

USER MANUAL FOR ADDING OPS (OTHER POLICY SECTION) DETAILS ON CBLMS PORTAL

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Customs Brokers License Management System (CBLMS)

<u>User Manual for Adding OPS (Other Policy Section) details on</u> <u>CBLMS Portal</u>

With the introduction of new functionalities in CBLMS, the Customs Broker can add the details of the OPS (Other Policy Section) on CBLMS Portal. The process of adding the OPS details on CBLMS, is explained below:

1: LOGIN :

- a. The applicant needs to login into the portal.
- b. On clicking the login button on the homepage, the following page will be displayed.



- i. Username i.e PAN card of the Customs Broker
- ii. Password
- iii. Press Log In button after entering the Username and Password to log into the account.

c. After clicking on the "Log In" button, an OTP will be sent via SMS to the registered mobile number of the applicant and the following OTP page will be shown



- i. Enter the 6-digit OTP as received on the registered mobile number of the Customs Broker.
- ii. Click on the "Confirm" button to confirm the login.

2. **APPLICATION:**

 On successful login into the portal, the following screen will appear. In respect of the Application Form Type "Existing_CB_Profile", click on the "Add OPS Employees" button as highlighted below for initiating the uploading process.

Sustans		CBLMS			Ę
		~			
	Custome Brok	ers License Management System Application List			
Application Form Type	Policy Section	Submission/Created Date	Status	Action	
Renewol of Castorna Poss	Mumbrid Customs (General)	07-Feb-2023 12:08:24 FM	Taber Rad	B View	
Existing_C8_Profile	Marribai Custores (General)	01-Feb=2023 05:39:01 PM	approved	B View XASI OPS Employee	
	ustona ara bia Applications fram, Type Beened of Casterna Trais ExargC2, Profile	atoms Farina Ageledate Jam Type Holy Redia Recel of Cators Tas Macio Cators (Dena) Cators, CJ, Yule Macio Cators (Dena)	atom for a set of the	बेसेक के कि	atom and a second secon

b. On clicking the "Add OPS Employees", the following application will open within CBLMS portal.

Customs Broker Profile Other Policy Section								
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	Policy Section.	hdig tector.						
	doo Customa	Bee Custom						
	Poly Section EDI License No *			Policy Section Reference No. *				
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	upload Signature *		Date Of Appointment					
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	Sumot		× (Official Plic		
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	Employee (Custom Pass Holler) Details							
	FullName	Pathers Name	Useru	tmat	Dender	Qualification Details		
	4							
	Alumedictured Customs (Policy Section) (Setolis						
	OPS Lisence Details							
	Publy Section ED During No.							
	Warehouse of Association.							
	Upliced Membership Of Association							
	Employee (Custom Poss Holder) Details	Pather's Name	Mobile	Indi	Oender	Qualification Density	_	
	4							
	1.2							

c. The CB is required to fill the following data fields for each of the Other Policy Section as submitted by the CB during the time of registration:

- Policy Section :- This is the Policy Section under which the CB currently has permission to work under regulation 7(3) of CBLR, 2018 or its erstwhile corresponding regulations. The CB needs to select the Other Policy Section from the drop down list.
- Policy Section EDI License No. :- This license no. is in the format
 <PAN of CB>CH002 and so on. Customs Brokers can find this number in their ICEGATE account.
- iii) Policy Section Reference No. :- This is the license number provided by the Customs Broker Section of that Policy Section. For Example :-11/1111.
- iv) 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 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.
- v) 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.
- d) After filing the primary details of the Other Policy Section, the CB has to inform whether they have any employee (Customs Pass Holder other than Authorized Person / Partner / Director) in the said Other Policy Section
- i) If the answer to the above question is "NO" then check the radio button "I/We hereby solemnly affirm that the particulars provided by me/us are true and correct and I/we have not suppressed or misrepresented any facts. I/We further affirm that I/we have read the Customs Broker

Licensing Regulations, 2018 and agree to abide by them" and then click "SAVE" Button.

