वित्तमंत्रालय/ Ministry of Finance

राजस्वविभाग/ Department of Revenue

सीमाशुल्कआयुक्तकार्यालय/ Office of the Commissioner of Customs

कस्टमहाउस,नयीहारबरएस्टेट/ Custom House, New Harbour Estate

तूत्तुक्कुडी– 628 004 / Thoothukudi – 628004.

दूरभाष/ Tel: 0461 2352655, 2352633 फैक्स/ Fax 0461 2352019

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C.No.VIII/48/90/2018-Cus.Pol.                     Dated: 17.10.2022

## PUBLIC NOTICE NO.09/2022

**SUBJECT: Introduction of Customs Brokers Licensing Management System (CBLMS) – Reg.**

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  Attention of all the Customs Brokers, Importers, Exporters, General Trade and other stakeholders is invited to the newly introduced Customs Brokers Licensing Management System (CBLMS) online portal (https://cblms.gov.in).

2. As part of CBIC's endeavor to digitize its business processes and enhance trade facilitation, Mumbai Customs Zone-I was entrusted with the responsibility of developing CBLMS portal which is being developed as a central platform for managing the Customs Broker's licensing processes with end-to-end IT integration and smart automation. The project is being launched with an aim to minimize the physical interface, to bring uniformity in procedures, to process applications in time and to bring in accountability. With the implementation of CBLMS, the process of management of the Customs Brokers will become completely online.

3. As a first step, it has been decided to implement the CB Profile module of the CBLMS project which entails the integration of data of existing Customs Brokers in the CBLMS portal. Therefore, all the Customs Brokers who were issued licenses by the Commissioner of Customs, Custom House, Tuticorin are requested to create their profiles on CBLMS portal vide the Link: https://cblms.gov.in. Login ID and Password for logging in to the portal will be shared on the mobile number registered with ICEGATE.

4. A detailed user manual for creating Customs Brokers Profile will be available on "Help Desk" Tab in the CBLMS portal.

5. Creation of profile of the Customs Brokers on the CBLMS portal being of paramount importance for smooth transition into the online system of Customs

Brokers management, a centralized CBLMS Helpdesk has been set up at CBLR Section, Custom House, Tuticorin to resolve any issues faced by the Customs Brokers on the CBLMS portal. Alternatively, the Customs Brokers may also send an email highlighting the specific issues being faced by them on the dedicated email id:-cblrtuticorincustoms@gmail.com or call the helpdesk number 8903780250.

6.     In light of the above, all the Customs Brokers working under Regulation 7(2) of CBLR 2018 and corresponding provisions of erstwhile regulations, under this office's jurisdiction, are requested to create their profile on the CBLMS portal latest by 26ᵗʰOctober 2022.

(DINESH K.CHAKRAVARTHY)
COMMISSIONER

Encl:
1. FAQs
2. CBLMS User Manual
3. List of Documents to be kept ready for filing the CB Profile data
4. List of Supporting documents

To:
As per Mailing List I,II and III.
Notice Board,
EDI Section, Custom House, Tuticorin   - for uploading in the website,
Customs Broker Association

Copy submitted to:-The Chief Commissioner of Customs (Preventive), Trichy.

# Customs Brokers License Management System (CBLMS)

## User Manual

Customs Brokers Licensing and Management System (CBLMS) is a web portal which will act as a central platform for management of the Customs Broker's licensing processes with end-to-end IT integration and smart automation. The project is launched with an aim to minimize the physical interface, to bring uniformity in procedures, to process various applications quickly and to bring in accountability. With the implementation of CBLMS, the process of management of the Customs Brokers will become completely online. The URL of the CBLMS portal is "https://cblms.gov.in".

## 1. Login Process

Customs Brokers must log into CBLMS to submit any application. Login process is explained in following steps:

  a. Open CBLMS portal URL i.e. "https://cblms.gov.in" in web browser. Following Login Page will be displayed.
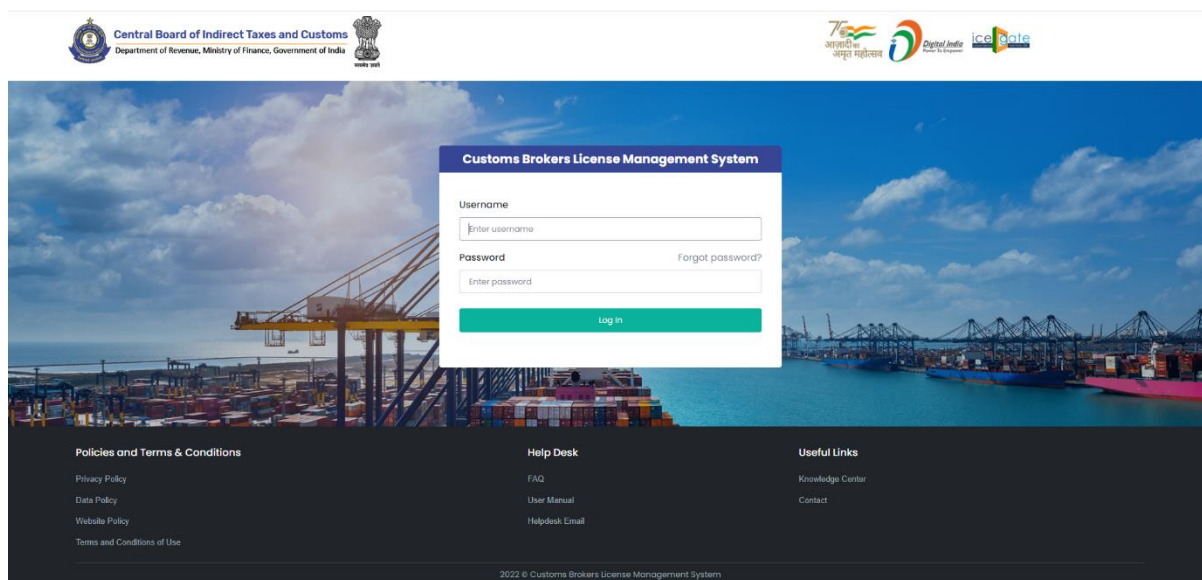


*Screenshot 1 - Login Page*

  b. Username i.e. PAN and password are sent as SMS to the mobile number (which is registered on ICEGATE) of the CB.

  c. Login form details:

    a. Username: PAN of the Customs Broker is his username.

b. <u>Password</u>: It is the secret data which will be known only to CB. Password for the first Login will be sent as SMS to the mobile number (which is registered on ICEGATE) of the CB.

c. <u>Forgot Password</u>: This link can be used by Customs Broker to reset the password in case he has forgotten the password.

d. <u>Log in</u>: Press this button after entering Username and Password to log into the account.

d. After pressing the "Log In" button on login page, an OTP will be sent as SMS to the registered mobile number of the Customs Broker and following OTP page will be shown.
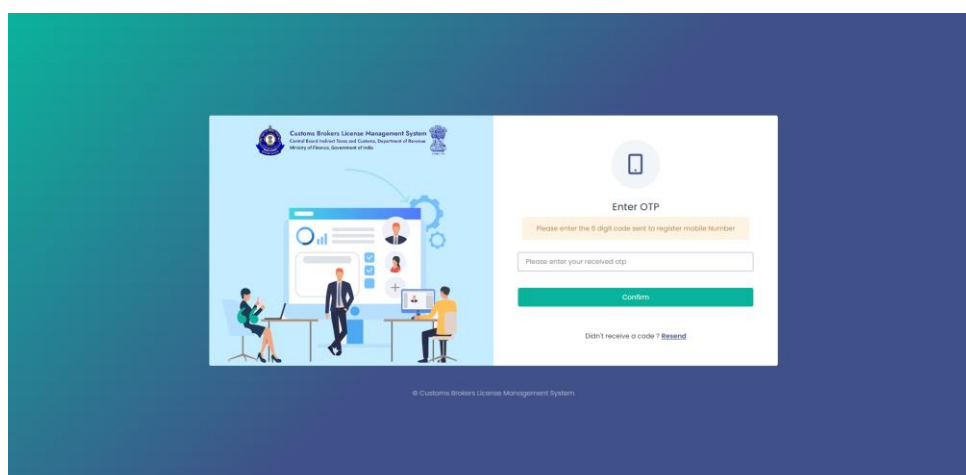


Enter the received OTP in the OTP field. After that press Confirm button.

If OTP is not received, then "Resend" OTP link can be used to send the OTP again to the registered mobile number.

e.

## 2. **Password Reset Process (Forgot Password)**

Customs Brokers can reset their password using the "Forgot Password" link on the Login Page of CBLMS. After clicking the link, following pages are displayed:
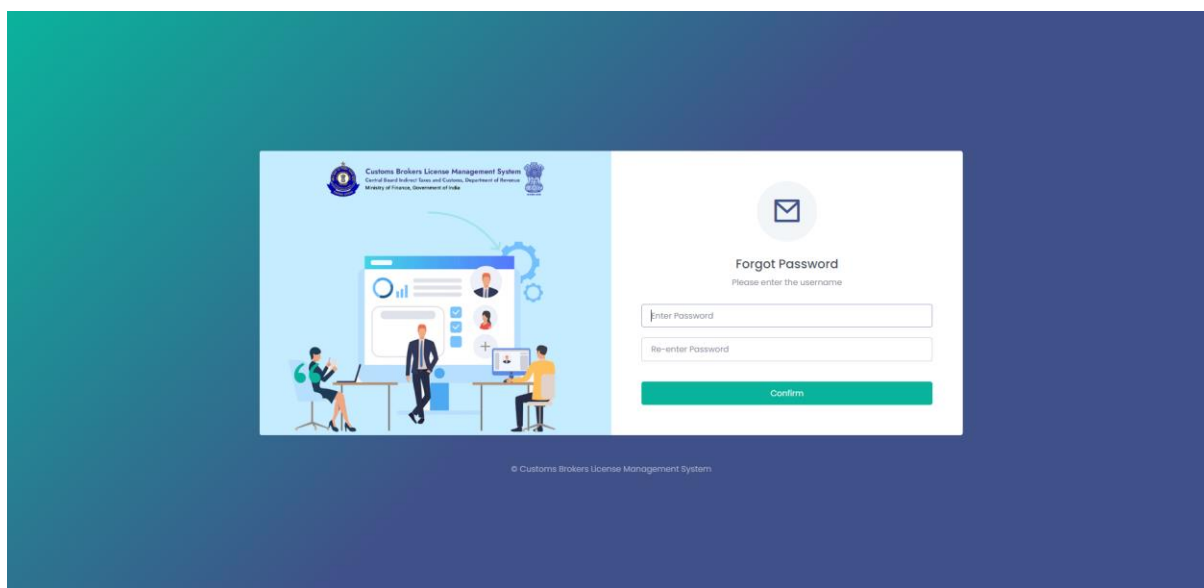
a. **Username Page** – Enter the username i.e PAN on this page. After entering the username press Confirm button.
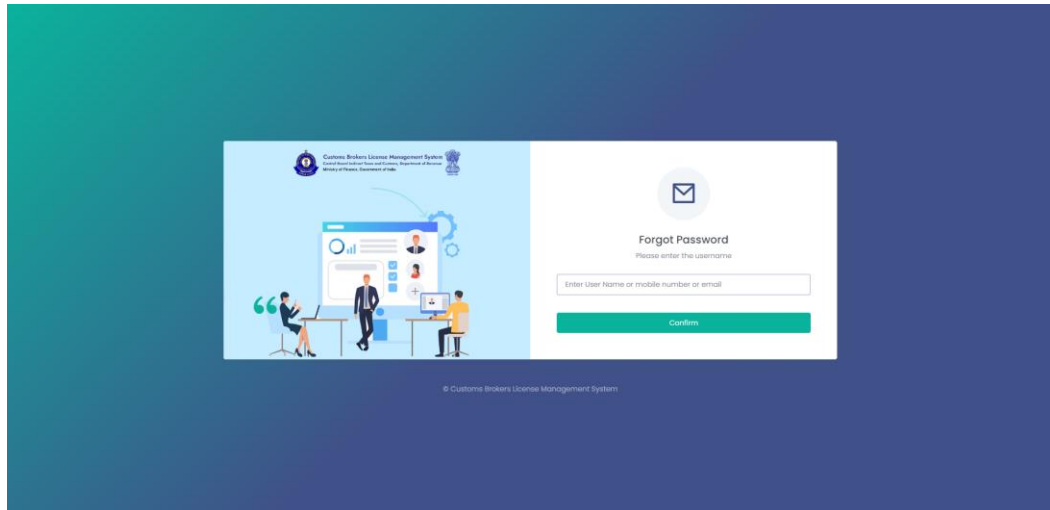
b. **OTP Page** – OTP is sent to registered mobile number. Enter that OTP and press Confirm button.
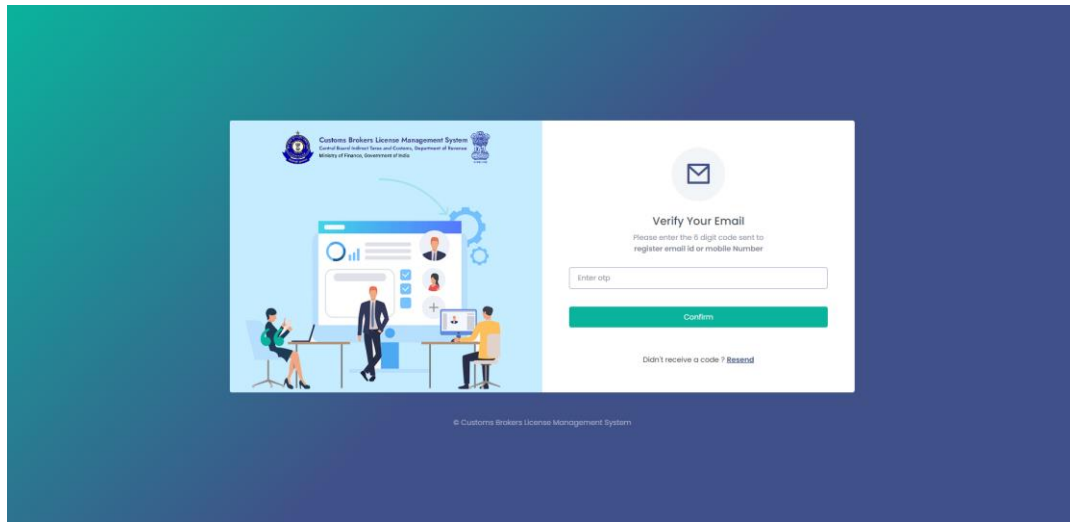


c. **New Password Page** – Enter new password in these fields. After entering and re-entering new password, press Confirm button.

d. **Password Changed Confirmation Page** – Following screen is displayed to confirm that password of the user is changed.
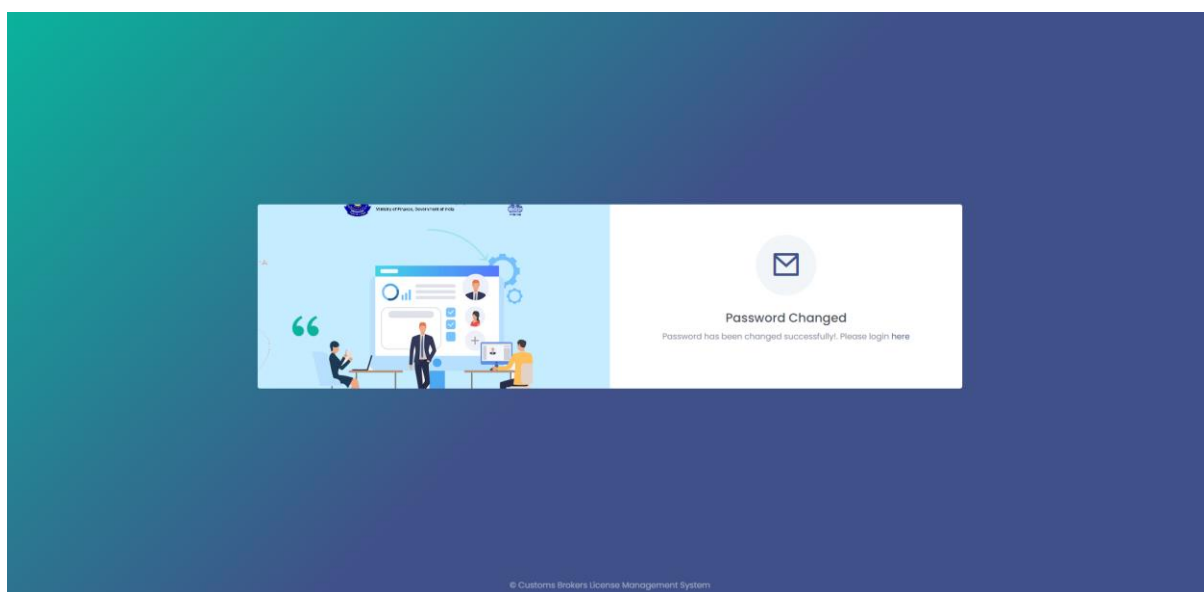


e.

