Customs Brokers License Management System (CBLMS)

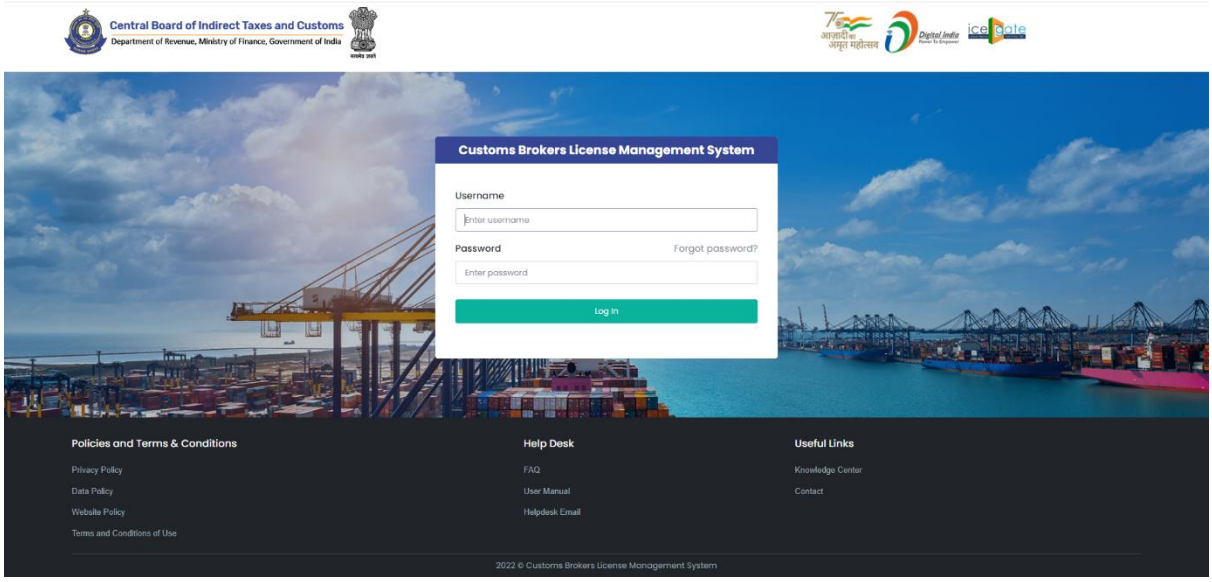
User Manual

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:

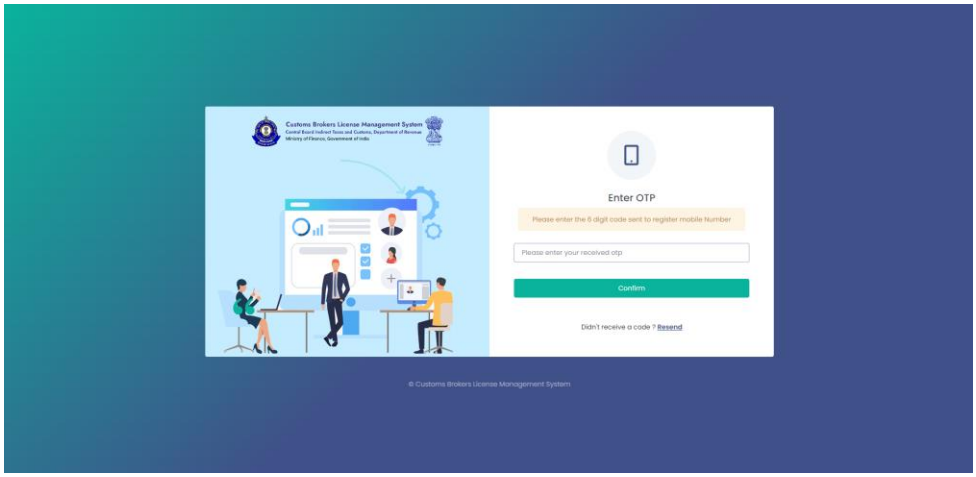
   a. Username: PAN of the Customs Broker is his username.

b. Password: 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. Forgot Password: This link can be used by Customs Broker to reset the password in case he has forgotten the password.

d. Log in: 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.

