

Guidance Document for Registration of Used Oil Importer at EPR Portal for Used Oil Management



February, 2025

**Central Pollution Control Board
(Ministry of Environment, Forest and Climate Change)
Parivesh Bhawan, East Arjun Nagar,
Shahdara, Delhi – 110032**

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1.0 Background

The Ministry of Environment, Forest and Climate Change amended the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 vide notification G.S.R 677(E) dated 18th September 2023 as “The Hazardous and Other Wastes (Management and Transboundary Movement) Second Amendment Rules, 2023; where instrument of EPR (Extended Producer Responsibility) has been introduced for the management of Used Oil in the Country.

As per the provisions of the said rules, every Producer of Base Oil or Lubrication Oil and Importer of Used Oil has the obligation for Extended Producer Responsibility (EPR) on the basis of quantity of Base Oil or Lubrication Oil placed in the market and quantity of Used Oil imported.

The Used Oil Importer shall fulfil their EPR obligations by purchasing Extended Producer Responsibility Certificates from registered recyclers. As per para 26 of the said rules, Producers, Collection Agents, Recyclers and Used Oil Importers are required to registered on the EPR portal developed by CPCB.

This document provides guidance on filling of applications by Used Oil Importer and processing of applications.

As per above said rules, Used Oil Importer means any person or entity who imports used oil.

2.0 Applicability

Used Oil Importer shall submit an online application along with the relevant information, documents and registration fees as per the details outlined in subsequent sections of this document.

3.0 Guidance for filling of Applications by Used Oil Importer

The used oil importers are required to start the process of filing the application by signing up at the web portal <https://eprusedoil.cpcb.gov.in/> followed by filling of registration form consisting of 4 parts namely (1) General Details (2) Details of Used Oil Importer (3) EPR Target & Declaration (4) Payment Details

3.1 Procedure of Signing Up

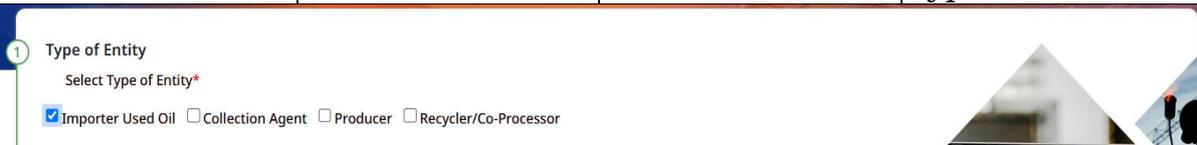
For registration of used oil importer at the Used Oil EPR Portal under the Hazardous and Other Wastes (Management and Transboundary Movement) Second Amendment Rules, 2023, the used oil importers are required to generate login credentials by providing details as tabulated below:

S. No.	Section	Information Required	Guidance
1.	Type of Entity	Entity type	<p>Unit with a common GST number can select the multiple types of entities (i.e., Producer, Recycler, Importer, Collection agent) if the unit is currently engaged in multiple types of activities (i.e., Import, Production, Collection & Recycling) for creating single login credentials.</p> <p>In case entity has separate GST number for each type of activity, then entity can create separate login credential for each entity type.</p>

1 Type of Entity

Select Type of Entity*

Importer Used Oil Collection Agent Producer Recycler/Co-Processor



S. No.	Section	Information Required	Guidance
2.	Company Details	GST Number	Enter GST number of the Company
		Name of Company	System will auto fetch the name of the company
		Trade Name / Legal Name	System will auto fetch the trade/legal name of the company
		Company E-mail ID	E-mail ID of the company shall be entered (for getting communication and other details)
		Type of Business	Select the type of business from the drop-down list
		State/UT	Select the name of State/UT from the drop-down list
		District	Select the name of district from the drop-down list
		Registered Address	As provided in the GST
		PIN Code	PIN code of the registered address
		PAN Number	Permanent Account Number of the company. In the case of Proprietor-ship, the PAN number of Authorized person is to be provided.
TIN Number	Taxpayer Identification Number shall be provided		

S. No.	Section	Information Required	Guidance
		IEC Number	Import Export Code shall be provided
		CIN Number	Corporate Identification Number is to be provided if the business is registered with Ministry of Corporate Affairs

