Guidance Document for Recyclers

under Battery Waste Management

Central Pollution Control Board, Delhi

Contents

1. Background

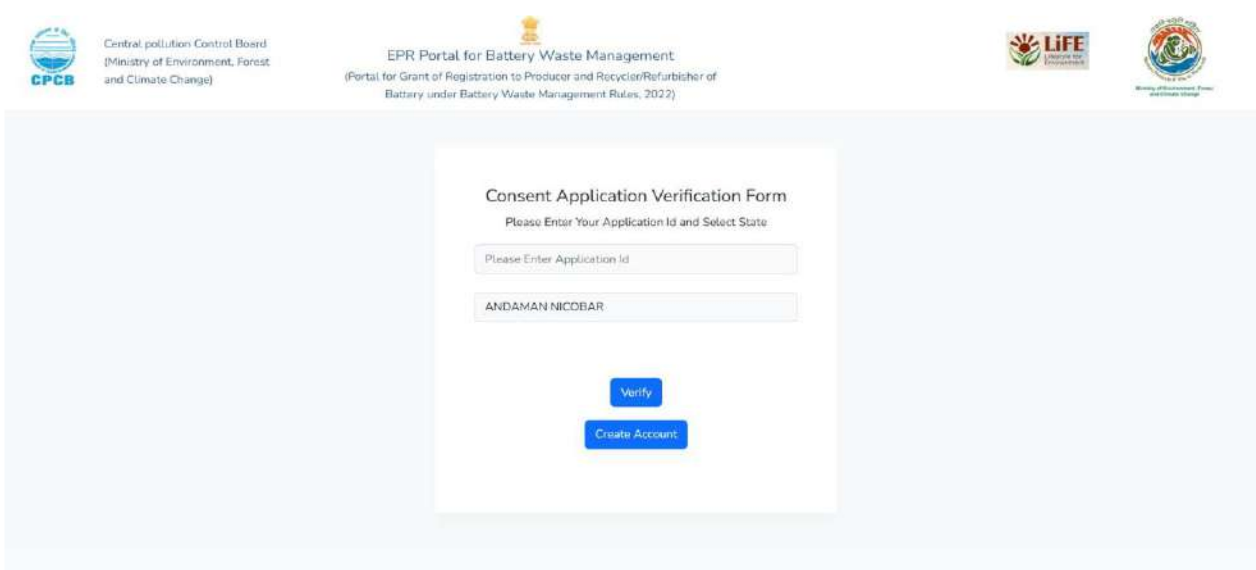
Ministry of Environment Forest and Climate Change notified Battery Waste Management (BWM) Rules on 22nd August, 2022 as per recyclers shall register with the State Pollution Control Board through the Online EPR Portal.

As per provision under Rules, registered entities involved in recycling of Waste Battery, shall provide certificate for Waste Battery processing and these certificates can be transacted for meeting EPR obligations by the Producers. Recyclers shall furnish the quarterly returns regarding the information on quantity of Waste Battery collected or received from various producers or entity, recycled quantities, and generation and transfer of EPR credits

This document outlines the Standard Operating Procedure of the Online EPR Portal for Recyclers for compliance with the Battery Waste Management (BWM) Rules, 2022. This Guidance Manual provides guidance on signing up on EPR Portal, filing of Waste Battery procurement and recycling data, entering sales data for the recovered material, generation and transfer of EPR credits and quarterly returns filing by the Recyclers.

2. Sign-up on the EPR Portal

After accessing the EPR Portal for Battery Waste Management, users can sign-up on the portal using the 'Create Account' option. When the user clicks on it, a pop-up box appears asking the user to select the Applicant Type. On this pop-up, please select the 'Refurbisher' option. The user is directed to the Consent Verifications step, where users need to enter the Consent ID provided by their respective state and the name of their State. Once done, the user needs to click on the 'Verify' button to verify their Consent ID.



On successful verification of Consent ID, the user is directed to the sign-up form. The Refurbisher sign-up form has the following fields-

Field Name	Input Description / Type

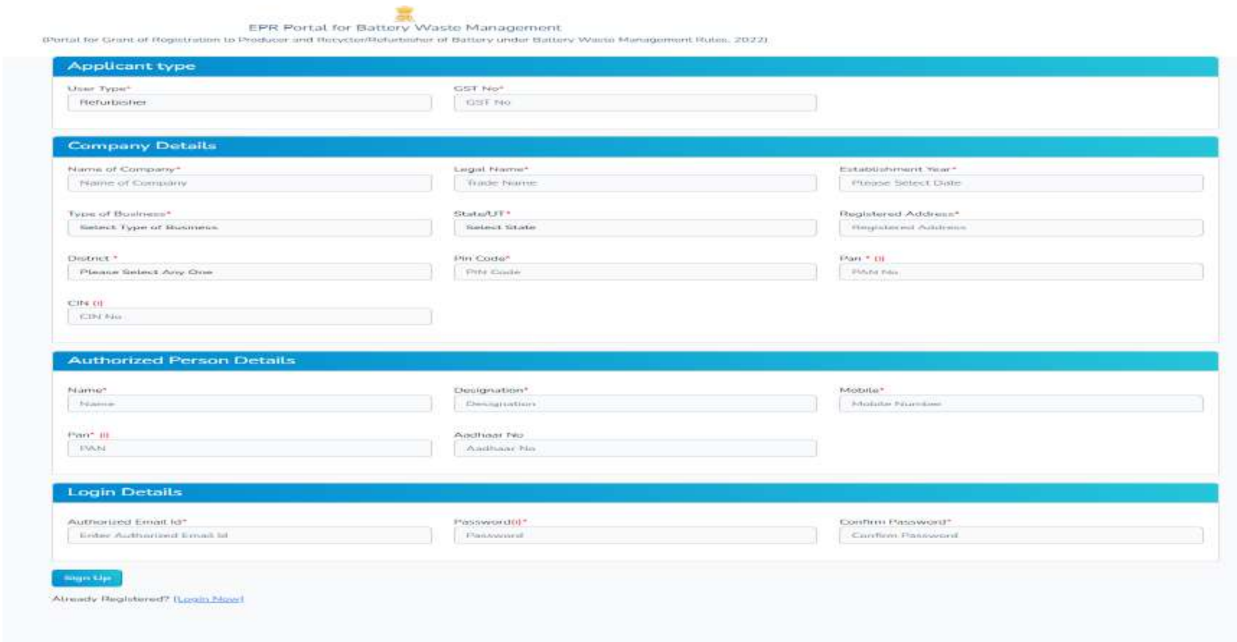
Application Type	
User Type	Type of user is pre-filled to Refurbisher, based on selection made in the previous step
GST No.	Enter the Goods and Services Tax Number. (Text field, Alphanumeric)
Company Details	

Name of Company	Official name of the company fetched from GST No.
Legal Name	Legal name of the company fetched from GST No.
Establishment Year	Select the year in which the company was established. (Dropdown selection or Date Picker)
Type of Business	Select the business type from the provided list. (Dropdown selection)
State/UT	Select the state or union territory where the company is registered. (Dropdown selection)
Registered Address	Enter the registered address of the company. (Text field)
District	Select the district from the provided list. (Dropdown selection)
Pin Code	Enter the postal code of the registered address. (Text field, Numeric)
CIN (Company Identification Number)	Enter the Company Identification Number. (Text field, Alphanumeric)
PAN	Enter the Permanent Account Number. (Text field, Alphanumeric)
Authorized Person Details	
Name	Enter the full name of the authorized person. (Text field)
Designation	Enter the designation or job title of the authorized person. (Text field)
Mobile	Enter the mobile number of the authorized person. (Text field, Numeric)
PAN	Enter the PAN of the authorized person. (Text field, Alphanumeric)
Aadhaar No	Enter the Aadhaar number of the authorized person. (Text field, Numeric)
Login Details	
Authorized Email Id	Enter the email ID for login purposes. (Text field, Email format)

Password	Create a password for login. (Text field, Password format)
Confirm Password	Re-enter the password to confirm. (Text field, Password format)

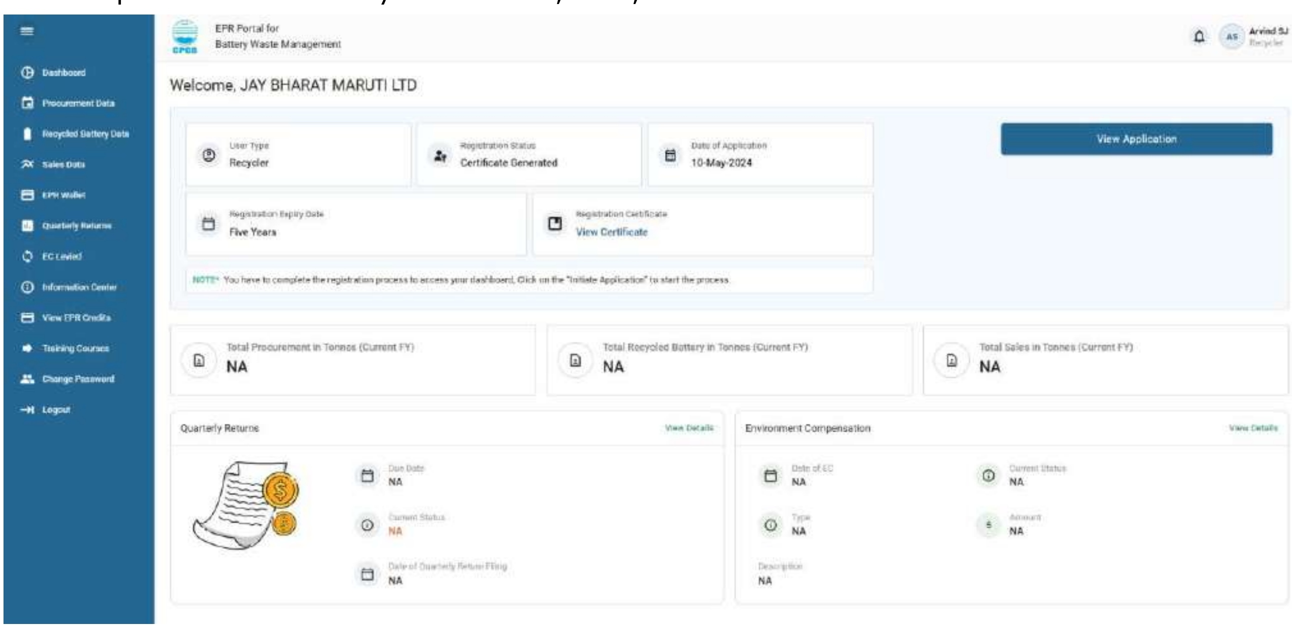
Once the user has filled the form with the right validations, they can click on the 'Sign Up' button to complete the sign-up process and access their account.

