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OFFICE OF THE COMMISSIONER OF CUSTOMS  
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C.No.VIII/48/19/2018- CBLMS

Date: 24.02.2023

**PUBLIC NOTICE NO. 04/2022-23**

**Subject: Advisory on addition of Other Policy Section details in CB Profile on Customs Broker License Management System (CBLMS) - Reg.**

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Please refer to the Public Notice No. 03/2022-23 dated 15.02.2023 issued by this office.

2. Pursuant to the aforesaid Public Notice, attention of all the Customs Brokers and other stakeholders working in Tuticorin Customs is invited to the CB Profile created by the customs brokers on the Customs Brokers Licensing Management System (CBLMS) online portal (<https://cblms.gov.in>).
3. In this regard, it has been noticed that after validation of the CB Profile by the Parent Policy Section, Customs Brokers are inadvertently filing the Application "Intimation under Form C" instead of "Add OPS Employee" details in the CB Profile with respect to details of Other Policy Sections where they are already operating based on intimations given under Form C.
4. Therefore, it is hereby clarified that once the CB Profile has been validated by the Parent Policy Section, Customs Brokers are required to add details of employees of all the "other policy sections" where they are already working under Form C intimation, in the "Add OPS Employee" tab in the CB Profile and refrain from filing "Intimation under Form C" application for this purpose. Further, it is hereby informed that "Intimation under Form C"

application is for giving new intimation under Regulation 7(3) of CBLR, 2018 to operate in a jurisdiction where the customs broker wants to operate in the near future and which falls under a policy section other than the Parent Policy Section.

5. A snapshot of the difference between “Add OPS Employee” and “Intimation under Form C” functionalities is provided below for your immediate reference

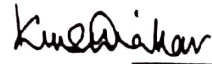
	<b>Add OPS Employee</b>	<b>Intimation under Form C</b>
<b>Applicable to</b>	Customs Brokers who were issued a license by a policy section other than Tuticorin and are already operating in Tuticorin based on intimation under Form C	Customs Brokers who were issued a license by a policy section other than Tuticorin and want to operate in by filing intimation under Form C
<b>How to access</b>	On successful login into the portal, go to the “Existing_CB_Profile” application and click on the Action button “Add OPS Employee”. If a Customs Broker is operating in more than one “Other Policy Section”, they are requested to fill details of each policy section separately by selecting the concerned policy section from the drop-down menu.	On successful login into the portal, click on the “Application Form” button and select “Intimation under Form-C” application from the drop-down menu
<b>SOP</b>	Detailed SOPs for both functionalities are available on the CBLMS portal (copies enclosed)	

6. As the addition of "Add OPS Employee" details and their validation in the CBLMS portal is a pre-requisite for making other applications in CBLMS, all the Customs Brokers working in Tuticorin Customs under Form C intimation are requested to fill their "Other Policy Section" details in the CBLMS portal at the earliest. All the existing Customs Brokers who have submitted their profile on the CBLMS portal successfully and the said profile has been validated by the respective parent policy section will be able to add OPS employee details.

7. Any difficulties faced may be brought to the notice of CBLMS Taskforce, Tuticorin on the email id [cblrtuticorincustoms@gmail.com](mailto:cblrtuticorincustoms@gmail.com)

Encl:

1. SOP on "Add OPS Employee"
2. SOP on "Intimation under Form C"



(K.V.V. G DIWAKAR)  
Commissioner of Customs  
Custom House, Tuticorin

To,

1. All the Customs Brokers working in Tuticorin Customs.
2. Tuticorin Customs Brokers Association.
3. AC/EDI, Custom House, Tuticorin for uploading on website.
4. Notice Board.

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