

EPR PLASTIC REGISTRATION – DOCUMENTS CHECKLIST

For Producers, Importers & Brand Owners (PIBOs) – Plastic Packaging EPR

Important: The exact documents and fields can vary by applicant category and current portal requirements. CPCB's guidance requires company and authorized-person information and supporting information for the registration application.

1. Core Company Documents

- GST Registration Certificate / GST details
- Company PAN Card
- Certificate of Incorporation (COI), where applicable
- Partnership Deed / LLP Agreement / other constitution document, where applicable
- MSME / Udyam Certificate, if applicable
- Registered office / business address proof, where applicable
- IEC (Import Export Code), for import-related applicants where applicable

2. Authorized Person Documents

- Authorized person's PAN Card
- Authorized person's identity details as required by the portal
- Designation / authorization details
- Mobile number and email ID
- Authorization letter / board authorization, where applicable

3. Plastic Packaging Information

- Product / packaging photographs or images, where applicable
- Description of plastic packaging supplied, imported, manufactured or sold
- Applicable plastic packaging category information
- Plastic packaging quantity / weight data
- Sales data and procurement/import/manufacturing records as applicable
- State-wise or other portal-required data, where applicable

4. Supporting Business Records

- Purchase invoices / procurement records
- Import invoices / Bills of Entry, where applicable
- Sales invoices / sales records
- Packaging purchase and consumption records
- Relevant historical data required for EPR calculation
- Previous EPR registration/certificate records, if already registered

5. Before Portal Submission

- Company legal name matches PAN/GST/registration records
- Authorized-person PAN and company PAN are correct

- Registered address is consistent
- Plastic packaging quantities are reconciled with supporting records
- All uploaded files are clear and readable
- Applicant category is correctly selected
- Current CPCB portal instructions are checked before submission

6. 2026 Portal Note

CPCB's plastic EPR portal currently displays a notice that operations of the existing EPR portal were discontinued from 28 June 2026 and that the newly developed Common EPR Portal has gone live. Existing applicants should follow the current portal instructions rather than relying on old portal workflows.

Official reference: CPCB Centralized EPR Portal for Plastic Packaging and CPCB guidance documents. ■cite■turn0search5■

Disclaimer: This checklist is a practical preparation list, not a substitute for the current CPCB/SPCB/PCC application requirements. Requirements may change depending on applicant type and regulatory instructions.