

# **EPR REGISTRY: USER MANUAL**

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## Introduction

The Extended Producer Responsibility (EPR) Act of 2022 institutionalised the extended producer responsibility on plastic packaging waste, amending Republic Act No. 9003, otherwise known as the Ecological Solid Waste Management Act of 2000. The EPRA lapsed into law on 23 July 2022. It requires companies to adopt and implement policies for the proper management of plastic packaging waste. The Act was crafted in response to the clamour to regulate single-use plastics and their production, importation and disposal by industries.

The EPR Registry is designed to facilitate the digital submission of EPR Programs by various stakeholders, including Original Equipment Manufacturers (OEs), Producer Responsibility Organizations (PROs) and Collectives.

This digital platform serves as a centralized hub where OEs, PROs and Collectives can electronically submit their EPR Programs. This streamlined process not only enhances efficiency but also promotes environmental responsibility by making it easier for key players to participate in and contribute to extended producer responsibility initiatives.

## New Registration

**Step 1:** Open your web browser and visit the website [epr.emb.gov.ph](http://epr.emb.gov.ph) to access the sign-in page.

**Step 2:** Click on the "Sign up" button to access the registration form.

The screenshot displays the homepage of the Extended Producer Responsibility (EPR) Registry. The header includes contact information: (02) 8539-4378 loc. 135 and [epr@emb.gov.ph](mailto:epr@emb.gov.ph). The main navigation menu consists of Home, About, Registrations, and Contact. A green "Sign up" button with a right-pointing arrow is highlighted with a red rectangle. The background features a colorful illustration of a city skyline and a market scene with people and recycling bins. The "LOOPFORWARD" logo is prominently displayed, with the tagline "Linking Opportunities and Partnerships Towards Circular Economy through EPR". On the right side, a "Sign in" form is visible, containing fields for Username (labeled "Enter your registered email id") and Password (labeled "Enter your password" with a toggle icon), and a "Sign in" button. Links for "New Member? Click here" and "Forgot Password" are also present.

**Step 3:** Read the privacy policy and guidelines before accepting. Click on “Continue” to move ahead.

#### **Information Use**

We may collect and use Users' personal information for the following purposes:

To improve customer service: The information you provide helps us respond to your customer service requests and support needs more efficiently.

To personalize User experience: We may use information in the aggregate to understand how our Users as a group use the services and resources provided on our Online System.

To send periodic emails: We may use the email address provided by Users to send them information and updates pertaining to their use of the EPR Registry System, including system notifications, service-related announcements, and promotional materials.

#### **Information Protection**

We adopt appropriate data collection, storage, and processing practices and security measures to protect against unauthorized access, alteration, disclosure, or destruction of Users' personal information, username, password, transaction information, and data stored on our Online System.

#### **Sharing Personal Information**

We do not sell, trade, or rent Users' personal identification information to others. We may share generic aggregated demographic information not linked to any personal identification information regarding Users with our business partners, trusted affiliates, and advertisers for the purposes outlined above.

#### **Changes to this Privacy Policy**

The EPR Registry System has the discretion to update this Privacy Policy at any time. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this Privacy Policy periodically and become aware of modifications.

#### **Acceptance of these Terms**

By using the EPR Registry System, you signify your acceptance of this Privacy Policy. If you do not agree to this Privacy Policy, please do not use our Online System. Your continued use of the Website following the posting of changes to this Privacy Policy will be deemed your acceptance of those changes.

#### **Contact Us**

If you have any questions about this Privacy Policy, the practices of the EPR Registry System, or your dealings with the Online System, please contact us at [epr@emb.gov.ph](mailto:epr@emb.gov.ph), or through our landline: (02)8539-4378.

☐ I accept privacy policy

**Continue**

## 1) Company Information

**Step 1:** The registration form is divided into seven sections for PROs/Collectives and five sections for OEs. To navigate through the form, entities can switch between different sections from the top menu bar.

*Note: All the fields with an asterisk are mandatory fields.*

The screenshot shows the 'Registration' form with a progress bar at the top. The progress bar has seven steps: 'Company information', 'Duly Designated Officer Information', 'Attachments', 'Proof of Legal Personality of the Obligated Enterprise', 'Additional Requirements', 'Roster of Member Obligated Enterprises', and 'Roster of MSMEs voluntarily participating in the EPR Program'. The first step, 'Company information', is highlighted with a red box. Below the progress bar, the form contains the following fields:

- Have you registered on the EMB-CRS?\***
  - ☒ Yes
  - ☐ No
- Enterprise Type\***
  - ☐ OE
  - ☐ Collective
  - ☐ PRO
- Name of OE/Collective/PRO\***
- Region\***
- Province\***
- City/Municipality\***