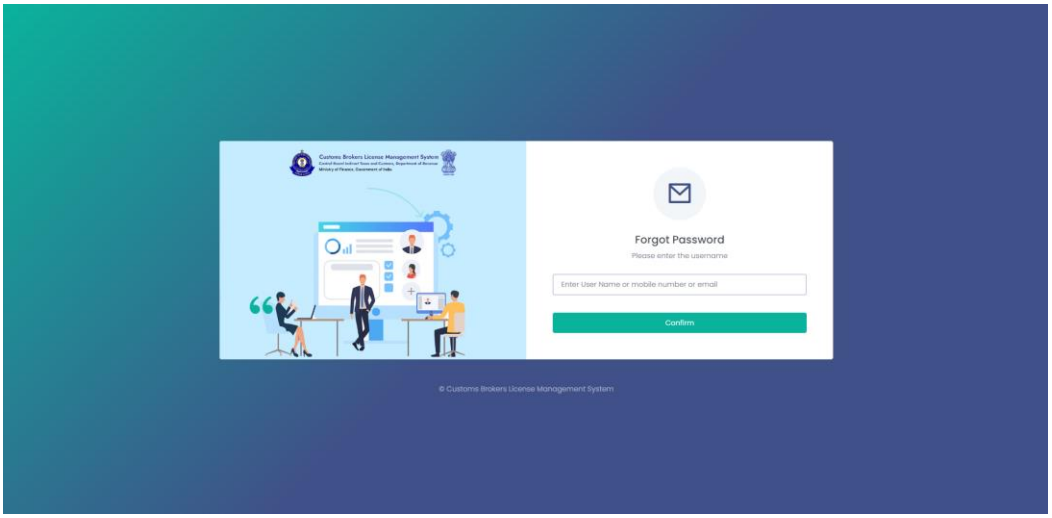
If OTP is not received, then "Resend" OTP link can be used to send the OTP again to the registered mobile number.

e.

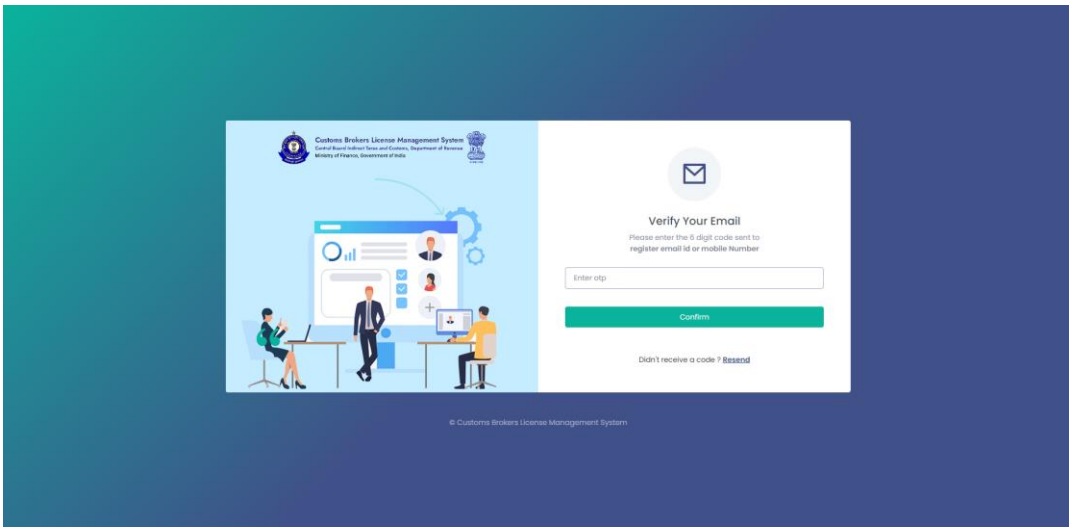
2. Password Reset Process (Forgot Password)

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:

