

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.

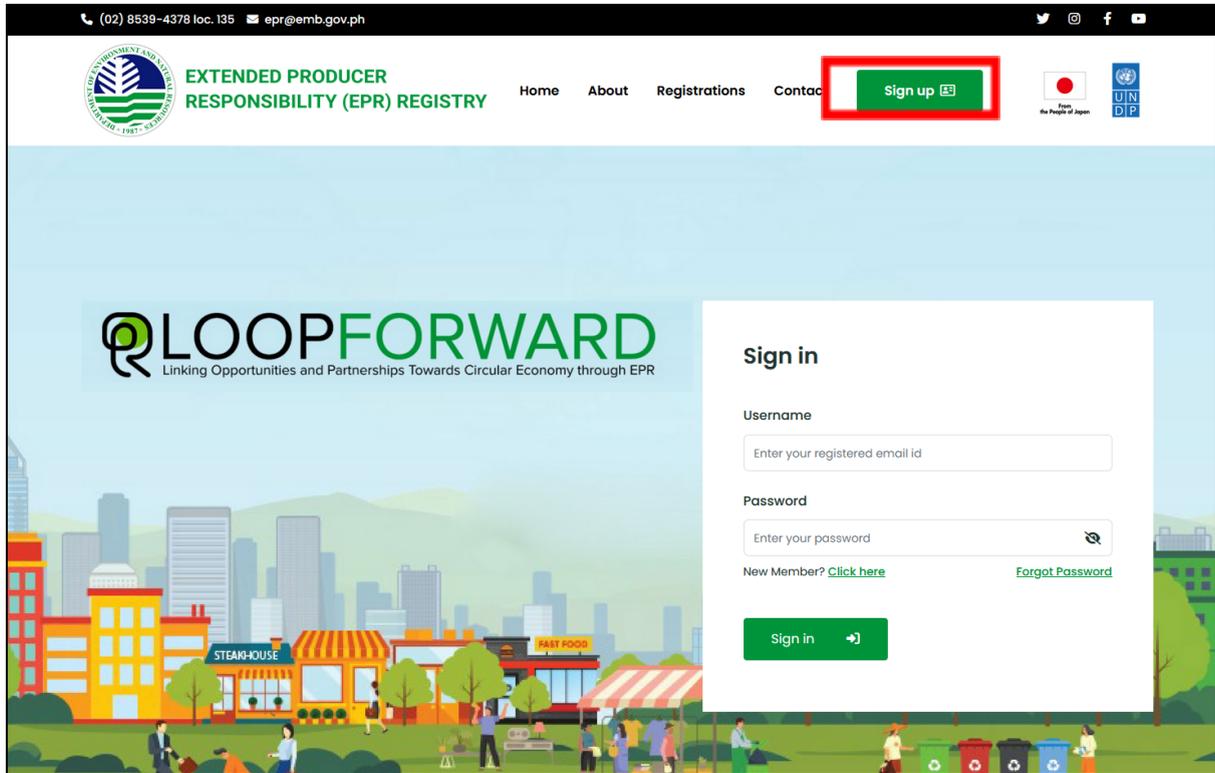
The EPR Registry is designed to facilitate the digital submission of EPR Programs by various stakeholders, including Original Equipment Manufacturers (OEs), Producer Responsibility Organizations (PROs) and Collectives.

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 to access the sign-in page.

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



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, 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 'Company information' step is highlighted with a red box. Below the progress bar, the form contains the following fields:

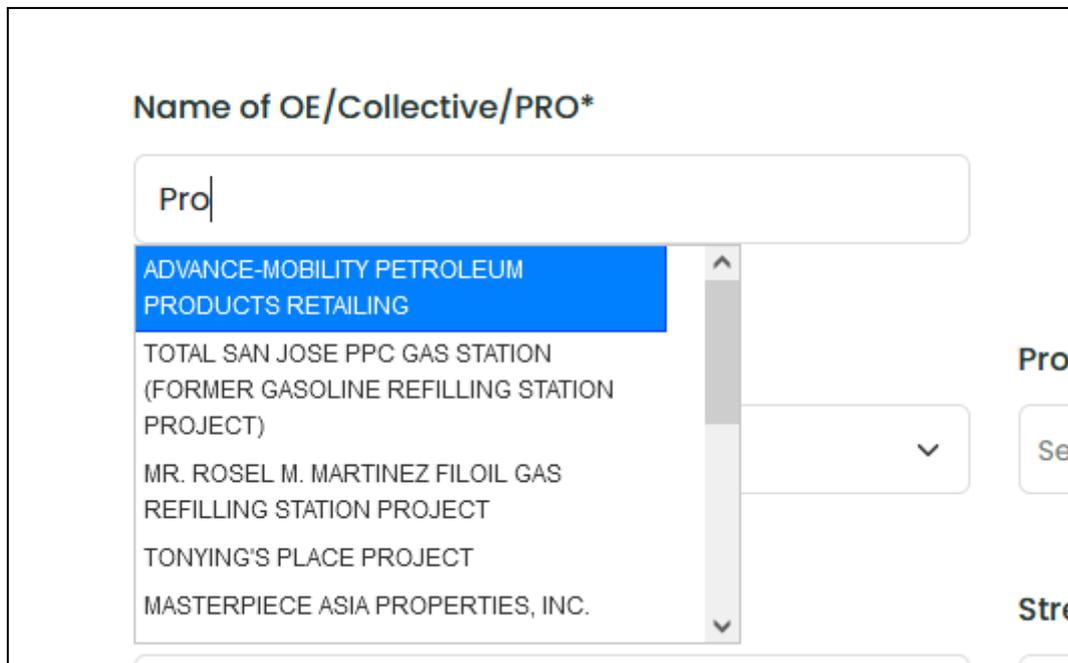
- Have you registered on the EMB-CRS?***
 - Yes
 - No
- Enterprise Type***
 - OE
 - Collective
 - PRO
- Name of OE/Collective/PRO***
- Region***
- Province***
- City/Municipality***

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.

This screenshot is identical to the one above, showing the 'Registration' form with the 'Company information' step highlighted in the progress bar. The form fields are the same as in the previous screenshot.

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 items, "ADVANCE-MOBILITY PETROLEUM" and "PRODUCTS RETAILING", are highlighted in blue. The other items 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 "Select" button and a "Street" label.

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.

Company Information

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*

Telephone number*

Nature of business*

EIA Classification*

PSIC Code Number

PSIC Code Description

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".

The screenshot displays a web form with the following elements:

- Application No.:** A grey input field containing the number "000075".
- Letter of Intent/Authorization Letter*:** A file upload area with a "Browse" button and the text "No file chosen".
- Proof of Authority of DDO*:** A file upload area with a "Browse" button and the text "No file chosen".
- File Upload Progress:** A green progress bar is shown at 100% completion. Below it, the filename "Dummy-PDF.pdf" is listed with a red "x" icon to its right, indicating a successful upload.
- Navigation Buttons:** Two green buttons are located at the bottom: "Back" and "Continue". The "Continue" button is highlighted with a red rectangular border.

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 process. At the top, a progress bar has seven steps: Company Information, Duly Designated Officer Information, Attachments, Proof of Legal Personality of the Obligated Enterprise (highlighted), Additional Requirements, Roster of Member Obligated Enterprises, and Roster of MSMEs voluntarily participating in the EPR Program. Below the progress bar, the form contains the following fields and buttons:

- Application No.:** A text box containing the value "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 a text box. The text "No file chosen" is visible.

At the bottom of the form, there are two buttons: a green "Back" button and a green "Continue" button. 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 process flow. At the top, a horizontal progress bar with seven yellow circular markers indicates the current step. The steps are: 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 progress bar, the 'Application No.' is displayed as '000102' in a grey input field.

There are two sections for file uploads:

- Organizational structure and Leadership:** A text input field with a 'Browse' button and the text 'No file chosen'.
- Membership requirements:** A text input field with a 'Browse' button and the text 'No file chosen'.

Below these sections, there are two green buttons: 'Back' and 'Continue'. The 'Continue' button is highlighted with a red rectangular border.

Small text below the input fields reads: '(Upload files in PDF format with file size not exceeding 50 MB.)'

6) Roster 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 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

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.