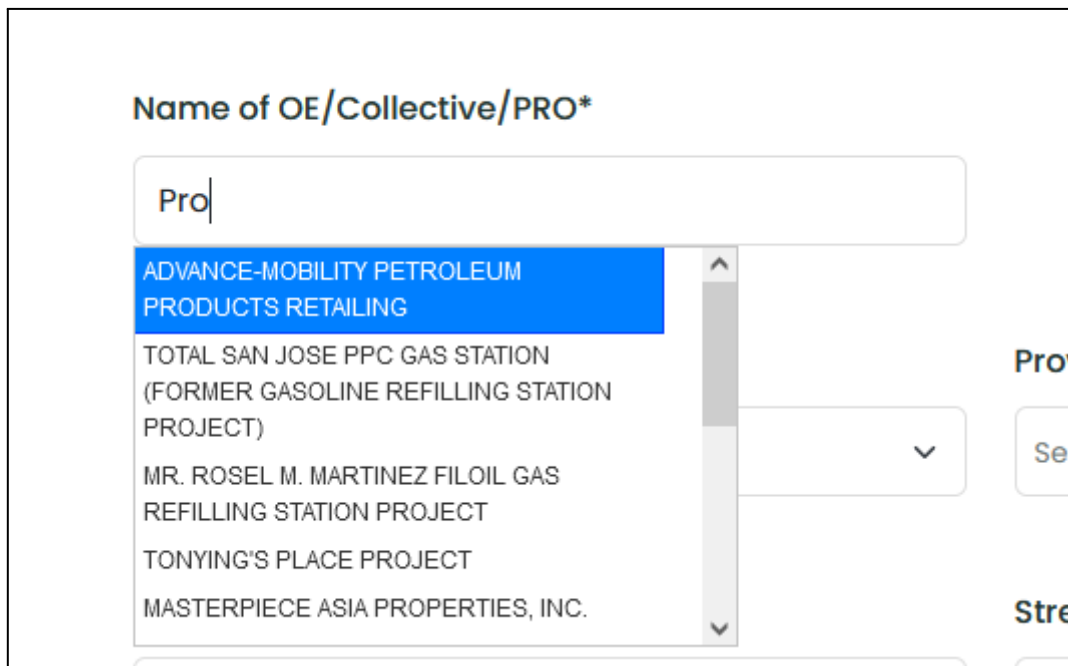
**Step 2:** In the initial field, the request is made for the entity's confirmation regarding data retrieval from the EMB-CRS platform, if registered there. If "No" is selected, all individual fields must be manually filled out to continue.

**Step 3:** Choose the enterprise type. If "OE" is selected, the last two parts (Roster of Member Obligated Enterprises and Roster of MSMEs voluntarily participating in the EPR program) will be hidden, as those sections are to be completed by PROs/Collectives.

The screenshot shows the 'Registration' form with the same progress bar as the previous image. The third step, 'Proof of Legal Personality of the Obligated Enterprise', is highlighted with a yellow box. The form fields are identical to the previous screenshot:

- Have you registered on the EMB-CRS?\***
  - ☒ Yes
  - ☐ No
- Enterprise Type\***
  - ☐ OE
  - ☐ Collective
  - ☐ PRO
- Name of OE/Collective/PRO\***
- Region\***
- Province\***
- City/Municipality\***

**Step 4:** If "Yes" is selected for the initial form field, input the first three letters or the initial word of your company name and available options will be displayed. Click on your company name to continue.



The screenshot shows a web form with the title "Name of OE/Collective/PRO\*". Below the title is a text input field containing the text "Pro". A dropdown menu is open below the input field, displaying a list of company names. The first two options, "ADVANCE-MOBILITY PETROLEUM" and "PRODUCTS RETAILING", are highlighted in blue. The other options are "TOTAL SAN JOSE PPC GAS STATION (FORMER GASOLINE REFILLING STATION PROJECT)", "MR. ROSEL M. MARTINEZ FILOIL GAS REFILLING STATION PROJECT", "TONYING'S PLACE PROJECT", and "MASTERPIECE ASIA PROPERTIES, INC.". To the right of the dropdown menu, there is a button labeled "Continue" and a button labeled "Select".

**Step 5:** The form will automatically populate the pertinent information. Except for the company name, entities have the option to modify all other details in the form before proceeding to the next section.

**Step 6:** To proceed to the next section, click on "Continue."

*Note: Avoid navigating through the menu bar above after filling out the form, as doing so may not save the data.*

*Do not refresh the page without clicking on continue as it may lead to loss of data.*

**Have you registered on the EMB-CRS?\***

☒ Yes

☐ No

**Enterprise Type\***

☐ OE

☐ Collective

☐ PRO

**Name of OE/Collective/PRO\***

**Region\***

**Province\***

**City/Municipality\***

**Barangay\***

**Street Address\***

**Zip Code\***

**Latitude\***

**Longitude\***

**Email Address\***

(Click [here](#) get your GeoCoordinates)

**Telephone number\***

+91

**Nature of business\***

**EIA Classification\***

**PSIC Code Number**

**PSIC Code Description**

(Click [here](#) to search for your PSIC Code/Description)

Continue



## 2) Duly Designated Officer Information

**Step 7:** Fill in the required details.

*Note: The email ID entered as a DDO Email address shall be used for all communications, ensure it is correct and accessible.*

**Step 8:** Click on "Continue" to advance. You will receive an email from the platform for verification.

Company Information   **Duly Designated Officer Information**   Attachments   Proof of Legal Personality of the Obligated Enterprise   Additional Requirements   Roster of Member Obligated Enterprises   Roster of MSMEs voluntarily participating in the EPR Program

Application No.  
000102

First Name\*   Middle Name   Last Name\*   Suffix  
Enter first name   Enter middle name   Enter last name   Enter suffix

Account Email Address\*   Telephone number\*   Cellphone number  
Enter email address   +91 - Enter telephone number   +91 - Enter Cellphone number

[Back](#)   [Continue](#)

### 3) Attachments

**Step 9:** Click on “Browse” button to upload the relevant PDF document.

Upon uploading, the document title becomes visible below the browse button, accompanied by an 'x' button for easy removal if needed. Alternatively, users can click the browse button again to select a different file for replacement.

**Step 10:** Click on “Continue”.

Application No.

000075

Letter of Intent/Authorization Letter\*

Browse No file chosen

Proof of Authority of DDO\*

Browse No file chosen

(Upload files in PDF format with file size not exceeding 10 MB.)

