



# EXTENDED PRODUCER RESPONSIBILITY PORTAL

## (EPR Portal)

22 August 2024



forestry, fisheries  
& the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA





# Outline



Background and Purpose of the EPR Regulations



Overview of the EPR system



EPR system application and functionality



Registration & reporting functionalities procedure



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# Background

1

The Minister published for the implementation of the Extended Producer Responsibility Regulations, 2020, [as amended] and the associated Schemes for the Lighting, Paper and Packaging, EEE and lighting sectors.

2

Regulation 4(1) of these Regulations requires all existing Producers of identified products at the time these regulations come into effect to register with the Department within six (6) months of the publication of the Government Notice in the Gazette.

3

Regulation 10(1) requires all existing Producer Responsibility Organisations (PROs) must register with the Department within 6 months of the coming into effect of these regulations by completing the form obtainable from the Department.

4

The deadline for registration of the EPR activities was **5 November 2021** and new applications for registration were received after the closing date and are pending processing.

5

Producers and PROs who registered after the closing date were asked to provide reasons for the late registration by 31 March 2022. Those who responded with reasons are being considered for condonation.

6

On 5 May 2023, the Minister published for comments, draft Amendment EPR Regulations which seeks to provide technical clarifications to the definitions, reporting requirements and strengthening the compliance and enforcements including curbing the free riders amongst other focused areas.

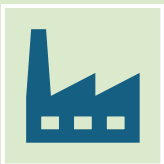


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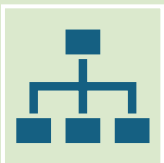
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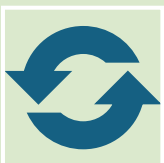
# PURPOSE OF THE EPR REGULATIONS ARE:



(1) to provide the framework for the development, implementation, monitoring and evaluation of extended producer responsibility schemes by producers in terms of section 18 of the Act;



(2) to ensure the effective and efficient management of the identified product at the end of its life; and



(3) to encourage and enable the implementation of the circular economy initiatives



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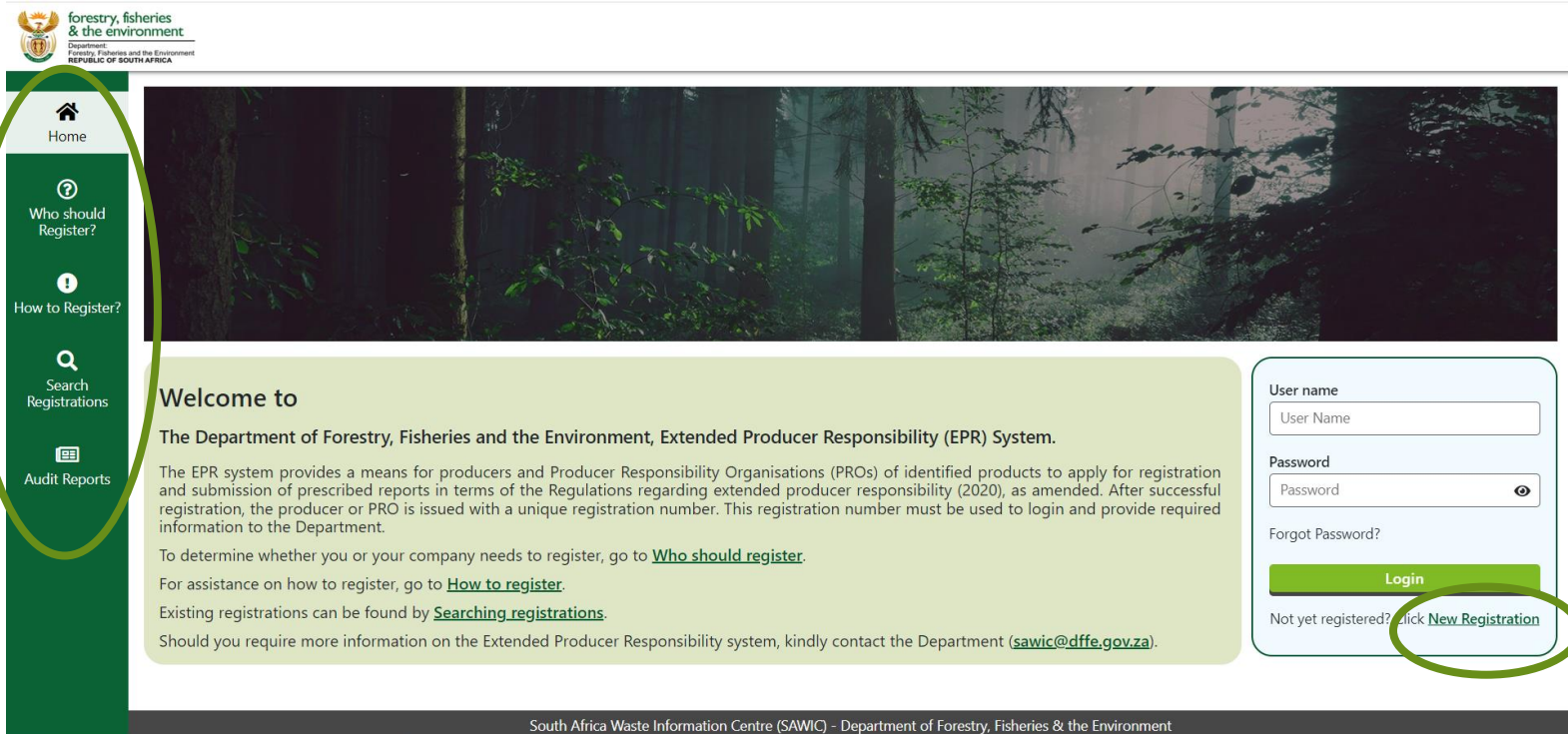
# SAWIC Public Page

