

**Standard Operating Procedure for Grant, Renewal or Cancellation of registration to the Importers of New Lead Acid Batteries under Rule 5 of the Batteries (Management and Handling) Rules, 2001 as amended in 2010**



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**Central Pollution Control Board**  
Hazardous Waste Management Division  
(Ministry of Environment, Forest & Climate Change, Government of India)  
'Parivesh Bhawan', East Arjun Nagar  
Shahdara, Delhi – 110032

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## **1. Background**

As per the provision under Rule 5 of Batteries (M&H) Rules, 2001 and as amended in May 2010, responsibility for granting registration to importers of the new lead acid batteries has been delegated by Ministry of Environment, Forest & Climate Change to Central Pollution Control Board w.e.f. 4<sup>th</sup> May, 2010

To enforce the aforesaid provision, CPCB has been processing the applications for the grant of registration following a Procedure approved by Competent Authority in CPCB. However a need was felt to review the set procedure for effective management of registrations of Importers. The revised SOPs for grant, renewal, cancellation and suspension of Registration is as below;

## **2. Grant of Fresh Registration**

The following procedure shall be followed for acceptance of applications for grant of certificate to importers of new lead acid batteries;

- i. Applicant shall apply for the grant of registration through online web-portal [www.cpcbbrms.nic.in](http://www.cpcbbrms.nic.in)
- ii. After submission of online application, applicant shall also submit physical copy of application on their letter head, enclosing following documents;
  - a. Printouts of Form II and Form III taken out from online application with their stamp and signature on the same.
  - b. Self-attested copy of Import-Export certificate
- iii. The complete application will be processed within 7 days from receipt of physical copy.
- iv. Registration will be issued only on the corporate address or branch address specified on IEC certificate.
- v. Incharge HWM Division will grant the registration to importers of new lead acid batteries.
- vi. The importer registered earlier by MoEF&CC desirous to get registered with CPCB, may apply for the same as above. However, they shall surrender original registration certificate issue by MoEF&CC along with their application.

## **3. Renewal of registration:**

The following procedure shall be considered for grant of renewal of registration to importers of new lead acid batteries;

- i. No physical copy of application would be necessary for renewal of registration.
- ii. Applicant shall submit application for renewal at BRMS portal. Such application can be submitted 45 days prior to validity period.

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- iii. Renewal of application will be processed online for issuance within 7 days subject to verification of the following;
  - Importer has submitted Half Yearly Returns regularly at BRMS portal or submitted hard copies to SPCB and CPCB
  - In case returns were submitted to SPCB, self-certified copies of the same will be considered.
  - In case the applicants irregular in filing HYR or Files returns at the time of renewal application – The applicant may be allowed to file previous returns after giving an undertaking in an affidavit. The validity of such renewal will be for a period of 1 year. However, in case of non-compliance during such 1 year validity period, no further renewal of registration will be granted.
- iv. Incharge HWM Division will grant the renewal of registration to importers of new lead acid batteries.

**4. Suspension or cancellation of registration:**

- i. As per the provision under Rule 5 for the Batteries Rules, 2001 registration shall be liable for cancellation or suspension for non-submission of timely half yearly returns to SPCB and a copy endorsed to CPCB.
- ii. In case of non-submission of HYR over a period of 1 year;
  - CPCB may issue notice of non-compliance to importers with an opportunity to file returns within a period of 45 days,
  - In case importer fails to respond, an opportunity for hearing will be given with a notice period of 30 days.
  - Further, in case of no-response, the registration granted to importer shall be cancelled.
- iii. Cancellation of such registrations shall be approved by Member Secretary. Following which, letters for cancellation of registration shall be issued by in-charge HWMD.
- iv. Notice for suspension or cancellation shall be issued by in-charge HWM Division or it can also be issued online through BRMS application.
- v. If notice issued to importer, remains undelivered and are returned by postal department, the registration of such importers shall be suspended and uploaded on the BRMS application.

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**5. Re-activation of Suspended or Cancelled registration:**

- i. Re-activation of Suspended or Cancelled registration within the validity period or after the validity period of such cancelled / suspended registration may be considered in following cases;
  - Importer may submit an undertaking in an affidavit ensuring timely submission – however, validity of such renewal will be for a period of 1 year.
  - Further, in case of non-compliance during such 1 year validity period, no further re-activation or renewal of registration may be considered.
- ii. Re-activation of such registrations shall be approved by Member Secretary. Following which, letters for re-activation of registration shall be issued by in-charge HWMD.

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