	Ahmedabad Customs		~
	Poliy Section EDI License No *	Policy Section Reference No. *	
	Membership Of Association*	Upload Membership Of Association Certificate * 🖥 view	
	Select	✓ Choose File	
	bo rou novo kny sinjivitye (custorna rusa note		
			Save →
☑ "/We hereby solemnly affirm that the Customs Broker Licensing Regulation	te particulars provided by me/us are true and correct and i/w ations, 2018 and agree to abide by them	s have not suppressed or misrepresented any facts. I/We further affirm that	Save →

After clicking on the "SAVE" Button. If the CB is operating in any more "Other Policy Section", the above procedure may be repeated for that policy section. After filling all the details of the other policy section, the CB has to click Final Submit button and proceed further.

ii) If the answer to the above question at point 'd' above is "YES" then the CB has to fill the following details of the said employee :

Do You Have Any Employee (Customs Pass Holders Other Then Authorised Person/Partner/Director) Pr		
Full Name *	Father's Name*	Mobile No *
fmall D*	Date Of Birth *	Gender*
	ad-mmi-ywy.	Select *
PAN' D	Uploted PAN Sean Copy * 🗇	uplead Photograph *
	Choose File	Choose file
	(only put file, Mox size (MB.)	(only jog/jpog file, Maxisbo 500 KB)
Upload Signature *	Date Of Appointment	
Choose File	dd-mm-ywy	
(only jpg/jpeg file, Maxate (DD KB)		
Fermionent Address *		
Address Live 1*	Address line 2 *	District*
Soata*	Pincode *	Upload Permanent Address Proof* ©
Select v		Choose File
		(only pot file, Max, size 10 MB.)
Present Addiese*		
Address Live 1*	Address Line 2 *	District*
Stata*	Pincode *	Upload Present Address Proof* ①
Select v		Choose Rila
Customs Inns Cottanos?		(only pdf file, Mox size-10 MB.)

- 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 the employee 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 :

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 Category 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 Copy 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.

* After filing all the details of each employee, the CB is required to click on "Add Employee" Button before proceeding to the next employee or section.

	HCATEGORY			
Customs Pass No*	Date Of Issuance Of Customs Pass*		Validity Of Customs Pass *	
	dd-mm-yyyy	٥	Select	~
scanned Copy Of Customs Pass*				
Choose File				
only pdf file, Max.size 1 MB)				
ducational Qualification *	Upload Education Qualification Certificate/Pro	of*		
Select Qualification	∽ Choose File		+ Add Education Certificate	
				1

After the details of all the employees are filled for each policy section, the CB is required to check the radio button "I/We hereby solemnly affirm that the particulars provided by me/us are true and correct and I/we have not suppressed or misrepresented any facts. I/We further affirm that I/we have read the Customs Broker Licensing Regulations, 2018 and agree to abide by them" and then click "FINAL SUBMIT" Button.

Select	~			Choose File		
				(only pdf file, Max. s	ze 10 MB)	
Customs Pass Category*						
Select					Ý	
					+ Add Employee	
					+ Add Employee	
Delhi Customs (Airoon	t & General) (Policy Section) Details				
Sound States to Company		() Berland				
OPS Lisence Details						
Poliy Section EDI License No			AAAAA1234ACH002			
CB License No.			n/nn			
Membership Of Association			Brihanmumbai Custom Brokers Asso	iciation (BCBA)		
Upload Membership Of Asso	ociation		View			
Employee (Custom Pa	ss Holder) Details					
Full Name	Father's Name	Mobile	Email	Gender	Qualification Details	
🗰 🖋 Test	User	9876543210	testuser@testuser.com	Mole	View qualification	
4						

3. CB Profile Confirmation Page

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

pplications Application form *		
PROFILE REGISTERATION	CB PROFILE Registeration reg.(2) \rightarrow Fin	nal Submit
Thank You for Registration! Your application 100000004522 is under process, status will be shared on registered phone number via SMS.		
Policies and Terms & Conditions	Useful Links	
Policies and Terms & Conditions Phice Palicy	Useful Links About CBLMS	
Policies and Terms & Conditions Preacy Pairs Data Peirs Data Peirs	Useful Links About CBLMS Related Stars	
Policies and Terms & Conditions Prace, Palay Data Palay Weblik Palay	Useful Links About CBLMS Related Sites	