SAWIC - South African Waste Information Centre includes links and tabs to all other applications on the Main Landing Page.

The screenshot shows the SAWIC Public Page interface. At the top left is the logo for 'forestry, fisheries & the environment' with the text 'Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA'. To the right is a green URL bar containing 'https://sawic.dffe.gov.za/SAWIC/EPR'. Further right is a 'SAWIC LOGIN' button. Below the header is a 'NOTICE' section with a background image of a forest. The text in the notice reads: 'Welcome to South African Waste Information Centre! This Waste Information Centre provides the public, business, industry and government with access to information on the management of waste in South Africa. The Centre also provides users with access to the South African Waste Information System (SAWIS)'. To the right of the notice is a sidebar with a 'SAWIS' logo and three buttons: 'EPR' (Extended Producer Responsibility), 'Statistics' (Waste Tonnage Reports), and 'Waste Tonnage Reports'. Below the notice and sidebar are five colored buttons: 'Land Remediation' (blue), 'Chemicals' (green), 'Hazardous Waste' (orange), 'Exclusions' (purple), and 'Register to Norms & Standards' (red). To the right of these buttons is a 'Newsletter Signup' form with an 'Email address' input field and a 'Yes-Subscribe me' button. At the bottom of the page is a dark grey footer with the text 'South Africa Waste Information Centre (SAWIC) - Department of Forestry, Fisheries & the Environment'.

# EPR Home Page

The EPR public page have side menu options, the Login Section and the New Registration Form.



The screenshot shows the EPR Home Page with a green header and a dark green sidebar. The sidebar contains five menu items: Home, Who should Register?, How to Register?, Search Registrations, and Audit Reports. The main content area features a large image of a forest, a welcome message, and a login section. The login section includes fields for User name and Password, a Forgot Password? link, a Login button, and a Not yet registered? link with a New Registration button. A green oval highlights the sidebar menu items, and another green oval highlights the New Registration button in the login section.

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Home

Who should Register?

How to Register?

Search Registrations

Audit Reports

Welcome to

The Department of Forestry, Fisheries and the Environment, Extended Producer Responsibility (EPR) System.

The EPR system provides a means for producers and Producer Responsibility Organisations (PROs) of identified products to apply for registration and submission of prescribed reports in terms of the Regulations regarding extended producer responsibility (2020), as amended. After successful registration, the producer or PRO is issued with a unique registration number. This registration number must be used to login and provide required information to the Department.

To determine whether you or your company needs to register, go to [Who should register](#).

For assistance on how to register, go to [How to register](#).