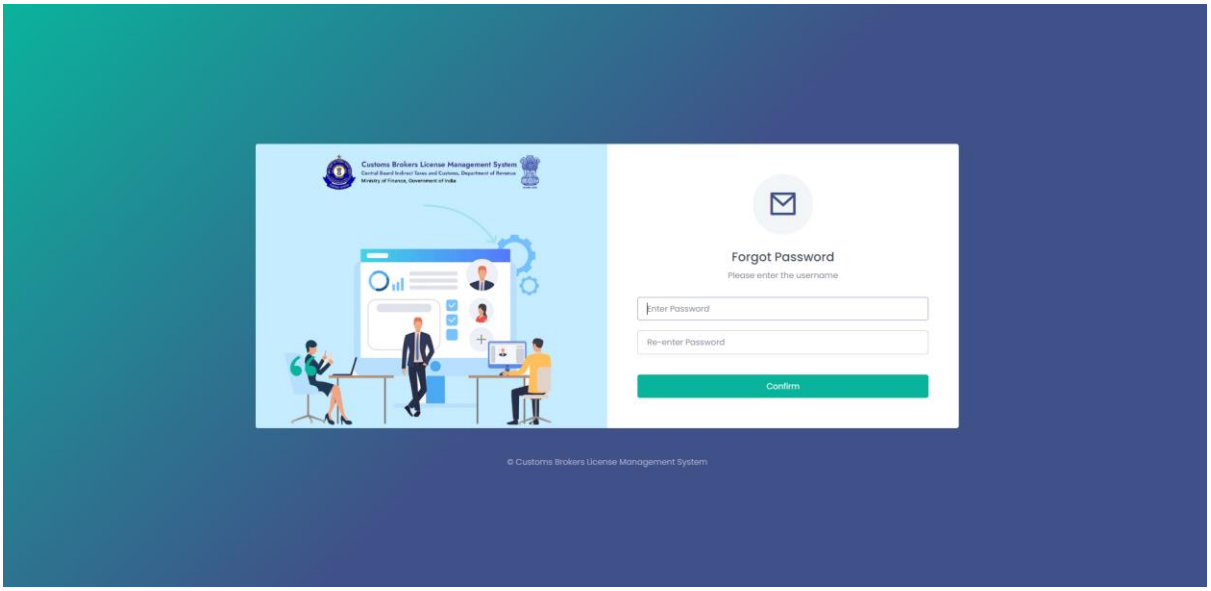
a. **Username Page** – Enter the username i.e PAN on this page. After entering the username press Confirm button.



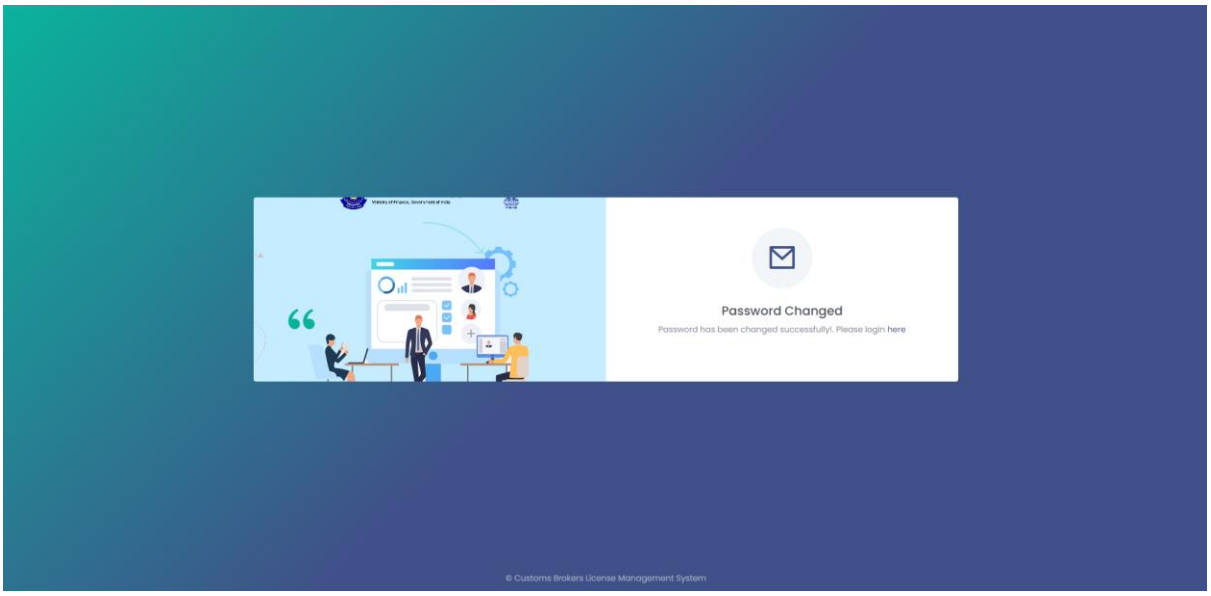
b. **OTP Page** – OTP is sent to registered mobile number. Enter that OTP and press Confirm button.



