all the responsibilities of correctness of information as provided will be ours. In case of any data and information found false or misleading at any stage, actions as per the rules may be initiated against us.

(Name and Signature of the Authorized Person)

Designation:

Company Seal

(Hint: On the company's letter head with signature of authorized person & company seal)

Annexure-III

Self-Declaration for Recycler/Retreader

Dated:

We, M/s _____ hereby declare that information provided for registration as a Recycler / Retreaders (strike out whichever is not applicable) on the Waste Tyre EPR Portal under Hazardous and Other Waste (management & Transboundary Movement) Rules, 2022 are true to the best of our knowledge and belief and that it conceals nothing and that no part of it is false.

We, M/s ----- also hereby declare and confirm that adequate occupational safety/Health and fire safety measures have been taken in the recycling/retreading plant(s) (strike out whichever is not applicable).

We also hereby undertake that all the responsibilities of correctness of information as provided will be ours. In case of any data and information found false or misleading at any stage, actions as per the rules may be initiated against us.

(Name and Signature of the Authorized Person)

Designation:

Company Seal

(Hint: On the company's letter head with signature of authorized person & company seal)