USER MANUAL FOR INTIMATION UNDER FORM-C ON CBLMS PORTAL

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Customs Brokers License Management System (CBLMS)

User Manual for Intimation Under Form-C on CBLMS Portal

With the introduction of new functionalities in CBLMS, the Custom Broker can submit intimation under Form-C on CBLMS Portal. The process of submitting the intimation through CBLMS, is explained below.

The following module is only for fresh application for Intimation under Form-C for CBs, who are also starting to work in other policy section under reg 7(3) of CBLR 2018. For the CBs who already working under reg 7(3) of CBLR 2018 and its corresponding erstwhile regulations, they can add the details of employees of such offices in 'Add OPS detail' section.

1: LOGIN :

- a. The applicant needs to login into the portal for submitting intimation under Form -C.
- b. On clicking the login button on the homepage, the following page will be displayed.



- i. Username i.e PAN card of the Customs Broker
- ii. Password

- iii. Press Log In button after entering the Username and Password to log into the account.
- c. After clicking on the "Log In" button, an OTP will be sent via SMS to the registered mobile number of the applicant and the following OTP page will be shown



- i. Enter the 6-digit OTP as received on the registered mobile number of the Customs Broker.
- ii. Click on the Confirm button to confirm the login.

2. **APPLICATION:**

 On successful login into the portal, the following screen will appear.
 Click on the "Application Form" button as highlighted below for initiating the uploading process.

Central Board of Indirect Taxes and Cu Department of Revenue, Ministry of Fisaeco, Galemone	ustons	CBLMS		ीब ica देवांव 🎝	()
My Applications Application form ~					
		Customs Brokers License Management System Application L	let		
Application No. 10000004505 10000004509 10000004408	Apploating from Type Revent of Contorn Prov Apploating Thinkow under Form-C Externg , CB, Indea	Notified Cutorins (Connect) Surrisd Cutorins (Connect) Surrisd Cutorins (Connect)	0144762100/0004807.000 014462202200019 Mr 04466-2023000039 Mr 8-084-2023046888 Mrs	Stotus Approved Orut Approved	Action & View &Clob & View & View & View
Policies and Terms Pinzoy Poloy Des Poloy Webste Poloy	& Conditions		Use/u Unix Associ0345 Related Stee		
		2023 Customs Brokers License Management System			

 b. On clicking the "Application Form", various option will show up in the drop down list. From the drop down list, the applicant has to select "Intimation under Form-C" button as highlighted below for initiating the intimation process.

Central Board of Indi Department of Revenue, Minis	irect Taxes and Customs		CBLMS		्राजाधील अगृत महोत्सव	ice <mark>late</mark> A		٤
My Applications	Application form ¥							
	Intimation under Form-C							
	Renewal of Custom Pass		Customs Brokers License Monogement System Application List					
	Issuance of Custom Pass							
Applicatic	Cancellation of Custom Pass	m Type	Policy Section	Submission/Created Date		Status	Action	
100000004	Security Application	toms Pass	Mumbal Customs (General)	03-Feb-2023 04:00:11 PM		Approved	E View	
100000004	Application to modify Addresses	motion-under-form-C		01-Feb-2023 010039 FM		Draft	REdit Brylew	
10000000/	Application for Surrender of CB License	sfile .	Mumbal Customs (General)	31-Jan-2023 04:58:58 PM		Approved	B View	
	Application for Reconstitution							
	Application to Renew License							
	Authorised Person Replacement							
	Continuation of license of Death of the Proprietor							
P	Miscellaneous Application				Useful Links			
P	Application to Change Fartner/Director							
Di								
w								
			2023 🖶 Customs Brokers License Management System					

c. On clicking the "Intimation under Form-C", the application page is displayed wherein the applicant needs to populate the form with the following details.