## 3. Customs Broker Home

After logging in CBLMS the following screen will be shown if CB has not registered the CB profile. CB must register the CB profile in CBLMS before he can submit any application. CB Profile Registration form will be shown on clicking the "Register CB Profile" button.
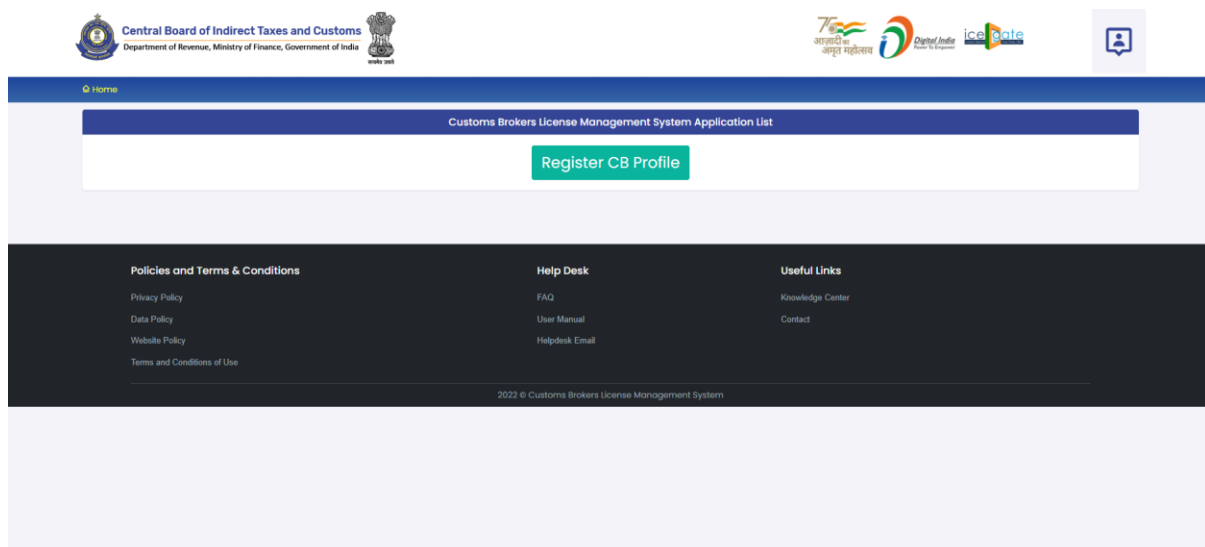
If CB has submitted his CB profile data then the following page will be shown displaying the list of applications submitted hy CB.
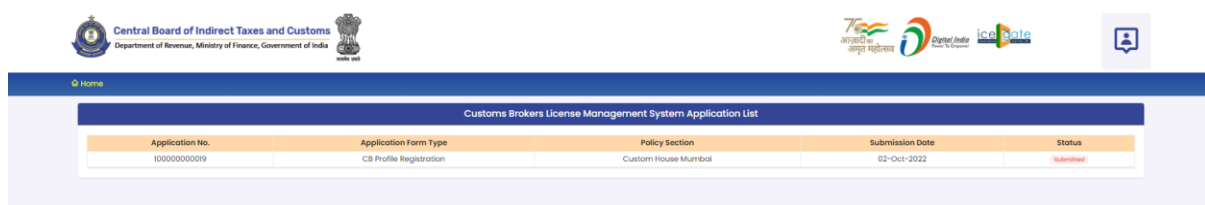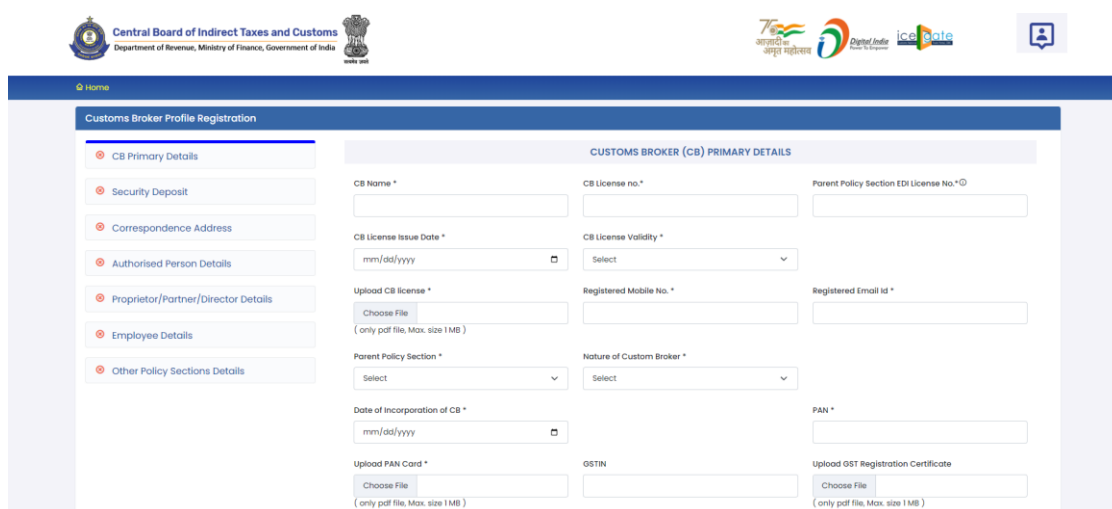


## 4. CB Profile Registration

CB Profile Registration form consists of following sections:

### a. Primary Details

Following screens are displayed in this section:

This section takes following data fields:

I.   **CB Name**: This is the full name of the Customs Broker. CB should use the same CB name as mentioned in the CB license.

II.  **CB License No.** : This is the CB license no. of the Customs Broker. CB should use the same CB license no. as mentioned in the CB license. e.g. 11/1657 for Mumbai Customs.

III. **Parent Policy Section EDI License No.** This is the CB license no. in the Customs ICES (EDI) system for the Parent Policy Section. The parent Policy Section of Customs Broker is the section / zone of the Customs department which issued the license of the CB e.g. Customs Broker Section (CBS) of Mumbai Customs, Zone - I.  This license no. is in format <PAN of CB>CH001. Customs Brokers can find this number in their ICEGATE account.

IV.  **CB License Issue Date:** This is the date of issuance of the license of the Customs Broker. CB should use the same CB license issue date as mentioned in the CB license / Public Notice issued in this regard.

V.   **CB License Validity:** It is the expiry date of the CB license. There are following two options in this field:

A. **Lifetime**: CB should select this if the validity of their CB license is for lifetime.

B. **Enter Date**: If CB license has some specific expiry date then CB should select this option. After selecting this option, a new field "CB License Validity Date" will appear wherein CB should enter the expiry date of the CB license.

VI.  **CB License Validity Date:** If the validity of CB license is not lifetime then CB should enter the expiry date of CB license in this field.

VII.  **Upload CB license:** CB should upload the scanned copy of his CB license (all pages sequentially). File should be in PDF format and its size should be less than 1 MB.

VIII.  **Registered Mobile No:** In this field, CB should enter his mobile number which should be the same as the one which is registered on ICEGATE. This is an important field as all SMS notifications from CBLMS will be sent to this mobile number.

IX.  **Registered Email Id:** In this field, CB should enter his email id which should be the same as the one which is registered on ICEGATE. This is an important field as all email notifications from CBLMS will be sent to this mobile number.

X.  **Parent Policy Section:** This is the section who issued the Customs Broker license under Regulation 7(2) of CBLR, 2018.

XI.  **Nature of Custom Broker:** This field captures information about the constitution of CB, whether it is proprietorship, partnership, company etc. CB should select the applicable option.

XII.  **Upload Partnership Deed (Notarised):** If CB is a "Partnership" firm then CB should upload the scanned copy of the Partnership Deed (all pages sequentially) in this

field. He should upload only notarized scanned copy. It should be in PDF format and its size should be less than 20 MB.

XIII.  **Upload Incorporation Certificate (Notarised):** If the CB is a "Limited Liability Partnership" firm or a company then CB should upload the scanned copy of the Incorporation Certificate (all pages sequentially) in this field. He should upload only notarized scanned copy. It should be in PDF format and its size should be less than 20 MB.

XIV.  **Date of Incorporation of CB:** This field captures the date of incorporation of Customs Broker i.e. date when the CB concern/firm/company came into existence.

XV.  **PAN:** This is the Permanent Account (PAN) of the Customs Broker.

XVI.  **Upload PAN Card:** In this field CB should upload the scanned copy of PAN card (both sides). File should be in PDF format and its size should be less than 1 MB.

XVII.  **GSTIN:** It is Goods and Services Tax Identification Number. If CB is registered under GST then CB should enter his GSTIN in this field. Those CBs who are not registered under GST can skip this field. However, those CBS who are registered under GST must provide their GSTIN in this field.

XVIII.  **Upload GST Registration Certificate:** If CB is registered under GST then CB should upload the scanned copy of the GST Registration Certificate (all pages). Those CBs who are not registered under GST can skip this field. However, those CBS who are registered under GST must upload the GST Registration Certificate in this field. File format should be PDF and its size should be less than 1 MB.

XIX.  **Date of Issuance of 1st CB License:** In this field, CB should enter the date of issuance of first Customs Brokers license as mentioned in the CB License / Public Notice. In

case, Customs Broker has undergone reconstitution in the past then CB should enter the date of issuance CB license before any reconstitution.

XX. **Membership of Association:** As per CBLR, 2018 Customs Broker must be a member of the Customs Brokers' Association, if there is one registered in the Customs Station under the Parent Customs Zone and recognised by the Principal Commissioner of Customs or Commissioner of Customs. CB should select the name of his Customs Brokers' Association in this field.

XXI. **Upload Membership of Association:** CB should upload the scanned copy of the certificate of his membership with the Customs Brokers' Association (all pages) which he selected in the above field "Membership of Association". File should be in PDF format and its size should be less than 1 MB.

XXII. **Save**: After filling all the above mentioned details, CB should press the "Save" button to save these details and proceed to the next section.
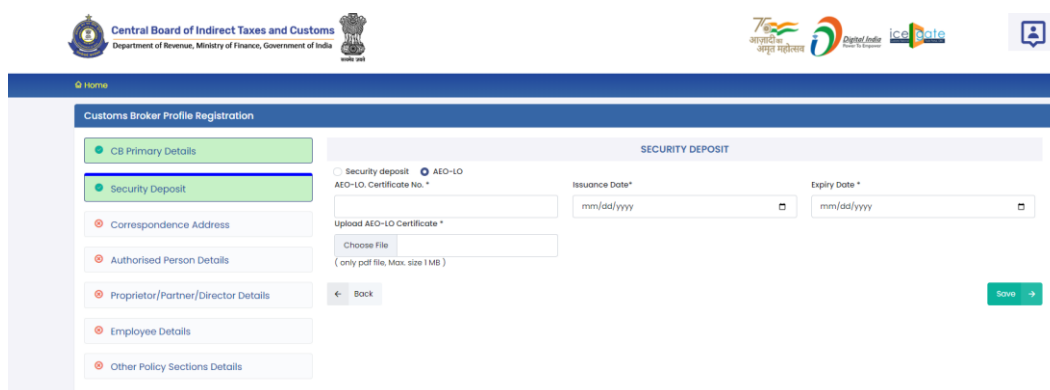
## b. Security Deposit

This section captures the details of the securities deposit like Bank Guarantee, Fixed Deposit, National Saving Certificate, Postal Deposits of Customs Broker. Following screens are displayed in this section:
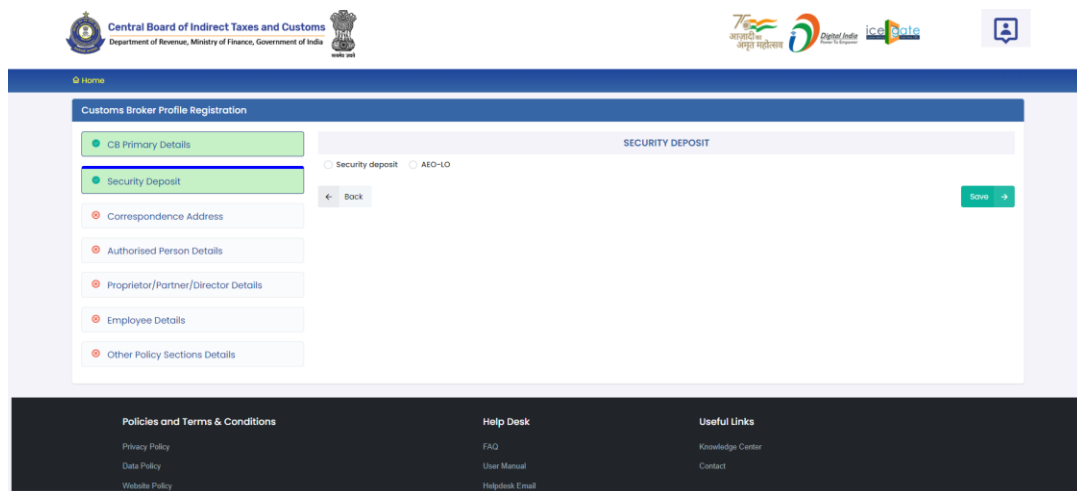
In this first screen, CB should select the applicable option out of following two options:

1. **AEO-LO**: CB should select this option if CB is an Authorised Economic Operator i.e. AEO-LO entity. Customs Brokers with AEO-LO status are exempted from submission of Security deposits. CBs with AEO-LO status will need to provide following details:



    a. **AEO-LO Certificate No.**

    b. **Issuance Date**

    c. **Expiry Date**

    d. **Upload AEO-LO Certificate**

    e. **Save Button**

    f. **Back Button**

2. **Security Deposit**: If CB is not Authorised Economic Operator i.e. AEO-LO entity then CB should select this option. User should select the type of security i.e. Bank Guarantee, Fixed Deposit, National Saving Certificate or

Postal Deposit, which CB has submitted in the Parent Policy Section. After selecting this field the following options will be shown to CB to enter the securities details submitted by the CB in the Parent Policy Section.

### a. Bank Guarantee

If CB submitted security in Bank Guarantee form at the time of issuance of CB license, then CB should select the "Bank Guarantee" option. Following screen will be shown to CB to fill Bank Guarantee details:



i. **Bank Guarantee No.:** This is the bank guarantee number as printed on the bank guarantee document.

ii. **Amount:** This is the amount in Rupees for which Bank Guarantee has been issued.

iii. **Issue Date:** This is the date of issuance of Bank Guarantee.

iv. **Expiry Date:** This is the date of expiry of the Bank Guarantee.

v. **Bank Name:** This is the name of the bank who issued the Bank Guarantee.

vi. **Bank Branch:** This is the address of the bank branch who issued the Bank Guarantee.

vii. **Upload Bank Guarantee:** In this field CB should upload the scanned copy of the Bank Guarantee (all sides / pages). File should be in PDF format and its size should be less than 1 MB.

viii. **Auto Renewal:** This field indicates whether the Bank Guarantee is auto renewable or not. If bank Guarantee is auto renewable then CB should select "Yes". If bank Guarantee is not auto renewable then CB should select "No".

ix. **Add Bank Guarantee Button:** After filling the Bank Guarantee details, CB should press this "Add Bank Guarantee" button to add the Bank Guarantee in CBLMS. If CB wants to add more Bank Guarantees then he can do so by pressing this button and filling Bank Guarantees form again. All added Bank Guarantees will be shown in the table at the bottom of the page.



x. **Edit Icon ( ):** CB can use this icon to edit the Bank Guarantee which has already been added. All added Bank Guarantees are shown

in a table at the bottom of the page where this icon button is shown. After clicking this edit icon button, a popup form will open wherein CB can update the Bank Guarantee.
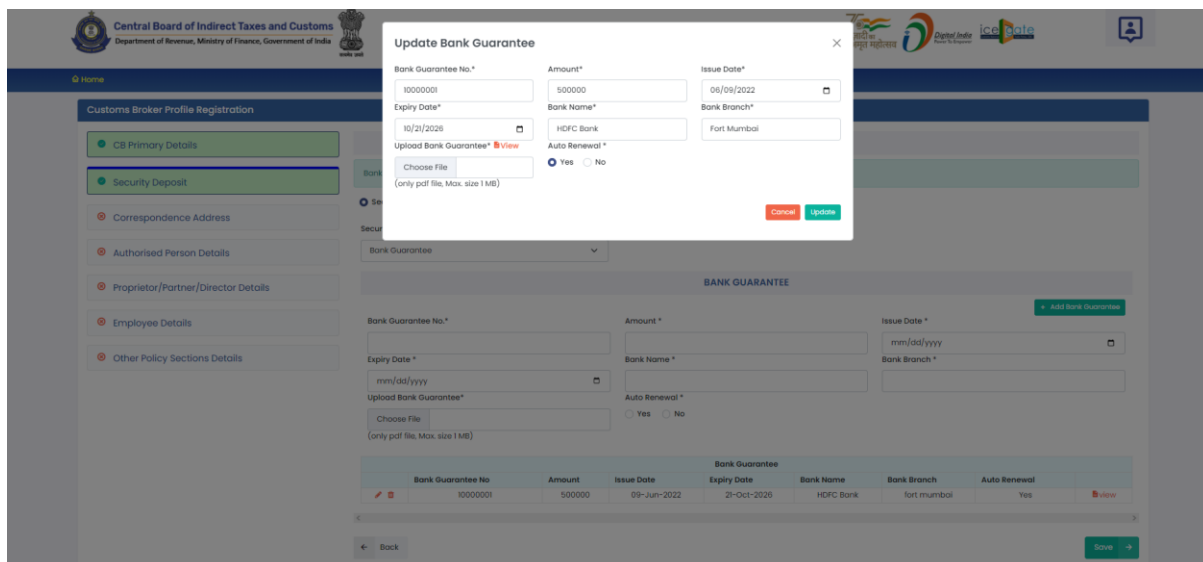


xi. **Delete Icon ( 🗑 );** CB can use this icon to delete the Bank Guarantee which has already been added. All added Bank Guarantees are shown in a table at the bottom of the page where this icon button is shown. After clicking this delete icon button, Bank Guarantee will be removed.