Existing registrations can be found by [Searching registrations](#).

Should you require more information on the Extended Producer Responsibility system, kindly contact the Department ([sawic@dffe.gov.za](mailto:sawic@dffe.gov.za)).

User name  
User Name

Password  
Password

Forgot Password?

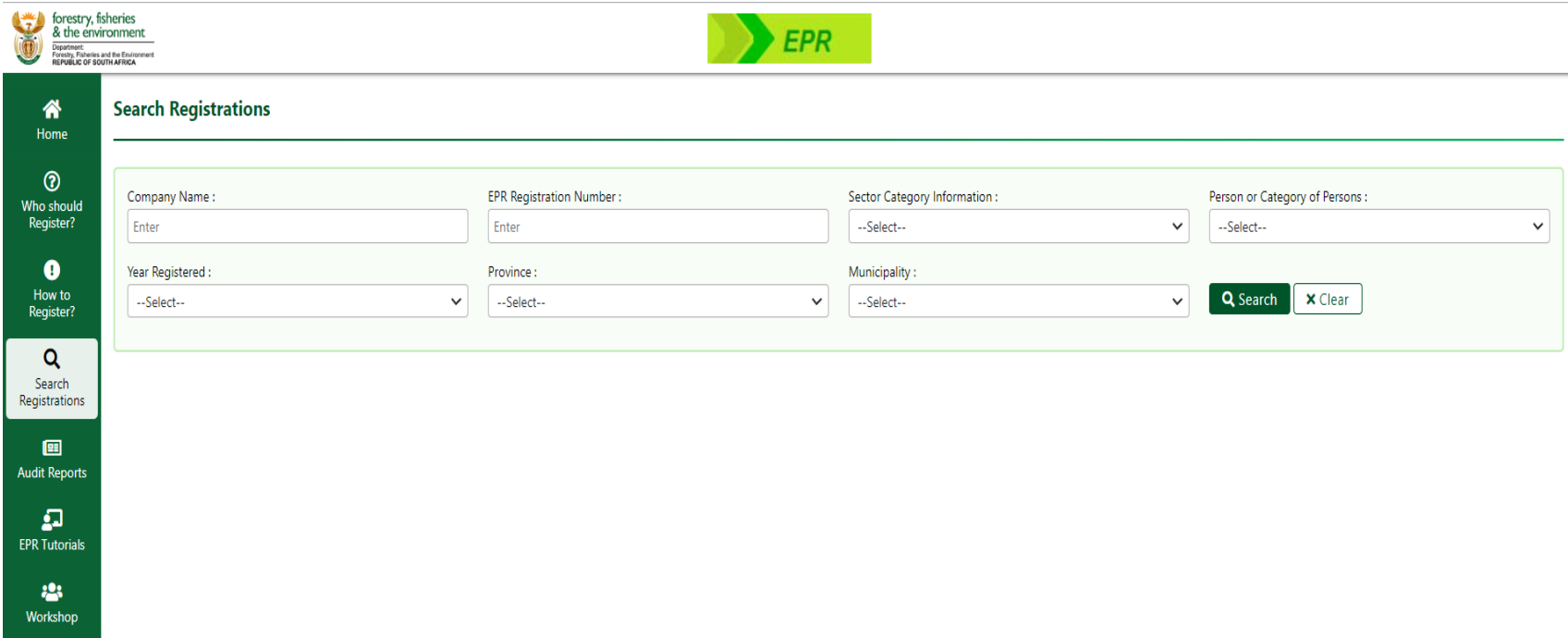
Login

Not yet registered? Click [New Registration](#)

South Africa Waste Information Centre (SAWIC) - Department of Forestry, Fisheries & the Environment

# EPR SEARCH OPTIONS

The public has various search options on the EPR system to establish if a Producer or a PRO is registered. They can do so by searching the name, registration number, Producer type, etc