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



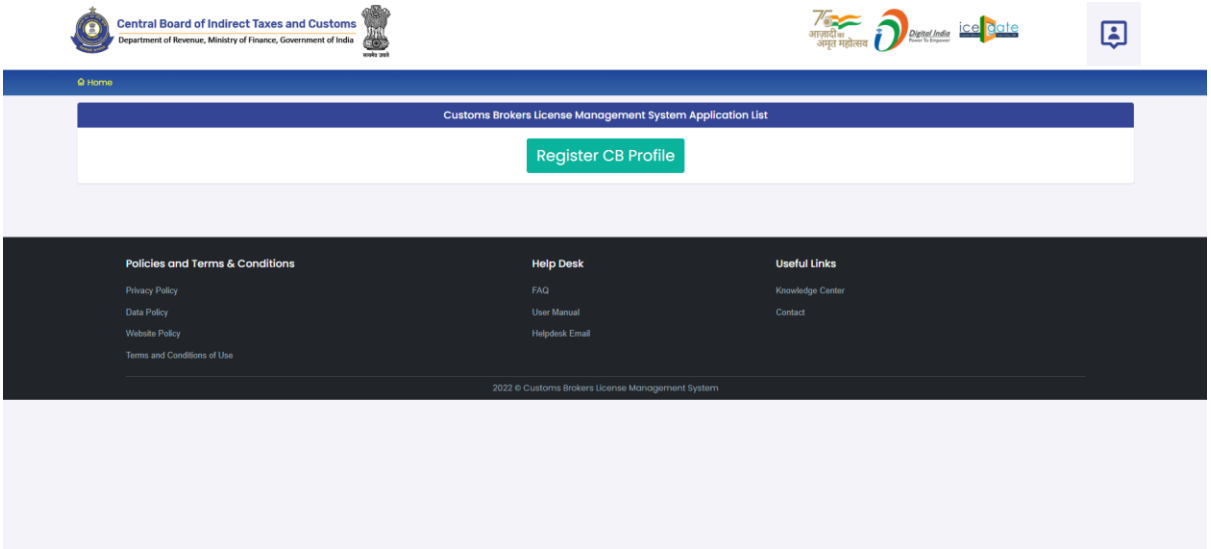
d. **Password Changed Confirmation Page** – Following screen is displayed to confirm that password of the user is changed.



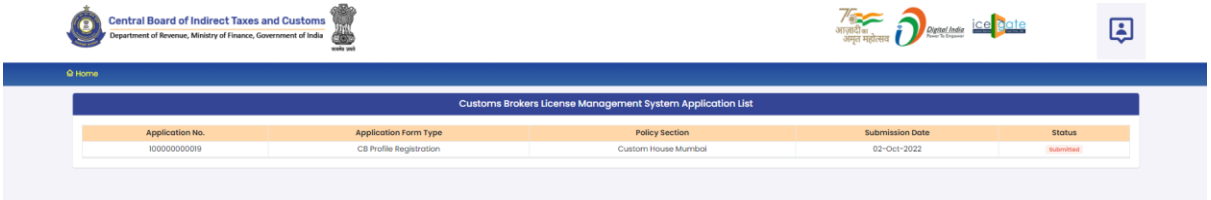
e.

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.