**b. Fixed Deposit (FD):**

If CB submitted security in Fixed Deposit form at the time of issuance of CB license then CB should select the "Fixed Deposit" option. Following screen will be shown to CB to fill Fixed Deposit details:

i. **Fixed Deposit Account No.:** This is the Fixed Deposit account number as printed on the Fixed Deposit document.

ii. **Amount:** This is the amount in Rupees for which Fixed Deposit has been issued.

iii. **Issue Date:** This is the date of issuance of Fixed Deposit.

iv. **Maturity Date:** This is the date of maturity of the Fixed Deposit.

v. **Name of the Account Holder:** This is the name of the person against whose name Fixed Deposit is issued.

vi. **Bank Name:** This is the name of the bank who issued the Fixed Deposit.

vii. **Bank Branch:** This is the address of the bank branch who issued the Fixed Deposit.

viii. **Upload Fixed Deposit:** In this field CB should upload the scanned copy of the Fixed Deposit (all sides / pages). File should be in PDF format and its size should be less than 1 MB.

ix. **Add Fixed Deposit Button:** After filling the Fixed Deposit details, CB should press this "Add Fixed Deposit" button to add the Fixed

Deposit in CBLMS. If CB wants to add more Fixed Deposit then he can do so by pressing this button and filling the Fixed Deposit form again. All added Fixed Deposits will be shown in the table at the bottom of the page.



x.  **Edit Icon ( ✏ ):** CB can use this icon to edit the Fixed Deposit details which have already been added. All added Fixed Deposits are shown in a table at the bottom of the page where this icon button is shown. After clicking this edit icon button, a popup form will open wherein CB can update the Fixed Deposit
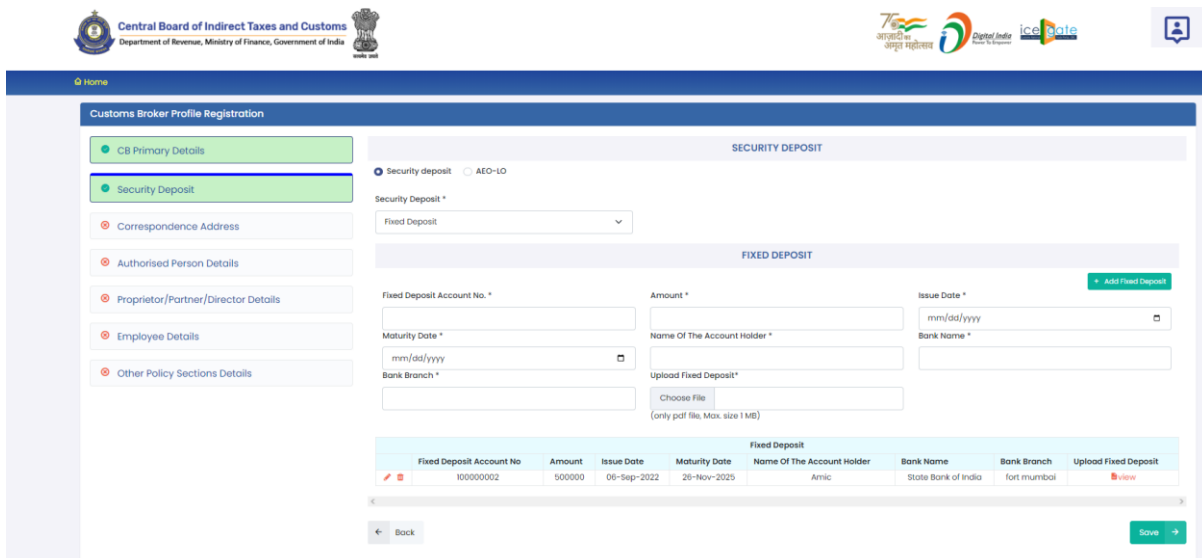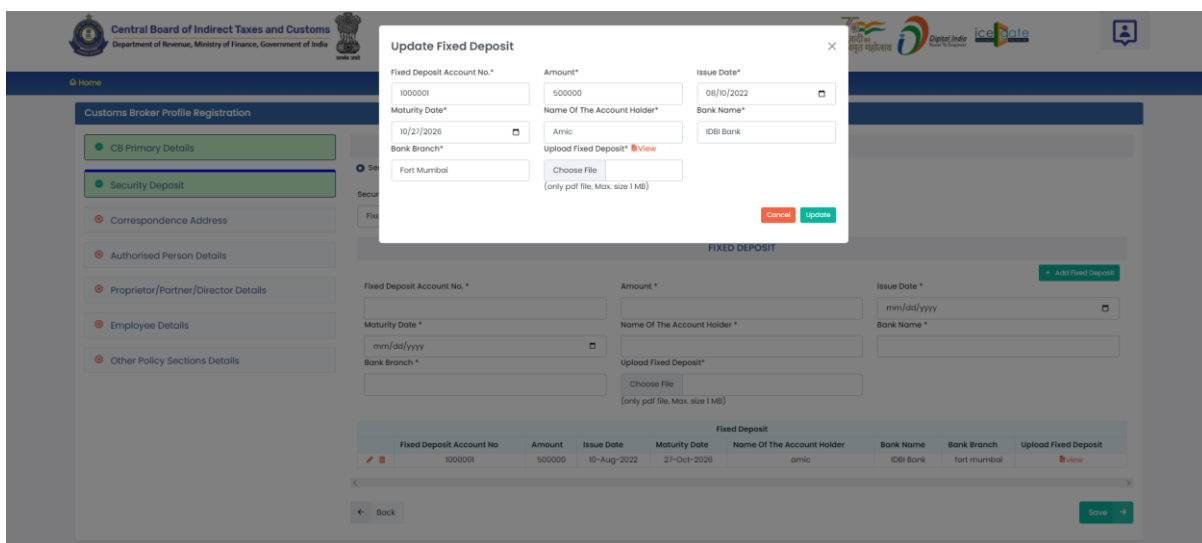
xi. **Delete Icon (** 🗑 **);** CB can use this icon to delete the Fixed Deposit which has already been added. All added Fixed Deposits are shown in a table at the bottom of the page where this icon button is shown. After clicking this delete icon button, Fixed Deposit will be removed.

c. **National Saving Certificate (NSC)**

If CB submitted security in National Saving Certificate form at the time of issuance of CB license, then CB should select the "National Saving Certificate" option. Following screen will be shown to CB to fill National Saving Certificate details:

i. **NSC Account No:** This is the NSC account number as printed on the NSC document.

ii. **Amount:** This is the amount in Rupees for which NSC has been issued.

iii. **Issue Date:** This is the date of issuance of NSC.

iv. **Maturity Date:** This is the date of maturity of the NSC.

v. **Name of the Account Holder:** This is the name of the person against whose name NSC is issued.

vi. **Post Office Branch Name:** This is the name of the Post Office branch who issued the NSC.

vii. **Upload NSC:** In this field CB should upload the scanned copy of the NSC (all sides / pages). File should be in PDF format and its size should be less than 1 MB.

viii. **Add NSC Button:** After filling the NSC details, CB should press this "Add NSC" button to add

the NSC in CBLMS. If CB wants to add more NSCs then he can do so by pressing this button and filling the NSC form again. All added NSCs will be shown in the table at the bottom of the page.
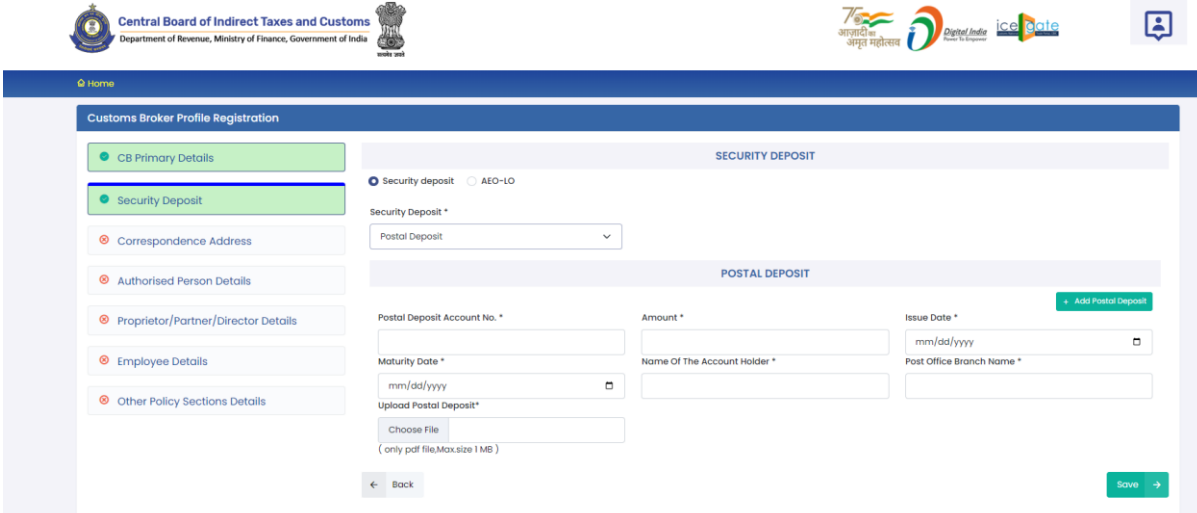


ix. **Edit Icon ( ):** CB can use this icon to edit the NSC details which have already been added. All added NSCs are shown in a table at the bottom of the page where this icon button is shown. After clicking this edit icon button, a popup form will open wherein CB can update the NSC.

x. **Delete Icon ( 🗑 ):** CB can use this icon to delete the NSC which has already been added. All added NSCs are shown in a table at the bottom of the page where this icon button is shown. After clicking this delete icon button, NSC will be removed.

d. **Postal Deposit**

If CB submitted security in Postal Deposit form at the time of issuance of CB license, then CB should select the "Postal Deposit" option. Following screen will be shown to CB to fill Postal Deposit details:



i. **Postal Deposit Account No.:** This is the account number as printed on the Postal Deposit document.

ii. **Amount:** This is the amount in Rupees for which Postal Deposit has been issued.

iii. **Issue Date:** This is the date of issuance of Postal Deposit.

iv. **Maturity Date:** This is the date of maturity of the Postal Deposit.

v. **Name of the Account Holder:** This is the name of the person against whose name Postal Deposit is issued.

vi. **Post Office Branch Name:** This is the name of the Post Office branch who issued the Postal Deposit

vii. **Upload Postal Deposit:** In this field CB should upload the scanned copy of the Postal Deposit (all sides / pages). File should be in PDF format and its size should be less than 1 MB.

viii. **Add Postal Deposit Button:** After filling the NSC details, CB should press this "Add Postal Deposit" button to add the Postal Deposit in CBLMS. If CB wants to add more Postal Deposits then he can do so by pressing this button and filling the Postal Deposit form again. All added Postal Deposits will be shown in the table at the bottom of the page.

ix. **Edit Icon ( ):** CB can use this icon to edit the Postal Deposit details which have already been added. All added Postal Deposits are shown in a table at the bottom of the page where this icon button is shown. After clicking this edit icon button, a popup form will open wherein CB can update the Postal Deposit.

x. **Delete Icon ( ):** CB can use this icon to delete the Postal Deposit which has already been added. All added Postal Deposits are shown in a table at the bottom of the page where this icon button is shown. After clicking this delete icon button, Postal Deposit will be removed.

> e. **Save Button:** This button will save the Security Deposit section. All added details in this section will get saved and the next section i.e. Correspondence Addresses page will be shown to the CB.
>
> f. **Back Button:** This button will take the CB to previous Section i.e. CB Primary Details.

c. **Correspondence Address**

> In this section, CB should enter all the addresses of his offices. Customs Brokers can add more than one address in this section. Following screen is displayed for this section:



> I.   **Address Line 1:** Address part has been divided in 2 parts. This is the first part which stores the first half part of the address like flat no., house no, society, locality etc.
>
> II.  **Address Line 2:** This is the second part which stores the second half part of the address like village, city, landmark etc..
>
> III. **District:** This is to store the District name of the address
>
> IV.  **State:** State wherein the address is located.
>
> V.   **Pin Code:** This is the PIN code of the address.
>
> VI.  **Contact No.:** This is the telephone no. for this address.
>
> VII. **Upload Address Proof:** In this field CB should upload the scanned copy of the proof of the address. Following documents can be used as proof of address:
>
> > A. Water Bill,
> >
> > B. Telephone (landline or post paid mobile bill),

C. Electricity bill,

D. Income Tax Assessment Order,

E. Election Commission Photo ID card,

F. Proof of Gas Connection,

G. Certificate from Employer of reputed companies on letter head,

H. Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder), (provided the applicant's present address matches the address mentioned in the spouse's passport),

I. Aadhaar Card,

J. Rent Agreement,

K. Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only).

VIII. **Add Address Button:** This button will add the address in CBLMS. Multiple addresses can be added using this button. All added addresses are shown in the table at the button of the page.

IX. **Edit Icon ( ) CB can use this icon to edit the address details which have already been added. All added addresses are shown in a table at the bottom of the page where this icon button is shown. After clicking this edit icon button, a popup form will open wherein CB can update the address.**

X. **Delete Icon ( 🗑 ) :** CB can use this icon to delete the address which has already been added. All added Addresses are shown in a table at the bottom of the page where this icon button is shown. After clicking this delete icon button, the address will be removed.

XI. **Add Contact Person:**

Each added address must have at least one contact person associated with it. CB can add the Contact Person using "Add Contact Person" button in the addresses table at the bottom of the page. Following details are captured for the Contact person.

A. **Name:** Name of the Contact Person

B. **Father's Name:** Name of the father of the Contact person.

C. **Birth Date:** Date of birth of the Contact person.

D. **Upload Photograph:** In this field, CB should upload the scanned photograph of the Contact Person in JPG/JPEG format. Its size should be less than 500 KB.

E. **Upload Signature:** In this field, CB should upload the scanned signature of the Contact Person in JPG/JPEG format. Its size should be less than 100 KB.

F. **PAN Card:** In this field CB should enter the Permanent Account Number (PAN) of the Contact Person.

G. **Upload PAN Card:** In this field, CB should upload the scanned PAN card (both sides) of the Contact Person in PDF format. Its size should be less than 1 MB.

H. **Mobile Number:** This is the mobile number of the Contact Person.

I. **Email Id:** This is the email id of the Contact Person.

J. **Personal Address:** This is the address of the Contact Person.

K. **Upload Present Address Proof:** In this field CB should upload the scanned copy of the proof of the address. Following documents can be used as proof of address:

1. Water Bill,
2. Telephone (landline or post paid mobile bill),
3.  Electricity bill,
4. Income Tax Assessment Order,
5. Election Commission Photo ID card,
6. Proof of Gas Connection,
7. Certificate from Employer of reputed companies on letter head,
8. Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder), (provided the applicant's present address matches the address mentioned in the spouse's passport),
9. Aadhaar Card,
10.     Rent Agreement,

11. Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only).





XII. **Save Button:** This button will save all added addresses. All added details in this section will get saved and the next section i.e. Authorised Person Details page will be shown to the CB.