2 Company Details

GST Number *(i)

Name of Company *

Trade/Legal Name *

Company Email *(i) [Get OTP](#)

Type of Business *

State/UT *

District *

Registered Address *

Pin Code*

PAN Number *(i)

TIN Number (i)

IEC Number (i)

CIN (i)



S. No.	Section	Information Required	Guidance
3.	Authorized Person Details	Name Authorized of person	Name of authorized company/business official.
		Designation	Name of any consultant or agent or any other agencies working on behalf of Producer shall not be provided.
		Landline Number	Designation of authorized person in the company
		Mobile Number	Landline number of the authorized person
			10-digit mobile number of the authorized person (should be in use)

S. No.	Section	Information Required	Guidance
			for getting necessary information /communication
		Email ID	E-mail ID of the authorized person is to be provided for getting necessary information/ communication
		PAN Number	Permanent Account Number of authorized Person.

3 Authorized Person Details

Name of the Authorized person * Designation * Landline Number

Mobile Number * (i)

Email ID * (i)

PAN Number * (i)

Captcha  Enter Text Here



Enter the captcha then click on Sign-up, the login credentials (i.e., User name and Tentative Password) shall be auto-generated and communicated through e-mail to the registered company email ID and authorized person e-mail ID.

Thereafter, the applicant may login the portal using credential provided in the e-mail and change the tentative password. After changing the password, and logging in the applicant [which shall be a.) Length 8 – 16 Characters; b.) At least 1 Alphabet in upper case; c.) At least 1 Alphabet in lower case; d.) At least 1 Special Character; & e.) At least 1 Numeric] submit the registration form as outlined in the next section.

3.2 Submission of Registration Form

After login, the user may select the type of entity (in case more than one entity selected during sign-up) and initiate Registration Process. The user shall ensure that the copy of following documents (pdf document) is readily available with them for filing the registration form:

1. Company GST certificate

2. PAN card of the company
3. IEC certificate
4. CIN document
5. TIN document
6. PAN card of authorized person

3.3 Section Wise Filling of Information

Used Oil Importer shall follow section wise instructions as given in the table below for filling applications for registration:

S. No.	Section	Information Required	Guidance
1.	General Details	Name of Company	This information will be auto filled as per the details provided in the sign up form
		Trade / Legal Name	This information will be auto filled as per the details provided in the sign up form
		Company Email	This information will be auto filled as per the details provided in the sign up form
		GST Number	This information will be auto filled as per the details provided in the sign up form
		Upload GST Certificate	GST certificate of the company shall be uploaded
		Type of Business	This information will be auto filled as per the details provided in the sign up form
		State/UT	This information will be auto filled as per the details provided in the sign up form
		District	This information will be auto filled as per the details provided in the sign up form
		Registered Address	This information will be auto filled as per the details provided in the sign up form

S. No.	Section	Information Required	Guidance
		Pin code	This information will be auto filled as per the details provided in the sign up form
		PAN Number	This information will be auto filled as per the details provided in the sign up form
		Upload PAN Card	PAN card of the company shall be uploaded
		IEC Number	This information will be auto filled as per the details provided in the sign up form
		Upload IEC Certificate	IEC certificate shall be uploaded
		CIN Number	This information will be auto filled as per the details provided in the sign up form
		Upload CIN Document	CIN Document shall be uploaded (If provided during Sign-up)
		TIN Number	This information will be auto filled as per the details provided in the sign up form
		Upload TIN Number	TIN document shall be uploaded (If provided during Sign-up)

EPR PORTAL FOR USED OIL MANAGEMENT
Importer Used Oil

CENTRAL WAREHOUSING CORPORATION
Harsh Kumar

Dashboard
Registrations

General Details
Details of Used Oil Importer
EPR Target & Declaration
Payment Details