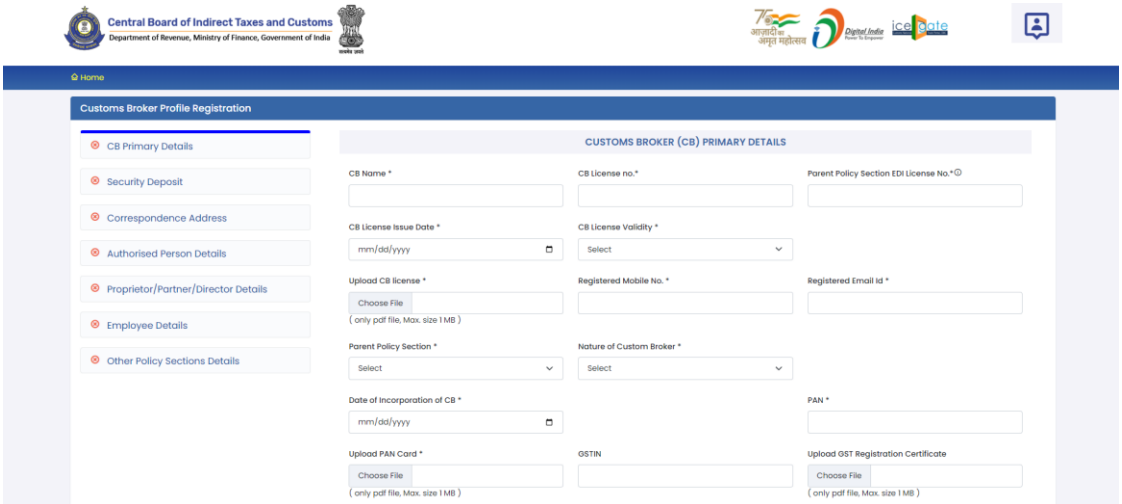


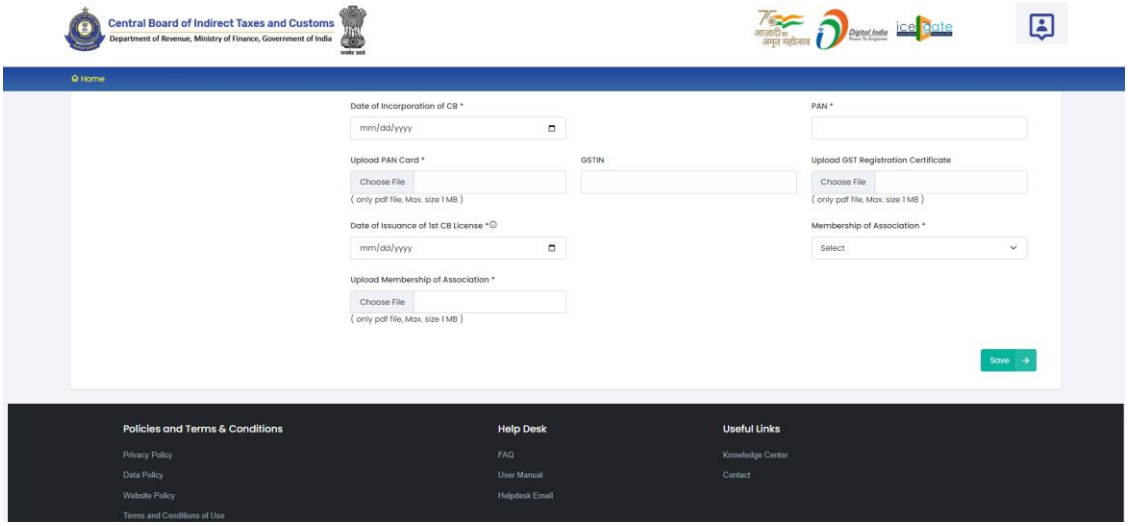
4. CB Profile Registration

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.

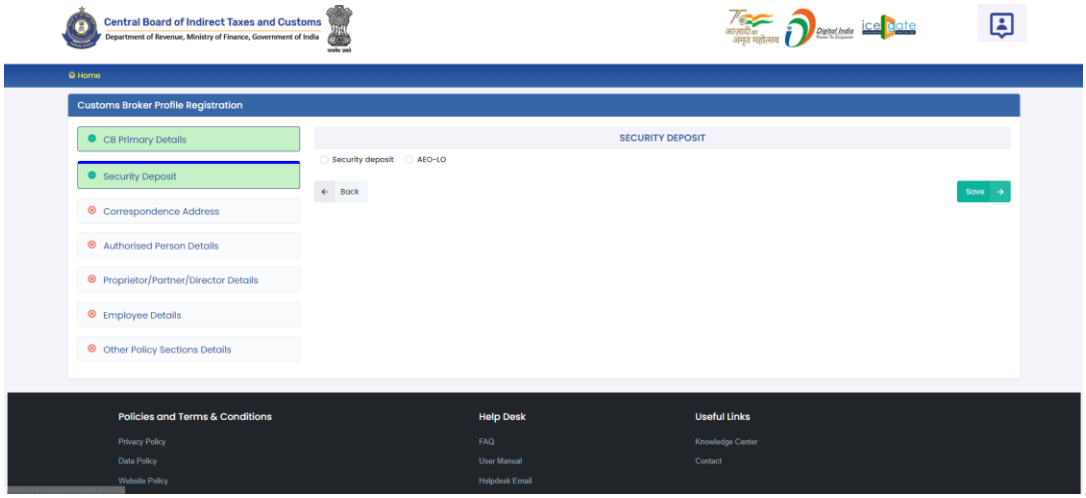
XX. **Membership of Association:** As per CBLR, 2018 Customs Broker must be a member of the Customs Brokers' Association, if there is one registered in the Customs Station under the Parent Customs Zone and recognised by the Principal Commissioner of Customs or Commissioner of Customs. CB should select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