XIII. **Back Button:** This button will take the CB to previous Section i.e. Security Deposit.

d. **Authorised Person Details**

Authorised person of Customs Broker concern / firm / company is that person who has qualified the Regulation 6 of CBLR, 2018 examination (F Category examination) and on whose strength the

license of the CB has been issued. Following screen is shown in this section:





I.    **Full Name:** Full name of the Authorised Person.

II.    **Father's Name:** Father's name of the Authorised Person.

III.    **Designation:** Designation of the Authorised Person in the Customs Broker concern / firm / company.

IV.    **Mobile No.:** Mobile number of the Authorised Person.

V.    **Email Id:** Email Id of the Authorised Person.

VI.    **Date of Birth:** Date of Birth of Authorised Person

VII.    **Gender:** Gender (male / Female / other) of Authorised Person

VIII. **PAN:** Permanent Account Number (PAN) of Authorised Person

IX. **Upload PAN Scan Copy:** In this field CB should upload the scanned copy of the PAN card (both sides) of Authorised Person in PDF format. Its size should be less than 1 MB.

X. **Upload Photograph:** In this field CB should upload the scanned copy of the photograph of Authorised Person in JPG/JPEG format. Its size should be less than 500 KB.

XI. **Upload Signature:** In this field CB should upload the scanned copy of the signature of Authorised Person in JPG/JPEG format. Its size should be less than 100 KB.

XII. **Date of Appointment:** This is the date of appointment of the Authorised Person in the CB concern / firm / company.

XIII. **Permanent Address:** This sub-section captures the permanent address details of the Authorised Person.

 A. **Address Line 1:** Address part has been divided in 2 parts. This is the first part which stores the first half part of the address like flat no., house no, society, locality etc.

 B. **Address Line 2:** This is the second part which stores the second half part of the address like village, city, landmark etc.

 C. **District:** This is to store the District name of the address.

 D. **State: State wherein the address is located.**

 E. **Pin Code:** This is the PIN code of the address.

 F. **Upload Permanent Address Proof:** In this field CB should upload the scanned copy of the proof of the address. Following documents can be used as proof of address:

  a) Water Bill,

  b) Telephone (landline or post paid mobile bill),

  c) Electricity bill,

d) Income Tax Assessment Order,

e) Election Commission Photo ID card,

f) Proof of Gas Connection,

g) Certificate from Employer of reputed companies on letter head,

h) Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder), (provided the applicant's present address matches the address mentioned in the spouse's passport),

i) Aadhaar Card,

j) Rent Agreement,

k) Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only).

XIV. **Same as Permanent Address:** If present address of the Authorised Person is same as the permanent address then CB can use this check box to copy the filled present address into permanent address fields.

XV. **Present Address**

1. **Address Line 1:** Address part has been divided in 2 parts. This is the first part which stores the first half part of the address like flat no., house no, society, locality etc.

2. **Address Line 2:** This is the second part which stores the second half part of the address like village, city, landmark etc.

3. **District:** This is to store the District name of the address.

4. **State: State wherein the address is located.**

5. **Pin Code:** This is the PIN code of the address.

6. **Upload Permanent Address Proof:** In this field CB should upload the scanned copy of the proof of the address. Following documents can be used as proof of address:

> (1) Water Bill,
>
> (2) Telephone (landline or post paid mobile bill),
>
> (3) Electricity bill,
>
> (4) Income Tax Assessment Order,
>
> (5) Election Commission Photo ID card,
>
> (6) Proof of Gas Connection,
>
> (7) Certificate from Employer of reputed companies on letter head,
>
> (8) Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder), (provided the applicant's present address matches the address mentioned in the spouse's passport),
>
> (9) Aadhaar Card,
>
> (10) Rent Agreement,
>
> (11) Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only).

XVI. **Customs Pass Category of Authorised Person**

This field captures the category of Customs Pass of the Authorised person of Customs Broker. Following options are shown to the CB:

A. **'F' Category:** If authrised person is holding the 'F' category Customs Pass then CB should select this

option. After selecting 'F' Category option following fields are shown:



a. **Customs Pass No:** This is the Customs Pass number of the Authorised Person as printed on his Customs pass.

b. **Date of Issuance of Customs Pass:** This is the date of issuance of the Customs pass of the Authorised Person as printed on his Customs pass.

c. **Validity of Customs Pass:** This is the date of issuance of the Customs pass of the Authorised Person as printed on his Customs pass. It can be either Life time or a specific date.

d. **Validity Date of Customs Pass:** In this field CB should enter the date of validity of the Customs pass of the Authorised Person.

e. **Scanned Copy of Customs Pass:** In this field CB should upload the scanned copy of the Customs Pass of Authorised Person in PDF format. Its size should be less than 1 MB.

f. **Year of Passing of Regulation 6 Exam:** This is the year in which the Authorised Person passed the Regulation 6, CBLR, 2018 examination i.e. F-Catagory examination.

g. **Education Qualification:** In this field CB should select the education qualification of the Authorised Person.

h. **Upload Educational Certificate:** In this field CB should upload the certificate i.r.o of the education qualification selected in the "Education Qualification" field. File format should be PDF and it size should be less than 1 MB.

i. **Add Education Certificate Button:** CB can add multiple Educational qualifications using this button. After pressing this button new fields for Educational Qualification will come where in CB can fill more Education Qualifications.

B. **G-PA Category:** 'G' category person can be the authorized person in case of death or retirement of authorised 'F' category person. If authorized person is holding the 'G' category Customs Pass with Power of Attorney then CB should select this option. After selecting 'G-PA' Category option following fields are shown:

a. **Date of Death / Retirement of Authorised Person:** This is the date of death or retirement of the authorised person.

b. **Upload Proof of Death / Retirement:** In this field CB should upload the proof of death or retirement of the Authorised Person in PDF format. Its size should be less than 1 MB.

c. **Customs Pass No:** This is the Customs Pass number of the Authorised Person as printed on his Customs pass.

d. **Date of Issuance of Customs Pass:** This is the date of issuance of the Customs pass of the Authorised Person as printed on his Customs pass.

e. **Validity of Customs Pass:** This is the date of issuance of the Customs pass of the Authorised Person as printed on his Customs pass. It can be either Life time or a specific date.

f. **Validity Date of Customs Pass:** In this field CB should enter the date of validity of the Customs pass of the Authorised Person.

g. **Scanned Copy of Customs Pass:** In this field CB should upload the scanned copy of the Customs Pass of Authorised Person in PDF format. Its size should be less than 1 MB.

h. **Date of Issuance of Power of Attorney:** It is the date on which the Power of Attorney was issued to 'G' category person to work as authorised person for the CB.

i. **Validity of Power of Attorney:** This field indicates the validity of the Power of Attorney issued to 'G' category person to work as authorised person for the CB. It can either be Life time or a specific date.

j. **Validity Date of Power of Attorney:** In this field CB should enter the validity date i.e. till what date the Power of Attorney is valid.

k. **Scanned of Power of Attorney:** In this field CB should upload the scanned copy of the Power of Attorney in PDF format. Its size should be less than 10 MB.

l. **Year of Passing of Regulation 13 Exam:** In this field, CB should enter the year in which this authorised 'G-PA' category person of passed the Regulation 13 of CBLR, 2018 examination i.e. 'G' category examination.

m. **Education Qualification:** In this field CB should select the education qualification of the Authorised Person.

n. **Upload Educational Certificate:** In this field CB should upload the certificate i.r.o of the education qualification selected in the "Education Qualification" field. File format

should be PDF and it size should be less than 1 MB.

o. **Add Education Certificate Button:** CB can add multiple Educational qualifications using this button. After pressing this button new fields for Educational Qualification will come where in CB can fill more Education Qualifications.

C. **Save Button:** Press this button to save the details of the Authorised Person in CBLMS and move to next section i.e. Proprietor / PArtner / Director details.

D. **Back Button:** This button opens the previous section i.e. Correspondence Addresses section.

e. **Proprietor / Partner / Director Details**

This section captures the details of the proprietor if CB is proprietorship concern, details of all partners if CB is partnership firm, details of all directors if CB is company.

**Case 1: CB is proprietorship concern:** If CB is proprietorship concern then following screen is shown to CB in this section:



In the field "Is Proprietor Authorised Person ?" CB should select 'Yes' if the Proprietor and Authorised Person of CB is the same person. If Authorised person is not the proprietor then CB should select No in this field. If 'Yes' is selected in this field then the details already given in the "Authorised Person Details" section will be used. If 'No' option is selected

then following screen will be shown to capture the details of the Proprietor:





I.  **Full Name:** Full name of the Proprietor.

II.  **Father's Name:** Father's name of the Proprietor.

III.  **Mobile No.:** Mobile number of the Proprietor.

IV.  **Email ID:** Email Id of the Proprietor.

V.  **Date of Birth:** Date of Birth of the Proprietor.

VI.  **Gender:** Gender (male / Female / other) of Proprietor

VII.  **PAN:** Permanent Account Number (PAN) of Proprietor

VIII.  **Upload PAN Scan Copy:** In this field CB should upload the scanned copy of the PAN card (both sides) of Proprietor in PDF format. Its size should be less than 1 MB.

**IX.** **Upload Photograph:** In this field CB should upload the scanned copy of the photograph of Proprietor in JPG/JPEG format. Its size should be less than 500 KB.

**X.** **Upload Signature:** In this field CB should upload the scanned copy of the signature of Proprietor in JPG/JPEG format. Its size should be less than 100 KB.

**XI.** **Date of Appointment:** This is the date of appointment of the Proprietor in the CB concern.

**XII.** **Permanent Address:** This sub-section captures the permanent address details of the Proprietor.

   **A. Address Line 1:** Address part has been divided in 2 parts. This is the first part which stores the first half part of the address like flat no., house no, society, locality etc.

   **B. Address Line 2:** This is the second part which stores the second half part of the address like village, city, landmark etc.

   **C. District:** This is to store the District name of the address.

   **D. State:** State wherein the address is located.

   **E. Pin Code:** This is the PIN code of the address.

   **F. Upload Permanent Address Proof:** In this field CB should upload the scanned copy of the proof of the address. Following documents can be used as proof of address:

      1. Water Bill,
      2. Telephone (landline or post paid mobile bill),
      3.  Electricity bill,
      4. Income Tax Assessment Order,
      5. Election Commission Photo ID card,
      6. Proof of Gas Connection,
      7. Certificate from Employer of reputed companies on letter head,

8. Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder), (provided the applicant's present address matches the address mentioned in the spouse's passport),

9. Aadhaar Card,

10.      Rent Agreement,

11.      Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only).

XIII. **Same as Permanent Address:** If present address of the person is same as the permanent address then CB can use this check box to copy the filled present address into permanent address fields.

XIV. **Present Address:** This is the address where the proprietor is presently residing. Details of the fields are the same as mentioned for the permanent address.

    A. **Address Line 1**

    B. **Address Line 2**

    C. **District**

    D. **State**

    E. **Pin Code**

    F. **Upload Permanent Address Proof**

XV. **Customs Pass Category**

    A. **'F' Category**

        1. **Customs Pass No:** This is the Customs Pass number of the person as printed on his Customs pass.

2. **Date of Issuance of Customs Pass:** This is the date of issuance of the Customs pass of the person as printed on his Customs pass.

3. **Validity of Customs Pass:** This is the date of issuance of the Customs pass of the person as printed on his Customs pass. It can be either Life time  or a specific date.

4. **Validity Date of Customs Pass:** In this field CB should enter the date of validity of the Customs pass of the person.

5. **Scanned Copy of Customs Pass:** In this field CB should upload the scanned copy of the Customs Pass of person in PDF format. Its size should be less than 1 MB.

6. **Year of Passing of Regulation 6 Exam:** This is the year in which the person passed the Regulation 6, CBLR, 2018 examination i.e. F-Catagory examination.

7. **Education Qualification:** In this field CB should select the education qualification of the person.

8. **Upload Educational Certificate:** In this field CB should upload the certificate i.r.o of the education qualification selected in the "Education Qualification" field. File format should be PDF and it size should be less than 1 MB.

9. **Add Education Certificate Button:** CB can add multiple Educational qualifications using this button. After pressing this button new fields for Educational Qualification will come where in CB can fill more Education Qualifications.

### B. 'F-PA' Category

1. **Customs Pass No:** This is the Customs Pass number of the person as printed on his Customs pass.

2. **Date of Issuance of Customs Pass:** This is the Customs Pass number of the person as printed on his Customs pass.

3. **Validity of Customs Pass:** This is the date of issuance of the Customs pass of the person as printed on his Customs pass. It can be either Life time  or a specific date.

4. **Validity Date of Customs Pass:** Validity Date of Customs Pass: In this field CB should enter the date of validity of the Customs pass of the person.

5. **Scanned Copy of Customs Pass:** In this field CB should upload the scanned copy of the Customs Pass of person in PDF format. Its size should be less than 1 MB.

6. **Date of Issuance of Power of Attorney:**  It is the date on which the Power of Attorney was issued to 'F' category person.

7. **Validity of Power of Attorney:** This field indicates the validity of the Power of Attorney issued to 'F' category person. It can either be Life time or a specific date.

8. **Validity Date of Power of Attorney:** In this field CB should enter the validity date i.e. till what date the Power of Attorney is valid.

9. **Scanned of Power of Attorney:** In this field CB should upload the scanned copy of the Power of Attorney in PDF format. Its size should be less than 10 MB.

10. **Year of Passing of Regulation 6 Exam:**
In this field, CB should enter the year in which this 'F' category person of passed the Regulation 6 of CBLR, 2018 examination i.e. 'G' category examination.

11. **Education Qualification:** In this field CB should select the education qualification of the person.

12. **Upload Educational Certificate:** In this field CB should upload the certificate i.r.o of the education qualification selected in the "Education Qualification" field. File format should be PDF and its size should be less than 1 MB.

13. **Add Education Certificate Button:** CB can add multiple Educational qualifications using this button. After pressing this button new fields for Educational Qualification will come where in CB can fill more Education Qualifications.

C. **'G' Category**

1. **Customs Pass No:** This is the Customs Pass number of the person as printed on his Customs pass.

2. **Date of Issuance of Customs Pass:** This is the date of issuance of the Customs pass of the person as printed on his Customs pass.

3. **Validity of Customs Pass:** This is the date of issuance of the Customs pass of the person as printed on his Customs pass. It can be either Life time or a specific date.

4. **Validity Date of Customs Pass:** In this field CB should enter the date of validity of the Customs pass of the person.

5. **Scanned Copy of Customs Pass:** In this field CB should upload the scanned copy of the Customs Pass of person in PDF format. Its size should be less than 1 MB.

6. **Year of Passing of Regulation 6 Exam:** It is the date on which the Power of Attorney was issued to 'G' category person.

7. **Education Qualification:** In this field CB should select the education qualification of the person.

8. **Upload Educational Certificate:** In this field CB should upload the certificate i.r.o of the education qualification selected in the "Education Qualification" field. File format should be PDF and its size should be less than 1 MB.

9. **Add Education Certificate Button:** CB can add multiple Educational qualifications using this button. After pressing this button new fields for Educational Qualification will come where in CB can fill more Education Qualifications.

D. **'G-PA' Category**

1. **Customs Pass No:** This is the Customs Pass number of the person as printed on his Customs pass.

2. **Date of Issuance of Customs Pass:** This is the Customs Pass number of the person as printed on his Customs pass.

3. **Validity of Customs Pass:** This is the date of issuance of the Customs pass of the person as printed on his Customs pass. It can be either Life time  or a specific date.

4. **Validity Date of Customs Pass:** Validity Date of Customs Pass: In this field CB should enter the date of validity of the Customs pass of the person.

5. **Scanned Copy of Customs Pass:** In this field CB should upload the scanned copy of the Customs Pass of person in PDF format. Its size should be less than 1 MB.

6. **Date of Issuance of Power of Attorney:**  It is the date on which the Power of Attorney was issued to 'G' category person.

7. **Validity of Power of Attorney:** This field indicates the validity of the Power of Attorney issued to 'G' category person. It can either be Life time or a specific date.

8. **Validity Date of Power of Attorney:** In this field CB should enter the validity date i.e. till what date the Power of Attorney is valid.

9. **Scanned of Power of Attorney:** In this field CB should upload the scanned copy of the Power of Attorney in PDF format. Its size should be less than 10 MB.

10. **Year of Passing of Regulation 13 Exam:** In this field, CB should enter the year in which this 'G-PA' category person of passed the Regulation 13 of CBLR, 2018 examination i.e. 'G' category examination.

11. **Education Qualification:** In this field CB should select the education qualification of the person.

12. **Upload Educational Certificate:** In this field CB should upload the certificate i.r.o of the education qualification selected in the "Education Qualification" field. File format should be PDF and its size should be less than 1 MB.

13. **Add Education Certificate Button:** CB can add multiple Educational qualifications using this button. After pressing this button new fields for Educational Qualification will come where in CB can fill more Education Qualifications.

E. **'H' Category**

1. **Customs Pass No:** This is the Customs Pass number of the person as printed on his Customs pass.