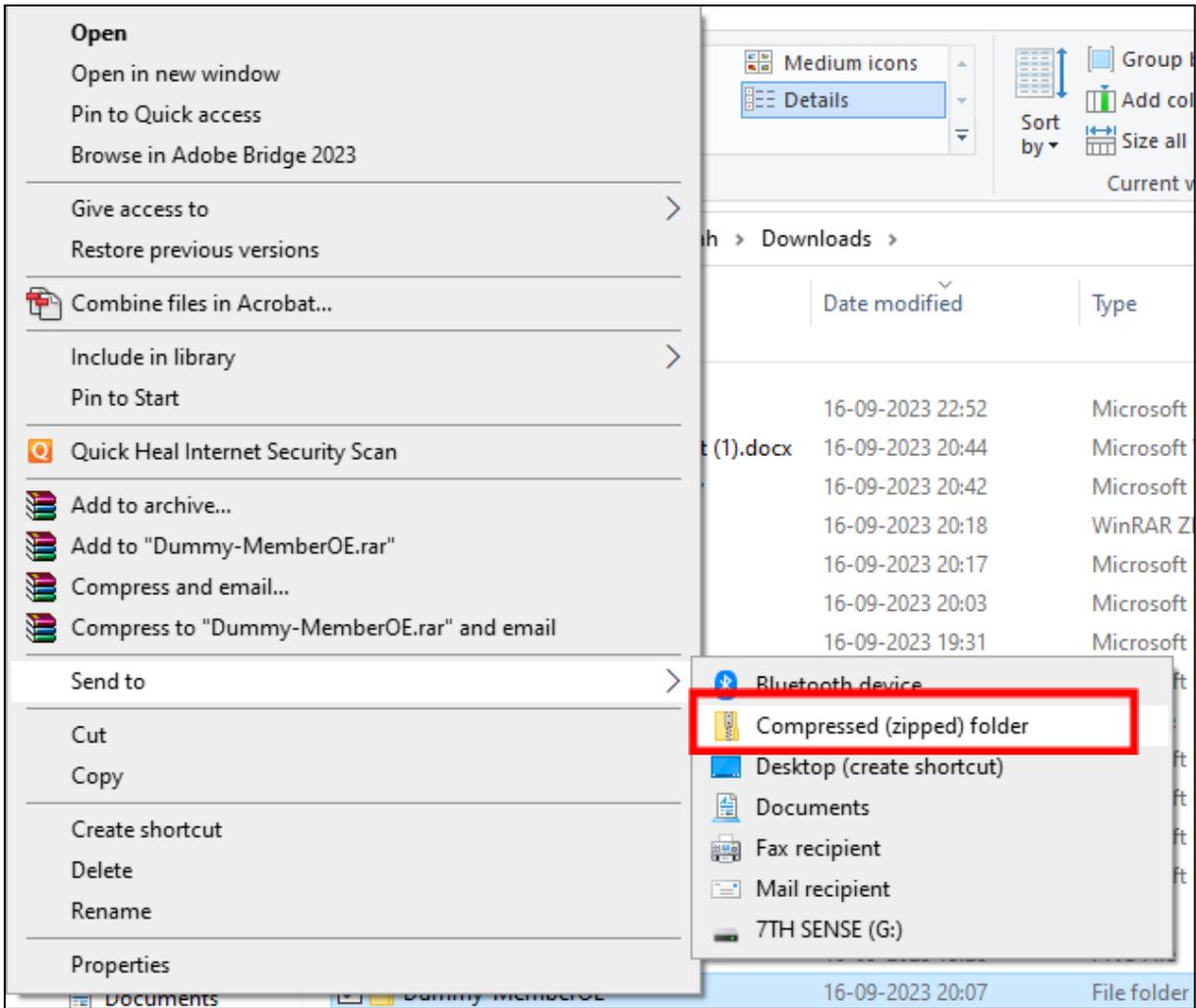
Note:

- 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

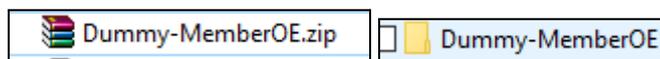
Serial Number	Enterprise name	PSGC Code	SEC Code	SEC Upload (PDF)
1	Enterprise name will come here	1400101010	SEC Code 123456	1.pdf
2	Enterprise name will come here	1400101011	SEC Code 123456	2.pdf
3	Enterprise name will come here	1400101012	SEC Code 123456	3.pdf
4	Enterprise name will come here	1400101013	SEC Code 123456	4.pdf
5	Enterprise name will come here	1400101014	SEC Code 123456	5.pdf

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

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.