Dummy-PDF.pdf x

100%

Back Continue

#### 4) *Proof of Legal Personality of the Obligated Enterprise.*

**Step 11:** Input the necessary information and then select the "Browse" button to upload the required documents.

**Step 12:** Click on "Continue".

The screenshot shows a multi-step registration process. At the top, a progress bar with seven steps is displayed: 'Company Information', 'Duly Designated Officer Information', 'Attachments', 'Proof of Legal Personality of the Obligated Enterprise' (the current step, highlighted with a green line and a yellow dot), 'Additional Requirements', 'Roster of Member Obligated Enterprises', and 'Roster of MSMEs voluntarily participating in the EPB Program'. Below the progress bar, the form contains the following fields and buttons:

- Application No.:** A text box containing '000102'.
- SEC/DTI/CDA No.\*:** A text box with the placeholder 'Enter SEC/DTI/CDA No.' and a 'Browse' button next to it. The text 'No file chosen' is visible.
- BIR Registration No.\*:** A text box with the placeholder 'Enter BIR Registration No.' and a 'Browse' button next to it. The text 'No file chosen' is visible.
- Mayor's/Business Permit No.\*:** A text box with the placeholder 'Enter Mayor's/Business Permit No.' and a 'Browse' button next to it. The text 'No file chosen' is visible.
- Sworn Statement of DDO\*:** A 'Browse' button next to the text 'No file chosen'.

At the bottom of the form, there are two green buttons: 'Back' and 'Continue'. The 'Continue' button is highlighted with a red rectangular border.

### 5) Additional Requirements

**Step 13:** Click on “Browse” button to upload the relevant PDF document.

**Step 14:** Click on “Continue”.

The screenshot displays a multi-step registration process. At the top, a horizontal timeline shows seven steps: 'Company Information', 'Duly Designated Officer Information', 'Attachments', 'Proof of Legal Personality of the Obligated Enterprise', 'Additional Requirements' (the current step), 'Roster of Member Obligated Enterprises', and 'Roster of MSMEs voluntarily participating in the EPR Program'. Below the timeline, the 'Application No.' is shown as '000102'. The main section is divided into two columns: 'Organizational structure and Leadership' and 'Membership requirements'. Each column contains a 'Browse' button and the text 'No file chosen'. Below these columns, there are two green buttons: 'Back' and 'Continue'. The 'Continue' button is highlighted with a red rectangular border. Above each 'Browse' button, there is a small instruction: '(Upload files in PDF format with file size not exceeding 50 MB.)'.

## 6) *Roaster of Member Obligated Enterprise*

**Step 15:** The next section allows the entities to bulk upload the information of member OEs. Download the CSV template and the PSGC Code lookup file.

Company Information   Duty Designated Officer Information   Attachments   Proof of Legal Personality of the Obligated Enterprise   Additional Requirements   **Roster of Member Obligated Enterprises**   Roster of MSMEs voluntarily participating in the EPR Program

Application No.  
000102

Upload SEC Files PDF as a zip file   Upload Roster of OEs CSV file

Browse No file chosen   Browse No file chosen

**Download CSV Template**   **Download PSGC lookup Data**

Obligated Enterprise	PSGC No	Region, Province, City, Barangay, Mailing No. and Street Name	SEC No	SEC file	Remove
----------------------	---------	---	--------	----------	--------

Back   Continue

**Step 16:** Open the downloaded CSV template file and fill in the relevant details.

### Note:

- Enterprise name and PSGC codes are mandatory fields, whereas SEC Code and SEC PDF uploads are non-mandatory fields.
- If you are not aware of the PSGC code, use the PSGC lookup data file to search for the relevant PSGC code of the Barangay. Enterprise and Barangay codes are mandatory fields.
- If you are uploading the SEC PDF, enter the file name against each enterprise followed by the extension as .pdf