Note: The authorized email ID and password created during sign-up should be used for future logins to the portal.



3. Dashboard

The user dashboard is a centralized and visually organized display of relevant information, which offers a quick overview of key information, data, or actions related to the user's account.

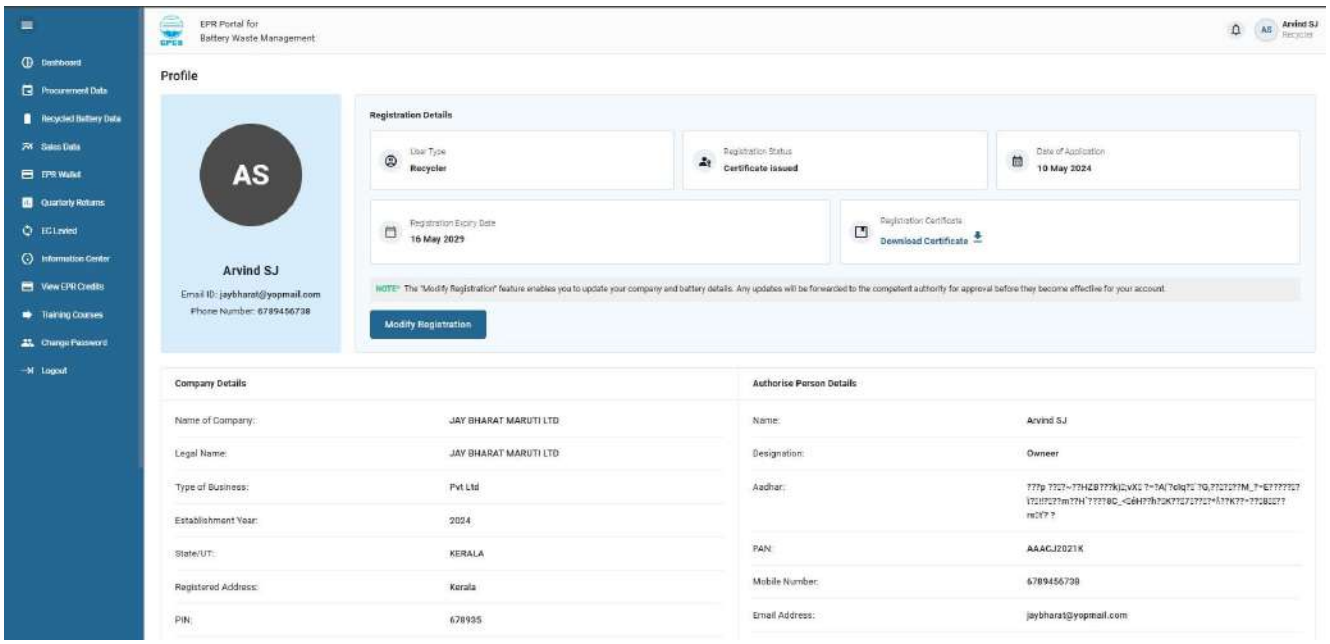


4. My Profile

Profile can be accessed from the top-right section of the portal dashboard. When a user clicks on the profile icon and name at top-right, a sub-menu is displayed allowing them to - My Profile, and Logout. When a user clicks on Logout, they are logged out from their account, and when the user clicks on My Profile, their Profile opens.

The My Profile section contains the following information about the user-

- Authorized Person Profile: mentioning Name, Email ID and Phone Number (sourced from Applicant Type of Sign-Up Form)
- Registration Details: User Type, Registration Status, Date of Application, Application Number, Registration Expiry Date, Registration Certificate Download
- Company Details
- Authorized Person Details



Following Registration Details are mentioned in this page-

- **User Type:** Recycler
- **Registration Status:** displaying following Current Statuses, as applicable
    - Pending Approval: when user has successfully submitted the registration application, but no action has been taken by the approving authority yet
    - In Process: the concerned approving authority has initiated an action (moved to internal approving levels) on the application submitted by the user
    - Query Raised: the concerned approving authority has raised a query on the application submitted by the user. On click, users can view this query raised by the approving authority, and can also respond to it. When the Registration Status = Query Raised, users will be allowed to edit the registration application submitted by clicking on the 'Edit Registration Application Now' button
    - Approved: the concerned approving authority has approved the application submitted by the user
- **Date of Application:** date on which the registration application was submitted by the user
- **Application Number:** Application number generated after successful submission of registration application
- **Registration Expiry Date:** as per government guidelines (currently 5 years)

- **Registration Certificate:** available for download when the application is approved by the concerned approving authority.

On this page, user can also make following actions to update/modify their information
- Modify Registration - placed within the Registration Details card
- Update Authorized Person Details - placed near the Authorized Person Details

4.1 Modify Registration

This allows users to modify their registration details. When a user clicks on this, user will be directed to 'Consent Application Verification Form', which has the following fields-

Field Name	Type	Mandatory	Validation
Consent Application ID (issued by SPCB)	Input field	Yes	Integration for verification, already exist for Recycler
Select State/UT	Single-select dropdown, for all 36 States and UTs listed in alphabetical order	Yes	–

Once the user has mentioned information in the above fields, 'Verify' button will be enabled and when the user clicks on it, verification for Consent Application ID is done. Integration to process verification of Consent Application ID (There is an existing integration done in case of Recycler).

If verification is successful, a pop-up will be shown mentioning "Verification of Consent Application is successful! Please proceed with registration modification". In this pop-up, there will be a button to 'Proceed to Modify Registration', and when user clicks on it, they will be redirected to Initiate Registration form with all fields pre-filled as during the time of registration, and users can edit them as well.

4.2 Update Authorized Person Details

On the Profile section, under Authorized Person Details, there is an 'Update Authorized Person Details' button to allow the user to update their authorized person details. When user clicks on this, a form appears with following fields (pre-filled information, but editable)-

Field Name	Type	Mandatory	Validation
Name	Input Field, prefilled and editable	Yes	Alphanumeric, upto 999 characters
Designation	Input Field, prefilled and editable	Yes	Alphanumeric, upto 999 characters
Aadhar Number	Input Field, prefilled and editable	No	12 digit numeric
PAN	Input Field, prefilled and	Yes	10 digit

	editable		alphanumeric
Mobile	Input Field, prefilled and editable If the user edits the mobile number, a 'Verify with OTP' button appears next to the field. When the user clicks on this a 4 digit OTP is sent to the user's registered phone number and a new input field 'Enter Mobile OTP' appears. When a user clicks on 'Verify' the system verifies the OTP entered by the user and the mobile number is updated in records	Yes	10 digit numeric 'Enter OTP' field accepts 4 digit number and should match with OTP sent on mobile
Email	Input Field, prefilled and editable If the user edits the mobile number, a 'Verify with OTP' button appears next to the field. When the user clicks on this a 4 digit OTP is sent to the user's registered email and a new input field 'Enter Email OTP' appears. When a user clicks on 'Verify' the system verifies the OTP entered by the user and the email is updated in records	Yes	Valid Email Address 'Enter OTP' field accepts 4 digit number and should match with OTP sent on email
Update Password: this field appears if the user has updated their Email. User then has to create a new password for their account			
Enter Current Password	Input Field	Yes	Should match with the current password
Create New Password There is also a note below this field - "Please add a	Input Field	Yes	Minimum length of 8 characters, and a combination of

password of minimum 8 characters with a combination of uppercase, lowercase, numbers and special characters"			different character types, such as uppercase letters, lowercase letters, numbers, and special characters
Confirm New Password	Input Field	Yes	Should match with input in Create New Password
Upload Update Request Document (on company letterhead or duly signed and attested by competent authority)	Upload File option, prefilled and editable	No	Only 1 PDF, upto 2 MB

Action buttons on this page-

- Close: Users can click on the close button to close the update form and return to the Profile page. An actions confirmation pop-up box appears to validate the back action, if user clicks on Yes they are redirected to the Profile page and if user clicks on No they stay on the same form.
- Submit: Users can click on the submit button to proceed with the update request.

Impact of update request:

- Once submitted, this update request is sent to the concerned SPCB
- If the SPCB approves the request the user is informed of the approval, and the Authorized Person Details are updated in the records
- If the SPCB approves the request, login credentials of the user's account are updated
- If the SPCB rejects the request, the user is informed of the action and the Authorized Person Details are not updated in the records.