2. **Date of Issuance of Customs Pass:** This is the date of issuance of the Customs pass of the person as printed on his Customs pass.

3. **Validity of Customs Pass:** This is the date of issuance of the Customs pass of the person as printed on his Customs pass. It can be either Life time or a specific date.

4. **Validity Date of Customs Pass:** In this field CB should enter the date of validity of the Customs pass of the person.

5. **Scanned Copy of Customs Pass:** In this field CB should upload the scanned copy of the Customs Pass of person in PDF format. Its size should be less than 1 MB.

6. **Education Qualification:** In this field CB should select the education qualification of the Person.

7. **Upload Educational Certificate:** In this field CB should upload the certificate i.r.o of the education qualification selected in the "Education Qualification" field. File format should be PDF and its size should be less than 1 MB.

8. **Add Education Certificate Button:** CB can add multiple Educational qualifications using this button. After pressing this button new fields for Educational Qualification will come where in CB can fill more Education Qualifications.

XVI.   **Back Button:** This button opens the previous section i.e. Authorised Person details.

XVII.   **Save Button:** Press this button to save the details of the proprietor in CBLMS and move to next section i.e. employee details

**Case 2: CB is partnership firm:** If CB is partnership firm then following screen is shown to CB in this section:

I.    **Status:** This field indicates the Active / Inactive status of the partner in the CB firm.

II.    **Upload Status Proof:** Upload the proof confirming the Active / Inactive status of the partner in the CB firm.

III.    **Full Name:** Full name of the person.

IV.    **Father's Name:** Father's name of the person.

V.    **Mobile No.:** Mobile number of the person.

VI.    **Email ID:** Email Id of the person.

VII.    **Date of Birth:** Date of Birth of the person.

VIII.    **Gender:** Gender (male / Female / other) of person

IX.    **PAN:** Permanent Account Number (PAN) of person

X.    **Upload PAN Scan Copy:** In this field CB should upload the scanned copy of the PAN card (both sides) of Proprietor in PDF format. Its size should be less than 1 MB.

XI.    **Upload Photograph:** In this field CB should upload the scanned copy of the photograph of the person in JPG/JPEG format. Its size should be less than 500 KB.

XII.    **Upload Signature:** In this field CB should upload the scanned copy of the signature of Proprietor in JPG/JPEG format. Its size should be less than 100 KB.

XIII.    **Date of Appointment:** This is the date of appointment of this partner in the CB concern.

XIV. **Permanent Address:** Details of this field are the same as mentioned in the earlier part of this user manual.

    A. **Address Line 1**

    B. **Address Line 2**

    C. **District**

    D. **State**

    E. **Pin Code**

    F. **Upload Permanent Address Proof**

XV. **Same as Permanent Address:** Details of this field are the same as mentioned in the earlier part of this user manual.

XVI. **Present Address:** Details of this field are the same as mentioned in the earlier part of this user manual.

    A. **Address Line 1**

    B. **Address Line 2**

    C. **District**

    D. **State**

    E. **Pin Code**

    F. **Upload Permanent Address Proof**

XVII. **Customs Pass Category:** Details of this field are the same as mentioned in the earlier part of this user manual.

XVIII. **Add Partner Button:** This button will add the partner in CBLMS. The added partner will appear in the table at the bottom of the page.

XIX. **Back Button:** This button opens the previous section i.e. Authorised Person Details.

XX. **Save Button:** Press this button to save the details of the partner in CBLMS and move to next section i.e. Employee details.

**Case 3: CB is a Company:** If CB is Company then following screen is shown to CB in this section:

I. **Status:** This field indicates the Active / Inactive status of the partner in the CB firm.

II. **Upload Status Proof:** Upload the proof confirming the Active / Inactive status of the director in the CB firm.

III. **Director Identification Number (DIN):** This is the unique Director Identification Number given to this director by the Ministry of Corporate Affairs when this director was added in the CB company.

IV. **Upload DIN Proof:** Upload the proof confirming the Director Identification Number (DIN) of the director in the CB firm.

V. **Full Name:** Full name of the person.

VI. **Father's Name:** Father's name of the person.

**VII.**   **Mobile No.:** Mobile number of the person.

**VIII.**   **Email ID:** Email Id of the person.

**IX.**   **Date of Birth:** Date of Birth of the person.

**X.**   **Gender:** Gender (male / Female / other)  of person

**XI.**   **PAN:** Permanent Account Number (PAN) of person

**XII.**   **Upload PAN Scan Copy:** In this field CB should upload the scanned copy of the PAN card (both sides) of Proprietor in PDF format. Its size should be less than 1 MB.

**XIII.**   **Upload Photograph:** In this field CB should upload the scanned copy of the photograph of the person in JPG/JPEG format. Its size should be less than 500 KB.

**XIV.**   **Upload Signature:** In this field CB should upload the scanned copy of the signature of Proprietor in JPG/JPEG format. Its size should be less than 100 KB.

**XV.**   **Date of Appointment:** This is the date of appointment of this director in the CB concern.

**XVI.**   **Permanent Address:** Details of this field are the same as mentioned in the earlier part of this user manual.

   **A. Address Line 1**

   **B. Address Line 2**

   **C. District**

   **D. State**

   **E. Pin Code**

   **F. Upload Permanent Address Proof**

**XVII.**   **Same as Permanent Address:** Details of this field are the same as mentioned in the earlier part of this user manual.

**XVIII.**   **Present Address:** Details of this field are the same as mentioned in the earlier part of this user manual.

   **A. Address Line 1**

   **B. Address Line 2**

   **C. District**

   **D. State**

   **E. Pin Code**

## F. Upload Permanent Address Proof

**XIX.** **Customs Pass Category:** Details of this field are the same as mentioned in the earlier part of this user manual.

**XX.** **Add Director Button:** This button will add the director in CBLMS. The added director will appear in the table at the bottom of the page.

**XXI.** **Back Button:** This button opens the previous section i.e. Authorised Person Details.

**XXII.** **Save Button:** Press this button to save the details of the director in CBLMS and move to next section i.e. Employee details.

## f. Employee Details

This section captures the details of all the employees of the Customs Broker who hold the Customs Pass of any category. CB must ensure that CB enters details of only employees in this section, not the details of partner or directors or the authorised person for whom separate sections are already provided. In this section following screen is shown:

I. **Full Name:** Full name of the person.

II. **Father's Name:** Father's name of the person.

III. **Mobile No.:** Mobile number of the person.

IV. **Email ID:** Email Id of the person.

V. **Date of Birth:** Date of Birth of the person.

VI. **Gender:** Gender (male / Female / other) of person

VII. **PAN:** Permanent Account Number (PAN) of person

VIII. **Upload PAN Scan Copy:** In this field CB should upload the scanned copy of the PAN card (both sides) of Proprietor in PDF format. Its size should be less than 1 MB.

IX. **Upload Photograph:** In this field CB should upload the scanned copy of the photograph of the person in JPG/JPEG format. Its size should be less than 500 KB.

X. **Upload Signature:** In this field CB should upload the scanned copy of the signature of Proprietor in JPG/JPEG format. Its size should be less than 100 KB.

XI. **Date of Appointment:** This is the date of appointment of this person in the CB concern.

XII. **Permanent Address:** Details of this field are the same as mentioned in the earlier part of this user manual.

    A. **Address Line 1**

    B. **Address Line 2**

    **C. District**

    **D. State**

    **E. Pin Code**

    **F. Upload Permanent Address Proof**

**XIII.** **Same as Permanent Address:** Details of this field are the same as mentioned in the earlier part of this user manual.

**XIV.** **Present Address:** Details of this field are the same as mentioned in the earlier part of this user manual.

    **A. Address Line 1**

    **B. Address Line 2**

    **C. District**

    **D. State**

    **E. Pin Code**

    **F. Upload Permanent Address Proof**

**XV.** **Customs Pass Category:** Details of this field are the same as mentioned in the earlier part of this user manual.

**XVI.** **Add Employee Button:** This button will add the employee in CBLMS. The added employee will appear in the table at the bottom of the page.

**XVII.** **Back Button:** This button opens the previous section i.e. Proprietor / Partner / Employee Details.

**XVIII.** **Save Button:** Press this button to save the details of the employee in CBLMS and move to next section i.e. Other Policy Section details.

**g. Other Policy Section Details**

This section captures the details of all those Policy Sections / Customs Zones where CB is working under Regulation 7(3) /(FORM-C) of CBLR, 2018. For example, if Mumbai Custom Customs issued a CB license to a CB XYZ and this CB is also working in Delhi & Chennai Customs as Customs Broker under Regulation 7(3) / (FORM-C) of CBLR, 2018. Then CB XYZ should enter the details of

Delhi and Chennai Customs in this section. Following screen is shown to CB in this section



**"Are you working in Other Policy Sections in FORM-C under Regulation 7(3) of CBLR, 2018 ? "** - Apart from the Parent Policy Section / Customs Zone who issued the CB license, if CB is working in any other Policy Section / Customs Zone then CB should select "Yes" in this field. If CB is working only in that Policy Section / Customs Zone who issued the CB license (and not working in any other Policy Section / Customs Zone) then CB should select "No". If CB selects "Yes" then following screen is shown to CB:



I.   **Other Policy Section:** Name of the Policy Section / Customs Zone where the Cb has been working as Customs Broker under Regulation 7(3) / (FORM-C) of CBLR, 2018.

II. **Address Line 1:** Address of the CB offices the the selected Other Policy Section. Address part has been divided in 2 parts. This is the first part which stores the first half part of the address like flat no., house no, society, locality etc.

III. **Address Line 2:** Address of the CB offices the the selected Other Policy Section. This is the second part which stores the second half part of the address like village, city, landmark etc.

IV. **District:** This is to store the District name of the address.

V. **State:** State wherein the address is located.

VI. **Email Id:** Email Id of the CB for the office in Other Policy Section

VII. **Contact No:** Telephone number of the CB for the specified address.

VIII. **Pin Code:** This is the PIN code of the address.

IX. **Upload Permanent Address Proof:** In this field CB should upload the scanned copy of the proof of the address. Following documents can be used as proof of address:

    A. Water Bill,

    B. Telephone (landline or post paid mobile bill),

    C. Electricity bill,

    D. Income Tax Assessment Order,

    E. Election Commission Photo ID card,

    F. Proof of Gas Connection,

    G. Certificate from Employer of reputed companies on letter head,

    H. Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder), (provided the applicant's present address matches the address mentioned in the spouse's passport),

    I. Aadhaar Card,

    J. Rent Agreement,

K. Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only).

**X.** **Add Address Button:** This button will add the Other Policy Section in CBLMS. The added Other Policy Section will appear in the table at the bottom of the page. CB can add multiple Policy Section this way.



**XI.** **Edit Icon ( ):** CB can use this icon to edit the Other Policy Section details which has already been added. All added Other Policy Sections are shown in a table at the bottom of the page where this icon button is shown. After clicking this edit icon button, a popup form will open wherein CB can update the Other Policy Section.

**XII.** **Delete Icon ( );** CB can use this icon to delete the Other Policy Section which has already been added. All added Other Policy Sections are shown in a table at the bottom of the page where this icon button is shown. After clicking this delete icon button, Other Policy Sections will be removed.

### XIII. Add Contact Person

Each added address must have at least one contact person associated with it. CB can add the Contact Person using "Add Contact Person" button in the addresses table at the bottom of the page. Following details are captured for the Contact person.

A. **Name:** Name of the Contact Person for this address.

B. **Father's Name:** Name of the father of the Contact person.

C. **Birth Date:** Date of birth of the Contact person.

D. **Upload Photograph:** In this field, CB should upload the scanned photograph of the Contact Person in JPG/JPEG format. Its size should be less than 500 KB.

E. **Upload Signature:** In this field, CB should upload the scanned signature of the Contact Person in JPG/JPEG format. Its size should be less than 100 KB.

F. **PAN Card:** In this field CB should enter the Permanent Account Number (PAN) of the Contact Person.

G. **Upload PAN Card:** In this field, CB should upload the scanned PAN card (both sides) of the Contact

Person in PDF format. Its size should be less than 1 MB.

**H. Mobile Number:** This is the mobile number of the Contact Person.

**I. Email Id:** This is the email id of the Contact Person.

**J. Personal Address:** This is the address of the Contact Person.

**K. Upload Present Address Proof:** In this field CB should upload the scanned copy of the proof of the address. Following documents can be used as proof of address:

1. Water Bill,
2. Telephone (landline or post paid mobile bill),
3. Electricity bill,
4. Income Tax Assessment Order,
5. Election Commission Photo ID card,
6. Proof of Gas Connection,
7. Certificate from Employer of reputed companies on letter head,
8. Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder), (provided the applicant's present address matches the address mentioned in the spouse's passport),
9. Aadhaar Card,
10. Rent Agreement,
11. Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only).

**XIV. Back Button:** This button opens the previous section i.e. Employee Details section.

> **XV.** **Save And Final Submit Button:** Press this button to submit the whole CB Profile application i.e. all sections filled.

## 5. CB Profile Confirmation Page

After filling all details of CB Profile CB will see the following screen which will give him the application no.



## 6. List of Documents

| Documen t No. | List of Documents | Format/Size Limit |
|---|---|---|
| **List of documents to be scanned and uploaded in CBLMS portal while creating CB Profile** | | |
| | **(A) CB Primary Details** | |
| 1 | Customs Broker License: For proof of CB License, attach the following document | pdf/1 MB |
| a | Scanned copy of CB License Booklet (All Pages) | |
| b | Public Notice granting CB License | |
| 2 | **Nature of Customs Broker** : For proof of Nature of Customs Broker, attach following documents | |
| a | GST Registration certificate (for Proprietorship firm) | pdf/20 MB |
| b | Partnership Deed (for Partnership firm) | |
| c | Incorporation Certificate or LLP Deed (for LLP) | |
| d | Incorporation certificate, Memorandum of Association (M.O.A), Article of Association (A.O.A) (for Pvt Ltd/Ltd Company) | |
| 3 | **PAN Card :** For copy of PAN Card, following documents may be attached | pdf/1 MB |
| a | PAN card of the proprietor (for proprietorship firm) | |
| b | PAN card of the partnership firm (for Partnership firm) | |
| c | PAN Card of the Company (for LLP/Pvt/ Pvt ltd) | |
| 4 | **GSTIN :** GST Registration certificate | pdf/1 MB |
| 5 | **Membership of the Association :** Copy of the membership certificate from the Association recognized by the Pr. Commissioner/Commissioner in the Customs Station | pdf/1 MB |
| (B) **Correspondence Address** | | |
| 6 | **Proof of Address:** For proof of Address, attach one of the following documents | pdf/10 MB |
| a | Water Bill | |
| b | Telephone Bill (landline or post paid mobile bill) | |
| c | Electricity bill | |
| d | Income Tax Assessment Order | |
| e | Election Commission Photo ID card | |
| f | Proof of Gas Connection | |
| g | Certificate from Employer of reputed companies on letter head | |

| | | |
|---|---|---|
| h | Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder) (provided the applicant's present address matches the address mentioned in the spouse's passport) | |
| i | Aadhaar Card | |
| j | Rent Agreement | |
| k | Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only). | |
| **(C) Security Deposit details** | | |
| 7 | **AEO:** For proof of AEO, attach the AEO certificate (tier 1,2 or 3) | pdf/1 MB |
| 8 | **Security Deposit:** For proof of security deposit, attach one of the following documents | pdf/1 MB |
| a | Bank Guarantee | |
| b | National Savings Certificate | |
| c | Fixed Deposit certificate (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only). | |
| d | Postal Security certificate | |
| **(D) Authorised Person Details** | | |
| 8 | **Present Address Proof:** For proof of address of Authorised person, attach one of the documents in respect of present address of the Authorised person, out of the list of documents mentioned under 6(a) to 6(k) above. | pdf/10 MB |
| 9 | **Permanent Address Proof**: For proof of address of Authorised person, attach one of the documents in respect of permanent address of the Authorised person, out of the list of documents mentioned under 6(a) to 6(k) above. | pdf/10 MB |
| 10 | F Category Customs Pass: If the Authorised person is F-Category, then attach the copy of Customs Pass of the Authorised Person | pdf/1 MB |
| 11 | PAN Card of the Authorised Person | pdf/1 MB |
| 12 | Aadhar Card/e-Aadhaar Card (Acceptance of Aadhaar would be subject to successful validation from Aadhaar database) | pdf/1 MB |
| 13 | **Educational Qualification:** For proof of Educational Qualification, attach one of the following documents | pdf/1 MB |
| a | Degree of Graduation (Bachelors Degree) | |
| b | Masters or Equivalent Degree in Accounting, Finance or Management | |
| c | Degree of CA/CS/MBA/LLM/ACMA/FCMA | |
| d | Diploma in Customs clearance work | |
| 14 | Scanned copy of the photograph | jpg/500 KB |
| 15 | Scanned copy of Signature | jpg/100 KB |
| 16 | If the authorised person is G /PA, then attach the following documents pertaining to the F-Category Customs Pass holder | pdf/1 MB |
| a | Death Certificate | |
| b | Retirement Certificate | |
| 17 | Customs Pass of G/PA customs pass holder | pdf/1 MB |
| 18 | Copy of Power of Attorney | pdf/10 MB |
| 19 | PAN Card of G/PA | pdf/1 MB |
| 20 | Aadhar Card/e-Aadhaar Card of G/PA (Acceptance of Aadhaar would be subject to successful validation from Aadhaar database) | pdf/1 MB |
| 21 | Educational Qualification of G/PA: For proof of Educational Qualification, attach 10+2 certificate or above qualifications (as described in 13(a) to 13 (d)) in respect of G/PA | pdf/1 MB |
| 22 | Scanned copy of the photograph of G/PA | jpg/500 KB |
| 23 | Scanned copy of Signature of G/PA | jpg/100 KB |
| **(E) Proprietor/Partner(s)/ Director(s) Details** | | |