(1) General Details

Fields marked with * are mandatory

<p>Name of company * <input type="text" value="CENTRAL WAREHOUSING CORPORATION"/></p> <p>GST Number * <input type="text" value="24AAACC1206D1ZM"/></p> <p>State/UT * <input type="text" value="Delhi"/></p> <p>PIN Code * <input type="text" value="110032"/></p> <p>IEC Number * <input type="text" value="1234567891"/></p> <p>Upload CIN Document(Only PDF max file size 2Mb) See Doc <input type="button" value="Choose File"/> No file chosen</p>	<p>Trade/legal Name * <input type="text" value="CENTRAL WARE HOUSING CORP.LTD."/></p> <p>Upload GST certificate(Only PDF max file size 2Mb) * See Doc <input type="button" value="Choose File"/> No file chosen</p> <p>District * <input type="text" value="New Delhi"/></p> <p>PAN Number * <input type="text" value="*****702M"/></p> <p>Upload IEC certificate(Only PDF max file size 2Mb) * See Doc <input type="button" value="Choose File"/> No file chosen</p> <p>TIN Number <input type="text"/></p>	<p>Company Email * <input type="text" value="harshk121@gmail.com"/></p> <p>Type of Business * <input type="text" value="Pvt Ltd"/></p> <p>Registered Address * <input type="text" value="Parivesh Bhawan, CBD-cum-Office Complex East Arjun Nagar, DEL"/></p> <p>Upload PAN card(Only PDF max file size 2Mb) * See Doc <input type="button" value="Choose File"/> No file chosen</p> <p>CIN Number <input type="text"/></p> <p>Upload TIN Number(Only PDF max file size 2Mb) <input type="button" value="Choose File"/> No file chosen</p>
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S. No.	Section	Information Required	Guidance
	Authorized Person Details	Name of Authorized Person	This information will be auto filled as per the details provided in the sign up form
		Designation	This information will be auto filled as per the details provided in the sign up form
		Landline Number	This information will be auto filled as per the details provided in the sign up form
		Mobile Number	This information will be auto filled as per the details provided in the sign up form
		PAN Number	This information will be auto filled as per the details provided in the sign up form
		Upload PAN Card	PAN card of authorized person shall be uploaded.
		Save & Next	Details will be saved and proceed for next step

(2) Authorized Person Details

Name of Authorized Person *	Designation*	Landline Number
Harsh Kumar	Company Owner	
Mobile Number *	Email *	PAN Number *
9728099199	harshkvr611@gmail.com	*****703C
Upload PAN card(Only PDF max file size 2Mb) * See Doc		
Choose File No file chosen		
<input type="button" value="Save"/> <input type="button" value="Next >"/>		

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S. No.	Section	Information Required	Guidance
2. Details of Used Oil Importer	Additional Authorized Person Details	Name of Authorized Person	Name of authorized company/business official. Name of any consultant or agent or any other agencies working on behalf of Used Oil Importer shall not be provided
		Designation	Designation of authorized person in the company
		Landline Number	Landline number of the authorized person
		Mobile Number	10-digit mobile number of the authorized person (should be in use) for getting necessary information /communication
		Send OTP	OTP will be send to Authorized Person mobile number
		Verified	It will be verified once correct OTP will enter
		PAN Number	Permanent Account Number of authorized Person
	Upload PAN Card	PAN card of authorized person shall be uploaded	
	Type of Used Oil Importer	<ul style="list-style-type: none"> Used oil importer-actual user 	In case, Used oil importer-actual user be selected the will allow to proceed for submission of application

S. No.	Section	Information Required	Guidance
		<ul style="list-style-type: none"> Used oil importer-trader 	In case user selected Used oil importer-trader, the portal will not allow the submission of application as the rules allow actual user to import the used oil for recycling.
		Whether Import permission issued by MoEF&CC	Yes or No If user select No, the system will not allow to submit the application, as it is mandatory requirement for import of used oil.
		Upload Certificate	If Selected "Yes" then user will upload Import permission certificate issued by MoEF&CC.
		Import Permission Validity	The user shall provide the validity date from the calendar
	Quantity of used oil imported during last 02 FY	For FY 2022-23	Enter the quantity of used oil imported during FY 2022-23 first
		Quantity (MT)	Mention the Quantity in MT
		HSN Code	List of HSN Codes will be selected from dropdown
		Upload CA certified declaration	Used Oil Importer shall upload CA certified declaration regarding quantity of

S. No.	Section	Information Required	Guidance
			used oil imported during FY
		For FY 2023-24	Enter the quantity used oil imported during FY 2023-24
		Quantity (MT)	Mention the Quantity in MT
		HSN Code	List of HSN Codes will be selected from dropdown
		Upload CA certified declaration	Used Oil Importer shall upload CA certified declaration regarding quantity of used oil imported during FY
		Address of the Recycling Facility	Used Oil Importer shall enter the address of the Recycling Facility
		State of Recycling Facility	State in which facility is located
		District of recycling facility	District in which recycling facility is located
		Consent to Operate (issued under Air/Water Act) Consent Application number(CTO)	Entered the Consent application number as per CTO. Click on the check button, then the portal will verify the CTO application number through Online Consent Management & Monitoring System (OCMMS).