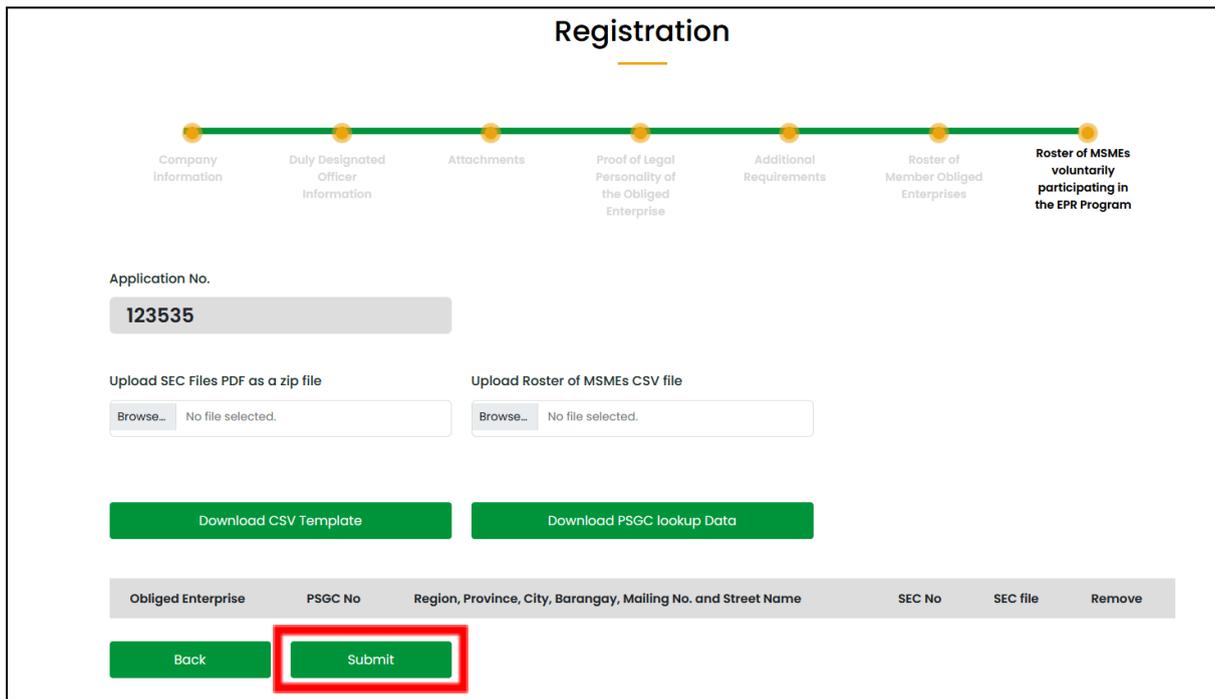
Step 18: Upload the zip file first, followed by the CSV file. If an error occurs, the system will display a message. Correct the file, refresh the page and then resubmit.

Step 19: Click on “Continue”.

The screenshot displays the 'Registration' interface. At the top, a progress bar shows seven steps: Company Information, Duly Designated Officer Information, Attachments, Proof of legal Personality of the Obligated Enterprise, Additional Requirements, Roster of Member Obligated Enterprises (highlighted), and Roster of MSMEs voluntarily participating in the EPR Program. Below the progress bar, the 'Application No.' is 123535. There are two file upload sections: 'Upload SEC Files PDF as a zip file' with a file named 'Dummy-MemberOE.zip', and 'Upload Roster of OEs CSV file' which is empty. A red box highlights a success message: 'Uploaded csv is proper, inserting data into database' with a 100% progress bar. Below this are two buttons: 'Download CSV Template' and 'Download PSGC lookup Data'. At the bottom, a table header lists columns: Obligated Enterprise, PSGC No, Region, Province, City, Barangay, Mailing No. and Street Name, SEC No, SEC file, and Remove. Below the table are 'Back' and 'Continue' buttons, with the 'Continue' button highlighted by a red box.

