



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

## INDEX

<b>Sr. No.</b>	<b>Topic</b>	<b>Pg. No.</b>
1	Login	3-4
2	Application	5-14
3	Confirmation Page	15

# Customs Brokers License Management System (CBLMS)

## User Manual for Adding OPS (Other Policy Section) details on CBLMS Portal

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:

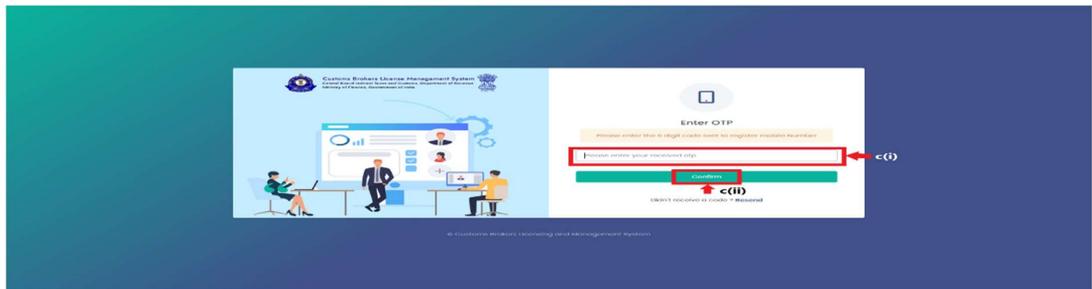
### 1: LOGIN :

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

The screenshot displays the login interface of the Customs Brokers License Management System. At the top, there are logos for the Central Board of Indirect Taxes and Customs, the Government of India, CBLMS, and other partners. The login form is centered and includes a 'Username' field (labeled b(i)), a 'Password' field (labeled b(ii)), a 'Log In' button (labeled b(iii)), and a 'Forgot password?' link. The background of the page shows a port with cranes and ships. The footer contains navigation links for Policies and Terms & Conditions, Help Desk, and Useful Links.

- 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.



- i. **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.
  - ii) **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.

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 :

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 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.

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.

The screenshot shows a form titled "H CATEGORY" with the following fields and buttons:

- Customs Pass No\***: A text input field.
- Date Of Issuance Of Customs Pass\***: A date picker field with the format "dd-mm-yyyy".
- Validity Of Customs Pass \***: A dropdown menu with "Select" as the current option.
- Scanned Copy Of Customs Pass\***: A "Choose File" button and a text input field, with a note "(only pdf file, Max.size 1 MB)".
- Educational Qualification \***: A dropdown menu with "Select Qualification" as the current option.
- Upload Education Qualification Certificate/Proof\***: A "Choose File" button and a text input field, with a note "(only pdf file, Max.size 1 MB)".
- + Add Education Certificate**: A green button.
- + Add Employee**: A green button, highlighted with a red border in the image.

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.

My Applications Application form

Select  Choose file (only pdf file, Max. size 10 MB)

Customs Pass Category\*  
Select

+ Add Employee

**Delhi Customs (Airport & General) (Policy Section) Details**

**OPS License Details**

Policy Section EDI License No. AAAAA1234ACH002  
 CB License No. 1/1111  
 Membership Of Association Biharnumbal Custom Brokers Association (ICBA)  
 Upload Membership Of Association [View](#)

**Employee (Custom Pass Holder) Details**

	Full Name	Father's Name	Mobile	Email	Gender	Qualification Details
<input type="checkbox"/>	Test	User	9876543210	testuser@testuser.com	Male	<a href="#">View Qualification</a>

Save

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

Final Submit

### 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.

My Applications Application form

CB PROFILE REGISTRATION CB PROFILE Registration reg(2) Final Submit

Thank You for Registration!  
Your application 10000004522 is under process, status will be shared on registered phone number via SMS.

**Policies and Terms & Conditions**

- Privacy Policy
- Data Policy
- Website Policy

**Useful Links**

- About CB LMS
- Related Sites

2023 Customs Brokers License Management System



**USER MANUAL FOR INTIMATION UNDER FORM-C ON  
CBLMS PORTAL**

## INDEX

<b>Sr No.</b>	<b>Topic</b>	<b>Pg. No.</b>
1	Login	3-4
2	Application	5
2(c)(i)	Other Policy Section	6
2(c)(iii)	Correspondence Address Details	6-8
2(c)(l)	Add Contact Person Detail Page	9
2(c)(n)	Confirmation Page	10

# 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.

The screenshot displays the login interface of the Customs Brokers License Management System (CBLMS). At the top, there are logos for the Central Board of Indirect Taxes and Customs, the Government of India, CBLMS, and ICA. The main form area is titled 'Customs Brokers License Management System' and contains the following elements:

- Username field:** A text input field with the placeholder 'Enter username', highlighted by a red box and labeled **b(i)**.
- Password field:** A text input field with the placeholder 'Enter password' and a 'forgot password?' link, highlighted by a red box and labeled **b(ii)**.
- Login button:** A green button labeled 'login', highlighted by a red box and labeled **b(iii)**.

The footer of the page includes sections for 'Policies and Terms & Conditions', 'Help Desk', and 'Useful Links'. The copyright notice at the bottom reads '2022 © Customs Brokers Licensing and Management System'.