File

Home

Insert

Page Layout

Formulas

Data


Review

View


Help

Acrobat


Power Pivot




Paste



Cut



Copy





Format Painter


Clipboard


Calibri

11














Font


















Alignment

General











Number





Conditional Formatting




Format as Table

C8



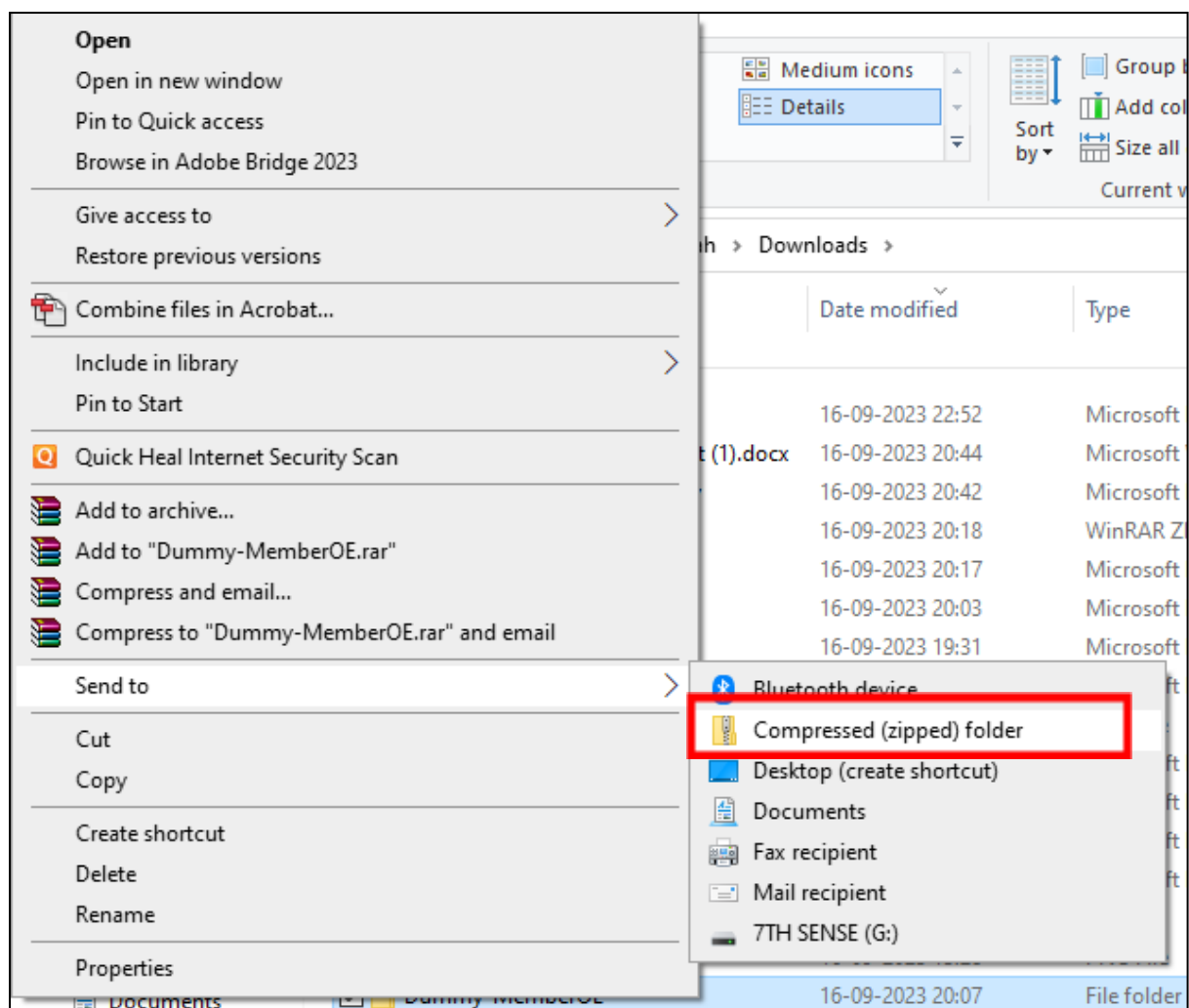




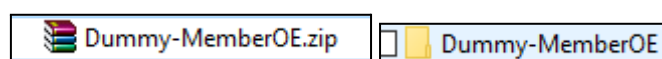
	A	B	C	D	E	F
1	Serial Number	Enterprise name	PSGC Code	SEC Code	SEC Upload (PDF)	
2		1 Enterprise name will come here	1400101010	SEC Code 123456	1.pdf	
3		2 Enterprise name will come here	1400101011	SEC Code 123456	2.pdf	
4		3 Enterprise name will come here	1400101012	SEC Code 123456	3.pdf	
5		4 Enterprise name will come here	1400101013	SEC Code 123456	4.pdf	
6		5 Enterprise name will come here	1400101014	SEC Code 123456	5.pdf	
7						
8						
9						
10						

**Step 17:** Create a zip folder for all the SEC PDF files mentioned in the CSV template.

This PC > Local Disk (C:) > Users > shah > Downloads					Dummy-MemberOE
<input type="checkbox"/>	Name	Date modified	Type	Size	
	01.pdf	02-08-2023 17:18	Adobe Acrobat D...	28 KB	
	02.pdf	02-08-2023 17:18	Adobe Acrobat D...	28 KB	
	03.pdf	02-08-2023 17:18	Adobe Acrobat D...	28 KB	
	04.pdf	02-08-2023 17:18	Adobe Acrobat D...	28 KB	
	05.pdf	02-08-2023 17:18	Adobe Acrobat D...	28 KB	



**Note:** The zip folder and the folder inside it should have the same name. Do not rename the zip file.



**Step 18:** Upload the zip file first, followed by the CSV file. If an error occurs, the system will display a message. Correct the file, refresh the page and then resubmit.

**Step 19:** Click on “Continue”.

**Registration**

Company Information   Duly Designated Officer Information   Attachments   Proof of Legal Personality of the Obligated Enterprise   Additional Requirements   **Roster of Member Obligated Enterprises**   Roster of MSMEs voluntarily participating in the EPR Program

Application No.  
**123535**

Upload SEC Files PDF as a zip file  
 Dummy-MemberOE.zip

Upload Roster of OEs CSV file  
 No file selected.

Uploaded csv is proper, inserting data into database

100%

Download CSV Template

Download PSGC lookup Data

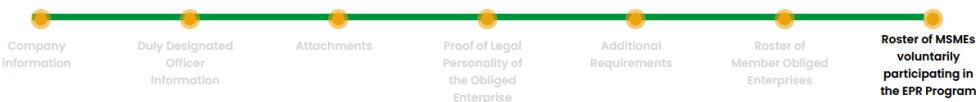
Obligated Enterprise	PSGC No	Region, Province, City, Barangay, Mailing No. and Street Name	SEC No	SEC file	Remove
<div style="display: flex; justify-content: space-between; width: 100%;"><div style="background-color: green; color: white; padding: 5px 10px; border-radius: 5px;">Back</div><div style="background-color: green; color: white; padding: 5px 10px; border-radius: 5px; border: 2px solid red;">Continue</div></div>					

**Step 20:** Repeat Steps 15 to 20 to upload the MSMEs data.



**Step 21:** Click on “Submit”.

**Registration**



Application No.  
**123535**

Upload SEC Files PDF as a zip file  
 No file selected.

Upload Roster of MSMEs CSV file  
 No file selected.

Obligated Enterprise	PSGC No	Region, Province, City, Barangay, Mailing No. and Street Name	SEC No	SEC file	Remove
----------------------	---------	---	--------	----------	--------

### 7) Setting the Password

**Step 22:** Click on “OK” and check the email you registered with. If no email is received in your Inbox, please check your Spam folder.

Application No.  
**000099**

Upload SEC Files PDF as a zip file  
 No file selected.