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

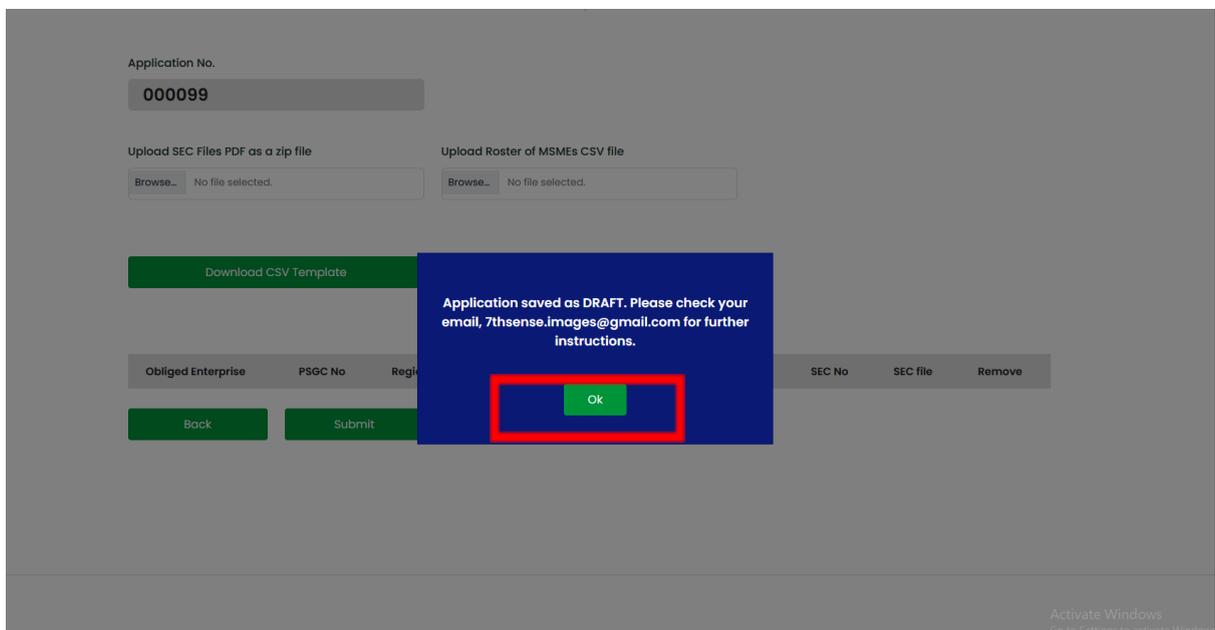
Step 21: Click on “Submit”.



The screenshot shows a registration form titled "Registration". At the top, a progress bar indicates 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 "Roster of MSMEs" step is currently active. Below the progress bar, the "Application No." field contains the value "123535". There are two file upload sections: "Upload SEC Files PDF as a zip file" and "Upload Roster of MSMEs CSV file", both with "Browse..." buttons and "No file selected." text. Below these are two green buttons: "Download CSV Template" and "Download PSGC lookup Data". At the bottom, there is a table with columns: "Obligated Enterprise", "PSGC No", "Region, Province, City, Barangay, Mailing No. and Street Name", "SEC No", "SEC file", and "Remove". Below the table are two green buttons: "Back" and "Submit". The "Submit" button is highlighted with a red rectangular border.

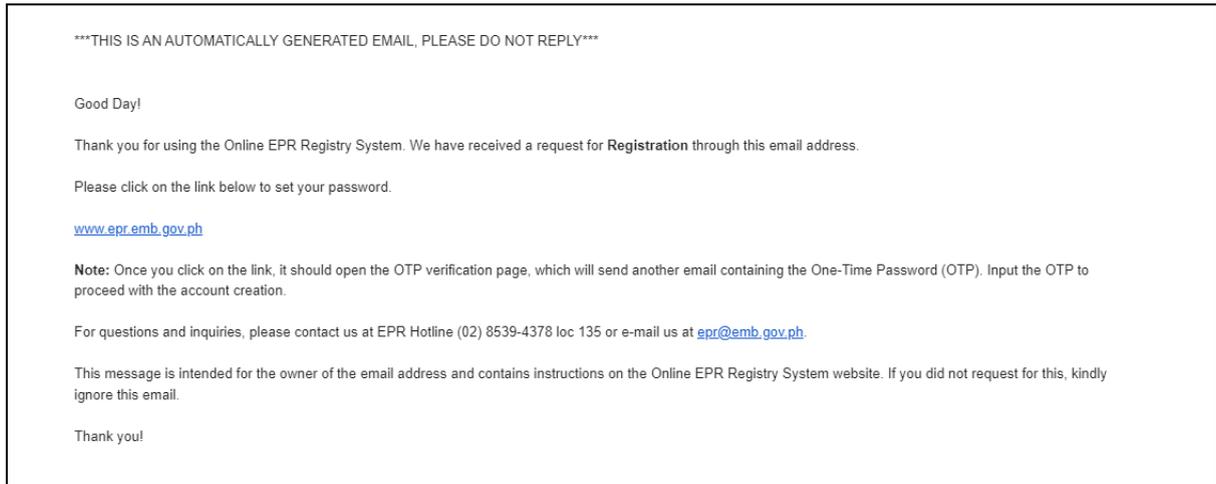
7) *Setting the Password*

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.



