Instruction sheet for Annual/Quarterly Return filing for Recyclers

Step: 1

The Recycler will click on the Return, a new window of Generate report will open.

E-Waste Management Sys (Portal under E-Waste (Management) R	stem vules, 2022)				
=					
Recycler	Generate Report	ANNUAL RETURN FILI	ING		2023-2024
	Basic Cetan	Generate Report			
Bashboard	EEE Registration	Note:			
Registration V	Granted			generate report and verify before submission.	
Cperations 🗸	EEE Code Wise Procured E-Waste		er data will be added in the Annua	I Report	
Instruction Sheet	EEE Code Wise	Select Report Select Report			
🔒 List 🔺	Outa				
-	Total Certificate Generated				Generate PDF
All Producers					
Return Filing	Transferred Certificate	Submitted Reports			
-	Batance Certificate	Report	Year	Date of Submission	Action
Return	• Submission			No data found	

Step:2

In the 'Generate Report' window the Producer will select the quarter for the further process and the user can generate the PDF of Quarter 1.

-Waste Management Portal under E-Waste (Manageme	System nt) Rules, 2022)						
Recycler	Gener	rate Report	ANNUAL RETURN FILING			2023-2024	
Dashboard Registration v Operations v Instruction Sheet List v	Grantel EEE Cr Procure	egistration 2: d 2: ode Wise ed E-Waste code Wise ction E-Waste	ote: Conce the report submitted, it c Interim portal transfer data will Select Report Quarter 1		generate report and verify before a		
Return Filing		tertificate State	Submitted Reports				
Return	• Transfe	erred Certificate	Report	Year	Date of Submission		Action
	• Balance	e Certificate			No data found		
	Submis	ssion					Save & Next

A new Window for the selected quarter will open. In this window, the recycler will check the details and click the 'save and next' button to navigate to the next pages.

Vaste Managen	nent Syste	im 4, 2022)		
	1			
Recycler		Generate Report	ANNUAL RETURN FILING	2023-2024
	-	Basic Detail	Company Details	
			Trade Name/Company Name	Legal Name
Dashboard		EEE Registration	GREENZON RECYCLING PVT LTD	GREENZON RECYCLING PVT LTD
Registration	~	Granted	Address	
Operations	~	EEE Code Wise Procured E-Waste	Address line 1	Address line 2
Instruction Sheet		EEE Code Wise	R-30, UPSIDC, Industrial Area, Sikandrabad.	Sikandrabad,
List	~	Production E-Waste Data	Address City	Pincode
		The Party of the P	Bulandshahar, Uttar Pradesh-203205.	203205
Return Filing	^	Generates	Recycler State	Recycler District
Return		Transformer Central	UTTAR PRADESH	Bulandshahr
		Beater Centrate	Authorized Person Details	Mobile Number *
			Mr. Chand Malik	9811206076
		- Salement	Email Id *	PAN Number *
			chand.malik@greenzon.in	AMTPM6606P
			Address line 1	Address line 2
			R30, UPSIDC, Industrial Area,	Sikandrabad,
			Address City	Pincode
			Bulandshahar,	203205
			Authorized Person State	Authorized Person District
			UTTAR PRADESH	Bulandshahr

Step: 4

In the EEE Registration Granted tab, the user will view and click the next button to navigate to the next tab.

			EEE Registration Granted
Recycler		Generate Report	
	- 1		Details of Electrical and Electronic Equipment
		Basic Detail	ITEW1 - Centralized Data Processing: Mainframe
Dashboard		EEE Registration Granted	ITEWI - Centralized Data Processing: Minicomputers
Registration	~		ITEW2 - Personal Computing: Personal Computers (Central Processing Unit with input and output devices)
Operations	¥	EEE Code Wise Procured E-Waste	ITEW3 - Personal Computing: Laptop Computers (Central Processing Unit with input and output devices)
Instruction Sheet		EEE Code Wise	ITEW4 - Personal Computing: Notebook Computers
List	~	Data	ITEW5 - Personal Computing: Notepad Computers
Return Filing	~	Total Certificate Generated	
-	_		ITEW6 - Printers including Cartridges
Return		Transferred Certificate	ITEW7 - Copying Equipment
		Batance Certificate	thems per page: 8 → 1 - 8 of 118 I < < > >1
		Sobmission	Back Next

In the 'EEE Code Wise Procured E-Waste' window, the Recycler will view the procured Items with their procured E-Waste quantity and click the next button to navigate to the next tab.