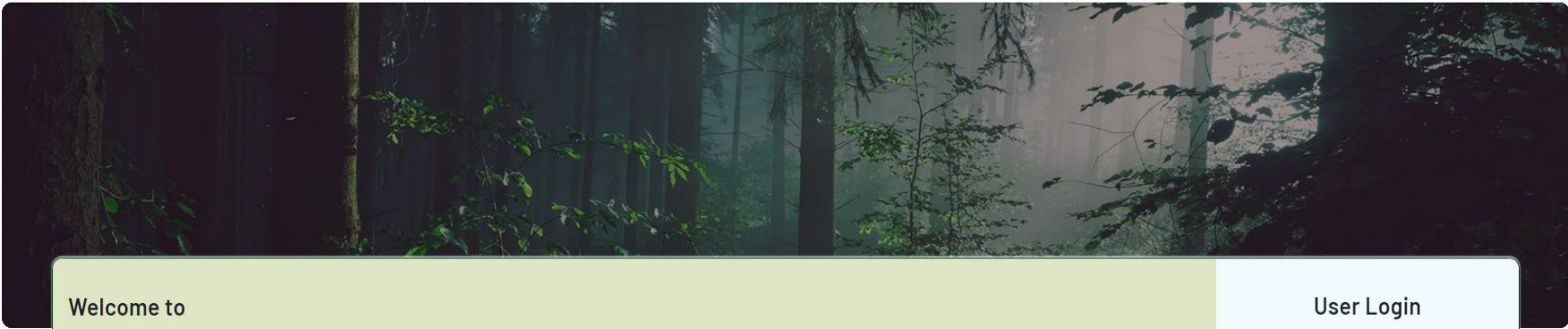


The screenshot shows the 'Search Registrations' page of the EPR system. At the top left is the logo for 'forestry, fisheries & the environment' with the text 'Department: Forestry, Fisheries and the Environment REPUBLIC OF SOUTH AFRICA'. To the right is a green arrow icon with 'EPR' text. Below the header is a vertical navigation menu with icons and labels: Home, Who should Register?, How to Register?, Search Registrations (highlighted), Audit Reports, EPR Tutorials, and Workshop. The main content area is titled 'Search Registrations' and contains a search form with the following fields: Company Name (text input with 'Enter'), EPR Registration Number (text input with 'Enter'), Sector Category Information (dropdown menu with '--Select--'), Person or Category of Persons (dropdown menu with '--Select--'), Year Registered (dropdown menu with '--Select--'), Province (dropdown menu with '--Select--'), and Municipality (dropdown menu with '--Select--'). There are 'Search' and 'Clear' buttons at the bottom right of the form.

# EPR Tutorials



- Home
- Who should Register?
- How to Register?
- Search Registrations
- Audit Reports
- EPR Tutorials
- Workshop



Welcome to  
The Department of Forestry, Fisheries and the Environment, Extended Producer Responsibility (EPR) System.

The EPR system provides access for producers and Producer Responsibility Organisations (PROs) of identified products to apply for registration and submission of prescribed products to the producer or PRO. The PRO must be used for all products that should register.

Existing registered users can log in to the system. Should you require more information on the Extended Producer Responsibility system, kindly contact the Department ([epr@dffe.gov.za](mailto:epr@dffe.gov.za)).

### User Login

User name

Password

Forgot Password?

Not yet registered? Click [New Registration](#)

EPR Tutorials

Forgot password link



# EPR Registration Tutorials

The EPR portal has tutorials guiding the Producers and PROs on the entire registration and reporting procedures



## EPR Tutorials



Home



Who should Register?



How to Register?



Search Registrations



Audit Reports



EPR Tutorials



Workshop

### NEW REGISTRATION PROCESS

#### New Registration Process

This is to guide the PRO's and Producers in how to register.

### HOW TO REQUEST SUBSCRIPTION

#### How to Request Subscription

This is to guide the PRO's in how to send subscription request to Producers.

### HOW TO ACCEPT SUBSCRIPTION

#### How to Accept Subscription

This is to guide the Producers in how to accept subscription requests sent by the PRO's.

### ANNUAL AUDIT REPORT

#### Annual Audit Report

This is to guide the Producers and PRO's in how to submit Annual Audit Reports.

### ANNUAL FINANCIAL-PLAN AND BUDGET REPORT

#### Annual Financial-plan and budget Report

This is to guide the Producers and PRO's in how to submit Annual Financial-plan and Budget Reports.