| 24 | **Present Address Proof:** Attach one of the documents in respect of present address of the firm, out of the list of documents mentioned under 6(a) to 6(k) above. | pdf/10 MB |
| --- | --- | --- |
| 25 | **Permanent Address Proof**: Attach one of the documents in respect of permanent address of the firm, out of the list of documents mentioned under 6(a) to 6(k) above. | pdf/10 MB |
| 26 | If **Proprietor is not the Authorised Person due to death/retirement** , then following documents of Authorised person to be uploaded: | |
| a | PAN card | pdf/1 MB |
| b | Aadhaar card | pdf/1 MB |
| c | Scanned copy of the photograph | jpg/ 500 KB |
| d | Scanned copy of Signature | jpg/100 KB |
| e | F Category Customs Pass: If the Authorised person is F-Category, then attach the copy of Customs Pass of the Authorised Person | pdf/1 MB |
| f | Copy of Power of Attorney | pdf/10 MB |
| g | Educational Qualification of F or F/PA: For proof of Educational Qualification, attach one of the documents out of the list of documents mentioned under 13(a) to 13(d) above. | pdf/1 MB |
| h | **Other than F Category Customs Pass:** If persons other than the F-category pass holder follow the applicable instructions of 26(a) to 26(g) in respect of that person | |
| 27 | If nature of CB is Partnership firm, documents to be uploaded as per the instructions in 26(a) to 26(h) in respect of Partnership firm as applicable | |
| **(F) Employee Details** | | |
| 28 | **Present Address Proof:** Attach one of the documents in respect of present address of the Employee, out of the list of documents mentioned under 6(a) to 6(k) above. | pdf/10 MB |
| 29 | **Permanent Address Proof**: Attach one of the documents in respect of permanent address of the Employee, out of the list of documents mentioned under 6(a) to 6(k) above. | pdf/10 MB |
| 30 | PAN card | pdf/1 MB |
| 31 | Aadhaar card | pdf/1 MB |
| 32 | Scanned copy of the photograph | jpg/500 KB |
| 33 | Scanned copy of Signature | jpg/100 KB |
| 34 | If the Employee is F-Category, then attach the copy of Customs Pass of the Authorised Person | pdf/1 MB |
| 35 | Copy of Power of Attorney | pdf/10 MB |
| 36 | Educational Qualification of F or F/PA: For proof of Educational Qualification, attach one of the documents out of the list of documents mentioned under 13(a) to 13(d) above. | pdf/1 MB |
| 37 | If Employee is G-Category or H-Category pass holder, follow the instruction of Sr no 34 to 36 in respect of G-Pass holder or H-Pass holder respectively as applicable | |

| Details to be kept ready by Customs Brokers before filling the CB Profile data | |
|---|---|
| **Section in CB Profile Form** | **Fields to be populated in CB Profile Form** |
| **Primary Details** | CB Name |
| | CB License No. |
| | CB License No. scan copy (pdf format & size limit)(size 1 MB) |
| | Parent Policy Section EDI License No. |
| | Date of Issuance of CB Licence (01.01.1950 to present date) |
| | CB License Validity (Life Time or Enter Date) |
| | Registered Mobile No. |
| | Registered Email Id. |
| | Parent Policy Section (Dropdown menu of Policy Section Master) |
| | Nature of CB (Dropdown menu - Proprietorship or Partnership or Limited Liability Partnership (LLP) or Company (Pvt. Ltd.) or Company (Ltd.)) |
| | Date of Incorporation of CB |
| | Supporting document scanned copy supporting document (GST Registration Certificate for Proprietorship; Partnership Deed for Partnership; Incorporation Certificate for LLP/Pvt. Ltd. Ltd.)  (pdf format& size limit) (20 MB) |
| | PAN No. |
| | PAN scan copy upload (pdf format & size limit) (1MB) |
| | GSTIN |
| | GSTIN scan copy upload (pdf format & size limit)(1MB) |
| | Date of Issuance of 1st License (01.01.1950 to present date) |
| | Date of Issuance of 1st License --> Tool Tip (Info Tip) - "This is the date of the issuance of first CB license, before any reconstitution or any change which resulted in change in PAN. For example, a firm, XYZ Enterprise, was issued a CB license for the first time on 01.01.2000. Thereafter, it was reconstituted and became a company, XYZ Pvt. Ltd., and issued fresh license on 01.01.2010 due to change in PAN. In such a case, the Date of Issuance of 1st License is 01.01.2010." |
| | Membership of Association (Dropdown Menu) & scan copy upload (pdf format & size limit) (1MB) |
| **Security Deposit Details** | Dropdown for Security Deposit or AEO-LO |
| | **If AEO-LO then below fields:** |
| | AEO-LO certificate Number |
| | Issuance date (01.01.2000 to present day) |
| | Expiry date |
| | Upload scan copy (pdf format & size limit)(1MB) |
| | |
| | If Security Deposit, then dropdown button for (Bank Guarantee, Fixed Deposit, National Saving Certificate & Postal Deposit |
| | **If Bank Guarantee, then below fields:** |
| | Multiple BGs can be added (Add button). |
| | Bank Guarantee No. |
| | Amount |
| | Issue Date (01.01.1980 to present date) |
| | Expiry Date |
| | Bank Name |
| | Bank Branch |
| | Upload scan copy (pdf format & size limit)(1MB) |
| | Auto-renewal (Yes or No) |
| | **If National Savings Certificate, then below fields:** |
| | Multiple NSCs can be added (Add button) |
| | NSC Account No |
| | Amount |
| | Issue Date (01.01.1980 to present date) |
| | Maturity Date |
| | Name of Account Holder |
| | Post Office Branch Name |
| | Upload scan copy (pdf format & size limit)(1MB) |
| | **If Fixed Deposit, then below fields:** |
| | Multiple FDs can be added (Add button) |
| | Fixed Deposit Account No |
| | Amount |
| | Issue Date (01.01.1980 to present date) |
| | Maturity Date |
| | Name of Account Holder |
| | Bank Name |
| | Bank Branch |
| | Upload scan copy (pdf format & size limit)(1MB) |
| | **If Postal Security, then below fields:** |
| | Multiple PSs can be added (Add button) |
| | Postal Security Account No |
| | Amount |
| | Issue Date |
| | Maturity Date (present date to future date) |
| | Name of Account Holder |
| | Post Office Branch Name |
| | Upload scan copy (pdf format & size limit)(1MB) |
| **Correspondence Address** | Multiple Addresses can be added |
| | Address line 1 |
| | Address line 2 |
| | District |
| | State |
| | PIN Code |

| | |
|---|---|
| | Contact No. (Landline No.) |
| | Upload Address Proof (pdf format & size limit) (10 MB) |
| | Tooltip - Address Proof acceptable: Water Bill, Telephone (landline or post paid mobile bill), Electricity bill, Income Tax Assessment Order, Election Commission Photo ID card, Proof of Gas Connection, Certificate from Employer of reputed companies on letter head, Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder), (provided the applicant's present address matches the address mentioned in the spouse's passport), Aadhaar Card, Rent Agreement, Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only). |
| | Multiple Contact Person/Branch (Add Contact Person) |
| | Full Name |
| | Father's Name |
| | DOB (1900 to present day) |
| | Aadhaar No. |
| | Mobile No. (10 digit) |
| | Address line 1 |
| | Address line 2 |
| | District |
| | State |
| | PIN Code |
| | Contact No. (Landline No.) |
| | Upload Address Proof (pdf format & size limit) (10 MB) |
| | Tooltip - Address Proof acceptable: Water Bill, Telephone (landline or post paid mobile bill), Electricity bill, Income Tax Assessment Order, Election Commission Photo ID card, Proof of Gas Connection, Certificate from Employer of reputed companies on letter head, Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder), (provided the applicant's present address matches the address mentioned in the spouse's passport), Aadhaar Card, Rent Agreement, Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only). |
| **Authorised Person** | Full Name |
| | Father's Name |
| | Present Address (Address Line 1, Address Line 2, District, State (dropdown), Pin Code) (length and type as per above) |
| | Upload Address Proof (pdf format & size limit) (10MB) |
| | Tooltip - Address Proof acceptable: Water Bill, Telephone (landline or post paid mobile bill), Electricity bill, Income Tax Assessment Order, Election Commission Photo ID card, Proof of Gas Connection, Certificate from Employer of reputed companies on letter head, Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder), (provided the applicant's present address matches the address mentioned in the spouse's passport), Aadhaar Card, Rent Agreement, Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only). |
| | If Present Address is same as Permanent Address, then no other details. |
| | If "Present Address is not same as Permanent Address" then --> Permanent Address (Address Line 1, Address Line 2, City, State (dropdown), Pin Code) |
| | Upload Address Proof (pdf format & size limit) 10MB |
| | Tooltip - Address Proof acceptable: Water Bill, Telephone (landline or post paid mobile bill), Electricity bill, Income Tax Assessment Order, Election Commission Photo ID card, Proof of Gas Connection, Certificate from Employer of reputed companies on letter head, Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder), (provided the applicant's present address matches the address mentioned in the spouse's passport), Aadhaar Card, Rent Agreement, Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only). |
| | Gender (Male or Female or Others) |
| | Date of Birth (01.01.1900 to present date) |
| | Designation (Proprietor or Partner or Director or Employee) |
| | Date of Appointment (01.01.1950 to present day) |
| | Customs Pass Category (Drop down - F or G/PA) |
| | **If F Catg. selected, then below fields:** |
| | Customs Pass No. |
| | Date of Issuance of Customs Pass (01.01.1950 to present date) |
| | Scanned copy of Customs Pass (pdf format & size limit) (1MB) |
| | Mobile No. |
| | Email Id |
| | PAN |
| | Scanned copy of PAN card (pdf format & size limit)(1MB) |
| | Aadhaar No. |
| | Scanned copy of Aadhaar Card (pdf format & size limit)(1MB) |
| | Year of Passing of Reg.6 Exam (Year Dropdown; 1980 to present year) |
| | Education Qualification (Drop-down) |
| | Education Qualification |
| | Upload Education Qualification document (Multiple uploads i.r.o. each qualification) (pdf format & size limit)(1MB) |
| | Photograph (jpg format & size limit)(500kb) |
| | Scanned copy of signature (jpg format & size limit)(100kb) |
| | **If G/PA Catg. selected, then below fields:** |
| | Date of Death/Retirement of Authorised Person (F-Catg.. Customs Pass Holder) (01.01.1950 to present day) |
| | Upload Proof of Death/Retirement (pdf format, size)(1MB) |
| | Customs Pass No. |
| | Date of Issuance of Customs Pass (01.01.1950 to present date) |
| | Scanned copy of Customs Pass (pdf format & size limit) (1MB) |
| | Date of Issuance of Power of Attorney (01.01.1950 to present day) |
| | Date of Validity of Power of Attorney (Indefinite/Enter Date) |
| | Scanned copy of Power of Attorney (pdf format & size limit) |
| | Mobile No. |
| | Email Id |

| | |
|---|---|
| | PAN |
| | Scanned copy of PAN card (pdf format & size limit) (1MB) |
| | Aadhaar No. |
| | Scanned copy of Aadhaar Card (pdf format & size limit) (1MB) |
| | Year of Passing of Reg.13 Exam (Year Dropdown; 1980 to present year) |
| | Education Qualification (Drop-down) |
| | Education Qualification |
| | Upload Education Qualification document (Multiple uploads i.r.o. each qualification) (pdf format & size limit)(1MB) |
| | Photograph (jpg format & size limit)(500kb) |
| | Scanned copy of signature (jpg format & size limit)(100kb) |
| **Proprietor/Partner(s)/ Director(s) Details** | **If Nature of CB is selected as Proprietorship, then Proprietor Details will come as below:** |
| | **If "Proprietor is the Authorised Person"then no details required** |
| | **If "Proprietor is not the Authorised Person" then below fields:** |
| | Full Name |
| | Father's Name |
| | Present Address (Address Line 1, Address Line 2, District, State (dropdown), Pin Code) |
| | Upload Address Proof (pdf format & size limit) (10MB) |
| | Tooltip - Address Proof acceptable: Water Bill, Telephone (landline or post paid mobile bill), Electricity bill, Income Tax Assessment Order, Election Commission Photo ID card, Proof of Gas Connection, Certificate from Employer of reputed companies on letter head, Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder), (provided the applicant's present address matches the address mentioned in the spouse's passport), Aadhaar Card, Rent Agreement, Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only). |
| | If "Present Address is same as Permanent Address", then no other details. |
| | If "Present Address is not same as Permanent Address", then --> Permanent Address  (Address Line 1, Address Line 2, City, State (dropdown), Pin Code) |
| | Upload Address Proof (pdf format & size limit); |
| | Tooltip - Address Proof acceptable: Water Bill, Telephone (landline or post paid mobile bill), Electricity bill, Income Tax Assessment Order, Election Commission Photo ID card, Proof of Gas Connection, Certificate from Employer of reputed companies on letter head, Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder), (provided the applicant's present address matches the address mentioned in the spouse's passport), Aadhaar Card, Rent Agreement, Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only). |
| | Date of Birth (01.01.1900 to present date) |
| | Date of Appointment (01.01.1950 to present date) |
| | Mobile No |
| | Email Id |
| | PAN |
| | Scanned copy of PAN card (pdf format & size limit) (1MB) |
| | Aadhaar No |
| | Scanned copy of Aadhaar Card (pdf format & size limit) (1MB) |
| | Photograph (jpg format & size limit)(500kb) |
| | Scanned copy of signature (jpg format & size limit)(100kb) |
| | Customs Pass Catg.. Dropdown (None or F or F/PA or G or G/PA or H) |
| | **If Customs Pass Catg.. is selected as None, then no further details required.** |
| | **If Customs Pass Catg.. is selected as F or F/PA, then below details:** |
| | Customs Pass No. |
| | Date of Issuance of Customs Pass (01.01.1950 to present date) |
| | Scanned copy of Customs Pass (pdf format & size limit) (1MB) |
| | Year of Passing of Reg.6 Exam (Year Dropdown; 1980 to present year) |
| | Date of Issuance of Power of Attorney (in case of F/PA Catg.. Customs Pass) (1950 to present date) |
| | Date of Validity of Power of Attorney (Date button/Life time validity) (in case of F/PA Catg.. Customs Pass) |
| | Scanned copy of Power of Attorney (pdf format & size limit)  (in case of F/PA Catg.. Customs Pass) (10MB) |
| | Education Qualification (Drop-down) |
| | Education Qualification |
| | Upload Education Qualification document (pdf format & size limit)(1MB) |
| | **If Customs Pass Catg.. is selected as G or G/PA, then below details:** |
| | Customs Pass No. |
| | Date of Issuance of Customs Pass (01.01.1950 to present date) |
| | Scanned copy of Customs Pass (pdf format & size limit) (1MB) |
| | Year of Passing of Reg.13 Exam (Year Dropdown; 1980 to present year) |
| | Date of Issuance of Power of Attorney (in case of G/PA Catg.. Customs Pass) (1950 to present day) |
| | Date of Validity of Power of Attorney (Date button/Life time validity) (in case of G/PA Catg.. Customs Pass) |
| | Scanned copy of Power of Attorney (pdf format & size limit)  (in case of G/PA Catg.. Customs Pass) (10MB) |
| | Education Qualification |
| | Education Qualification |
| | Upload Education Qualification document(pdf format & size limit)(1MB) |
| | **If Customs Pass Catg.. is selected as H, then below details:** |
| | Customs Pass No. |
| | Date of Issuance of Customs Pass (01.01.1950 to present date) |
| | Scanned copy of Customs Pass (pdf format & size limit) (1MB) |
| | Education Qualification (Drop-down) |
| | Education Qualification |
| | Upload Education Qualification document (pdf format & size limit)(1MB) |
| | **If Nature of CB is selected as Partnership, then Partner(s) Details will come as below:** |
| | Multiple Partners |
| | Full Name |
| | Father's Name |
| | Present Address (Address Line 1, Address Line 2, District, State (dropdown), Pin Code) |