Desurlar		EEE Code Wise Procured E-Waste	
Recycler	Generate Report	Procured Items	Quantity (MT)
	Basic Detail		35.132000
ashboard	EEE Registration Granted	CEEW10 - Video Recorders	0.000200
egistration 🗸	EEE Code Wise	CEEW2 - Refrigerator	8.840000
perations 🗸	Procured E-Waste	CEEW4 - Air-conditioners excluding Centralized Air Conditioning Plants	4.100000
nstruction Sheet	EEE Code Wise Production E-Waste	CEEW6 - Screen, Electronic Photo Frames, Electronic Display Panel, Monitors	60.332180
ist 🗸	Data	EETW4 - Equipment for turning, milling, sanding, grinding, sawing, cutting, shearing, drilling, making holes, punching, folding, bending or similar processing of wood, metal and other materials	3.200000
eturn Filing	Generated	EETW6 - Tools for welding, soldering, or similar use	2.000000
Return	Transferred Certificate	ITEW1 - Centralized Data Processing: Mainframe	0.084000
	Balance Certificate	Items per page: 3 v 1-	8 of 35 12 < > >1
	a det out ate		
	Submission		Back Next

Step: 6

In the 'EEE Code Wise Production E-Waste' window, the Recycler will view the procured Items with their procured E-Waste and End-Product wise production with quantity and click the next button to navigate to the next tab.

Recycler	Generate Report	ANNUAL RE	TURN FILING						2023-2024
	Basic Detail	EEE Code W	ise Producti	on E-Waste	Data				
oard	EEE Registration Granted								
ration 🗸	Grameu	Procured Item	Quantity (Kg)	End-	Product Wise	Quantity (Kg)		Other End-Product Material	Percentage loss for the other product
	EEE Code Wise Procured E-Waste			Iron	Copper	Aluminium	Gold		
	EEE Code Wise	LSEEW2	21,103.462	20037.9	785.8	279.762	0	Au, Cu & MS., Plastic	
tion Sheet	Production E-Waste Data	LSEEW30	0.425	0.225	0.1	0.1	0	AI. Plastic	
~		CEEW1	428.925256	421.127226	7.79803	0	0	Cu & Fe, Plastic	
Filing ^	Total Certificate Generated	ITEW24	1,238.84	0	1238.84	0	0	Cu & Plastic	
Filing C	Generated	ITEW21	0.4807	0.4803	0.0004	0	0	Cu & Plastic	
	Transferred Certificate	CEEW2	2,424.023176	2007.519368	66.500608	350.0032	0	Cu & Fe, Plastic	
		ITEW22	12.18	0	12.18	0	0	Cu & Plastic	
	Balance Certificate	ITEW16	173.5	170	3.5	0	0	Cu & Fe, Plastic	
		ITEW8	46.5	45	1.5	0	0	Cu & Fe, Plastic	
	 Submission 	ITEW17	31.23	20.82	10.41	0	0	Cu & Fe, Plastic	

In the 'Total Certificate Generated' window, the Recycler will view the Number of certificates of End Products and the certificate value in Kg and click the next button to navigate to the next tab.

E-Waste Management Sys (Portal under E-Waste (Management) Ru	i tem Jies, 2022}				
=					
Recycler	Generate Report	ANNUAL RETURN	FILING	20	23-2024
	Basic Detail	Total Certificate C	enerated		
Dashboard	EEE Registration Granted	Number of Certificates	End Product	Certificate Value (Kg)	Actions
Registration V	EEE Code Wise Procured E-Waste	14	Iron	37011.857865	0
Operations	EEE Code Wise	17	Copper	1301.140797	0
🔒 List 🗸	Data Total Certificate	14	Aluminium	2059.185300	•
Return Filing	Generated			Back	Next
Return	Transferred Certificate				
	Balance Cenificate				
	Submission				

Step: 8

In the 'Transferred Certificates' window, the Recycler will view the Number of certificates of End Products and the transferred certificate value in Kg and click the next button to navigate to the next tab.

Waste Management Sys tel under E-Waste (Management) R	stem Itulies, 2022)					
Recycler	Generate Report Basic Detail		ETURN FILING Certificates			2023-2024
Dashboard	EEE Registration Granted	S. No.	Number of Certificates	End Product	Certificate Value (Kg)	Actions
Registration 🗸	EEE Code Wise Procured E-Waste	1	13	Aluminium	2059.184300	0
Operations 🗸	EEE Code Wise Production E-Waste	2	14	Copper	1243.032800	0
List 🗸	Data Total Certificate	3	13	Iron	37011.835100	0
Return Filing	Generated Transforred Certificate					Back Next
	Subtrission					

In the 'Balance Certificate' window, the Recycler will view the Number of balanced certificates of End Products and the balanced certificate value in Kg and click the next button to navigate to the next tab.