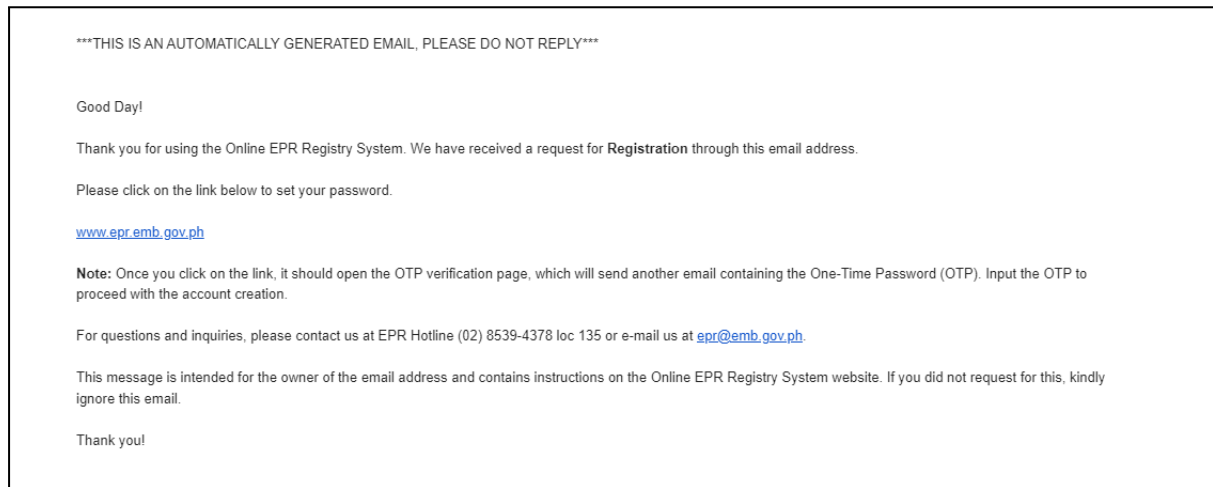
Upload Roster of MSMEs CSV file  
 No file selected.

Application saved as DRAFT. Please check your email, 7thsense.images@gmail.com for further instructions.

Obligated Enterprise	PSGC No	Region, Province, City, Barangay, Mailing No. and Street Name	SEC No	SEC file	Remove
----------------------	---------	---	--------	----------	--------

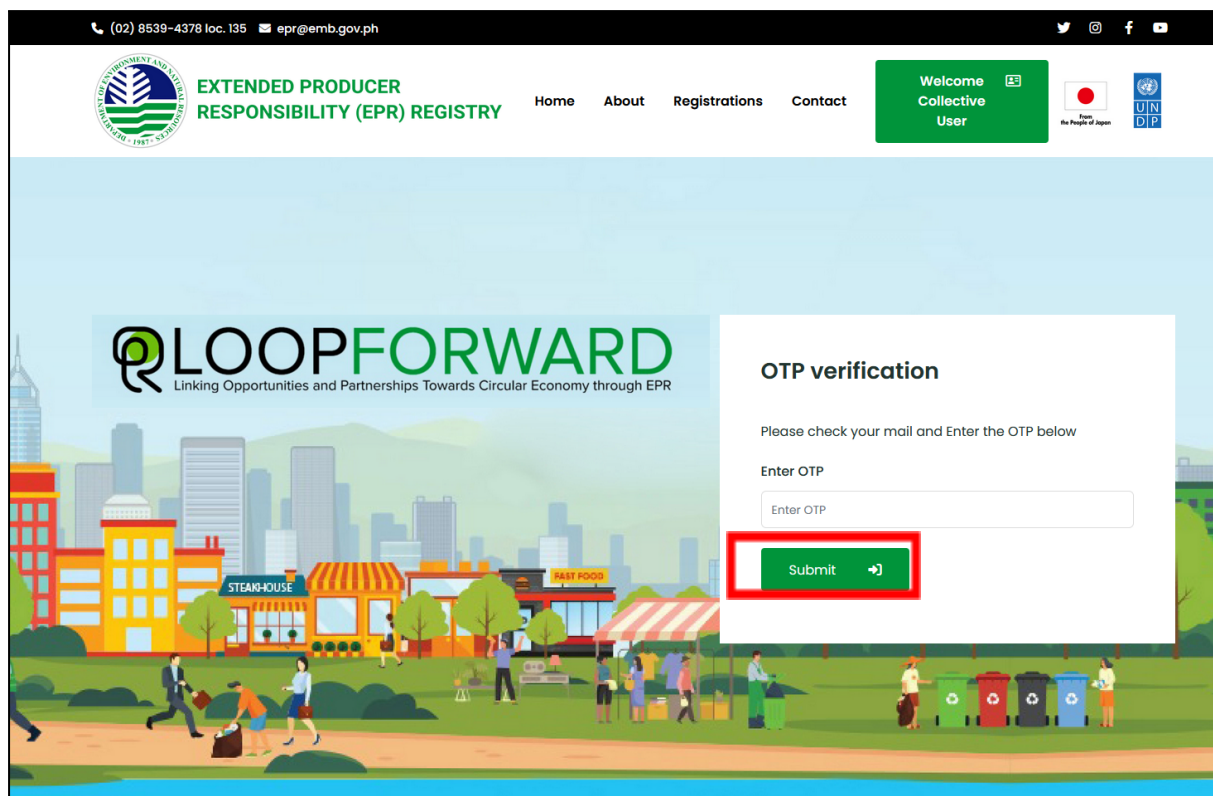
Activate Windows  
Go to Settings to activate Windows.

**Step 23:** Follow the instructions received in the email. Click on the link to set up your password.



**Step 24:** This step will redirect to OTP verification and you will receive another email with the OTP.

**Step 25:** Enter the OTP and click on “Submit”.



**Step 26:** Enter the password and click on “Submit”.

The screenshot displays the homepage of the Extended Producer Responsibility (EPR) Registry. The header includes the Department of Environment and Natural Resources logo, the text "EXTENDED PRODUCER RESPONSIBILITY (EPR) REGISTRY", and navigation links: Home, About, Registrations, and Contact. A green button labeled "Welcome Collective User" is also present. The main content area features the "LOOPFORWARD" logo with the tagline "Linking Opportunities and Partnerships Towards Circular Economy through EPR". Below the logo is an illustration of a city street with buildings, trees, and people. On the right side, a "Reset password" form is displayed, containing two password input fields labeled "Enter password" and "Re enter password", and a green "Submit" button with a right arrow icon, which is highlighted by a red rectangle.