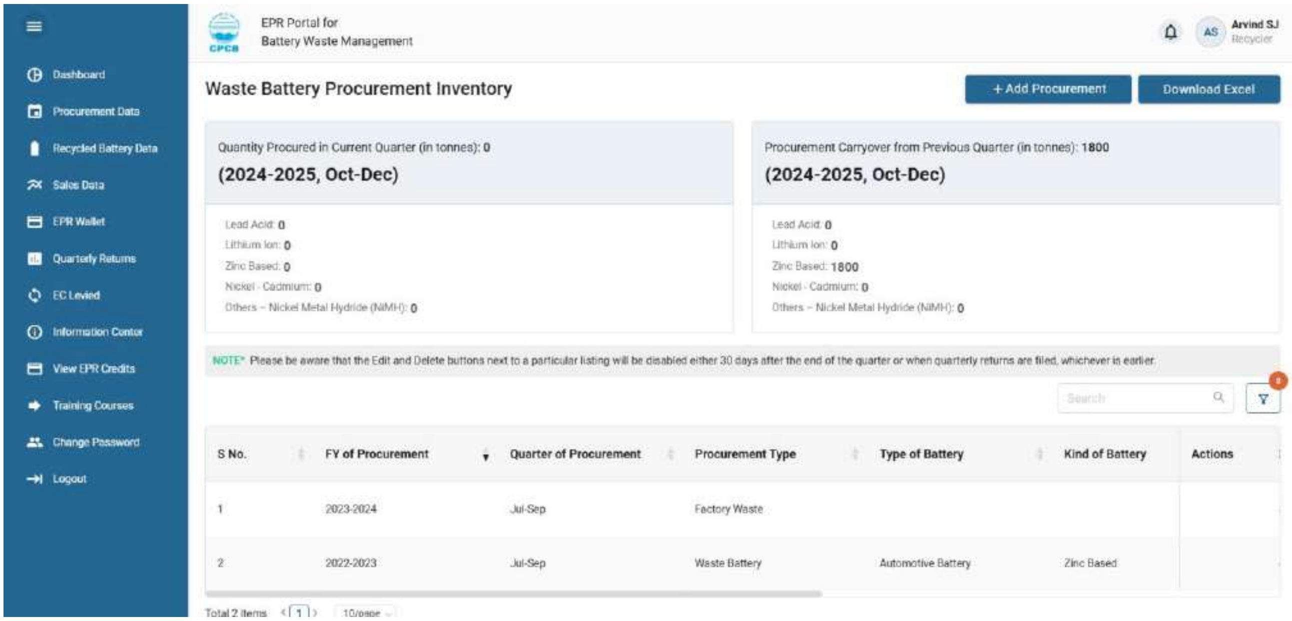
5. Procurement Data

This section allows users to add, view and manage their used battery procurement data. This page has the following informational cards-

- Quantity Procured in Current Quarter (in tonnes)
  **Show current FY and Quarter on cards
  - Lead Acid
  - Li-ion
  - Nickel Cadmium
  - Zinc based
  - Other
- Procurement Carryover from Previous Quarter (in tonnes)
  **Show current FY and Quarter on cards
  - Lead Acid
  - Li-ion
  - Nickel Cadmium
  - Zinc based

- Other

Any opening balance from the registration form will be added to these two cards. The cards will also list the current FY and Quarter on them, and this data will always be only for the current quarter.



Data provided by the user in the registration form will also be listed here, for the respective quarter and FY, and this data cannot be edited or deleted if the 30 days window after the quarter has passed or quarterly return has been filed, whichever is earlier. Only new data entered in this section will have the edit and delete option. Procurement data is listed here in tabular format with following columns-

- SNo
- FY of Procurement
- Quarter of Procurement
- Procurement Type
- Source of Waste Battery
- HSN Code
- Quantity Procured (in tonnes)
- Date of Procurement
- Invoice Number
- Actions - view, edit and delete
  (Edit button against a listing is disabled once the respective quarter has ended. View option allows user to view the submitted form in PDF format)

Filters available in this section: Financial Year (selected by default), Quarter, Procurement Type
Sorting available in this section: Financial Year, Quarter, Type of Battery, Kind of Battery, Date of Procurement, Quantity Procured.

Users can add new data using the 'Add Data' button, which opens a form allowing users to add procurement information. Data added using the form will be saved in the data listings table, as illustrated above. Users can use the ‘Add Data’ button to add multiple entries. The fields of the form are as follows-

Field Name	Type	Mandatory	Validation
FY of Key Battery Material Sale	Single select dropdown options for years, starting 2022-23; until current FY	Yes, pre-filled	-
Quarter of Key Battery Material Sale	Single select dropdown with following options- ● Apr-Jun ● Jul-Sep ● Oct-Dec ● Jan-Mar	Yes, pre-filled	-
Procurement Type	Single select dropdown with following options- ● Waste Battery ● Factory Waste If user selects Waste Battery, two new fields will appear- ● Type of Battery ● Kind of Battery Type of Battery is a single select dropdown, based on options selected in Battery Information form Kind of Battery is a single select dropdown, based on options selected in Battery Information form	Yes	-

Source of Procurement	Single select dropdown, listing- ● Registered Producers ● Imported ● Others (Collection Center, Dealers, etc.) If user selects Registered Producers, then a new mandatory field 'Select Registered Producer' will appear with single-select dropdown with search box, showing list of registered Producers (Name & GSTIN); this list of producers is segregated state-wise, alphabetically If the user selects Imported, then a new mandatory field 'Upload Invoice' appears, where user will have to upload a PDF invoice upto 2MB If user selects 'Others (Collection Center, Dealers, etc.)', then two new mandatory input field appears ● 'Mention Source Name' accepting alphanumerics ● 'GSTIN' accepting alphanumerics	Yes	Alphanumerics for input field "Mention Source Name"
HSN Code	Input Field	Yes	Alphanumeric
Quantity Procured (in tonnes)	Input Field	Yes	Whole Numbers
Date of Procurement	Calendar, dates of only current quarter of FY selected	Yes	Only accept current quarter dates
Invoice Number	Input Field	Yes	-

The form has a note mentioned at the very bottom - "Note: If Invoice Number is not readily available, it can be added later using the edit option."

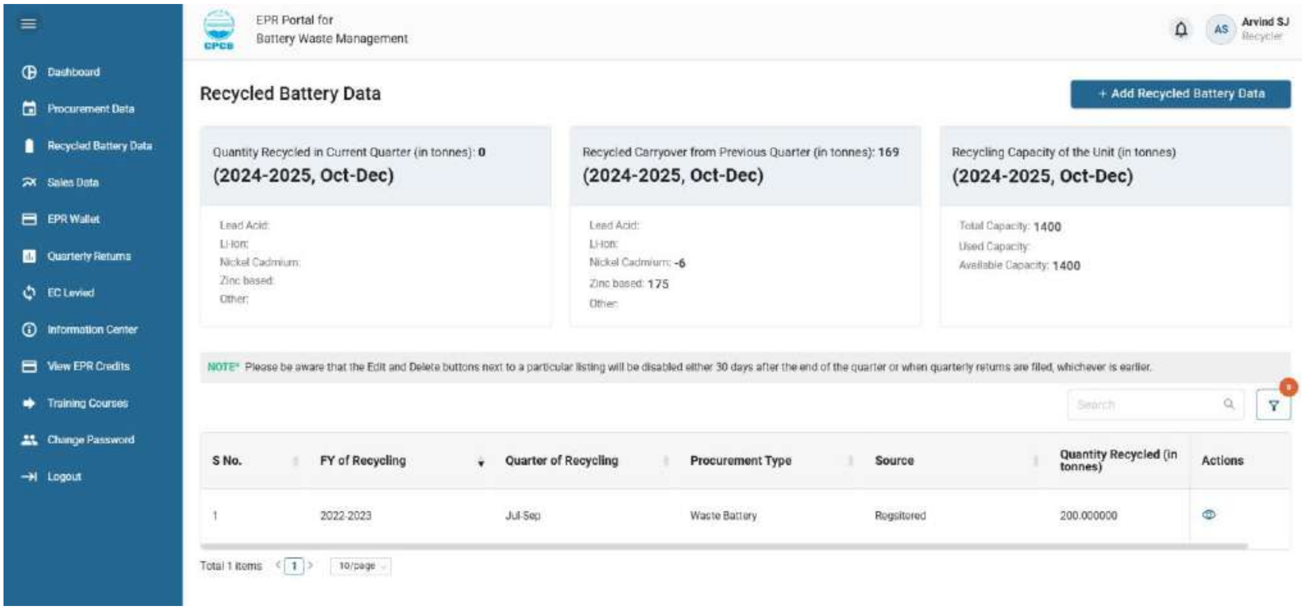
Users can use the close icon to close the form and return to data listing. An action confirmation pop-up box appears when the user clicks on close. Using the edit and delete action buttons in the listings table, users can edit the data and delete a data entry row, respectively. However, the edit button is not available for data listed after Quarterly Return for that data has been filed at the end of quarter or after 30 days of quarter end, whichever is earlier.

6. Recycled Battery Data

This section allows users to add, view and manage their used battery refurbishment data. This page has the following informational cards-

- Quantity Recycled in Current Quarter (in tonnes)
  **Show current FY and Quarter on cards
  - Lead Acid
  - Li-ion
  - Nickel Cadmium
  - Zinc based
  - Other
- Recycled Carryover from Previous Quarter (in tonnes)
  **Show current FY and Quarter on cards
  - Lead Acid
  - Li-ion
  - Nickel Cadmium
  - Zinc based
  - Other
- Recycling Capacity of the Unit (in tonnes)
  **Show current FY and Quarter on cards
  - Total Capacity [= Recycling Capacity of the Unit as per CTO (in tonnes per annum)/4]
  - Used Capacity [= Recycling data added by user for the current quarter]
  - Available Capacity [= Total Recycled Battery - Recycling Capacity of Unit]

Any opening balance from the registration form will be added to these two cards. The cards will also list the current FY and Quarter on them, and this data will always be only for the current quarter.



Recycled Data provided by the user in the registration form will also be listed here, for the respective quarter and FY, and this data will be non-editable. Only new data entered in this section will have the edit option. Recycled data is listed here in tabular format with following columns-

- SNo
- FY of Recycling
- Quarter of Recycling
- Procurement Type
- Source
- Quantity Recycled (in tonnes)
- Action - view, edit, delete
  (Edit and delete button against a listing is disabled after 30 days of respective quarter end or quarterly return for that quarter is filed, whichever is earlier. View option allows user to view the submitted form in PDF format)

Filters available in this section: Financial Year (selected by default), Quarter, Procurement Type
Sorting available in this section: column wise