| |
|---|
| Upload Address Proof (pdf format & size limit) (10MB) |
| |
| Tooltip - Address Proof acceptable: Water Bill, Telephone (landline or post paid mobile bill), Electricity bill, Income Tax Assessment Order, Election Commission Photo ID card, Proof of Gas Connection, Certificate from Employer of reputed companies on letter head, Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder), (provided the applicant's present address matches the address mentioned in the spouse's passport), Aadhaar Card, Rent Agreement, Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only). |
| If "Present Address is same as Permanent Address", then no other details. |
| If "Present Address is not same as Permanent Address", then --> Permanent Address  (Address Line 1, Address Line 2, City, State (dropdown), Pin Code) |
| Upload Address Proof (pdf format & size limit); |
| |
| Tooltip - Address Proof acceptable: Water Bill, Telephone (landline or post paid mobile bill), Electricity bill, Income Tax Assessment Order, Election Commission Photo ID card, Proof of Gas Connection, Certificate from Employer of reputed companies on letter head, Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder), (provided the applicant's present address matches the address mentioned in the spouse's passport), Aadhaar Card, Rent Agreement, Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only). |
| Date of Birth (01.01.1900 to present date) |
| Partner Status dropdown (Active or Inactive) |
| Partner Status dropdown (Active or Inactive) - Upload Supporting Document (pdf format & 1MB) |
| Date of Appointment (01.01.1950 to present day) |
| Upload Status proof (pdf format, size check)(10MB) |
| Mobile No |
| Email Id |
| PAN |
| Scanned copy of PAN card (pdf format & size limit)(1MB) |
| Aadhaar No |
| Scanned copy of Aadhaar Card (pdf format & size limit) (1MB) |
| Photograph (jpg format & size limit)(500kb) |
| Scanned copy of signature (jpg format & size limit)(100kb) |
| Customs Pass Catg.. Dropdown (None or F or F/PA or G or G/PA or H) |
| If Partner is Inactive then Customs Pass Catg.. should be None. |
| If Customs Pass Catg.. is None then no further details required. |
| If Partner is Active then Customs Pass Catg.. In dropdown could be (F or F/PA or G or G/PA or H) |
| **If Customs Pass Catg.. is selected as F or F/PA, then below details:** |
| Customs Pass No. |
| Date of Issuance of Customs Pass (01.01.1950 to present date) |
| Scanned copy of Customs Pass (pdf format & size limit) (1MB) |
| Year of Passing of Reg.6 Exam (Year Dropdown; 1980 to present year) |
| Date of Issuance of Power of Attorney (in case of F/PA Catg.. Customs Pass) (1950 to present day) |
| Date of Validity of Power of Attorney (Date button/Life time validity) (in case of F/PA Catg.. Customs Pass) |
| Scanned copy of Power of Attorney (pdf format & size limit)  (in case of F/PA Catg.. Customs Pass) (10MB) |
| Education Qualification (Drop-down) |
| Education Qualification |
| Upload Education Qualification document (pdf format & size limit)(1MB) |
| **If Customs Pass Catg.. is selected as G or G/PA, then below details:** |
| Customs Pass No. |
| Date of Issuance of Customs Pass (01.01.1950 to present date) |
| Scanned copy of Customs Pass (pdf format & size limit) (1MB) |
| Year of Passing of Reg.13 Exam (Year Dropdown; 1980 to present year) |
| Date of Issuance of Power of Attorney (in case of G/PA Catg.. Customs Pass) (1950 to present day) |
| Date of Validity of Power of Attorney (Date button/Life time validity) (in case of G/PA Catg.. Customs Pass) |
| Scanned copy of Power of Attorney (pdf format & size limit)  (in case of G/PA Catg.. Customs Pass) (10MB) |
| Education Qualification (Drop-down) |
| Education Qualification |
| Upload Education Qualification document (pdf format & size limit)(1MB) |
| **If Customs Pass Catg.. is selected as H, then below details:** |
| Customs Pass No. |
| Date of Issuance of Customs Pass (01.01.1950 to present date) |
| Scanned copy of Customs Pass (pdf format & size limit) (1MB) |
| Education Qualification (Drop-down) |
| Education Qualification |
| Upload Education Qualification document (pdf format & size limit)(1MB) |
| **If Nature of CB is selected as LLP or Pvt. Ltd. or Ltd., then Director(s) Details will come as below:** |
| Multiple Directors |
| Full Name |
| Father's Name |
| Present Address (Address Line 1, Address Line 2, District, State (dropdown), Pin Code) |
| Upload Address Proof (pdf format & size limit) (10MB) |
| |
| Tooltip - Address Proof acceptable: Water Bill, Telephone (landline or post paid mobile bill), Electricity bill, Income Tax Assessment Order, Election Commission Photo ID card, Proof of Gas Connection, Certificate from Employer of reputed companies on letter head, Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder), (provided the applicant's present address matches the address mentioned in the spouse's passport), Aadhaar Card, Rent Agreement, Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only). |
| If "Present Address is same as Permanent Address" then no other details. |
| If "Present Address is not same as Permanent Address" then --> Permanent Address  (Address Line 1, Address Line 2, City, State (dropdown), Pin Code) |
| Upload Address Proof (pdf format & size limit); |

| | |
|---|---|
| | |
| Date of Birth (01.01.1900 to present date) | |
| Director Status dropdown (Active or Inactive) | |
| Director Status dropdown (Active or Inactive) - Upload Supporting Document (pdf format & 1MB) | |
| Date of Appointment (01.01.1950 to present day) | |
| Upload Status proof (pdf format, size check) (10MB) | |
| Mobile No | |
| Email Id | |
| PAN | |
| Scanned copy of PAN card (pdf format & size limit) (1MB) | |
| Aadhaar No. | |
| Scanned copy of Aadhaar Card (pdf format & size limit) (1MB) | |
| DIN | |
| Upload DIN proof (pdf format & size limit)(1MB) | |
| Photograph (jpg format & size limit)(500kb) | |
| Scanned copy of signature (jpg format & size limit)(100kb) | |
| Customs Pass Catg.. Dropdown (None or F or F/PA or G or G/PA or H) | |
| If Director is Inactive then Customs Pass Catg.. should be None. | |
| If Customs Pass Catg.. is None then no further details required. | |
| If Director is Active then Customs Pass Catg.. In dropdown could be (F or F/PA or G or G/PA or H) | |
| **If Customs Pass Catg.. is selected as F or F/PA, then below details:** | |
| Customs Pass No. | |
| Date of Issuance of Customs Pass (01.01.1950 to present date) | |
| Scanned copy of Customs Pass (pdf format & size limit) (1MB) | |
| Year of Passing of Reg.6 Exam (Year Dropdown; 1980 to present year) | |
| Date of Issuance of Power of Attorney (in case of F/PA Catg.. Customs Pass) (1950 to present day) | |
| Date of Validity of Power of Attorney (Date button/Life time validity) (in case of F/PA Catg.. Customs Pass) | |
| Scanned copy of Power of Attorney (pdf format & size limit) (in case of F/PA Catg.. Customs Pass) (10MB) | |
| Education Qualification (Drop-down) | |
| Education Qualification | |
| Upload Education Qualification document (pdf format & size limit)(1MB) | |
| **If Customs Pass Catg.. is selected as G or G/PA, then below details:** | |
| Customs Pass No. | |
| Date of Issuance of Customs Pass (01.01.1950 to present date) | |
| Scanned copy of Customs Pass (pdf format & size limit) (1MB) | |
| Year of Passing of Reg.13 Exam (Year Dropdown; 1980 to present year) | |
| Date of Issuance of Power of Attorney (in case of G/PA Catg.. Customs Pass) (1950 to present day) | |
| Date of Validity of Power of Attorney (Date button/Life time validity) (in case of G/PA Catg.. Customs Pass) | |
| Scanned copy of Power of Attorney (pdf format & size limit) (in case of G/PA Catg.. Customs Pass) (10MB) | |
| Education Qualification (Drop-down) | |
| Education Qualification | |
| Upload Education Qualification document (pdf format & size limit)(1MB) | |
| **If Customs Pass Catg.. is selected as H, then below details:** | |
| Customs Pass No. | |
| Date of Issuance of Customs Pass (01.01.1950 to present date) | |
| Scanned copy of Customs Pass (pdf format & size limit) (1MB) | |
| Education Qualification (Drop-down) | |
| Education Qualification | |
| Upload Education Qualification document (pdf format & size limit)(1MB) | |
| **Employee Details** — Multiple Employee (Add Button) | |
| Full Name | |
| Father's Name | |
| Present Address (Address Line 1, Address Line 2, District, State (dropdown), Pin Code) | |
| Upload Address Proof (pdf format & size limit) (10MB) | |
| | |
| If "Present Address is same as Permanent Address", then no other details. | |
| If "Present Address is not same as Permanent Address" then --> Permanent Address (Address Line 1, Address Line 2, City, State (dropdown), Pin Code) | |
| Upload Address Proof (pdf format & size limit); | |
| | |
| Date of Birth (01.01.1900 to present date) | |
| Date of Appointment (01.01.1950 to present day) | |
| Mobile No. | |
| Email Id | |

| | |
|---|---|
| | PAN |
| | Scanned copy of PAN card (pdf format & size limit) (1MB) |
| | Aadhaar No. |
| | Scanned copy of Aadhaar Card (pdf format & size limit) (1MB) |
| | Photograph (jpg format & size limit)(500kb) |
| | Scanned copy of signature (jpg format & size limit)(100kb) |
| | Customs Pass Catg.. Dropdown (F or F/PA or G or G/PA or H) |
| | **If Customs Pass Catg.. is selected as F or F/PA, then below details:** |
| | Customs Pass No. |
| | Date of Issuance of Customs Pass (01.01.1950 to present date) |
| | Scanned copy of Customs Pass (pdf format & size limit) (1MB) |
| | Year of Passing of Reg.6 Exam (Year Dropdown; 1980 to present year) |
| | Date of Issuance of Power of Attorney (in case of F/PA Catg.. Customs Pass) (1950 to present day) |
| | Date of Validity of Power of Attorney (Date button/Life time validity) (in case of F/PA Catg.. Customs Pass) |
| | Scanned copy of Power of Attorney (pdf format & size limit)  (in case of F/PA Catg.. Customs Pass) (10MB) |
| | Education Qualification (Drop-down) |
| | Education Qualification |
| | Upload Education Qualification document (pdf format & size limit)(1MB) |
| | **If Customs Pass Catg.. is selected as G or G/PA, then below details:** |
| | Customs Pass No. |
| | Date of Issuance of Customs Pass (01.01.1950 to present date) |
| | Scanned copy of Customs Pass (pdf format & size limit) (1MB) |
| | Year of Passing of Reg.13 Exam (Year Dropdown; 1980 to present year) |
| | Date of Issuance of Power of Attorney (in case of G/PA Catg.. Customs Pass) (1950 to present day) |
| | Date of Validity of Power of Attorney (Date button/Life time validity) (in case of G/PA Catg.. Customs Pass) |
| | Scanned copy of Power of Attorney (pdf format & size limit)  (in case of G/PA Catg.. Customs Pass) (10MB) |
| | Education Qualification (Drop-down) |
| | Education Qualification |
| | Upload Education Qualification document (pdf format & size limit)(1MB) |
| | **If Customs Pass Catg.. is selected as H, then below details:** |
| | Customs Pass No. |
| | Date of Issuance of Customs Pass (01.01.1950 to present date) |
| | Scanned copy of Customs Pass (pdf format & size limit) (1MB) |
| | Education Qualification (Drop-down) |
| | Education Qualification |
| | Upload Education Qualification document (pdf format & size limit)(1MB) |
| **Other Policy Section Details** | Multiple Other Policy Sections possible, Add Other Policy Section Button |
| | Dropdown for Other Policy Section |
| | Multiple Addresses (Add address button) |
| | Address line 1 |
| | Address line 2 |
| | District |
| | State |
| | PIN Code |
| | Contact No. (Landline No.) |
| | Upload Address Proof (pdf format & size limit) (10 MB) |
| | Tooltip - Address Proof acceptable: Water Bill, Telephone (landline or post paid mobile bill), Electricity bill, Income Tax Assessment Order, Election Commission Photo ID card, Proof of Gas Connection, Certificate from Employer of reputed companies on letter head, Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder), (provided the applicant's present address matches the address mentioned in the spouse's passport), Aadhaar Card, Rent Agreement, Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only). |
| | Multiple Contact Person/Branch (Add Contact Person) |
| | Full Name |
| | Father's Name |
| | DOB (1900 to present day) |
| | Aadhaar No. |
| | Mobile No. |
| | Address line 1 |
| | Address line 2 |
| | District |
| | State |
| | PIN Code |
| | Contact No. (Landline No.) |
| | Upload Address Proof (pdf format & size limit) (10 MB) |
| | Tooltip - Address Proof acceptable: Water Bill, Telephone (landline or post paid mobile bill), Electricity bill, Income Tax Assessment Order, Election Commission Photo ID card, Proof of Gas Connection, Certificate from Employer of reputed companies on letter head, Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder), (provided the applicant's present address matches the address mentioned in the spouse's passport), Aadhaar Card, Rent Agreement, Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only). |

| Document No. | List of Documents | Format/Size Limit |
|---|---|---|
| | **List of documents to be scanned and uploaded in CBLMS portal while creating CB Profile** | |
| | **(A) CB Primary Details** | |
| 1 | Customs Broker License: For proof of CB License, attach the following document | pdf/1 MB |
| a | Scanned copy of CB License Booklet (All Pages) | |
| b | Public Notice granting CB License | |
| 2 | **Nature of Customs Broker** : For proof of Nature of Customs Broker, attach following documents | |
| a | GST Registration certificate (for Proprietorship firm) | pdf/20 MB |
| b | Partnership Deed (for Partnership firm) | |
| c | Incorporation Certificate or LLP Deed (for LLP) | |
| d | Incorporation certificate, Memorandum of Association (M.O.A), Article of Association (A.O.A) (for Pvt Ltd/Ltd Company) | |
| 3 | **PAN Card :** For copy of PAN Card, following documents may be attached | pdf/1 MB |
| a | PAN card of the proprietor (for proprietorship firm) | |
| b | PAN card of the partnership firm (for Partnership firm) | |
| c | PAN Card of the Company (for LLP/Pvt/ Pvt ltd) | |
| 4 | **GSTIN :** GST Registration certificate | pdf/1 MB |
| 5 | **Membership of the Association :** Copy of the membership certificate from the Association recognized by the Pr.Commissioner/Commissioner in the Customs Station | pdf/1 MB |
| | **(B) Correspondence Address** | |
| 6 | **Proof of Address:** For proof of Address, attach one of the following documents | pdf/10 MB |
| a | Water Bill | |
| b | Telephone Bill (landline or post paid mobile bill) | |
| c | Electricity bill | |
| d | Income Tax Assessment Order | |
| e | Election Commission Photo ID card | |
| f | Proof of Gas Connection | |
| g | Certificate from Employer of reputed companies on letter head | |
| h | Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder)  (provided the applicant's present address matches the address mentioned in the spouse's passport) | |
| i | Aadhaar Card | |
| j | Rent Agreement | |
| k | Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only). | |
| | **(C) Security Deposit details** | |
| 7 | **AEO:** For proof of AEO, attach the AEO certificate (tier 1,2 or 3) | pdf/1 MB |
| 8 | **Security Deposit:** For proof of security deposit, attach one of the following documents | pdf/1 MB |
| a | Bank Guarantee | |
| b | National Savings Certificate | |
| c | Fixed Deposit certificate (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only). | |
| d | Postal Security certificate | |
| | **(D) Authorised Person Details** | |
| 8 | **Present Address Proof:** For proof of address of Authorised person, attach one of the  documents in respect of present address of the Authorised person, out of the list of documents mentioned under 6(a) to 6(k) above. | pdf/10 MB |
| 9 | **Permanent Address Proof**: For proof of address of Authorised person, attach one of the  documents in respect of permanent address of the Authorised person, out of the list of documents mentioned under 6(a) to 6(k) above. | pdf/10 MB |
| 10 | F Category Customs Pass: If  the Authorised person is F-Category, then attach the copy of Customs Pass of the Authorised Person | pdf/1 MB |
| 11 | PAN Card of the Authorised Person | pdf/1 MB |
| 12 | Aadhar Card/e-Aadhaar Card (Acceptance of Aadhaar would be subject to successful validation from Aadhaar database) | pdf/1 MB |
| 13 | **Educational Qualification:** For proof of Educational Qualification, attach one of the following documents | pdf/1 MB |
| a | Degree of Graduation (Bachelors Degree) | |
| b | Masters or Equivalent Degree in Accounting, Finance or Management | |
| c | Degree of CA/CS/MBA/LLM/ACMA/FCMA | |
| d | Diploma in Customs clearance work | |
| 14 | Scanned copy of the photograph | jpg/500 KB |
| 15 | Scanned copy of Signature | jpg/100 KB |