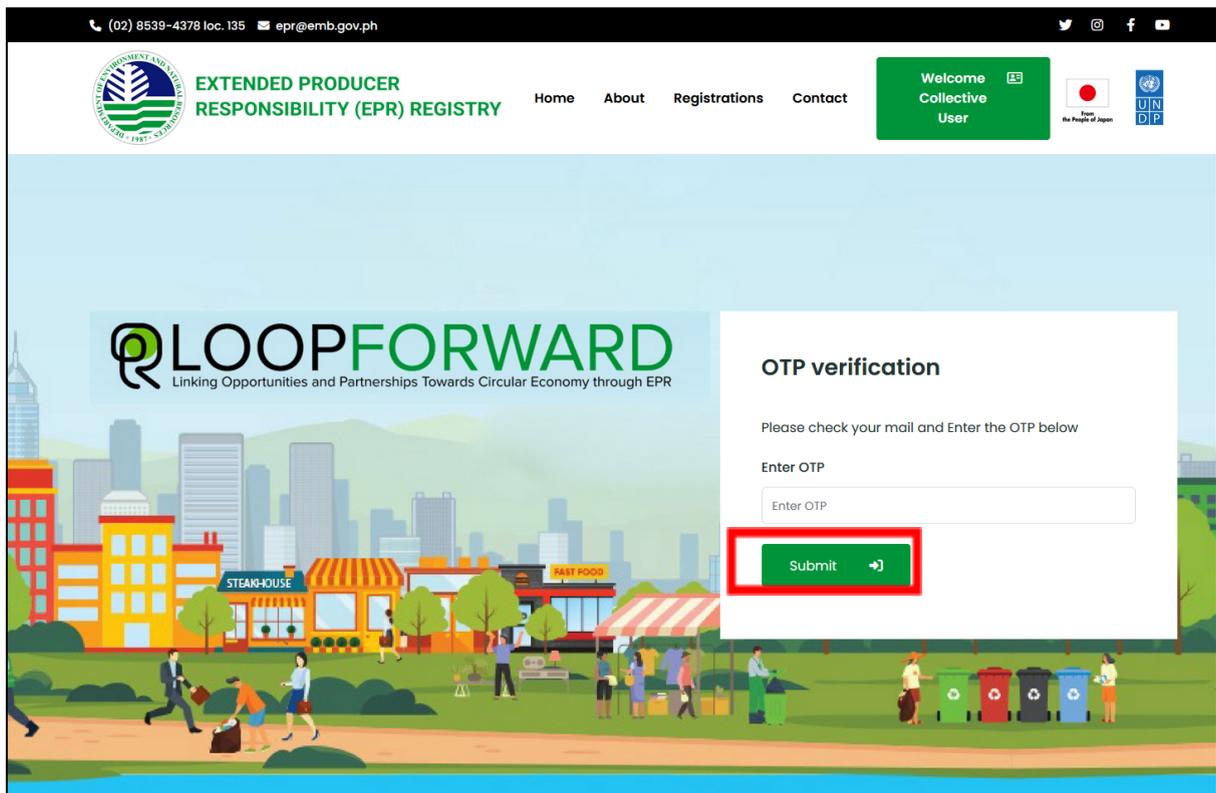
This screenshot shows the same registration form as above, but with a confirmation dialog box overlaid in the center. The dialog box has a dark blue background and white text that reads: "Application saved as DRAFT. Please check your email, 7thsense.images@gmail.com for further instructions." Below the text is a green "Ok" button, which is highlighted with a red rectangular border. The background form is dimmed, showing the "Application No." as "000099" and the "Submit" button.

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 shows the website for the Extended Producer Responsibility (EPR) Registry. The header includes contact information: (02) 8539-4378 loc. 135 and epr@emb.gov.ph. The main navigation menu consists of Home, About, Registrations, and Contact. A green button in the top right corner says "Welcome Collective User". Logos for the Department of Environment and Natural Resources, Japan, and UNDP are also visible.

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 labeled "STEAK-HOUSE" and "FAST FOOD".

On the right side, there is a "Reset password" form. It contains two input fields: "Enter password" and "Re enter password". Below these fields is a green "Submit" button with a right-pointing arrow, which is highlighted with a red rectangular box.

8) View Profile

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

The screenshot displays the homepage of the Extended Producer Responsibility (EPR) Registry. At the top left, there is a circular logo for the Department of Environment and Natural Resources (DENR) with the text 'DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES' and '1987'. To the right of the logo is the text 'EXTENDED PRODUCER RESPONSIBILITY (EPR) REGISTRY'. A red box highlights the 'Home' link in the navigation menu, which also includes 'About', 'Registrations', and 'Contact'. Further right, there is a green button labeled 'Welcome DDO Collective' and logos for the Japanese government and the United Nations (UNDP). Below the navigation bar is a large banner with the 'LOOP FORWARD' logo and the tagline 'Linking Opportunities and Partnerships Towards Circular Economy through EPR'. The banner features an illustration of a city skyline with buildings, a 'STEAM-HOUSE', a 'FAST FOOD' stand, and people walking. On the right side of the banner, there is a white 'Sign in' form with the following fields: 'Username' (with a placeholder 'Enter your registered email id'), 'Password' (with a placeholder 'Enter your password' and a visibility toggle), and a 'Sign in' button. Below the password field are links for 'New Member? Click here' and 'Forgot 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.