S. No.	Section	Information Required	Guidance
		Upload the CTO copy	Upload the copy of CTO issued by SPCB/PCC (Only PDF max file size 2Mb)
		Validity of CTO	Select the validity of consent to operate through calendar.
		Authorization (issued under HOWM Rules) Upload the copy	Upload the copy of authorization issued by SPCB/PCC (only PDF max file size 2Mb)
		Validity of authorization	Select the validity of authorization issued by SPCB/PCC under the HOWM Rules, 2016 through calendar.
		Consented recycling capacity (MTPA)	Enter the consented recycling capacity in MT per annum only.


EPR PORTAL FOR USED OIL MANAGEMENT

Importer Used Oil

CENTRAL WAREHOUSING CORPORATION
Harsh Kumar

Dashboard
Registrations

General Details
Details of Used Oil Importer
EPR Target & Declaration
Payment Details

(1) Additional Authorized Person Details

Name of Authorized Person *

Designation *

Landline Number

Mobile Number *

✓ Verified

PAN Number *

Upload PAN card(Only PDF max file size 2Mb) * [See Doc](#)

 No file chosen

(2) Type of used oil importer *

Used oil importer-actual user
 Used oil importer-trader

Whether Import permission issued by MoEF&CC*

Upload Import Certificate (Only PDF max file size 2Mb) * [See Doc](#)
 No file chosen

Import Permission Validity *

Quantity of used oil imported during last 02 FY

For FY	Quantity (MT) *	HSN Code *	Upload CA certified declaration(Only PDF max file size 2Mb)* See Doc
For FY 2022-23	<input type="text" value="20"/>	<input type="text" value="27109900"/>	<input type="text" value="Choose File"/> No file chosen
For FY 2023-24	<input type="text" value="19"/>	<input type="text" value="27109900"/>	<input type="text" value="Choose File"/> No file chosen

Address of recycling facility *

State of recycling facility *

District of recycling facility *

Consent to Operate (issued under Air/Water Act)
 Consent application number(CTO) *

Upload the CTO copy(Only PDF max file size 2Mb) * [See Doc](#)
 No file chosen

Validity of CTO *

Authorization (issued under HOWM Rules)
 Upload the copy(Only PDF max file size 2Mb) * [See Doc](#)
 No file chosen

Validity of authorization *

Consented recycling capacity(MTPA) *

S. No.	Section	Information Required	Guidance
3.	EPR Target & Declaration	Quantity of used oil imported (FY 2023-24)	The information will be auto fetched from pervious tab
		Quantity (MT)	The information will be auto fetched from pervious tab
		EPR Target (FY 2024-25)	The portal will auto calculate the EPR target based on the quantity of used oil imported last year (Y-1)
		Upload Undertaking	Used Oil Importer shall upload the undertaking at company letter head as per the format provided
		See Doc	Preview of the doc uploaded
		Check Box for Declaration	User need to select the checkbox for declaration
		Save & Next	Check validations of all mandatory fields and redirect to Document Upload tab.

The screenshot shows the 'EPR Portal for Used Oil Management' interface. The user is Harsh Kumar, representing Central Warehousing Corporation. The current step is 'EPR Target & Declaration'. The form contains the following elements:

- Quantity of used oil imported (FY 2023-24):** 19
- EPR Target (FY 2024-25):** 19
- Upload undertaking:** A button to 'Download Undertaking' and a 'Choose File' button (No file chosen).
- Declaration:** A checked checkbox stating: "I Harsh Kumar on behalf of CENTRAL WAREHOUSING CORPORATION hereby declares that the information furnished is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my registration shall be liable to be cancelled without notice or any compensation in lieu thereof."
- Navigation:** Buttons for '< Previous', 'Save', and 'Next >'.