### ANNUAL PERFORMANCE REPORT

#### Annual Performance Report

This is to guide the Producers and PRO's in how to submit Annual Performance Reports.

### INTERIM PERFORMANCE REPORT

#### Interim Performance Report

This is to guide the Producers and PRO's in how to submit Interim Performance Reports.

### EXTENDED PRODUCER RESPONSIBILITY (EPR) End User Manual

#### EPR User Manual

This document serves as a reference guide of how the user will use a new EPR system.

### HOW TO INSERT AN OBJECT ONTO AN EXCEL SPREADSHEET

#### How to insert an object onto an Excel Spreadsheet

This is to guide the Producers and PRO's of how to insert an object onto an Excel Spreadsheet.

### HOW TO INSERT AN OBJECT ONTO AN EXCEL SPREADSHEET

#### How to insert an object onto an Excel Spreadsheet

This document serves as a reference guide of how to insert an object onto an Excel Spreadsheet.

# EPR Registration Process

PRO/Producer complete the registration form by providing the details of the PRO/Producers and the Company.

**S18 Registration Form**

**Extended Producer Responsibility Registration User details**

First Name: \*  Surname: \*  Email: \*  Telephone: \*

Postal Address:

Postal Code:

**Registration Information**

Company Name: \*  Name of Company Director: \*  Company Registration number In terms of Companies Act, 2008: \*

Company Telephone Number: \*  Select sector category information: \*  Select the person or category of persons: \*

**Contact Details**

Name: \*  Surname: \*  Designation  Telephone Number \*

**Callout Box:** Company name, Director name and Registration # must correspond with certificate issued by CIPC

# EPR Registration Process

The certificate issued by CIPC and supporting documentation (minimum of 1 document) must be uploaded before saving the form.

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Home  
Who should Register?  
How to Register?  
Search Registrations  
Audit Reports

Welcome to  
The Department of  
The EPR system provides information and submission of pre-registration, the production information to the Department.  
To determine whether  
For assistance on how  
Existing registrations  
Should you require more

**S18 Registration Form**

Choose location from map\*  
Choose location from map

Degree Latitude  
Degree Longitude

**Company Postal Address**

Address:\*  
Suburb:\*  
City:\*  
Postal Code:\*

**Company Registered Physical Address**

Physical Address:\*  
Street:\*  
Suburb:\*  
City:\*  
Province:\*  
Municipality:\*  
Postal Code:\*

**Company Presence**

Province: (Select 'National' if national footprint)  
Choose Files to upload:  
Upload  
Please upload certificate issued by the CIPC.  
(Select multiple files together in the same folder)

Close Save

Upload certificate issued by CIPC  
Upload reasons for lateness (if late)

# Registration Change Requests

PRO/Producer have a multi-selection option for Registration Change Request, Transfer of Ownership and Withdraw under Request Type.

The screenshot shows a web application interface for the Department of Forestry, Fisheries and the Environment, Republic of South Africa. The main heading is "Registration Change Request". A dropdown menu is open, showing the following options: "--Select--", "--Select--", "Registration Change Request", "Transfer of Ownership", and "Withdraw". The background interface includes a sidebar with "Transaction", "Settings", and "Reports" options, and a main content area with a search bar and a table of registered items.

Registered Date ...	EPR Regis
07 Jun 2022 03:42	19/7/6/E/P

# PRO and Producer Subscription

PRO can view the list of Producers who are available to subscribe in the “Link Users” tab.

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Electrical and Electronic Equipment Sector

Bokamoso Erasmus  
PRO

16

## Request To Confirm Subscription

Transaction

Settings

Reports

Link Users | **Linked Users** | Pending or Rejected or Delinked Users

Search

EXPORT TO EXCEL

Company Name	EPR Registration Number	Producer Type	Action
Sandile Waste recyclers	19/7/6/E/B/20220609/008	Brand Owner	Request to link
Junior Waste Recovery	19/7/6/E/M/20220606/002	Manufacturer	Request to link

10 items per page

1 - 2 of 2 items

South Africa Waste Information Centre (SAWIC) - Department of Forestry, Fisheries & the Environment

# PRO and Producer Subscription

PROs are able to request producer for subscription by clicking on “Request to link” button.