(02) 8539-4378 loc. 135 epr@emb.gov.ph

Home About Registrations Contact

Welcome Collective User

From the People of Japan UNDP

**LOOPFORWARD**  
Linking Opportunities and Partnerships Towards Circular Economy through EPR

**Reset password**

Enter password

Enter password

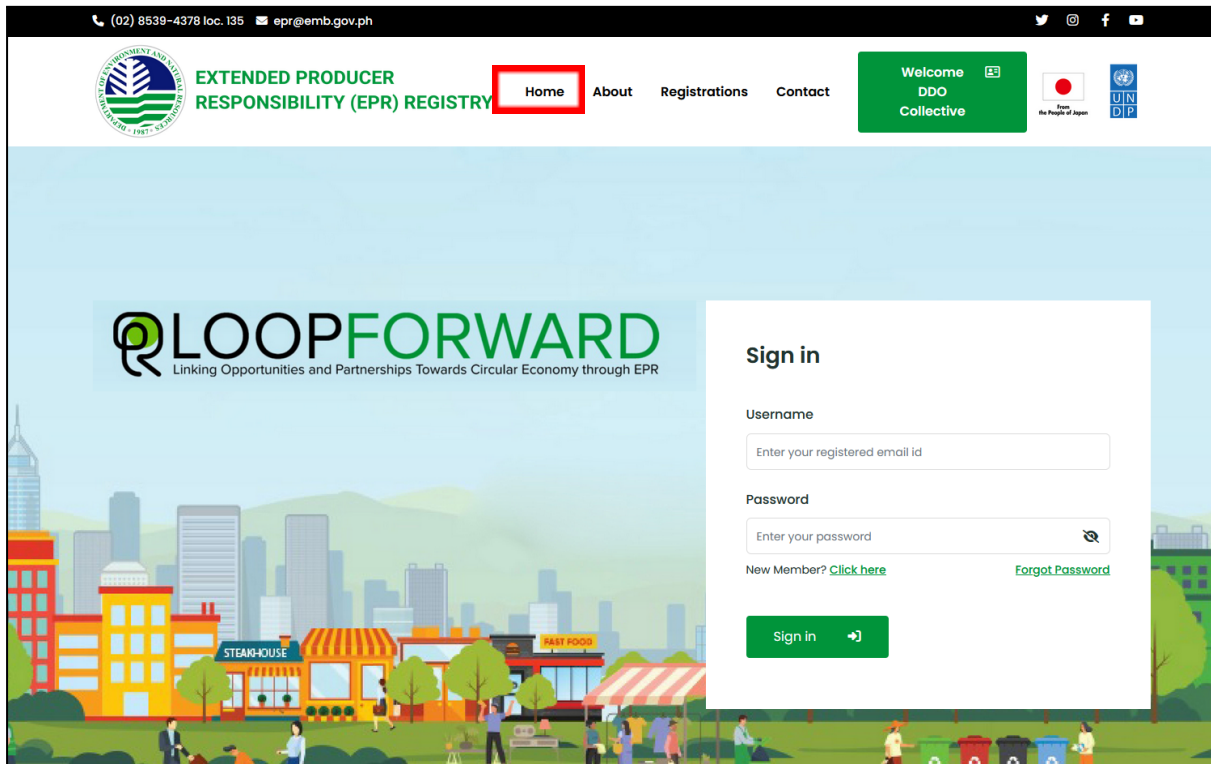
Re enter password

Re enter password

Submit →


## 8) View Profile

**Step 27:** Click on Home to view your profile or sign in with your email and password.



**Step 28:** Click on “Edit Registration” to edit details within the registration form. Or click on “Edit EPR Program” to fill in the details of the components of the EPR Program.


(02) 8539-4378 loc. 135epr@emb.gov.ph




**EXTENDED PRODUCER  
RESPONSIBILITY (EPR) REGISTRY**

[Home](#) [About](#) [Registrations](#) [Contact](#)

Welcome  
DDO  
Collective

From the People of Japan



M/S Company name will come here

EPR Application number: 123537

Address, New Igbaras, Pigkawayan, Cotabato, Region XII, Code

+63-9892098920abc@def.com

Nature of Business

Nature of business


EIA Classification

EIA classification

Duly Designated Officer Information

DDO Collective

+63-9892098920flipkart1.7thsense@gmail.com



SEC/DTI/CDA No.:  
SEC

BIR Registration No.:  
BIR

Mayor's/Business Permit No.:  
Mayo

View profile

Edit Registration

Edit EPR Program

## Submit EPR Program

### 1) *Specific Types of Packaging Materials & Footprints*

**Step 1:** Within the "Edit EPR Program" section, provide details for specific types of packaging materials and their footprints. Include information such as all brands (enter brand names separated by a comma), flexible packaging used, rigid packaging used and other materials, as well as the total volume of flexible, rigid and other packaging used.

### Submit EPR Program

Specific Types of Packaging Materials & Footprints

Plastic Waste Diversion Target

EPR Implementation Program and Process Flow

Status of Implementation

Geographic Implementation Program and Roll-Out Plan

Application No.  
123537

Brand

Flexible Plastic Packaging used\*

Rigid Plastic Packaging used\*

Other Packaging Materials used

**Step 2:** Enter all brand names separated by commas.

Brand

**Step 3:** To add flexible and rigid plastic packaging details, choose from the dropdown options. If a new entry is required in this field, type the name and then press enter.