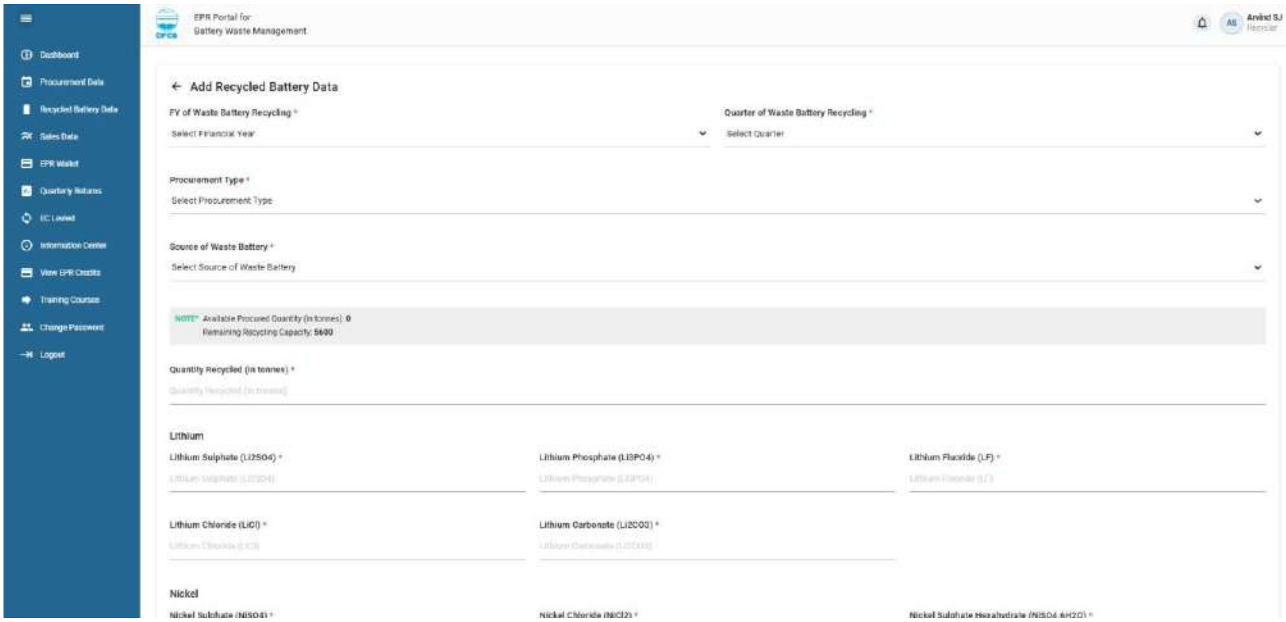
Users can add new data using the 'Add Data' button, which opens a form allowing users to add refurbishment information. Data added using the form will be saved in the data listings table. Users can use the 'Add Data' button to add multiple entries. The fields of the form are as follows-

Field Name	Type	Mandatory	Validation

FY of Key Battery Material Sale	Single select dropdown options for years, starting 2022-23; until current FY	Yes, pre-filled	–
Quarter of Key Battery Material Sale	Single select dropdown with following options- ● Apr-Jun ● Jul-Sep ● Oct-Dec ● Jan-Mar	Yes, pre-filled	–
Procurement Type	Single select dropdown with following options- ● Waste Battery ● Factory Waste If user selects Waste Battery, two new fields will appear- ● Type of Battery ● Kind of Battery Type of Battery is a single select dropdown, based on options selected in Battery Information form Kind of Battery is a single select dropdown, based on options selected in Battery Information form	Yes	–
Source	Single select dropdown, based on options selected in Procurement Data form	Yes	–
Note for 1. Available Procured Quantity (in tonnes) 2. Remaining Recycling Capacity	Based on Type of Battery, Kind of Battery and Source selected, a message mentioning available procured quantity as per procurement data mentioned in the previous section Based on Remaining Recycling Capacity, a message is shown to highlight the Remaining Recycling Capacity	Yes, an information text	Based on available procurement quantity of a Type of Battery, Kind of Battery and Source

Quantity Recycled (in tonnes)	Input Field	Yes	Whole Number ≤ Remaining Recycling Capacity of Unit. Where, Remaining Recycling Capacity of Unit = Total Recycling Capacity of Unit - Used Recycling Capacity of Unit Here, Total Capacity of Recycling Unit = [Recycling Capacity of the Unit as per CTO (in tonnes per annum)]/4 And, Used Recycling Capacity of Unit = Recycling data added by user Total quantity recycled in a quarter cannot exceed the Total Recycling Capacity of Unit
Quantity of Key Battery Materials Recovered (compound form, in weight) Listing all compounds based on Recycler Type, metals they can recover and their respective compound form (mentioned in D.3 Recycler Type <> Metals Recovered and D.4 Compound : Metal : %)	Input Field, against each compound name	Yes	Whole Number

Users can use the close icon to close the form and return to data listing. An action confirmation pop-up box appears when the user clicks on close. Using the edit and delete action buttons in the listings table, users can edit the data and delete a data entry row, respectively. However, the edit button is not available for data listed after Quarterly Return for that data has been filed at the end of quarter or after 30 days of quarter end, whichever is earlier.

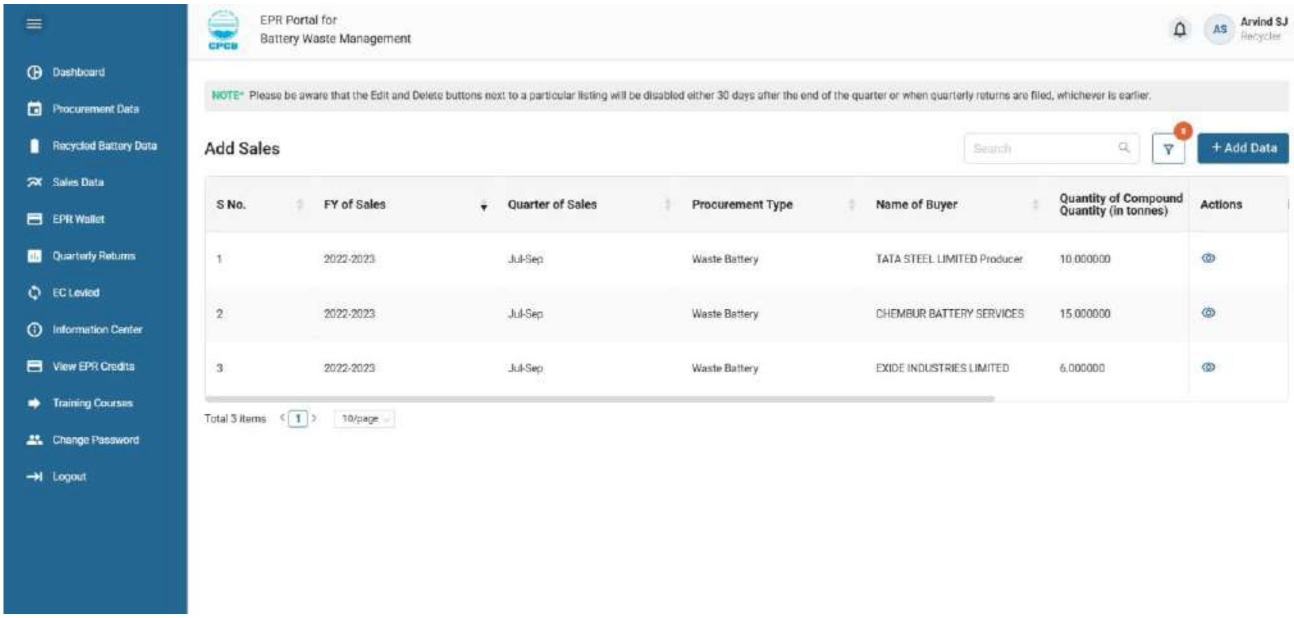


7. Sales Data

This section allows users to add, view and manage their sales data for recycled batteries. Sales Data provided by the user in the registration form will also be listed here, for the respective quarter and FY, and this data will be non-editable. Only new data entered in this section will have the edit option. Sales data is listed here in tabular format with following columns-

- SNo
- FY of Sales
- Quarter of Sales
- Procurement Type
- Name of Buyer
- Quantity of Compound Quantity (in tonnes)
- Invoice Number
- Invoice - view
- Action - view, edit, delete
  (Edit and delete button against a listing is disabled after 30 days of respective quarter end or quarterly return for that quarter is filed, whichever is earlier. View option allows user to view the submitted form in PDF format)

Filters available in this section: Financial Year (selected by default), Quarter, Procurement Type
Sorting available in this section: column-wise



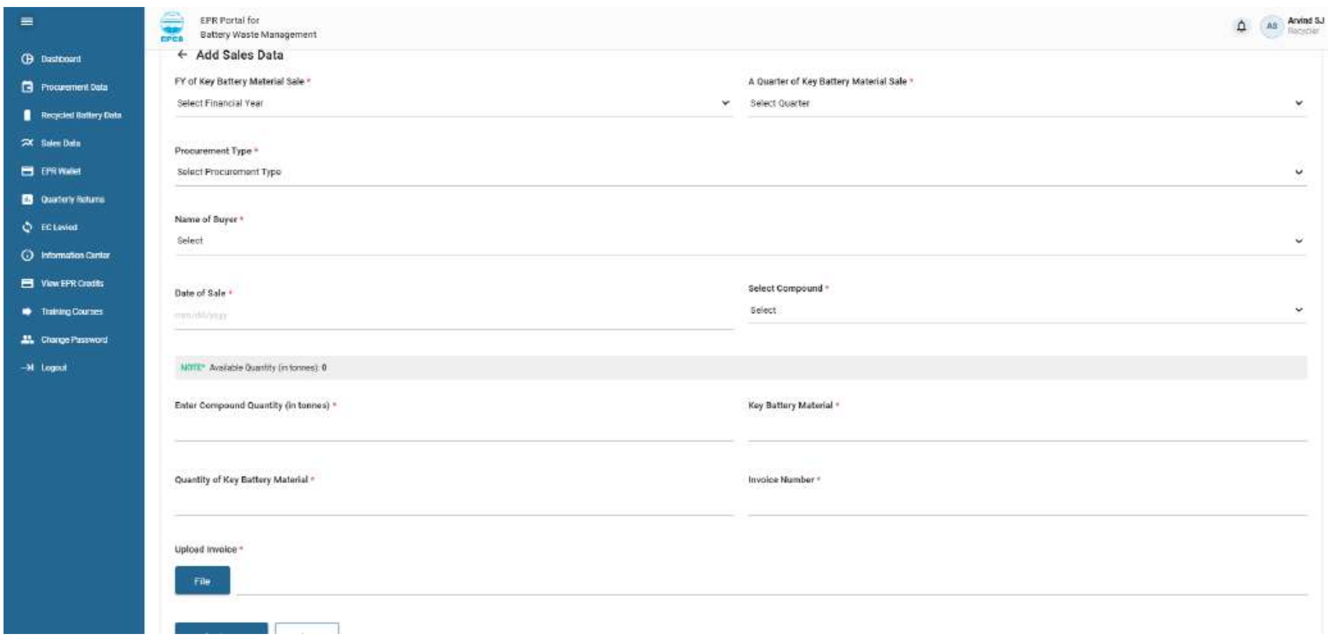
Users can add new data using the 'Add Data' button against the listed Refurbishment Data, which opens a form allowing users to add sales information. Data added using the form will be saved in the data listings table, as illustrated above. Users can use the 'Add Data' button against each listed Refurbishment Data to add their Sales Data against it. The fields of the form are as follows-