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Electrical and Electronic Equipment Sector

## Request To Confirm Subscription

Link Users | Linked Users | P

Search

Company Name: Sandile Waste recyclers  
Junior Waste Recovery

1 | 10

### Company Registration Details

Registered Date: 09 Jun 2022 07:15 | Registration Status: Registered

#### Extended Producer Responsibility Registration User details

Person Name : Sandile SD	Email : sandile.sd@mailinator.com	Phone Number : 878787878
--------------------------	-----------------------------------	--------------------------

#### Registration Information

Company Name : Sandile Waste recyclers	Company Director : Sandile MD	Company Registration Number : 2018/55555/66
Company Telephone Number : 67676767	Sector Category : Electrical and Electronic Equipment Sector	Person or category of persons : Producer
Province : Eastern Cape	Municipality : Amahlathi	Company Postal Address : Address
Producer Type : Brand Owner		

Comments \*

[Request to link](#)



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# Email Functionality

When admin approves the Registration, the system automatically populate and send a notification Email to the PRO/Producer within a predefined specific format.



[Home](#) [Email](#) [Pricing](#) [Documentation](#) [FAQ](#)

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[Public Inboxes](#)

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Monetized by SkimLinks  
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All Rights Reserved

**Public Message** > Don't Forget! Get Your I-9 Verified!

[Back to Inbox](#)

**To** producer  
**From** sawic@environment.gov.za  
**Sending IP** 54.240.27.22  
**Received** 2022-06-09 18:30:31

[Delete](#)

[HTML](#) [TEXT](#) [JSON](#) [RAW](#) [LINKS](#) [ATTACHMENTS](#)

Dear Bokamoso Erasmus,

Thank you for registering with **Section 18: Electrical and Electronic Equipment Sector** with the Department of Forestry, Fisheries, and the Environment **Section 18 Registry**. Your registration is currently awaiting authorisation by the administrator. Once the authorisation is approved, you will be notified of your registration number per facility and provided with a username and password to access the **Section 18 Registry**. You should be notified within **20 working days**. Should you have any queries, please contact your administrator at [sawic@environment.gov.za](mailto:sawic@environment.gov.za).

Yours Sincerely,  
Email: [sawic@environment.gov.za](mailto:sawic@environment.gov.za)  
Tel: 0123999832  
Section 18 Registry Administration  
Department of Forestry, Fisheries, and the Environment



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# SUBMISSION OF EPR REPORTS

Below are the four types of reports indicating required fields:

- **Annual audit report:** From date, To date, date of finalisation of the audit, compulsory attachment (indication of which documents can be displayed on the public page required);
- **Annual Financial plan and budget report:** From date, To date, total administration cost, total revenue collected, compulsory attachment;
- **Interim performance report:** Information required in terms of sector notices (specific to each sector) Information can be uploaded via template or manual/directly on the system. The jobs report is no longer a compulsory attachment via a template on the interim report. Additional attachments required;
- **Annual performance report:** same system requirements as interim





# SUBMISSION OF EPR REPORTS

EPR Online portal is designed to accept quantitative report inputs from the PROS and Producers implementing own schemes. Same data must still be declared in the signed interim and annual reports uploads

- Regulation 8(1)(e) requires that all **PROs** that establish and implement EPR schemes and a **Producer** who *establishes and implements their own scheme* must **record and report**, as a minimum on an annual basis, to the **EPR portal** on SAWIS **the quantities of the identified product** that are:
  - (i) placed on the market by members of the producer responsibility organisation or by the producers who implement their own scheme;
  - (ii) collected;
  - (iii) diverted away from landfill (recycled, reused, recovered, refurbished);
  - (iv) exported;
  - (v) landfilled; and
  - (vi) number of jobs created.



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# EPR Reports Submission

PRO/Producer can select the required Type of Report to be submitted from the first dropdown.