	Porent Policy Section				Mumbel Curt	orra (General)			-
	Address of the Customs Broker			3071, comm	unity holl, those, MAH	ARASHTRA, 9874512546	PIN-400614		
	CREMS No.				2023MI	MR10004			
	Customs Broker License No				19	214			
Address Of Partners/Directo									
Name		PAN			Address				
Other Policy Section*									
Select Policy Section									Ÿ
Address Live 1 -			Ade	ress line 2 *					
District *		State *				Email Id *			
		Select State			~				
Contact No. *		Pincode *				Upload Address Pr	oof* 0		
						Choose File	cite 10 MR		
						Contry por ma, Max.	size to MD (
									1 Add Address
Action	Other Policy Section Name	Address Line 1	Address Line 2	City	State	Pin Code	Address Proof	Contact Person	
 'I/We hereby solemnly office 	s that the particulars provided by me/us are true and cor	rect and I/we have not suppressed or misrepres	ented any facts. I/We further affirm th	at I/we have read the Cus	toms Broker Licensing	Regulations, 2010 and	agree to abide by them."		
									submit

i. **Other Policy Section**: The applicant needs to select their Other Policy Section from the drop down list.

and of Indirect Taxas and Cavitans Reaso, Mary d'Iners, Semener d'Inte	allas	<u>66</u> ~ <u>*</u> = 4
Australia Augustusikan karna +		
Internation Under Form-C		
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Address of the Costonic Brown		307, community hall many Merceller (191, 0014) (244, 781-4000 #
CENT-M		20 Test Address of the
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No. 10		Alters
(the late being		
International Action		
Served Autory Section		
Bengelues Dip Contorne		
Rollinson Customa (apport & aCC)		
Courter Custome		
(sets (Sutoma (Argod & Sereral)		
Rymeration Currents		
Freide Curtore		
compare Company (transmission)		
Suffrage Suffrage		
Character of Cartery Cargoni		
One Currente		
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C. Westween usering white the personan products inclusion was not series include	ten ner systemat i e mangemannet an forst, free further affers star fan han east the faste	niterar concerning large entropy, all the over space in and in a transmit

ii. After selecting the Other Policy Section from the drop down list, CB needs to enter the correspondance address details for their respective selected policy section:

ngefination Aggination han -		CBLWS		and a	anje vijeve		_
Internation Under Form-C							
Parenti Policy Section			Mumbra Custo	ana (Dananal)			
Address of the Custome Broker		307 - Carlon - Carl	By hole mone, letters	BADITAL STREET, PR. 400814			
10.05 %6.			and the second				
Contrast Brown (1996) and				pa .			
Address of Perinan Jonation							
Note:	Faith						
Other Palay Sectors'							
and the second sec							-
Address (Per 11		Address the 2 '					
and a second s				-			
the of the second secon							
	Salact State		~				
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				Channel Pile			
				Contracted the trees are \$2.6800			
							_
							· secondaria
Auton Other Falloy Section Items	Address (Part Add	dress Une 2 City	Under 1	Ph Carlo Address	Prest	Contact Person	
. You have to come of the sector of the sect	to and give have not suppressed or misrepresented ony fisch	Citie father offers that (See Nove read the Contor	na Broker Scenary	Augulations, 278 and open to attick	toy them."		

iii. **Correspondance Address Detail:** Once CB Details get auto populated from their respective CB Profile. The following details will be required to be filled:

a. **Address Line 1**: Enter the first line of the address of the applicant.

- b. **Address Line 2**: Enter the second line of the address of the applicant.
- c. **District**: Enter the district of the correspondence of the applicant.
- d. **State**: Select the state of the correspondence address of the applicant from the drop-down menu.
- e. **E-mail Id**: Enter the E-mail Id on the correspondence address of the applicant.
- f. **Pincode**: Enter the pincode of the correspondence address of the applicant.
- g. **Contact No**.: Enter the contact no. on the correspondence address of the applicant.
- h. Upload Address Proof: Upload the scanned copy of the address proof of the correspondence address of the applicant. The list of acceptable documents is available in the i-button of the head of the column. (Format: pdf; Max. size: 10 MB)
- i. Click on the "**Add Address**" button to add the address details in the table given below.