The screenshot shows the user interface of the 'EXTENDED PRODUCER RESPONSIBILITY (EPR) REGISTRY'. At the top, there is a navigation bar with 'Home', 'About', 'Registrations', and 'Contact'. A green banner on the right says 'Welcome DDO Collective'. The main content area displays the user's profile information, including their name (placeholder), application number (123537), address, contact details, and business information. A map of the Philippines is shown. On the right side, a red-bordered box highlights two buttons: 'View profile' and 'Edit Registration', with 'Edit EPR Program' below it.

EXTENDED PRODUCER RESPONSIBILITY (EPR) REGISTRY

Home About Registrations Contact

Welcome DDO Collective

M/S Company name will come here

EPR Application number: 123537

Address, New Igaras, 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 flipkart1.7thsense@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.

The screenshot shows the 'Submit EPR Program' form with a progress bar at the top. The progress bar has five steps: 'Specific Types of Packaging Materials & Footprints' (current step), 'Plastic Waste Diversion Target', 'EPR Implementation Program and Process Flow', 'Status of Implementation', and 'Geographic Implementation Program and Roll-Out Plan'. Below the progress bar, the 'Application No.' field contains the value '123537'. The 'Brand' field is empty with the placeholder text 'Enter details'. The 'Flexible Plastic Packaging used*' field is empty with the placeholder text 'Enter details'. The 'Rigid Plastic Packaging used*' field is empty with the placeholder text 'Enter details'. The 'Other Packaging Materials used' field is empty with the placeholder text 'Enter details'.

Step 2: Enter all brand names separated by commas.

The screenshot shows the 'Brand' input field with the text 'Brand 1, Brand 2, Brand 3' entered.

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.

The screenshot shows the 'Flexible Plastic Packaging used*' dropdown menu. The dropdown is open, showing a list of options: 'Foam' (selected), 'Plastic bags', and 'Sachets'. Below the dropdown, the 'Other Packaging Materials used' field is visible.

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

Other Packaging Materials used

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

Total Estimated Plastic Footprint - Flexible (Kg)* Total Estimated Plastic Footprint - Rigids (Kg)* Other (kg)

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)	Year	2023
Flexible	<input type="text" value="2000.00"/>	Minimum target (%)	20
Rigid	<input type="text" value="3000.00"/>	Flexibles, recovery and diversion accomplishment target (KGS)	400.00
Others	<input type="text" value="4000.00"/>	Rigids, recovery and diversion accomplishment target (KGS)	600.00
		other recovery and diversion accomplishment target (KGS)	800.00

Back **Continue**

3) EPR Implementation Program and Process Flow

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

Submit EPR Program



Application No.
123537

Reduction of non-environment friendly products*

← → Paragraph

B *I*  

Enter description...

Attachments

Browse No file chosen

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

BackContinue

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

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

← ↻ Paragraph 12pt B I

Enter description...

P 0 WORDS POWERED BY TINY

Attachments

No file chosen

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

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* [+Add more](#)

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

Attachments No file chosen

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

Upload CSV file for Address* 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* [+Add more](#)

Attachments No file selected.

Upload CSV file for Address* 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*

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

Uploaded CSV for local details is approved.

100%

PSGC No	Region	Province	City	Barangay	Address	Remove
Back Submit						

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 Home About Registrations Contact

Welcome DDO Collective

— [View profile](#)

Affidavit form

M/S Company name will come here

EPR Application number: 123537

Address, New Igaras, 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 showing Philippines with locations: Luzon, Manila, Bacolod, Cagayan de Oro, Marikina, Davao City, Zamboanga City, General Santos, Sandakan, Puerto Princesa.