Field Name	Type	Mandatory	Validation
FY of Key Battery Material Sale	Single select dropdown options for years, starting 2022-23; until current FY	Yes, pre-filled	–
Quarter of Key Battery Material Sale	Single select dropdown with following options- ● Apr-Jun ● Jul-Sep ● Oct-Dec ● Jan-Mar	Yes, pre-filled	–
Procurement Type	Single select dropdown with following options- ● Waste Battery ● Factory Waste If user selects Waste Battery, two new fields will appear- ● Type of Battery ● Kind of Battery Type of Battery is a single select dropdown, based on	Yes	–

	options selected in Battery Information form Kind of Battery is a single select dropdown, based on options selected in Battery Information form		
Name of Buyer	Single select dropdown with following options- ● Registered Producers ● Non Registered Entities When user selects Registered Producers, a single-select dropdown with search box, showing list of registered Producers (Name & GSTIN); this list of producers is segregated state-wise, alphabetically When user selects 'Non Registered Entities', two new fields appear- ● Name of Buyer, which is an input field and accepts alphanumeric ● GSTIN, which is an input field and accepts alphanumeric	Yes	-
Date of Sale	Calendar, dates of only current quarter of FY selected	Yes	Only accept current quarter dates
Select Compound	Single select from list of compounds, based on Recycler Type	Yes	-
Note for Available Quantity (in tonnes)	A note displaying current available quantity of the selected compound	Yes, a message	-
Enter Compound Quantity (in tonnes)	Input Field	Yes	Whole number, connote be greater than Available Quantity
Key Battery Material	Pre-filled, based on compound selected	Yes, prefilled	-

Quantity of Key Battery Material	Pre-filled, based on rules	Yes, prefilled	–
Invoice Number	Input Field	Yes	Alphanumeric
Upload Invoice	Upload File option	Yes	Only 1 PDF, upto 2 MB

Users can use the close icon to close the form and return to data listing. An action confirmation pop-up box appears when the user clicks on close. Using the view, edit and delete action buttons in the listings table, users can view the data added in the form in non-editable form, edit the data, and delete a data entry row, respectively. However, the edit button is not available for data listed after Quarterly Return for that data has been filed at the end of quarter or after 30 days of quarter end, whichever is earlier.



Note: Sales done for Procurement Type as ‘Factory Waste’ will not be added to the EPR Credits Wallet.

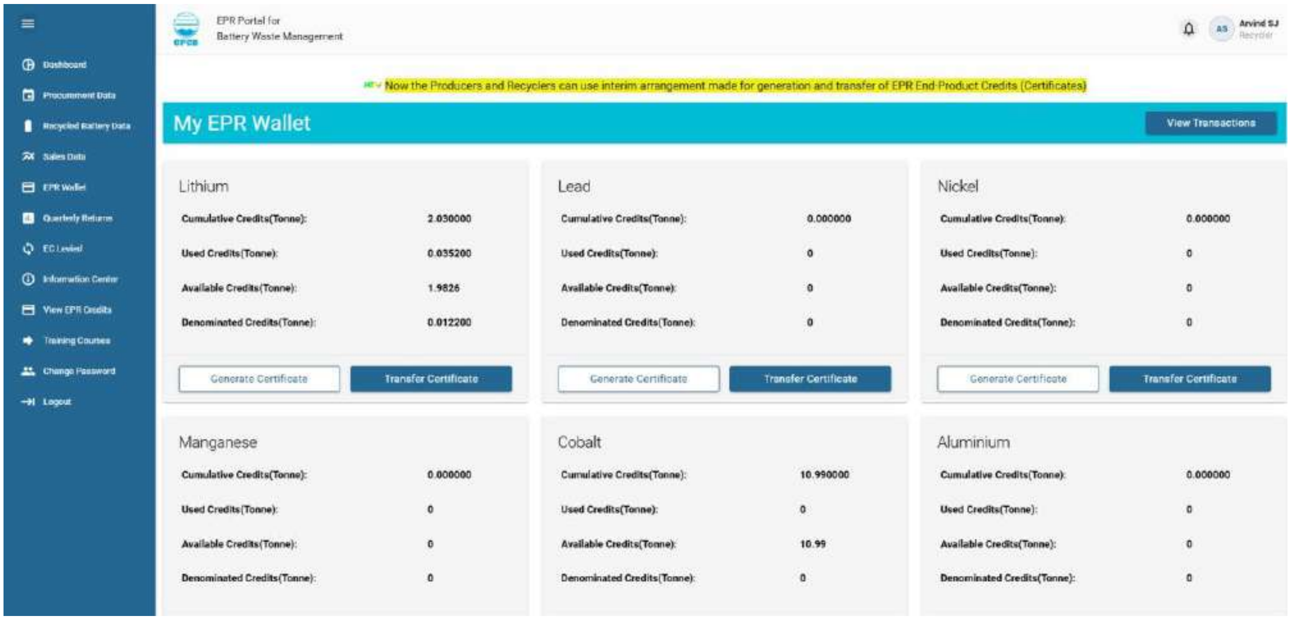
8. EPR Wallet

The EPR Credits Wallet highlights credits held by the Recycler against each of the Key Battery Material. This is based on the sales data of key battery materials. That means, each quantity of Key Battery Material sold (as added in Sales Data) will add up to the available credits against the Key Battery Material in the wallet.

On this page, there are 10 cards for each Key Battery Material, and each card has the following information on it-

- Cumulative Credits (in tonnes) - a number
- Used Credits (in Tonnes) - a number
- Available Credits (in tonnes) - a number

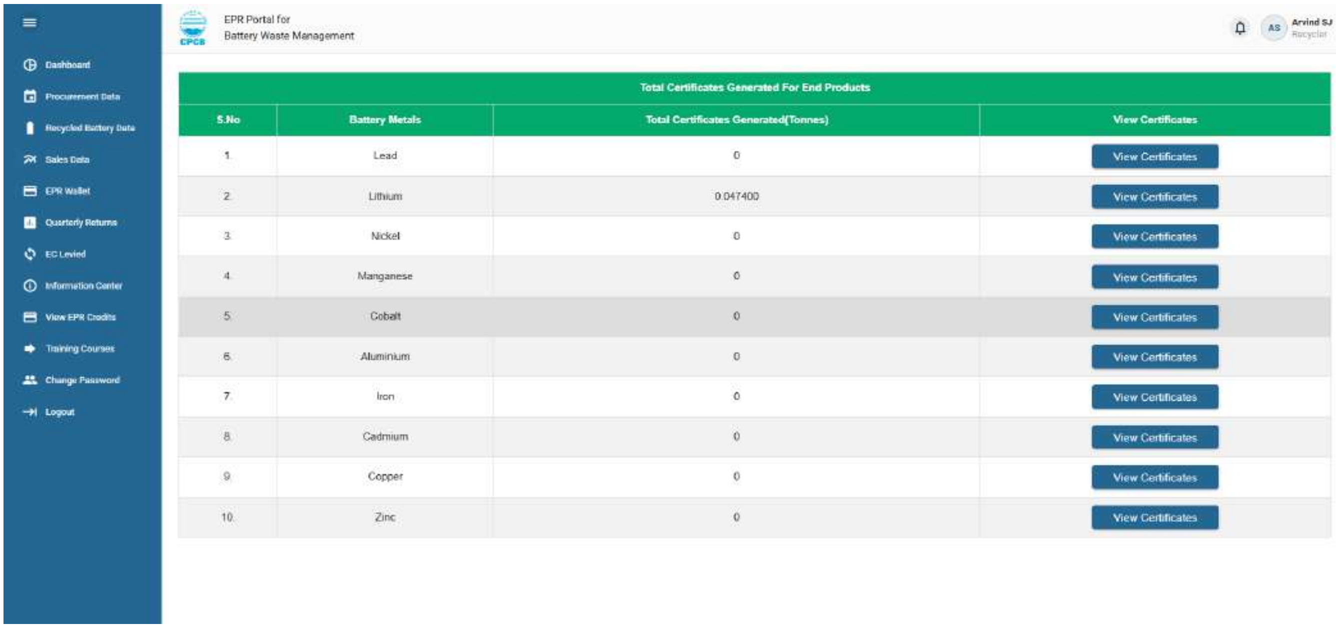
- Denominated Credits (in tonnes) - a number
- Generate Certificates - a button which opens the generate certificate page (denominate)
- Transfer Certificates - a button which opens the transfer certificate page

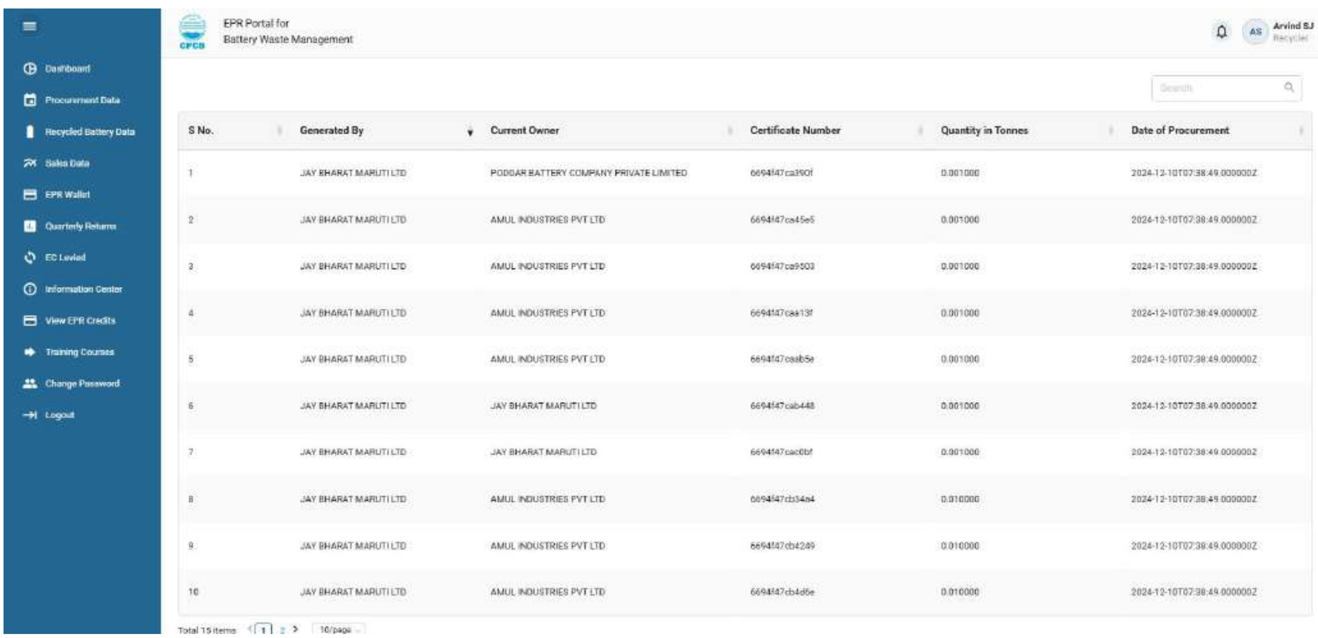


8.1 View Transactions

On this page, there is also a button to 'View Transactions' which allows users to view list of all credit transactions in tabular format with following columns-