The screenshot shows a web application interface for submitting EPR reports. The top navigation bar includes the logo of the Department of Forestry, Fisheries and the Environment, Republic of South Africa, and the text "Electrical and Electronic". The main content area is titled "Submit Report" and contains a "List of Producers :: 2" section. This section displays a list of producers: "Junior Waste Recovery" and "Geetha Waste Recyclers", with a "View More" button. Below this, a message states: "Please verify the specified list of Producers in your above list before submitting the Report." There are two dropdown menus: "Report Types: \*" and "Type: \*". The "Report Types" dropdown is open, showing options: "--select--", "Annual Audit Report", "Annual Financial-plan and budget Report", "Annual performance Report", and "Interim Performance Report". The "Type" dropdown is currently set to "--select--". At the bottom right, there are "Close" and "Save" buttons.



# EPR Reports Submission

PRO/Producer have the option to select either Manual Capturing or Upload of the required Report from the second dropdown.

The screenshot shows a web application interface for EPR Reports Submission. The top left corner features the logo of the Department of Forestry, Fisheries and the Environment, Republic of South Africa. The main header area includes the text "Electrical and Electronic" and "Submit Report". Below this, there is a section titled "List of Producers :: 2" which displays a list of producers: "Junior Waste Recovery" and "Geetha Waste Recyclers". A "View More" button is located to the right of the list. Below the list, a message states: "Please verify the specified list of Producers in your above list before submitting the Report." There are two dropdown menus: "Report Types: \*" and "Type: \*". The "Type: \*" dropdown is currently open, showing options: "--select--", "Manual", and "Upload". The "Manual" option is highlighted in blue. At the bottom right of the interface, there are "Close" and "Save" buttons.

# EPR Reports Submission

PRO/Producer, with the Manual Capturing Option, are be able to capture all the required information in the enabled blocks for reporting.

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Electrical and Electronic Equipm

## Submit Report

List of Producers :: 2

Junior Waste Recovery | Geetha Waste Recyclers [View More](#)

Please verify the specified list of Producers in your above list before submitting the Report.

Report Types: \*  
Annual performance Report

Type: \*  
Manual

Upload Job Report: \*   
[Standard Template Download](#)

Period: \*  
--select--

Quantities Placed On The Market(tons) : \*  
Enter value in tons

Mandatory Take Back(tons) : \*  
Enter value in tons

Mandatory Take Back(%):  
Automatic calculation as %

Reuse (tons) : \*  
Enter value in tons

Reuse (%) :  
Automatic calculation as %

Collection (tons) : \*  
Enter value in tons

Collection (%):  
Automatic calculation as %

Recovery (tons) : \*  
Enter value in tons

Recovery (%):  
Automatic calculation as %

Recycling (tons) : \*  
Enter value in tons

Recycling (%):  
Automatic calculation as %

Energy/Recovery/Exports/Other(tons) : \*  
Enter value in tons

Energy/Recovery/Exports/Other(%):  
Automatic calculation as %

Exported(tons) : \*  
Enter value in tons

Landfilled(tons) : \*  
Enter value in tons

Attach Documents : \*



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# EPR Reports Submission

PRO/Producer implementing own scheme can download the Standard Reporting Template to complete as required and upload onto the system.

The screenshot displays the 'Submit Report' interface within the 'EPR Maintain Reports' section. The interface includes a sidebar with navigation options: Transaction, Settings, and Reports. The main content area is titled 'Electrical and Electronic' and contains a 'List of Producers :: 2' section. This section lists 'Junior Waste Recovery' and 'Geetha Waste Recyclers' with a 'View More' button. Below the list, a message states: 'Please verify the specified list of Producers in your above list before submitting the Report.' The form includes several fields: 'Report Types' (set to 'Annual Audit Report'), 'Type' (set to 'Upload'), 'From Date' (dd-MMM-yyyy), 'To Date' (dd-MMM-yyyy), and 'Date of finalisation of Audit' (dd-MMM-yyyy). There is also an 'Attach Documents' field with an 'Upload' button. At the bottom right, there are 'Clear' and 'Add' buttons. The footer of the application shows 'Close' and 'Save' buttons.

# THANK YOU!

**Mr Donald Sehaswana**

Chemicals & Waste Policy and Information Management

Department of Forestry, Fisheries and the Environment

Tel: 012 399 9831 | Mobile: 067 417 3729

Website: <http://www.dffe.gov.za>

Address: The Environment House, 473 Steve Biko Road, Arcadia, Pretoria, 0083

Thank You



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