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

M/S Company name will come here

[View profile](#)

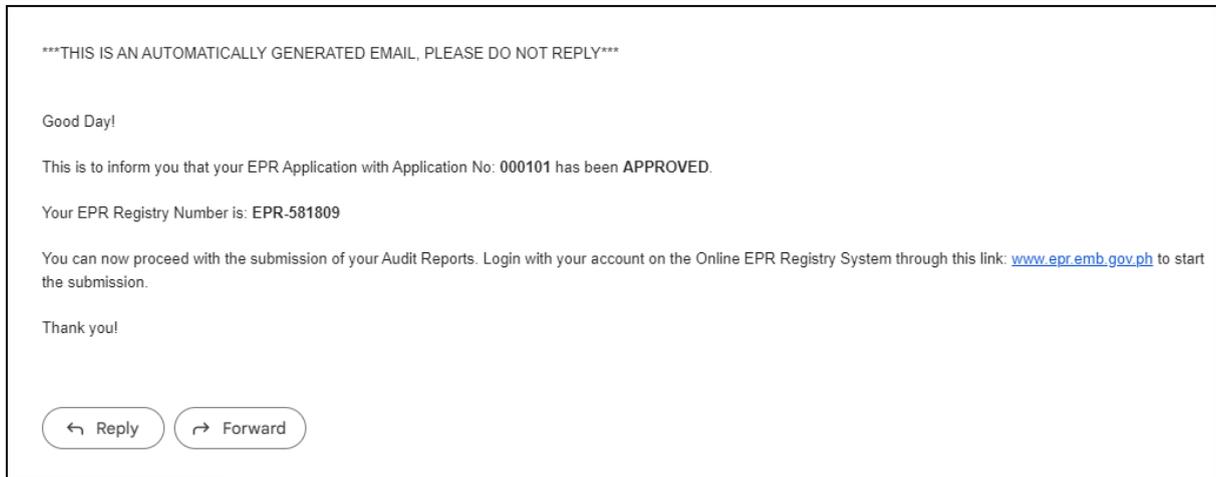
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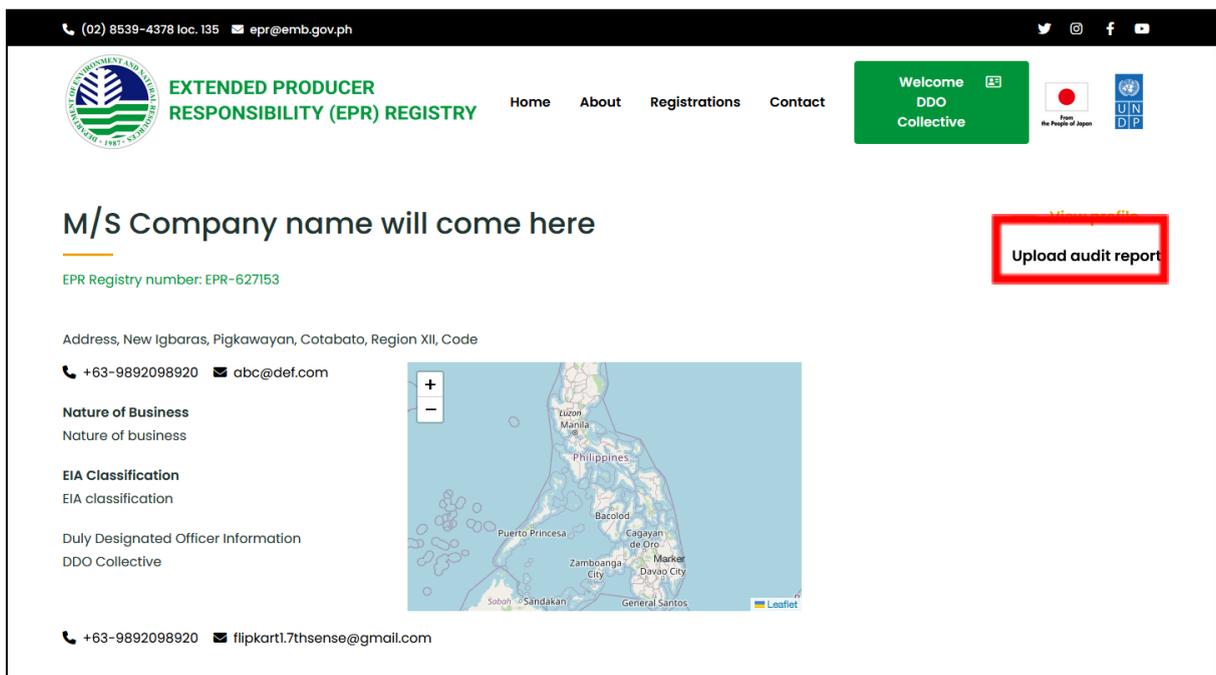
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Step 3: After submitting the affidavit form, there are three levels of approval. In case of any rejection, you will receive an email with the reason for rejection. The forms shall be edited and resubmitted for approval. Upon final approval, the EPR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

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