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

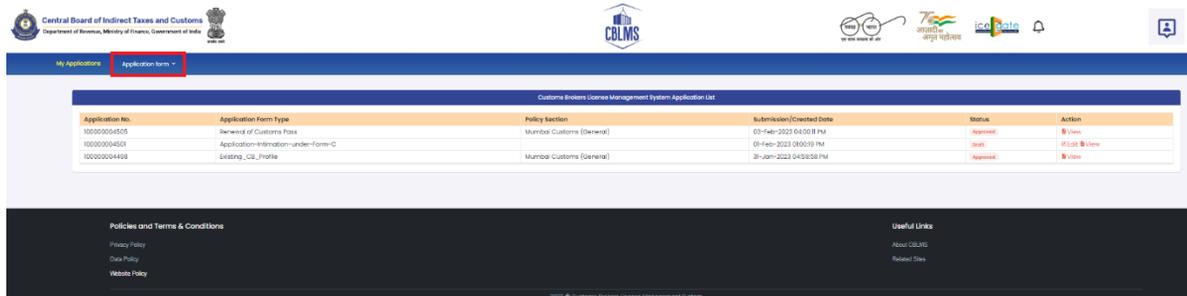
- iii. Press Log In button after entering the Username and Password to log into the account.
  
- c. After clicking on the “Log In” button, an OTP will be sent via SMS to the registered mobile number of the applicant and the following OTP page will be shown



- 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:

- a. 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.



- 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.



- 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.



- 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.

The screenshot displays the 'Intimation Under Form-C' form on the CBLMS portal. The form is divided into several sections for data entry:

- Parent Policy Section:** Includes fields for 'Address of the Customs Broker', 'CBSE No.', and 'Customs Broker License No.'.
- Municipal Customs (General):** Includes fields for '207L community hall, Thane, MH06080170A, 987452240, PIN-400014', '20230404000004', and '1/24'.
- Address of Partners/Directors:** A table with columns for 'Name', 'PAN', and 'Address'.
- Other Policy Section:** A dropdown menu labeled 'Select Policy Section'.
- Address Fields:** 'Address Line 1', 'Address Line 2', 'District', 'State' (with a dropdown), and 'Email Id'.
- Contact and Proof:** 'Contact No.', 'Pincode', and 'Upload Address Proof' (with a file upload button and a note: 'Upload Address Proof', 'Upload File', 'Only pdf file. Max. size 10 MB').
- Table:** A table with columns: 'Action', 'Other Policy Section name', 'Address Line 1', 'Address Line 2', 'City', 'State', 'Pin Code', 'Address Proof', and 'Contact Person'. A red box highlights the 'Add Address' button in the 'Action' column.
- Disclaimer:** A checkbox and text: '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.'
- Submit:** A green 'Submit' button at the bottom right.

- 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.

The screenshot shows the 'Intimation Under Form-C' form in the CBLMS portal. The form includes fields for Parent Policy Section, Address of the Customs Broker, Address of Partners/Directors, Other Policy Section, Address Line 1, Address Line 2, State, City, Pin Code, Address Proof, Contact No., and Pincode. Below the form is a table with columns: Action, Other Policy Section Name, Address Line 1, Address Line 2, City, State, Pin Code, Address Proof, and Contact Person. The 'Add Contact Person' button in the Action column is highlighted with a red box.

- 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

The screenshot shows the 'Add Contact Person' modal form. It includes the following fields and options:

- Name\* (text input)
- Father's Name\* (text input)
- Birth Date\* (date picker, format dd-mm-yyyy)
- Upload Photograph\* (Choose File button, Only JPG/JPEG file, Max. size 500 KB)
- Upload Signature\* (Choose File button, Only JPG/JPEG file, Max. size 100 KB)
- PAN\* (text input)
- Upload PAN Card Copy\* (Choose File button, only pdf file, Max. size 1 MB)
- Mobile Number\* (text input)
- Email Id\* (text input)
- Personal Address\* (text area)
- Upload Personal Address Proof\* (Choose File button, only pdf file, Max. size 10 MB)
- Save button

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.

Central Board of Indirect Taxes and Customs  
Department of Revenue, Ministry of Finance, Government of India

My Applications Application form

### Intimation Under Form - C

Parent Policy Section: Datta Customs (Airport & General)  
 Address of the Customs Broker: 307L, Community Hall, Thane, Maharashtra, 9874502548, Pin-400014  
 CBLMS No.: 2023RMB0004  
 Customs Broker License No.: 1224

Address of Partners/Directors

Name	PKN	Address

Other Policy Section: Datta Customs (Airport & General)

Address Line 1: [Field]  
 Address Line 2: [Field]

District: [Field] State: [Dropdown] Email id: [Field]

Country No.: [Field] Pincode: [Field] Upload Address Proof: [Field]

[Add Address]

Action	Other Policy Section Name	Address Line 1	Address Line 2	City	State	Pin Code	Address Proof	Contact Person
[Add Contact Person]	Datta Customs (Airport & General)	307L	community hall	thane	MAH	400014	[Upload]	[Name] [Phone]

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, 2010 and agree to abide by them.

[Submit]

n. Confirmation Page:

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  
Department of Revenue, Ministry of Finance, Government of India

My Applications Application form

CB PROFILE REGISTRATION CB PROFILE Registration reg (2) Final Submit

Thank You for Registration!  
 Your application 100000004501 is under process, status will be shared on registered phone number via SMS.