| | | | |
|---|---|---|---|
| 16 | If the authorised person is G /PA, then attach the following documents pertaining to the F-Category Customs Pass holder | pdf/1 MB |
| a | Death Certificate | |
| b | Retirement Certificate | |
| 17 | Customs Pass of G/PA customs pass holder | pdf/1 MB |
| 18 | Copy of Power of Attorney | pdf/10 MB |
| 19 | PAN Card of G/PA | pdf/1 MB |
| 20 | Aadhar Card/e-Aadhaar Card of G/PA (Acceptance of Aadhaar would be subject to successful validation from Aadhaar database) | pdf/1 MB |
| 21 | Educational Qualification of G/PA: For proof of Educational Qualification, attach 10+2 certificate or above qualifications (as described in 13(a) to 13 (d)) in respect of G/PA | pdf/1 MB |
| 22 | Scanned copy of the photograph of G/PA | jpg/500 KB |
| 23 | Scanned copy of Signature of G/PA | jpg/100 KB |
| **(E) Proprietor/Partner(s)/ Director(s) Details** | | |
| 24 | **Present Address Proof:** Attach one of the documents in respect of present address of the firm, out of the list of documents mentioned under 6(a) to 6(k) above. | pdf/10 MB |
| 25 | **Permanent Address Proof**: Attach one of the documents in respect of permanent address of the firm, out of the list of documents mentioned under 6(a) to 6(k) above. | pdf/10 MB |
| 26 | If **Proprietor is not the Authorised Person due to death/retirement**, then following documents of Authorised person to be uploaded: | |
| a | PAN card | pdf/1 MB |
| b | Aadhaar card | pdf/1 MB |
| c | Scanned copy of the photograph | jpg/ 500 KB |
| d | Scanned copy of Signature | jpg/100 KB |
| e | F Category Customs Pass: If the Authorised person is F-Category, then attach the copy of Customs Pass of the Authorised Person | pdf/1 MB |
| f | Copy of Power of Attorney | pdf/10 MB |
| g | Educational Qualification of F or F/PA: For proof of Educational Qualification, attach one of the documents out of the list of documents mentioned under 13(a) to 13(d) above. | pdf/1 MB |
| h | **Other than F Category Customs Pass:** If persons other than the F-category pass holder follow the applicable instructions of 26(a) to 26(g) in respect of that person | |
| 27 | If nature of CB is Partnership firm, documents to be uploaded as per the instructions in 26(a) to 26(h) in respect of Partnership firm as applicable | |
| **(F) Employee Details** | | |
| 28 | **Present Address Proof:** Attach one of the documents in respect of present address of the Employee, out of the list of documents mentioned under 6(a) to 6(k) above. | pdf/10 MB |
| 29 | **Permanent Address Proof**: Attach one of the documents in respect of permanent address of the Employee, out of the list of documents mentioned under 6(a) to 6(k) above. | pdf/10 MB |
| 30 | PAN card | pdf/1 MB |
| 31 | Aadhaar card | pdf/1 MB |
| 32 | Scanned copy of the photograph | jpg/500 KB |
| 33 | Scanned copy of Signature | jpg/100 KB |
| 34 | If the Employee is F-Category, then attach the copy of Customs Pass of the Authorised Person | pdf/1 MB |
| 35 | Copy of Power of Attorney | pdf/10 MB |
| 36 | Educational Qualification of F or F/PA:For proof of Educational Qualification, attach one of the documents out of the list of documents mentioned under 13(a) to 13(d) above. | pdf/1 MB |
| 37 | If Employee is G-Category or H-Category pass holder, follow the instruction of Sr no 34 to 36 in respect of G-Pass holder or H-Pass holder respectively as applicable | |

# FAQs for Registration under CB Profile on CBLMS

## 1. What is CBLMS?

**Ans.** Customs Brokers License Management System (CBLMS) is a central platform for managing the Customs Broker's licensing processes with end-to-end IT integration and smart automation. The project aims to minimize the physical interface between Customs Brokers and the department, bring uniformity in procedures, process applications in time and bring accountability. With the implementation of CBLMS, the process of management of the Customs Brokers will become completely online.

## 2. What is CB Profile?

**Ans.** CB Profile in CBLMS captures complete data in respect of existing Customs Brokers (License Details, Concern/Firm/Company Details, Employee Details etc.) at all Customs Stations where it is transacting business under CBLR, 2018 to integrate them in CBLMS portal. This data has to be entered by all the existing Customs Brokers which will then be validated by officers of Customs of respective Policy Sections (Customs Broker Section).

## 3. Who are eligible for registration under CB Profile?

**Ans.** All the Customs Brokers who were issued Customs Brokers licenses by the Pr. Commissioner/Commissioner of Customs and who have been working under Regulation 7(2) of CBLR 2018 or corresponding provisions of erstwhile Regulations.

## 4. Is the registration on CB Profile mandatory for every Customs Broker?

**Ans.** Yes. CBLMS is being developed as part of CBIC's endeavor to digitize its business processes and enhance trade facilitation. After the implementation of CBLMS, all the processes related to CB Section viz Issuance of CB License/Pass, Offence management, Intimation, Issuance of Notices etc., will be carried out through the CBLMS only.

## 5. What are the pre-requisites for registering on CB Profile?

**Ans.** Following are the pre-requisites for registering on CB Profile module of CBLMS:

**A)** A Customs Broker must have a valid CB License issued under Regulation 7(2) of CBLR 2018 and respective provisions of erstwhile Regulations.

**B)** A Customs Broker must have received the SMS from CBLMS containing their respective login credentials on their ICEGATE registered mobile number.

6. **What documents need to be uploaded in CB Profile?**

   **Ans.** Customs Brokers have to upload the following documents

   i.    CB License.

   ii.   Proprietorship Deed (Notarized) / Partnership Deed (Notarized) / Incorporation Certificate along with Memorandum of Association and Article of Association.

   iii.  Security Deposit.

   iv.   Lease agreement and Electricity Bill submitted as Address proof of the office.

   v.    Photo, Educational Certificate, Result of F-Category exam of the Authorised person on the strength of whom a license has been obtained

   vi.   Photo, PAN Card, Aadhaar Card of the Proprietor/Partner(s)/Director(s).

   vii.  Power of Attorney, Result of F/G-Category exam, PAN Card, Aadhaar Card, Educational Qualification Certificates of the Employees.

7. **What details are to be filled in CB Primary Details section of CB Profile Module?**

   **Ans.**    The primary details of the Customs Brokers license are CB License number, Date of Issuance, Validity of the CB License, Proprietorship Deed Copy / Partnership Deed Copy / Copy of Incorporation Certificate along with Copy of Memorandum of Association and Copy of Article of Association, PAN Card no., GSTIN no., etc. A copy of the Customs Broker License has to be uploaded as well.

8. **What details are to be filled in the Security Deposit section of CB Profile Module?**

   **Ans.** Details of the Security Deposit, submitted by the Customs Brokers to the Customs viz mode of security deposit, reference numbers, date of issuance and validity of the mode of security deposit, submitted by the Customs Broker, etc. are to be filled under this section.

9. **What details are to be filled in the Authorized Person Details section of CB Profile Module?**

**Ans.** These are the details of the authorized person on the strength of which Customs Broker License has been issued. These are copy of the F Card exam result, Mobile no, Email id, PAN Card no, Aadhaar Card no., educational qualification etc. A copy of result of F Category exam and proof of educational qualification is to be uploaded as well.

10. **What details are to be filled in the Proprietor/Partner/Director Details section of CB Profile Module?**

**Ans.** Details of Proprietor/Partner/Director of the Customs Broker firm/company such as Designation, Email id, mobile no., PAN card, Aadhaar Card details, etc. are to be filled under this section. In case of partnership/company, details of all the partners/directors should be filled/populated.

11. **What details are to be filled in the Employee Details section of CB Profile Module?**

**Ans.** Details of the employees under the Customs Brokers License such as details of G-Card and H-, Pass holders of Customs Broker, Details of the exam passed, educational qualifications, personal details such as PAN Number, Aadhaar Number, etc. are to be filled under this section

12. **What details are to be filled in the Other Branch Details section of CB Profile Module?**

**Ans.** Details of all Customs Stations where the Customs Broker is transacting business under Regulation 7(3) of CBLR, 2018 or corresponding provisions of erstwhile Regulations are to be uploaded under this section

13. **On populating the data in a particular field, how to move onto the next field to fill the data?**

**Ans.** Once the data is populated in a certain field, the Customs Broker can move the cursor to the next field by clicking on 'TAB' key on keyboard or by using mouse and moving the cursor on the next field.

14. **What is 'Save and Continue' Button used for?**

**Ans.** The 'Save and Continue' Button is used for saving the data populated in that particular screen and continue to the next page/section wherein further details are to be populated.

15. **Once the save and continue button on a page is clicked, can the same page be visited afterwards to review/amend the information submitted?**

**Ans.** Yes

**16.     What is Reset Button used for?**

**Ans.**     The Reset Button is used to reset the application form and erase all the data entered, if any, in the given fields. Once 'Reset' button is clicked, the Registration form needs to be filled again by the Customs Broker.

**17.     What details from the physical copy of the license are to be updated?**

**Ans.**     Following details from the physical copy of CB License are to be uploaded on CB Profile:

i.     Name of the Customs Broker
ii.     CB License Number
iii.     Issuance date of the CB License
iv.     Validity of the CB License i.e. Date till which license is valid or Life Time Validity

**18.     In which format should the documents be uploaded?**

**Ans.**     Customs Brokers have to upload the relevant documents in PDF or JPG/JPEG format based on the specification prescribed on the CBLMS portal.

**19.     Which Email id and mobile number are to be filled/populated in the Primary Details Section of the CBLMS?**

**Ans.**     The Email ID and Mobile numbers, registered against the subject CB License on ICEGATE, are to be updated in this section of CB Profile module.

**20.     Can any other mobile number and/or email id be used while registering the license?**

**Ans.**     No.

**21.     What is Parent Policy Section?**

**Ans.**     Parent Policy Section is the Customs Brokers Section of the Commissionerate of Customs which has granted the Customs Brokers License under Regulation 7(2) of CBLR, 2018 or under the respective provisions of the Customs House Agents Licensing Regulations, 1984 or the Customs House Agents Licensing Regulations, 2004 or the Customs Brokers Licensing Regulations, 2013. Parent Policy section is generally mentioned on the CB license copy.

**22.     Can a Customs Broker upload Proprietorship Deed / Partnership Deed copy that is not notarized?**

**Ans.** No. Only a notarized copy of the Proprietorship Deed / Partnership Deed can be uploaded.

**23.     What is Date of incorporation?**

**Ans.**     Date of incorporation is the date on which the Company has been registered under the Companies Act, 2013.

**24.     Which PAN no. is to be filled/populated/uploaded?**

**Ans.** PAN no. under which the Customs Broker of the subject license is registered.

**25.     Which GSTIN no. is to be filled/populated/uploaded?**

**Ans.** GSTIN no. under which the Customs Broker of the subject license is registered with GST authorities.

**26.     What is Security Deposit type?**

Ans. Any of the following security types that have been deposited by the Customs Broker

- (i)      Bank guarantee
- (ii)     Postal Security
- (iii)    National Savings Certificate
- (iv)    Fixed deposit receipt issued by a nationalized bank

**27.     Which Account no. is to be updated?**

**Ans.**      In case of Bank Guarantee – The Bank Guarantee No. issued by the Bank.

In case of Postal Security or National Saving Certificate or Fixed Deposit – The Account number as mentioned on the Postal Security or National Savings Certificate or Fixed Deposit.

**28.     What is Auto-Renewal and how to select the option out of Yes/No?**

**Ans.** If a Bank Guarantee has auto-renewal clause then it will automatically get renewed on or before the last date of validity. If such clause appears on the Bank Guarantee, then CB needs to select option 'Yes', otherwise 'No'

**29.     Can we add more than one mode of security deposit?**

Ans.     No.

**30.     Who is an Authorised person?**

**Ans.** A Person (Proprietor/Partner/Director/Employee) who has passed the Examination under Regulation 6 of CBLR, 2018 (or the corresponding

provisions of erstwhile Regulations) and on strength of whom the Customs Broker License has been issued.

**31.    Who is the Authorised person, in case of death of any partner or director or an authorized employee of a firm/company, who has passed the examination referred to in Regulation 6 and there is no other person who has passed Regulation 6 examination?**

**Ans.**    As per Section 11(3) of CBLR, 2018 such firm or company may authorize any other partner, director or authorised employee who is a G card holder to pass the examination referred to in Regulation 6 within a period of two years from the date of the demise or retirement of such person. The firm or company may be permitted to carry on the business of a Customs Broker with the approval of the Principal Commissioner of Customs or Commissioner of Customs, as the case may be till such time the aforesaid partner, director or authorized employee passes the said examination.

**32.    Who is the Authorised person, in case of death of a proprietor, who has passed the examination referred to in Regulation 6 and there is no other person in the who has passed Regulation 6 examination?**

**Ans.**    As per Section 12(2) of CBLR, 2018 the legal heir of such demised person, who is a major and a G-card holder may be permitted to work as a Customs Broker with the approval of the Principal Commissioner of Customs or Commissioner of Customs and such legal heir shall be required to pass the examination referred to in Regulation 6 within a period of two years from the date of demise of the original licensee

**33.    Who is an F-Card Holder?**

**Ans.** "F card holder" is a person who has passed the examination referred to in Regulation 6 of CBLR, 2018 (or the corresponding provisions of erstwhile Regulations) and has been issued a photo identity card in Form F.

**34.    In which format should the photo be uploaded?**

**Ans.** Customs Brokers are required to upload the photo in JPG/JPEG format based on the specification prescribed on the CBLMS portal.

**35.    Which documents can be used as Educational certificates?**

Ans. Education certificates issued by a recognized university/educational board as per the educational qualification stipulated under Regulation 5 of CBLR, 2018 or its corresponding provisions of erstwhile Regulations.

**36.  Should the details of all the partners/directors be added in CBLMS?**

**Ans.** Yes. Details of all the partners/directors should be filled.

**37.  What are the different categories of cards/passes?**

**Ans.** Different categories of cards/passes are

(i)  'F' Category – Means an individual who has been issued a Customs Card / Pass under Form 'F'.

(ii)  'F with POA' Category – Means an individual who has been issued a Customs Card / Pass under Form 'F' and holds a valid Power of Attorney of the Custom Broker.

(iii)  'G' Category – Means an individual who has been issued a Customs Card / Pass under Form 'G'.

(iv)  'G with POA' Category – Means an individual who has been issued a Customs Card / Pass under Form 'G' and holds a valid Power of Attorney of the Custom Broker.

(v)  'H' Category – Means an Individual who has been issued a Customs Card / Pass under Form 'H'.

**38.  What is Power of Attorney?**

**Ans.** Power of Attorney refers to a legal document executed by either a Proprietor, Partners or Directors of a Customs Broker to give a designated employee ('F' or 'G' Category Customs Pass Holder) the power to act on behalf of a said Customs Broker.

**39.  What is the issue date and validity of a Customs Pass?**

**Ans.**  Issue Date means the date of issue of the Customs Pass. Validity means the date till which a Customs Pass is valid or date till which a CB license, under which he is employed, is valid whichever is earlier.

**40.  What is exam passed year?**

**Ans.**  Exam Passed Year means the Year in which the employee has passed the Customs Brokers exam prescribed under Rule 6 or Rule 13(5) of CBLR, 2018 or corresponding provisions of erstwhile Regulations, as the case may be.

**41.  What are Other Policy Sections?**

**Ans.**  Other Policy Sections for a Customs Broker are those Policy Sections (other than Parent Policy Section) where he is transacting business as a Customs Broker under Regulation 7(3) of CBLR, 2018 or under the corresponding provisions of the erstwhile regulations.

**Can we submit the information without selecting the undertaking checkbox?**

**Ans**.　　No. Undertaking is mandatory.

**42.　　After submitting the data successfully, can we amend the data already provided in the registration form?**

**Ans**.　　Once the form is completely filled and the form is successfully submitted by the Customs Broker, the application form gets logged in the system and a unique application reference number is generated. The Customs Broker can no longer edit the form unless the form is sent back by the validating officer.

**43.　　Is there any helpdesk number to resolve queries related to CBLMS?**

**Ans.**　　Yes. Helpdesk No. 022-22757921 is available during working hours i.e. between 9.30 am to 6 pm from Monday to Friday.