My Applications Application form *								
Intimation Under Form-C								
Parent Policy Section				Mumbol Cu	ustoms (General)			
Address of the Customs Broker			3071, commi	anity hell, thene, MA	MARASHTRA, 9874512540	PIN-400014		
CELMS No.				20236	MUMERODO4			
Gustoms Broker License No					11/214			
Address Of Partners/Directors								
Name	PAN		A	ddress				
Other Policy Section*								
Select Policy Section								~
Address Line 1 *		Addres	s Line 2 *					
District *	State *				Empil Id *			
	Calant Croin			~				
Central No. *	Pincode *				Uplood Address Pr	nof" @		
					Choose Ele			
					(only pdf file, Max.	size 10 MB)		
							r	+ Add Address
Artion Other Bolicy Section Nome	Aristens Line 1	Address Line 2	City	State	Pin Code	Address Deput	Contact Remon	
Const Policy association		Man 1000 (1100 2	City	0.013		Adde one Proof	CONTRACT PERSON	

j. Once the address details are populated in the address table at the bottom of the page, click on the "Add Contact Person
Details" button appearing in the Action column of the table, as displayed in the screenshot below.

Internation Linder Form-P									
and the former former.									
Other policy section added successfully.									
Parent Policy Sectio	an a				Mamboi Custor	ns (General)			
Address of the Customs	Broker			307), o	community hall, thane, MANAR	ASHTRA, 9874512546, PR	N-400516		
CELMS No.					2023MJM	880004			
Address Of Portners/Directors									
Name		Pan			åddress				
Other Policy Section*									
Select Policy Section									Ÿ
And and a second se				And and the Dis					
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									* A00 400 MI
			Address Line1	Address Line 2	City	Stote	Pin Code	Address Proof	Contact Person
Action	Other Policy Section Name								
			Address Line1	Address Line 2	City	State	Pin Code	Address Proof	Contact Person

k. On clicking "Add Contact Person" button, a form named "Add
 Contact Person Details" is displayed on the screen overshadowing the correspondence address details page as displayed below

Upload Personal Address Proof* (© Upload Personal Address Proof* (© Choose File (only pdf file, Max. size 10 MB)	Name*	Father's Name*		Birth Date*	
Upload Photograph* Upload Signature* Choose File Choy JP6/JP46 file, Max. size 500 KB) PAN * Upload PAN Card Copy* Choose File (only pdf file, Max. size 100 KB) Mobile Number* Email Id* Personal Address Proof* ③ Choose File (only pdf file, Max. size 10 MB) Sove				dd-mm-yyyy	•
Choose File Choose File (Cniy JPG) JPG file, Max. size 500 KB) (Cniy JPG) JPG file, Max. size 100 KB) PAN * Upload PAN Card Copy* Choose File (only pdf file, Max. size 1 MB) Mobile Number* Email Id* Personal Address* (upload Personal Address Proof* (i)) Choose File (only pdf file, Max. size 10 MB)	Upload Photograph*		Upload Signature*		
(Crity JPG/JPG file, Max. size 100 KB) PAN * Upload PAN Card Copy* Choose File (only pdf file, Max. size 100 KB) Mobile Number* Email Id* Personal Address* Upload Personal Address Proof* (0) Choose File (only pdf file, Max. size 10 MB)	Choose File		Choose File		
PAN * Upload PAN Card Copy* Choose File (only pdf file, Max. size 1 MB) Mobile Number* Email Id* Personal Address* Upload Personal Address Proof* © Choose File (only pdf file, Max. size 10 MB) Sove	(Only JPG/JPEG file, Max. size 500 KB)		(Only JPG/JPEG file, N	lax. size 100 KB)	
Choose File Image: Choose File (only pdf file, Max. size 1 MB) Mobile Number* Email Id* Personal Address* Upload Personal Address Proof* © Choose File (only pdf file, Max. size 10 MB)	PAN *		Upload PAN Card	Copy*	
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Mobile Number* Email Id* Personal Address* Upload Personal Address Proof* © Choose File (only pdf file, Max. size 10 MB) Sove			(only pdf file, Max.	size 1 MB)	
Personal Address* Upload Personal Address Proof* Choose File (only pdf file, Max. size 10 MB) Save	Mobile Number*		Email Id*		1
Personal Address* Upload Personal Address Proot* Choose File (only pdf file, Max. size 10 MB) Save					
Upload Personal Address Proof* () Choose File (only pdf file, Max. size 10 MB) Save					
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Save	Upload Personal Address Proof* ()				
Save	Upload Personal Address Proof* () Choose File				
	Upload Personal Address Proof* () Choose File (only pdf file, Max. size 10 MB)				
	Upload Personal Address Proof* © Choose File (only pat file, Max. size 10 MB)				Save

