



**USED ELECTRICAL AND ELECTRONIC EQUIPMENT (UEEE) PERMIT  
APPLICATION FORM**

**1.0 PARTICULARS OF APPLICANT**

**1.1 *Names, Physical and Postal Address of Applicant***

- (a) Name\_\_\_\_\_
- (b) Physical address\_\_\_\_\_
- (c) Postal address\_\_\_\_\_
- (d) Telephone (*landline*)\_\_\_\_\_
- (e) Fax\_\_\_\_\_
- (f) Mobile Phone\_\_\_\_\_
- (g) E-mail\_\_\_\_\_
- (h) Website\_\_\_\_\_

**1.2 *Name and Details of Contact Person***

- (a) Name\_\_\_\_\_
- (b) Physical address\_\_\_\_\_
- (c) Postal address\_\_\_\_\_
- (d) Telephone (*landline*)\_\_\_\_\_
- (e) Fax\_\_\_\_\_
- (f) Mobile Phone\_\_\_\_\_
- (g) E-mail\_\_\_\_\_
- (h) Website\_\_\_\_\_

**2.0 LEGAL STATUS OF ORGANISATION AND NATURE OF BUSINESS**

**2.1 *Indicate Legal Status of Organization (Tick relevant option)***

- (a) Sole proprietorship
- (b) Partnership
- (c) Public Limited Liability Company
- (d) Private Limited Company
- (e) Cooperative Society
- (f) Others (please specify)

*(Attach Certificate of Registration, Certificate of Incorporation, Memorandum and Articles of Association, Deed of Partnership, Deed of Trust, as applicable)*

**2.2 Nature of Business**

*State nature of business and types of products/ services produced or rendered by organization*

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**3.0 TYPES AND NATURE OF PERMITS REQUIRED**

- (a) Used EEE Import Permit*
- (b) Used EEE Export Permit*
- (c) E-waste Collection Centre Permit*
- (d) E-waste Recycling Permit*
- (e) EEE Installation/Operation permit*
- (f) Industrial/Commercial Discharge Permit*

*3.1 State the type of permit required*

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*3.2 State whether application is fresh, for renewal or amendment*

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*3.3 State whether organization has an existing permit issued by the Agency (except 3a, & b above)*

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*3.4 If answer to 3.3 is yes, state the nature of the permit, the date of issue and license number*

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*3.5 Does the organization own more than ten (10%) shareholding in another entity that has applied for permit or has been granted license by the Agency?*

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*3.6 If the answer to 3.5 is yes, state the name of the entity, the nature of business, the nature of the application or permit, the date issued and permits number*

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*3.7 Has the Applicant ever been denied a license or has its permit ever been suspended or revoked by the Agency?*

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*3.8 If answer to 3.7 is yes, give details of the denial, suspension or revocation*

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**4.0 TECHNICAL CAPACITY AND MANAGERIAL EXPERIENCE**

*4.1 Provide detailed statement of Applicant's technical competence and experience with regard to the permit applied for*

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*4.2 Provide detailed statement of Applicant's managerial competence and experience with regard to the permit applied for*

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*4.3 Describe any technical or financial support from internal and external sources with regard to the permit applied for (if any)*

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*4.4 State the name and brief resume of the Agency's accredited consultant(s)/contractor(s) involved in pollution control programmes in your organisation (attach details if possible)*

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*4.5 State the number, qualifications and experience of staff involved with pollution control programmes at the facility*

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**5.0 NATURE OF OPERATIONS IN THE FACILITY**

*5.1 Describe plant facilities and production figures (please attach engineering drawings and layout of factory and process line). Applicable to 3c, d, e & f above,*

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5.2 *State results of quantitative and qualitative sampling of liquid and gaseous effluents from the facility for at least the past one year (if available)*

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5.3 *List all the toxic substances used or manufactured on the site. Except 3a, b, & c*

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5.4 *Describe pollution abatement/monitoring facilities on site (including details of year of installation, capacity, etc). Except 3a & b;*

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5.5 *List all chemicals in use at the facility (no trade names). Except 3a, b, c & e*

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5.6 *List all intermediates and final products at facility including details of storage conditions(s). Applicable to 3d & f*

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5.7 *State the distance and specific location of facility from residential areas, other sensitive ecosystems such as freshwater bodies and vegetation (attach map), and other existing industries (include name of such industries). Applicable to 3d, e & f*

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5.8 *State effluents characteristics, discharge (outfall) locations, and possible compliance monitoring and inspection points (attach illustration)*

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5.9 *Describe in detail the waste disposal methods available at the facility*

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5.10 *State any safety/contingency plan(s) operational at the facility (attach details)*

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5.11 *Provide any other relevant information that could support and facilitate the processing of your application (attach details if necessary)*

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*(Attach an Environmental Impact Assessment Report if the application is for a new facility)*

**6.0 DECLARATION BY THE APPLICANT**

(Notary Public/Commissioner of Oath and Attestation Required)

I/we \_\_\_\_\_ hereby declare that the details stated above are, to the best of my/our knowledge, true and correct.

Dated this.....day of.....200.....

THE COMMON SEAL OF THE WITHIN NAMED APPLICANT

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Has hereunto been affixed in the presence of:

Sign: \_\_\_\_\_  
Name:  
DIRECTOR

Sign: \_\_\_\_\_  
Name:  
SECRETARY

Sworn to this .....Day of.....200.....at.....

BEFORE ME

\_\_\_\_\_  
Notary Public/Commissioner of Oaths