Flexible Plastic Packaging used\*

Foam

Foam

Plastic bags

Sachets

Other Packaging Materials used

**Step 4:** Other Packaging Materials used can be added in comma-separated values.

Other Packaging Materials used

Enter details

**Step 5:** Enter the total volume in number and click on “Continue”.

Total Estimated Plastic Footprint – Flexible (Kg)\*      Total Estimated Plastic Footprint – Rigid (Kg)\*      Other (Kg)

Enter details      Enter details      Enter details

**Continue**

## 2) Plastic Waste Diversion Target

**Step 6:** The diversion targets shall be auto-calculated. This is a non-editable screen. Click on “Continue”.

Progress bar: Specific Types of Packaging Materials & Footprints (Completed) → **Plastic Waste Diversion Target** (Active) → EPR Implementation Program and Process Flow → Status of Implementation → Geographic Implementation Program and Roll-Out Plan

Application No.  
**123537**

Plastic Material Type	Footprint for year 2023(in kgs)
Flexible	2000.00
Rigid	3000.00
Others	4000.00

Year	2023
Minimum target (%)	20
Flexibles, recovery and diversion accomplishment target (KGS)	400.00
Rigids, recovery and diversion accomplishment target (KGS)	600.00
other recovery and diversion accomplishment target (KGS)	800.00

**Back**      **Continue**

**Step 7:** Fill in the relevant details and click on “Continue”.

Attachments

Browse

No file chosen

(Upload files in PDF format with file size not exceeding 50 MB.)

Back

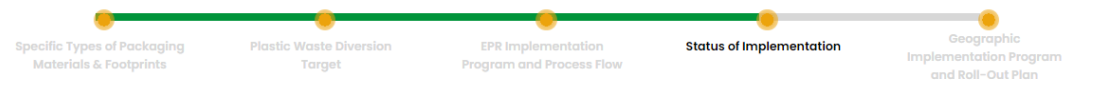
Continue



#### 4) Status of Implementation

**Step 8:** Fill in the details for Status of Implementation and click on “Continue”.

### Submit EPR Program



Application No.

000101

Implementation parameters and strategies for the EPR Program\*

↶ ↷ Paragraph 12pt B I

Enter description...

P 0 WORDS POWERED BY TINY

Identification, role, or function of each key partner or collaborator\*

↶ ↷ Paragraph 12pt B I

Enter description...


P 0 WORDS POWERED BY TINY





The systems for data collection and database maintenance\*





↶ ↷





Paragraph ▾

12pt ▾

**B** *I*  ▾


   

 ▾  ▾  ▾ 

Enter description...

P


0 WORDS POWERED BY TINY 





The system for reporting, verification, and accounting of waste footprint generation, recovery, and diversion for reuse, recycling, treatment, conversion, or proper disposal.\*





↶ ↷





Paragraph ▾

12pt ▾

**B** *I*  ▾


   

 ▾  ▾  ▾ 

Enter description...

P


0 WORDS POWERED BY TINY 





Financing mechanisms or expenses\*





↶ ↷





Paragraph ▾

12pt ▾

**B** *I*  ▾


   

 ▾  ▾  ▾ 

Enter description...

P

0 WORDS POWERED BY TINY 

26

Environmental, social inclusivity, gender equality, anti-exploitation, and other relevant safeguards\*

↶ ↷

Paragraph

12pt

**B** *I*

Enter description...

P 0 WORDS POWERED BY TINY

Attachments

Browse

No file chosen

(Upload files in PDF format with file size not exceeding 50 MB.)

Back

Continue

### 5) *Geographic Implementation Program and Roll-Out Plan*

**Step 9:** Fill in the details as per instructions provided in the last section - “Geographic Implementation Program and Roll-Out Plan”.

Geographic Implementation Program and Roll-Out Plan\*

← → Paragraph 12pt B I

Enter description...

P 0 WORDS POWERED BY TINY

Partners

← → Paragraph 12pt B I

Enter partners...

P 0 WORDS POWERED BY TINY

Latitude\* Longitude\*

Enter latitude Enter longitude +Add more

(Click [here](#) get your GeoCoordinates)

Attachments

Browse No file chosen

(Upload files in PDF format with file size not exceeding 50 MB.)

Upload CSV file for Address\*

Browse No file chosen Download CSV Template Download PSGC lookup Data

PSGC No	Region	Province	City	Barangay	Address	Remove
Back Submit						

**Step 10:** Copy the latitude and longitude of the location from Google Maps and enter the relevant field. Click on “Add more” to add additional information.

**Step 12:** Entities can bulk upload the address of the OE’s. To do so, please download the CSV template and PSGC lookup file.

Latitude\* Longitude\*

8.034525 125.566828 +Add more

Attachments


Browse... No file selected.

Upload CSV file for Address\*

Browse... No file selected. Download CSV Template Download PSGC lookup Data

PSGC No	Region	Province	City	Barangay	Address	Remove
Back Submit						

**Step 13:** Fill in the CSV template and upload.

Serial Nur	PSGC Code	Address	
1	0300802004	Address will come here	
2	0300802006	Address will come here	
3	0300802007	Address will come here	
4	0300802008	Address will come here	
5	0300802009	Address will come here	
6	0300802010	Address will come here	
7	0300802012	Address will come here	
8	0300802013	Address will come here	
9	0300802014	Address will come here	
10	0300802015	Address will come here	
11	0300802016	Address will come here	
			

**Step 14:** Click on “Submit”.

Upload CSV file for Address\*

No file selected.

Uploaded CSV for local details is approved.

100%

PSGC No	Region	Province	City	Barangay	Address	Remove
<div> <input type="button" value="Back"/> <input type="button" value="Submit"/> </div>						

**Step 15:** The form is submitted for review to the administrators. Further actions shall be communicated via email.

- In case of incomplete form notification, the form needs to be edited and re-submitted.
- In case of approval, please upload the Affidavit Form under your profile section.