- SNo
- Current Owner
- Generated By
- Key Battery Material
- Quantity (in tonnes)
- Date of Procurement



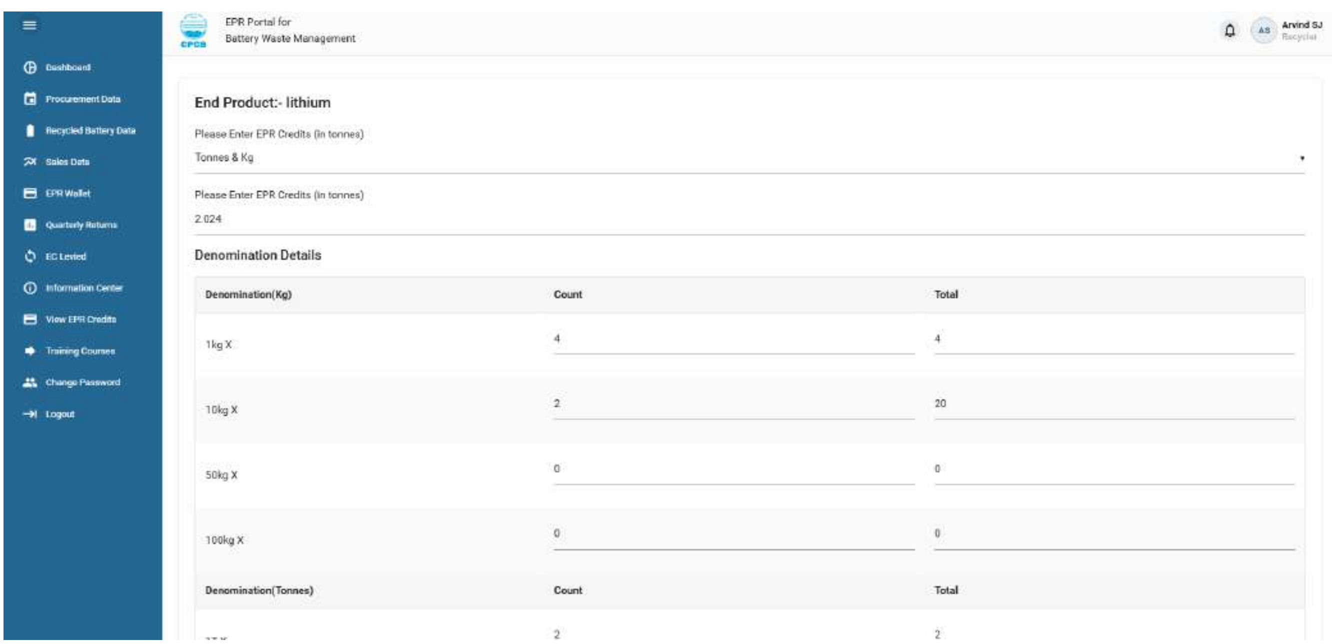


8.2 Generate Certificates Page

The Generate Certificate form on this page has a form with following fields-

Field Name	Type	Mandatory	Validation
Select Denominations	Single select dropdown with 2 options- • Tonnes & Kg • Kg & gms	Yes	–
Please Enter EPR Credits (in tonnes)	Input Field	Yes	Number upto 3 decimal places,

			but cannot be greater than total credits available against the key battery material
Denomination Details It lists all certificate denomination numbers with their count automatically calculated by the system and their respective total			
1 kg X	Auto-calculated	-	-
10 kg X	Auto-calculated		
50 kg X	Auto-calculated		
100 kg X	Auto-calculated		
1 Tonne X	Auto-calculated		
10 Tonne X	Auto-calculated		
50 Tonne X	Auto-calculated		
100 Tonne X	Auto-calculated		
500 Tonne X	Auto-calculated		
1000 Tonne X	Auto-calculated		



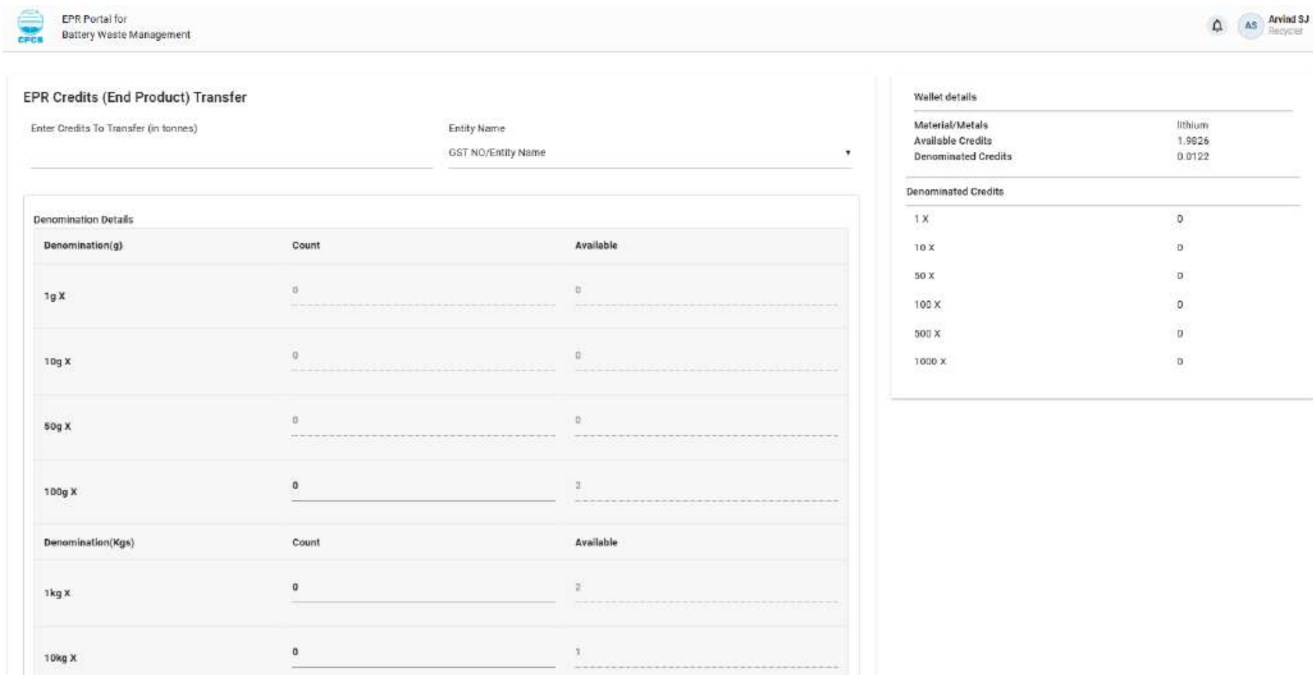
A certificate once generated for a key battery material expires after 7 years from its date of creation. Users can click on the submit button to generate the certificates, after all validations are met. Respective credits are subtracted from the available credits in the wallet, and certificate is generated against the metal for each denomination data entered. Each denomination certificate has a unique Certificate Number. Users can also click on the back button to close the transfer process and go back to the wallet, after confirming the back action.

8.3 Transfer Certificates Page

The Transfer Certificate form on this page has a form with following fields-

Field Name	Type	Mandatory	Validation
Enter Certificates to Transfer (in tonnes)	Input Field	Yes	Whole Number, cannot be greater than total certificates available against the key battery material
Entity Name	Single select dropdown with list of all Registered Producers	Yes	–
Denomination Details It lists all certificate denomination numbers with their available certificate count, and against each denomination user can mention the number of certificates they want to transfer. This transfer number cannot be greater than available certificate count for that particular denomination			
1 g X	Input Field	At least one input field is mandatory to proceed with transfer	Input entered against a particular denomination cannot be greater than available certificates against that particular denomination. Also, sum of all denominations should be equal to Enter Certificates to Transfer (in tonnes)
10 g X	Input Field		
50 g X	Input Field		
100 g X	Input Field		
1 kg X	Input Field		
10 kg X	Input Field		
50 kg X	Input Field		
100 kg X	Input Field		
1 Tonne X	Input Field		
10 Tonne X	Input Field		
50 Tonne X	Input Field		
100 Tonne X	Input Field		

