

Producer compliance checklist

EXSTRAT PREPARATION GUIDE | Sources reviewed 24 October 2026

- ☐ **Confirm your scope**
Check producer status and select the relevant EEE codes.
- ☐ **Align business records**
Prepare consistent company identity, address, GST and applicable PAN, IEC and incorporation records.
- ☐ **Nominate your contact**
Identify the authorised person and prepare their contact details and PAN.
- ☐ **Prepare sales history**
Compile product-wise financial-year quantities in metric tonnes for the applicable historical period.
- ☐ **Arrange certification**
Obtain a CA certificate supporting sales or import quantities.
- ☐ **Prepare signed documents**
Complete the covering letter, company declaration, RoHS declarations, Enclosure A and awareness plan.
- ☐ **Review the application**
Check the current portal requirements, applicable fees and document formats before submission.
- ☐ **Track approval**
Monitor portal queries and retain the registration and assigned obligations.
- ☐ **Manage certificates**
Use registered recyclers and verify certificate quantities, transfer records and portal reconciliation.
- ☐ **Complete returns**
Review obligations, submit applicable quarterly and annual returns, and retain acknowledgements.

Preparation aid, not a CPCB-issued checklist or proof of compliance. Check current rules, notices and live portal requirements for your entity; this guide does not calculate targets or fix filing deadlines.

[CPCB producer registration SOP \(April 2023\), sections 2-4](#)

[CPCB certificate generation and transfer guidance](#)

[CPCB producer annual / quarterly return instructions](#)