## Upload Affidavit Form

**Step 1:** Sign in using the login details and click on the Affidavit form from the menu.

(02) 8539-4378 loc. 135 | epr@emb.gov.ph

**EXTENDED PRODUCER RESPONSIBILITY (EPR) REGISTRY**

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**Affidavit form**

M/S Company name will come here

EPR Application number: 123537

Address, New Igbaras, Pigkawayan, Cotabato, Region XII, Code

+63-9892098920 | abc@def.com

**Nature of Business**  
Nature of business

**EIA Classification**  
EIA classification

**Duly Designated Officer Information**  
DDO Collective

+63-9892098920 | filpkartl.7thsense@gmail.com

Map of the Philippines showing various locations: Luzon, Manila, Philippines, Bacolod, Cagayan de Oro, Marikina, Davao City, Zamboanga City, General Santos, Sandakan, Sabah.

**Step 2:** Upload the affidavit form in PDF format and click on “Submit”.

M/S Company name will come here

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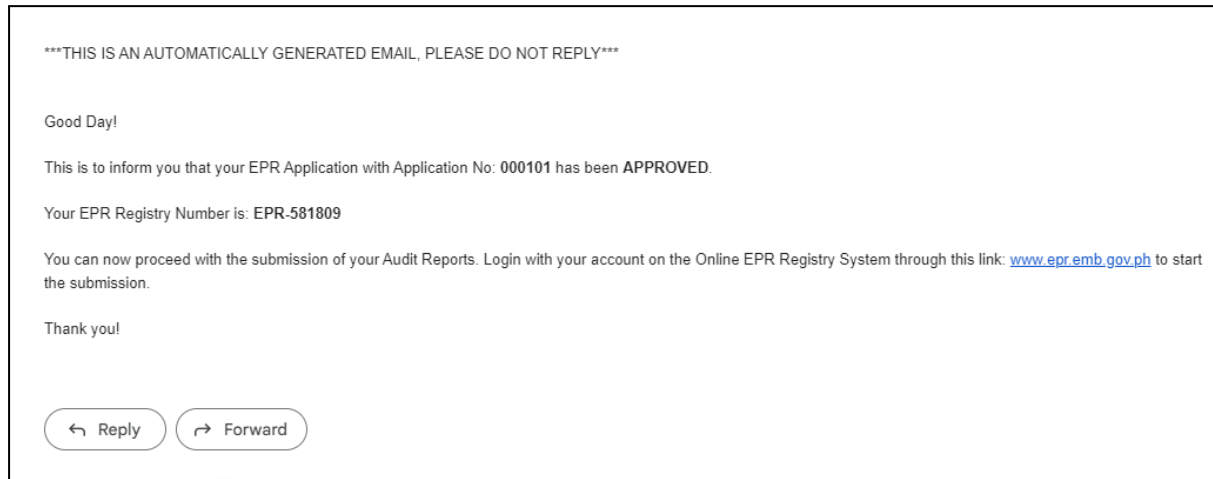
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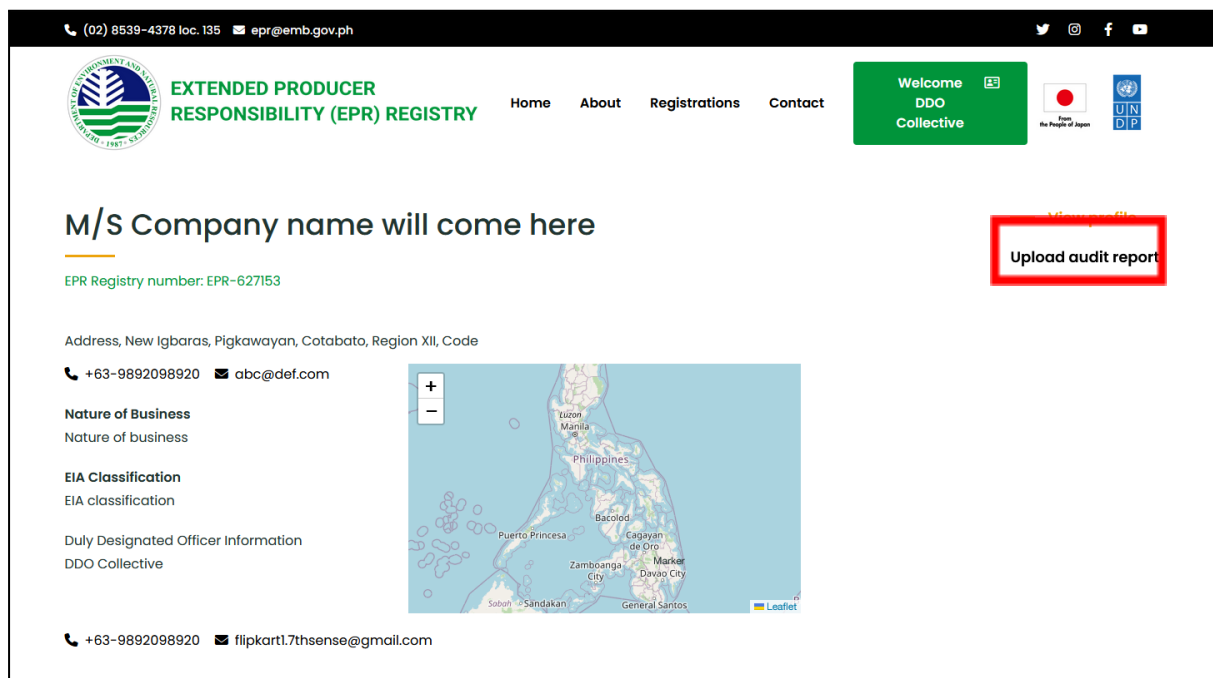
Browse... No file selected.

**Submit**

**Step 3:** After submitting the affidavit form, there are three levels of approval. In case of any rejection, you will receive an email with the reason for rejection. The forms shall be edited and resubmitted for approval. Upon final approval, the EPR Registration number shall be assigned.



**Step 4:** Log in to submit the Audit Report whenever available.



**Step 5:** Upload the PDF file and click on "Submit".



M/S Company name will come here

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