

## Welcome to the ERA Producer Member Portal

Here on the ERA website, you will find EPR Regulations for EE Producers. The website becomes your central place from which to manage the different aspects of your ERA EPR scheme:

Two options for becoming compliant and receiving your EPR Certificates. Set up an EPR Scheme:

### Join/Assign Another Scheme:

Join or assign another scheme (like ERA) that will manage becoming compliant for you.

### Create Your Compliance Scheme

If you are a non-ERA Producer: Get detailed EPR info. Here are some leads:

- i. Register as an EEE producer with DFFE (<http://sawic.environment.gov.za/epr/>)
- ii. Become an ERA NPC Member
- iii. Submit Place on Market Data for Monthly/Quarterly compliance reporting

## Invitation to become an ERA Producer Member

Now that you're registered as an EEE Producer with the DFFE using this link (<http://sawic.environment.gov.za/epr/>), follow these steps to become an ERA member and join its WEEE EPR Scheme:

- EEE: Electrical and Electronic Equipment  
 DFFE: Department of Forestry, Fisheries, and Environment  
 ERA: E-Waste Recycling Authority  
 WEEE: Waste Electrical and Electronic Equipment  
 EPR: Extended Producer Responsibility



### 1 Register on the SAWIC database

Registering on the SAWIC database generates your unique producer number. This number will be necessary going forward for SAWIC reporting. It's this number that will connect you to either an EPR Scheme, another Producer Responsibility Scheme, or your personal Compliance Scheme.

### 2 Register as a Producer Member with ERA NPC

Complete seven modules in the Registration form:

1. Company Information
2. Physical address
3. Contact Person/s
4. Financial Compliance Information
5. Current WEEE Recycling
6. Documents Uploads
7. Person completing the form



After you have completed your registration, we will issue you an invitation to become an ERA Producer Member. This is when you'll receive your unique login details to our secure portal.



### 3 Conclude the Producer Membership Agreement

After registration, ERA NPC provide:

1. Incorporation Memorandum for records.
2. Master Membership Agreement for review and signing.

### 4 Make Membership Fee Payment

To join ERA NPC, register and pay a fee (unrelated to EEE levies). See fee structure below.



ANNUAL IDENTIFIED PRODUCT PLACED ON THE SOUTH AFRICAN MARKET	JOINING FEE (ZAR)
Under 100 kgs	Exempt
100 - 1,000 kgs	2,500
1,001 - 5,000 kgs	5,000
5,001 -10,000 kgs	7,500
Over 10,000 kgs	10,000

### 5 Place on Market Reporting

Step five for EPR Compliance:

1. Share 2-year average 'Place on Market' data with ERA NPC upon joining.
2. Report quarterly or monthly via the Reporting Portal as per your agreement.

Deadlines:

- \*Monthly: By the 15th of the next month.  
 \*Quarterly: As per provided table.



QUARTER	PERIOD	REPORT DUE DATE
1	1 January - 31 March	15th April
2	1 April - 30 June	15th July
3	1 July - 30 September	15th October
4	1 October - 31 December	15th January

### 6 EPR Levy Payments

Step six for EPR compliance:

1. Confirm receiving the invoice from ERA NPC Finance.
2. Pay to ERA's approved bank account. (Please request Proof of Banking from [finance@eranpc.co.za](mailto:finance@eranpc.co.za)).
3. Share Proof of Payment with ERA Finance.



### 7 Quarterly Compliance Certificates

Final compliance step:

Receive Quarterly Compliance Certificate from ERA NPC after payment.



Office F01A, Lansdowne Building  
 Brookside Office Park  
 11 Imam Haron Road  
 Claremont, Cape Town  
 Western Cape, South Africa

Phone: +27 21 001 2186  
 Email: [erainfo@eranpc.co.za](mailto:erainfo@eranpc.co.za)