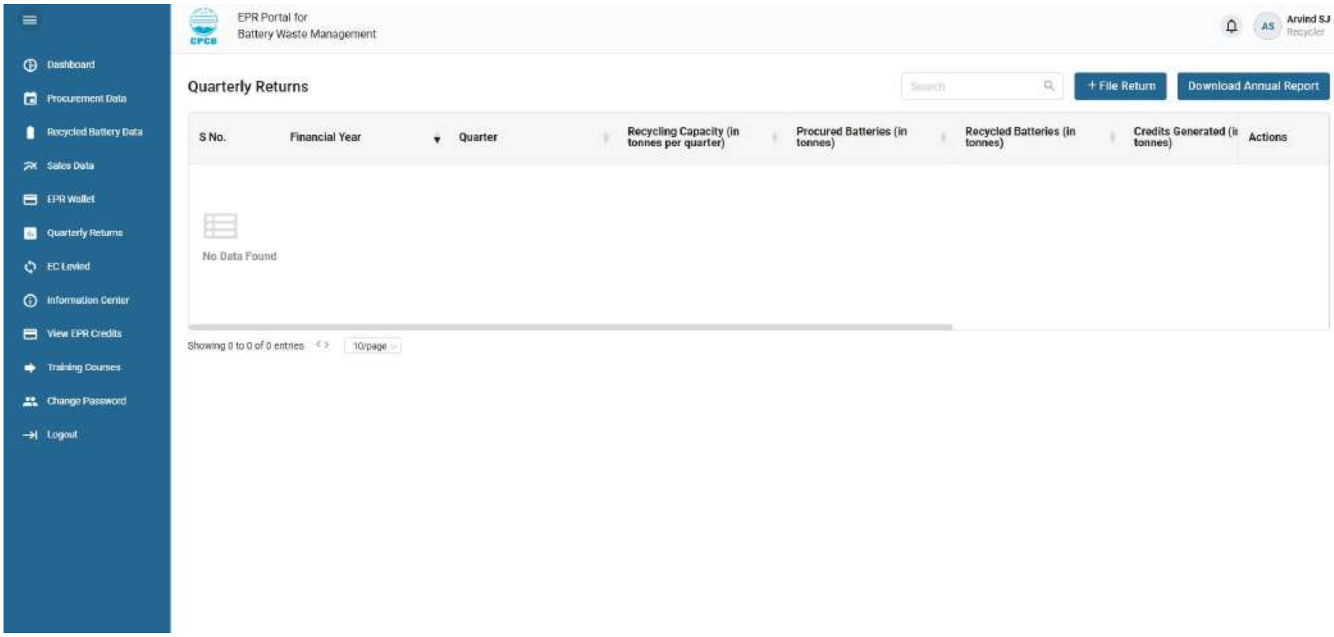
Users can click on the ‘Generate OTP’ button and after successful verification user can click on the submit button to transfer the certificates, after all validations are met. These certificates will be transferred from the user’s account to the selected entity, and will be added to the sent entity’s wallet. Certificate number remains the same, but the Current Owner is updated. Users can also click on the back button to close the transfer process and go back to the wallet, after confirming the back action.



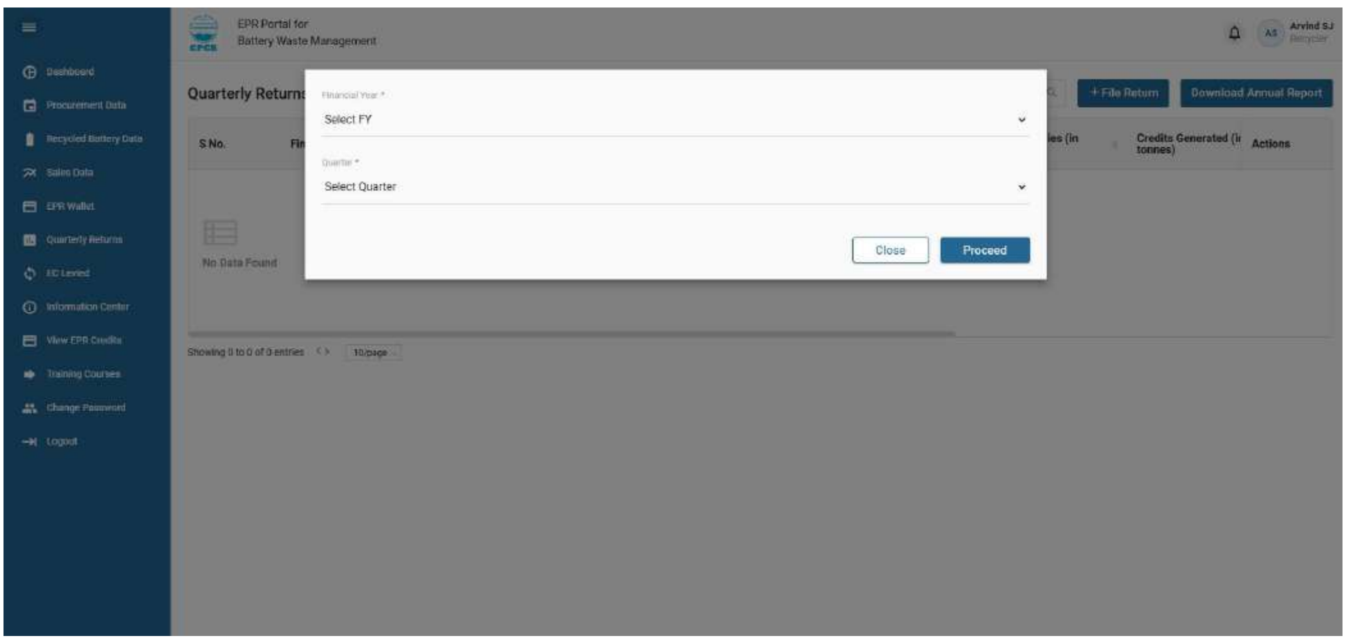
9. Quarterly Returns

This section contains all information and actions related to the quarterly return filings by the recycler. List of all returns filed by the recycler are listed here in tabular format, with following columns-

- SNo
- Financial Year
- Quarter
- Recycling Capacity (in tonnes per quarter)
- Procured Batteries (in tonnes)
- Recycled Batteries (in tonnes)
- Credits Generated (in tonnes)
- Credits Denominated (in tonnes)
- Certificates Transferred (in tonnes)
- Status - Draft, Submitted
- Action - edit (when status is Draft), view (when status is Submitted), download (when status is Submitted)



On this page, there is also a 'File Return' button which allows users to file quarterly returns. When a user clicks on this a pop-up appears asking users to select the FY and Quarter of return filing.



The Quarterly Returns form has the following fields-

Field Name	Type	Mandatory	Validation
Financial Year	Prefilled = Current FY	Yes, pre-filled	-
Quarter	Prefilled = Current Quarter, in the following format- • Apr-Jun	Yes, pre-filled	-

	• Jul-Sep • Oct-Dec • Jan-Mar		
Recycling Capacity (in tonnes per quarter)	Pre-filled, based on data (per quarter)	Yes, pre-filled	–
A. Procurement Stats			
Batteries Procured in this Quarter (in tonnes)	Pre-filled, based on data	Yes, pre-filled	–
Carryover Non-Recycled Batteries from previous Quarter, if any (in tonnes)	Pre-filled, based on data	Yes, pre-filled	–
Total Procured (Non-Recycled) Batteries (in tonnes)	= Batteries Procured in this Quarter + Carryover Non-Recycled Batteries from previous Quarter, if any (in tonnes)	Yes, pre-filled	–
B. Recycling Stats			
Batteries Recycled in this Quarter (in tonnes)	Pre-filled, based on data	Yes, pre-filled	Cannot be greater than Total Procured (Non-Recycled Batteries (in tonnes) 'Next' button is not activated if the condition is not met, and highlight this to the user
Total Outcome Compound after Recycling in this Quarter	Pre-filled, based on data	Yes, pre-filled	–
Carryover Outcome Compound after Recycling, if any (in tonnes)	Pre-filled, based on data	Yes, pre-filled	–
Total Outcome Compound after Recycling (in tonnes)	= Total Outcome Compound after Recycling in this Quarter + Carryover Outcome Compound after Recycling, if any (in tonnes)	Yes, pre-filled	–
C. Sales Stats			

Total Key Battery Materials Sold in this Quarter	Pre-filled, based on data	Yes, pre-filled	Total of all Key Battery Materials cannot be greater than Total Outcome Compound after Recycling (in tonnes)
D. EPR Credit Stats (Generated, Transferred, Remaining)			
Total EPR Credits Generated in this Quarter (in tonnes)	Pre-filled, based on data (upto four decimal places)	Yes, pre-filled	-
Carryover EPR Credits from Previous Quarter (in tonnes)	Pre-filled, based on data (upto four decimal places)	Yes, pre-filled	-
Credits Denominated to Certificates in this Quarter (in tonnes)	Pre-filled, based on data (upto four decimal places)	Yes, pre-filled	Cannot be greater than Total EPR Credits Generated in this Quarter (in tonnes) + Carryover EPR Credits from Previous Quarter (in tonnes) 'Next' button is not activated if the condition is not met, and highlight this to the user
Carryover Certificates from Previous Quarter (in tonnes)	Pre-filled, based on data (upto four decimal places)	Yes, pre-filled	-
Certificates Transferred in this Quarter (in tonnes)	Pre-filled, based on data (upto four decimal places)	Yes, pre-filled	Cannot be greater than Certificates Denominated in this Quarter (in tonnes) + Carryover Certificates from Previous Quarter (in tonnes) 'Next' button is not activated if

			the condition is not met, and highlight this to the user–
Certificates Expired in this Quarter, if any (in tonnes)	Pre-filled, based on data (upto four decimal places)	Yes, pre-filled	–

E. Final Declaration and Payment

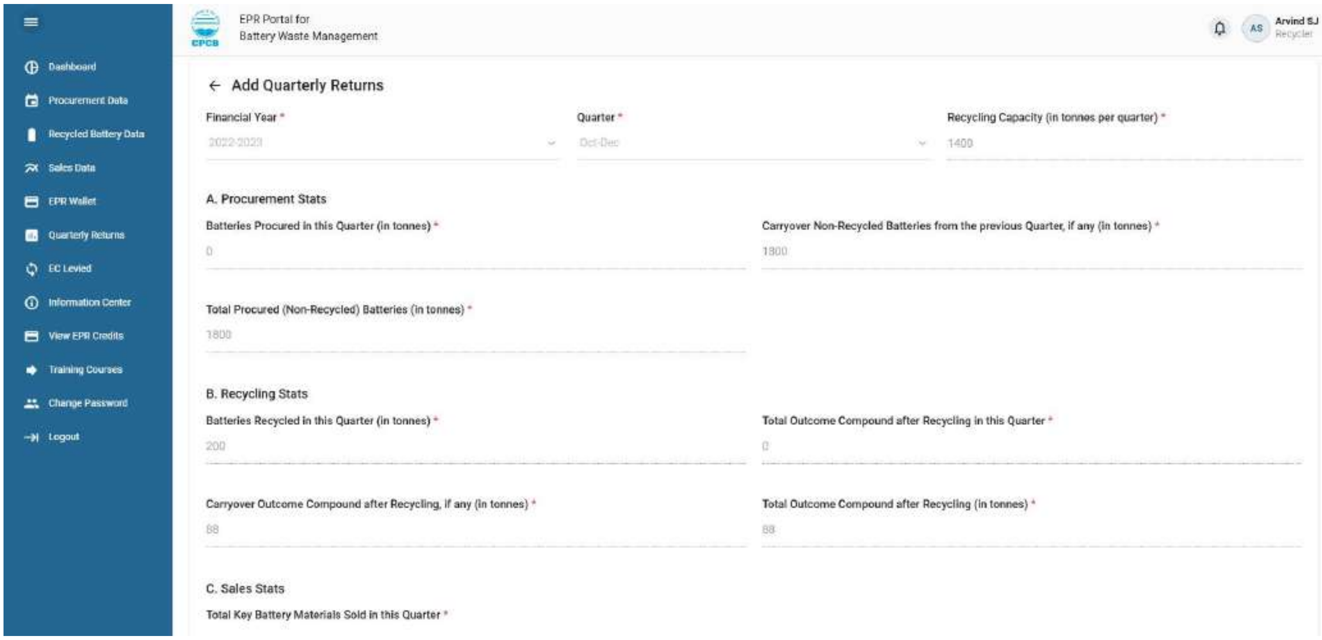
In this section the user gives a self-declaration of the information provided in the quarterly returns and proceeds with quarterly return submission.