Waste Management Sys ortal under E-Waste (Management) R	i tem ules, 2022)				
Recycler	Generate Report	ANNUAL RETURN	FILING		2023-2024
	Basic Detail	Balance Certificat	te		
Dashboard	EEE Registration Granted	Number of Balanced Certificates	End Product	Certificate Value (Kg)	Actions
Registration V Operations V	EEE Code Wise Procured E-Waste	1	Iron	0.022765	0
Instruction Sheet	EEE Code Wise Production E-Waste Data	3	Copper	58.10799700000005	•
List 🗸	Total Certificate Generated	1	Aluminium	0.001	0
Return Filing	Transferred Certificate			[Back Next
	 Balance Certificate 				
	Submission				

Step: 8

In the submission tab user will click the submit button and confirm to complete the submission.

Recycler	Generate Report	ANNUAL RETURN FILING	2023-2024
Dashboard	Basic Detail		Back Submit
Registration Coperations Instruction Sheet List All Producers	Granted EEE Code Wise Procured E-Waste EEE Code Wise Protocomed E-Waste Data Total Centificate Generated Transferred Centificate	Confirm X Do you want to submit the report?	
Return Filing	Balance Certificate Submission		

Recycler Basic Detail	ANNUAL RETURN FILING	2023-2024
Basic Detail	ANNUAL RETURN FILING	2023-2024
EEE Desistation		Back Submit
Dashboard Cranted		
Registration EEE Code Wise Procured E-Waste		
EEE Code Wise Production E-Was	8	
List Total Certificate Return Filing Generated		
Transferred Certifi	ate	
Balance Certificate		
Submission		

Note: Submission of quarterly reports is allowed only in sequence.

Istration Control of the report submitted, it cannot be deted. Friedase generate report and verify before submission. 2: Interim portal transfer data will be added in the Annual Report Produces E-Veste V	Recycler		Generate Report	ANNUAL RETURN FILIN	G		2023-2024
heard isration isration isration isration isration isration Sheet un Filing v I Filing Temperature Centricate Transmer Centricat			Basic Detail	Generate Report			
istration	hboard		EEE Registration		tted, it cannot be edited. P	ease generate report and verify before s	ubmission.
truction Sheet t c c bas turn Filing v Faceword Centrate Transformed Centrate Transf	gistration	~	Granted	2: Interim portal transfer of	data will be added in the A	nnual Report	
um Filing Categories C	erations	~	EEE Code Wise Procured E-Waste	Select Report			
arm Filing V Data Contractor Transformed Contractor	ruction Sheet			Quarter 4			٣
um Ping V Transfered Centricate Submitted Reports Report Year Date of Submission Action	st	~					
Report Year Date of Submission Action	urn Filing	~					Generate PDF
Report Year Date of Submission Action				Submitted Reports			
Balance Centricate Quarter1 2023-2024 02/06/2024, 14:13:56 O			Transferred Certificate	Report	Year	Date of Submission	Action
			Balance Certificate	Quarter1	2023-2024	02/06/2024, 14:13:56	•

Annual Return Filing

Step: 1 Click on the Return tab

Step: 2 Select annual return from the dropdown list.

The user is required to click the save and next button to complete the Generate report to submission.

E-Waste Managem (Portal under E-Waste (Mana	ent System gement) Rules, 20) D22]								
=	1									
Recycler		Generate Report	ANNUAL RETURN FILING	2023-2024						
	- 11	Basic Dotall	Generate Report							
Dashboard	- 11	EEE Registration Granted	Note: 1. Once the report submitted, it cannot be edited. Please generate report and verify before submission.							
Registration	ř	EEE Code Wise	2: Interim portal transfer data will be added in the Annual Report							
Operations Instruction Sheet	ř	Prozered E-Waste Select Report								
🔒 List	~	EEE Code Wise Production E-Waste Data	Annual Report v							
🌇 Return Filing	×	Total Certificate Generated				Generate PDF				
	- 11	Transferred Certificate	Submitted Reports							
	- 11		Report	Year	Date of Submission	Action				
	- 11	Balance Certificate	Quarter1	2023-2024	02/06/2024, 14:13:56	•				
	- 11	Submission	Quarter2	2023-2024	02/06/2024, 14:16:07	0				
	- 11		Quarter3	2023-2024	02/06/2024, 14:16:33	0				
	- 11		Quarter4	2023-2024	02/06/2024, 14:16:53	0				
	- 11					Save & Next				
	- 11									
	- 11									

Final Step: In the submission tab user will click the submit button and confirm to complete the submission.

E-Waste Management System Portal under E-Waste Management Rules 2022										
=										
Recycler • G	Senerate Report ANNUAL RETURN FILING	3	2023-2024							
на ва	Basic Detail		Back Submit							
	EE Registration Granted									
Registration	EEE Code Wise									
🔚 Operations 🗸	Procured E-Waste	Confirm ×								
Instruction Sheet	EE Code Wise Production E-Waste Data	Do you want to submit the report?								
List v	lotal Certificate	No								
🚡 Return Filling 🗸 🖌 Ge	Seneraled									
• Tr	ransferred Certificate									
• ва	Balance Certificate									
• s	Submission									