S. No.	Section	Information Required	Guidance
4.	Payment Details	Payment of fees	Based on the average quantity of used oil imported fee will be auto calculated by system (as per the payment slab). The entity selects the 'Make payment' button and submit the registration fee, upon which the registration is deemed to be submitted.

The screenshot displays the 'Payment Details' section of the EPR Portal. It includes a table for 'Quantity of Used oil imported (MTPA)' with columns for Sr. No., Financial Year, Unit, and Total Quantity Imported. Below this is a 'Payment slab for registration fee for Importers' table with columns for Sr. No., Quantity of Used oil imported (MTPA), and Registration Fees Amounts (INR). Navigation buttons for 'Previous' and 'Make Payment (Testing Only)' are visible at the bottom.

Sr. No.	Financial Year	Unit	Total Quantity Imported
1	2022-23	Metric Ton	20
2	2023-24	Metric Ton	19
Total			39 MT
Average Quantity Import (MT)			19.5 MT
Registration Fees Amount (INR)			25000*

Sr. No.	Quantity of Used oil imported (MTPA)	Registration Fees Amounts (INR)
1	> 1,00,000 MT	10,00,000/-
2	50,000 - 1,00,000 MT	5,00,000/-
3	10,000 - 50,000 MT	2,00,000/-
4	1,000 - 10,000 MT	1,00,000/-
5	500-1,000 MT	50,000/-
6	< 500 MT	25,000/-

4.0 Registration Fees

The entity shall pay the registration fees as per the details given below along with the application for registration:

Table-1: Registration fee for Used Oil Importer		
S No	Quantity of Used oil imported (MTPA)	Registration Fees Amounts (INR)
1	> 1,00,000 MT	10,00,000
2	> 50,000 - 1,00,000 MT	5,00,000
3	> 10,000 - 50,000 MT	2,00,000
4	1,000 - 10,000 MT	1,00,000
5	500-1,000 MT	50,000
6	< 500 MT	25,000

5.0 Processing of Application

Once the application submitted by used oil importer, CPCB will follow the procedure for processing the application for grant of registration:

1. The application shall be processed within 21 working days. The registration shall be either granted or rejected as the case may be within this period.
2. After processing, if the application found to be incomplete with respect to any document being not submitted or any missing information, then the applicant shall be informed through portal only.

Accordingly, the applicant shall submit the requisite information sought by CPCB for further processing of the application.

3. Applications shall be rejected if false/ irrelevant information /document submitted. Application fees shall be forfeited in such cases. Fresh applications along with application fees will have to be submitted for Registration.
4. Portal-generated digitally signed Registration Certificate shall be granted through the Portal.
5. 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.

6.0 Late Fee Mechanism:

After submission of application it is reviewed by concerned authorities. In case the application found incomplete, the same will be return back to user for re-submission. The applicant can resubmit the application without any late fee, if submitted within the stipulated time period. However, a late fee may apply in case of prolonged delay in re-submission. The details of late fee structure will be updated in due course of time.

7.0 Amendment of Registration:

Amendment refers to the process of making changes to the registration details of Used Oil Importer

1. For any amendments within 21 days after submitting the form for registration no charges will be applicable, however for any amendments after the 21 days, CPCB charges Rupees 10,000 for processing and implementing each requested amendment to registration documents.
2. CPCB shall review amendment requests and may require additional documentation or verification before approving changes to the registration.

8.0 Revocation of Registration:

1. Any registered entity furnishes false information or willfully conceals information for registration or return or report or information required

to be provided or furnished under the said Rules or in case of any irregularity, the registration of such entity may be revoked by the CPCB for a period up to five-years after giving an opportunity to be heard and in addition, environmental compensation charges may also be levied as per provisions under said Rules and amendment thereof.

2. The Producer will be given an opportunity to be heard, prior to the CPCB considering the cancellation or suspension of the registration.

Note: CPCB shall update the document from time to time in accordance with requirements and further Amendment to Hazardous and Other Wastes (Management and Transboundary Movement) Second Amendment Rules, 2023 if any, as required.