At the top, the Return Filing Fee is mentioned (**which is 25% of the Registration Fee paid by the user). Below the Return Filing Fee, there is a declaration check-box with text - "I confirm that all the information provided is accurate and in compliance with regulatory requirements". When the user selects the check-box and all necessary validations in form are met, the 'Proceed to Payment' button is activated. This is followed by a message - "Please note that information once submitted cannot be edited. Kindly carefully review all provided details and ensure their accuracy to the best of your knowledge. This is crucial for transparency and seamless examination of quarterly returns. Any provision of false information or violation may result in potential actions from the relevant regulatory authority. "

When the user clicks on 'Proceed to Payment', the user is redirected to the payment gateway page. If payment is successful - return is filed successfully and a successful banner is shown, with a close button. Users cannot edit the filed quarterly return and quarterly return for the same quarter cannot be submitted again. If payment is unsuccessful - user is redirected to the same form again and user can retry payment.

Action buttons on this form-

- Proceed to Payment (bottom-right): It is activated when the user has selected the declaration check-box. When a user clicks on it, the user will be redirected to the payment gateway.
- Save as Draft (left of Proceed to Payment button): Allows users to save the data that they have entered so far as draft. No validations or mandatory fields will be checked in this case.
- Back icon (top-left): Allows users to cancel the declaration and payment process and go back to the Quarterly Returns page. Users will be asked to confirm the cancellation action - if they confirm they will be directed to the Quarterly Returns page, if they cancel, then will stay on the existing form.



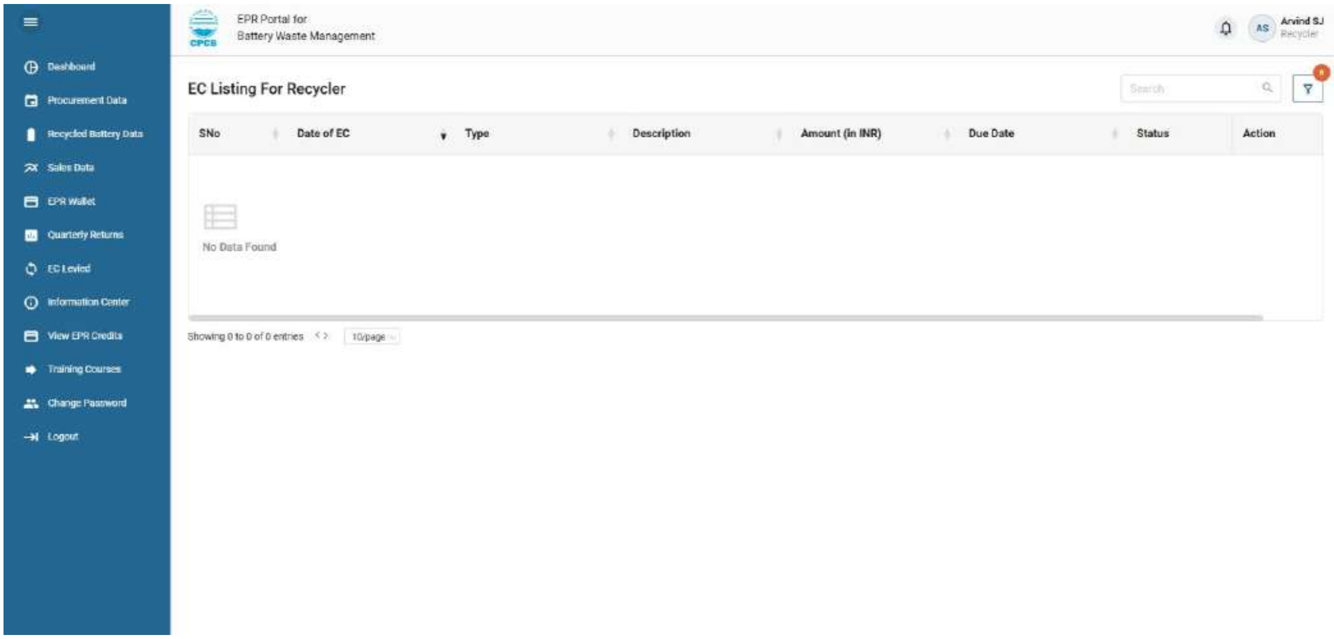
9.1 Download Annual Report

On the Quarterly Returns page, there is a button to 'Download Annual Report' which allows users to download the annual report of their quarterly returns. This is a consolidated report based on the four quarterly returns filed by the user in that FY. It is generated on 01-May of every year, after the 30-day change window of last quarter has expired.

10. EC Levied

This section details Environmental Compensation levied on the user, if any. There is a table listing all EC's levied so far. If there are no EC's levied, 'No data to display' text is displayed. The EC listing table has following columns-

- SNo
- Date of EC
- Type - NC in Audit. NC in Return, return not Filed
- Description
- Amount
- Due Date
- Status - Paid, Overdue, Pending
- Action - Pay Now



The EC listing can have the following status-

- Paid: When user has paid the EC amount using the Pay Now button
- Overdue: When the due date has passed, but the user has not yet paid the EC
- Pending: When the user has not paid the EC, but the due date has not passed yet
- Waived: When the concerned authority has waived off the EC

The 'Pay Now' button remains active until payment is not made by the user.

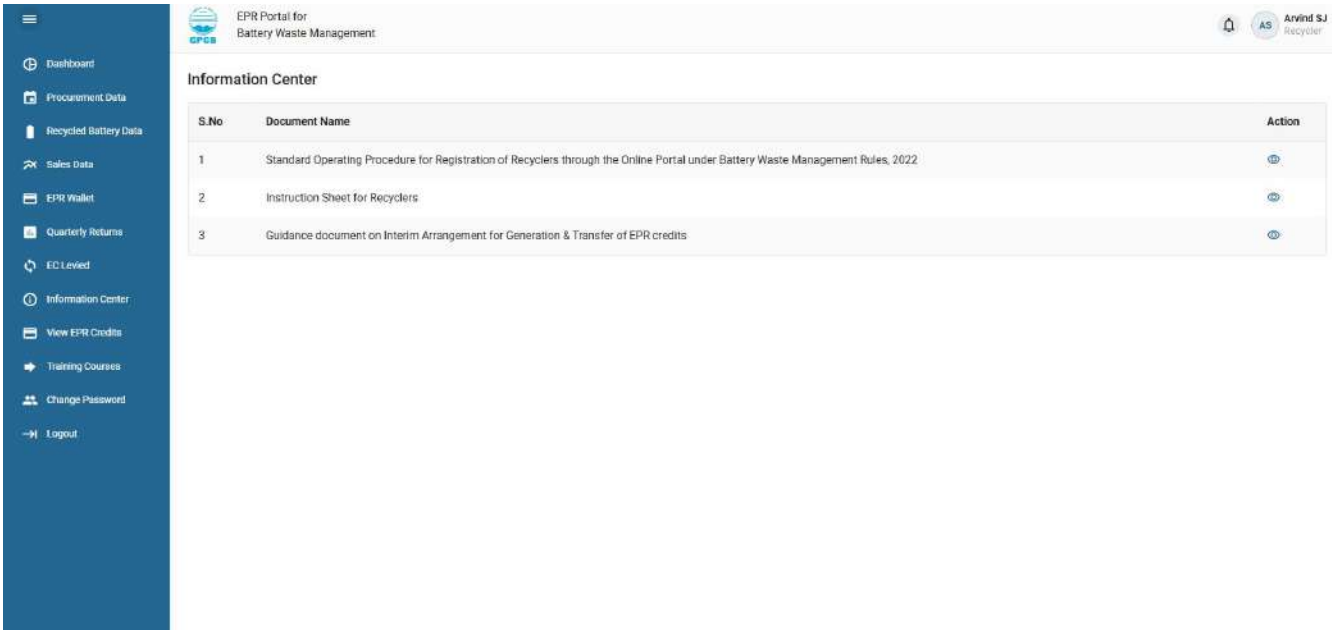
The Return not Filed type of EC is levied automatically on the user if the user fails to file return before the return filing period expires (30 days after the end of quarter, for Recyclers).

11. Information Center

This section has all useful information, help documentation, or any other informational data issued by the CPCB or respective SPCB. At present, we have the following three documents available-

1. Standard Operating Procedure for Registration of Producers through the Online Portal under Battery Waste Management Rules, 2022
2. Instruction Sheet
3. Guidance document on Interim Arrangement for Generation & Transfer of EPR credits

These documents are available in PDF formats, and users can view/download them.



Information Center

S.No	Document Name	Action
1	Standard Operating Procedure for Registration of Recyclers through the Online Portal under Battery Waste Management Rules, 2022	
2	Instruction Sheet for Recyclers	
3	Guidance document on Interim Arrangement for Generation & Transfer of EPR credits	