User Manual for Intimation under Form-C on CBLMS Portal

- 1. Add Contact Person Details page:
 - **Name**: Enter the name of the contact person at the correspondence address (Contact Person)
 - **Fathers Name**: Enter the father's name of the Contact Person
 - Date of Birth: Enter the date of birth of the Contact Person
 - **Upload Photograph**: Upload the photograph of the Contact Person (Format: jpg/jpeg; Max. size: 500 KB)
 - **Upload Signature**: Upload the scanned copy of the signature of the Contact Person (Format: jpg/jpeg; Max. size: 100 KB)
 - Pan Card: Enter the PAN number of the Contact Person
 - **Upload Pan Card**: Upload the scanned copy of the pan card of the Contact Person (Format: pdf; Max. size: 1 MB)
 - Mobile No: Enter the mobile number of the Contact Person
 - **Email id**: Enter the Email id of the Contact Person
 - **Personal Address**: Enter the personal address of the Contact Person
 - Upload present address proof: Upload the scanned copy of the proof of present personal address of the Contact Person. (Format: pdf; Max. size: 10 MB)
 - Click on "**Save**" button to save the details and go back to the correspondence address details page.
- m. Once all the above mentioned details have been populated, the applicant will have to tick the check-box "I/We hereby solemnly affirm that the particulars provided by me/us are true and correct and I/we have not suppressed or misrepresented any facts. I/We further affirm that I/we have read the Customs Broker Licensing Regulations, 2018 and agree to abide by them." and then click on Submit button to submit the details.

Intimation Under Form-C									
Parent Policy S	ection				Mambolic	Customs (Ceneral)			
Address of the Custo	ante broker			307	202	SMUMPIODO4	NOLONG, PIN-4006		
Customs Broker Li	cense No					11/21-6			
Address Of Portners/Directors									
Namo		PAN			Addross				
Other Policy Section*									
Deihi Customs (Alsport & General)									
Address Line 1 *				Address Line 2 *					
District 1		Titote 1				Empiled 1			
Landree -		Carton Carto				Linairia -			
		soloct stoto				<u> </u>			
And and a second se									
Contract No		Periodide *				Upload Ac	soress Proof* @		
						Choose	Filo	,	
						Conty par	THU, NHUR, SIZO TO MIS	·	
Action	Other Policy Section Name		Address Line 1	Address Line 2	City	Stote	Pin Code	Address Proof	Contact Person
	Delhi Customs (Airport & Ce	menat)	3071	community half	south dethi	DEDH	1100001	Briew	herrycaj B Z
Add Contract Departure									

n. <u>Confirmation Page:</u>

After filling all details of Intimation under Form-C, CB will see the following screen which will give him the application no.

Central Board of Indirect Taxes and Customs	CBLMS	म्बि स्वार्थिय स्वा	٤
My Applications Application form ~			
CB PROFILE REGISTERATION		C8 PROFILE Registeration reg.(2) \rightarrow Fin	al Submit
Thank You for Registration! Your application 10000004501 is under pracess, status will be shared o	n registered phone number via SMS.		