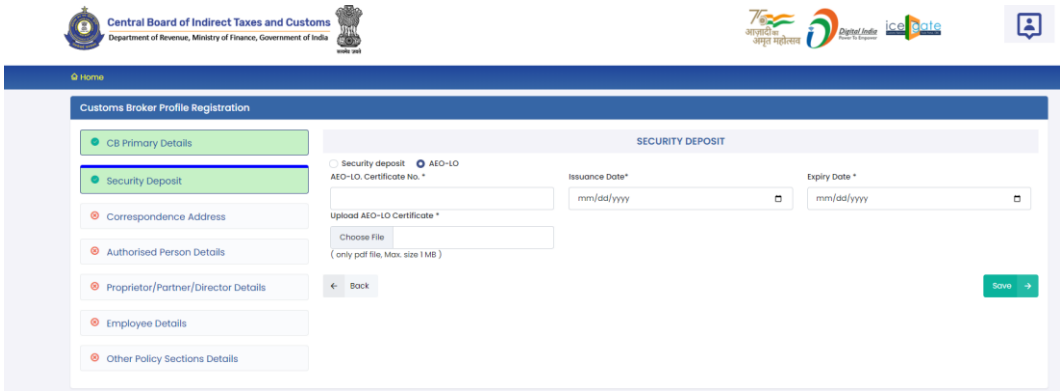
b. Security Deposit

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:



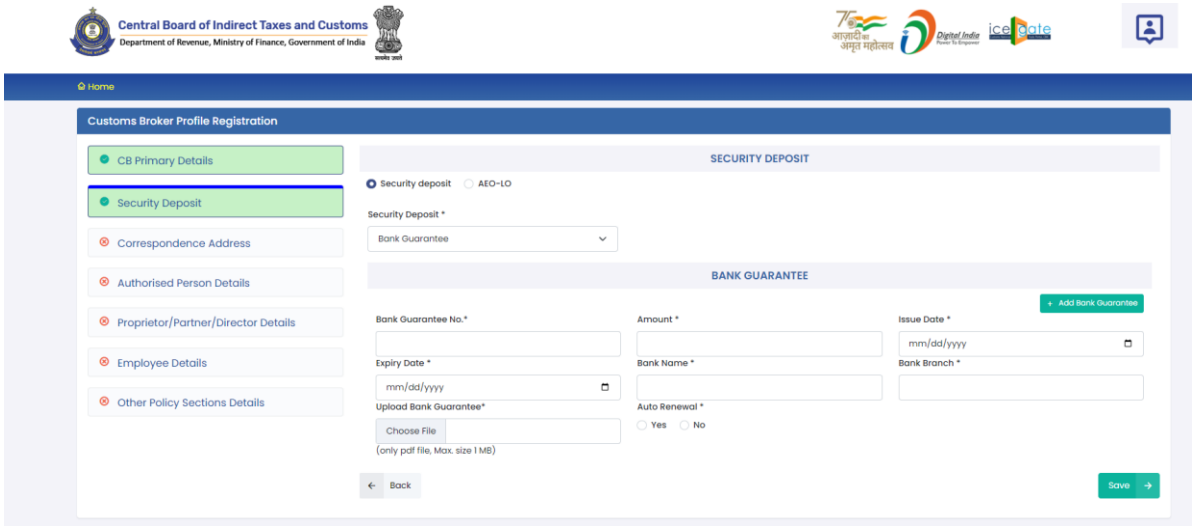
   a. **AEO-LO Certificate No.**
   b. **Issuance Date**
   c. **Expiry Date**
   d. **Upload AEO-LO Certificate**
   e. **Save Button**
   f. **Back Button**

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.

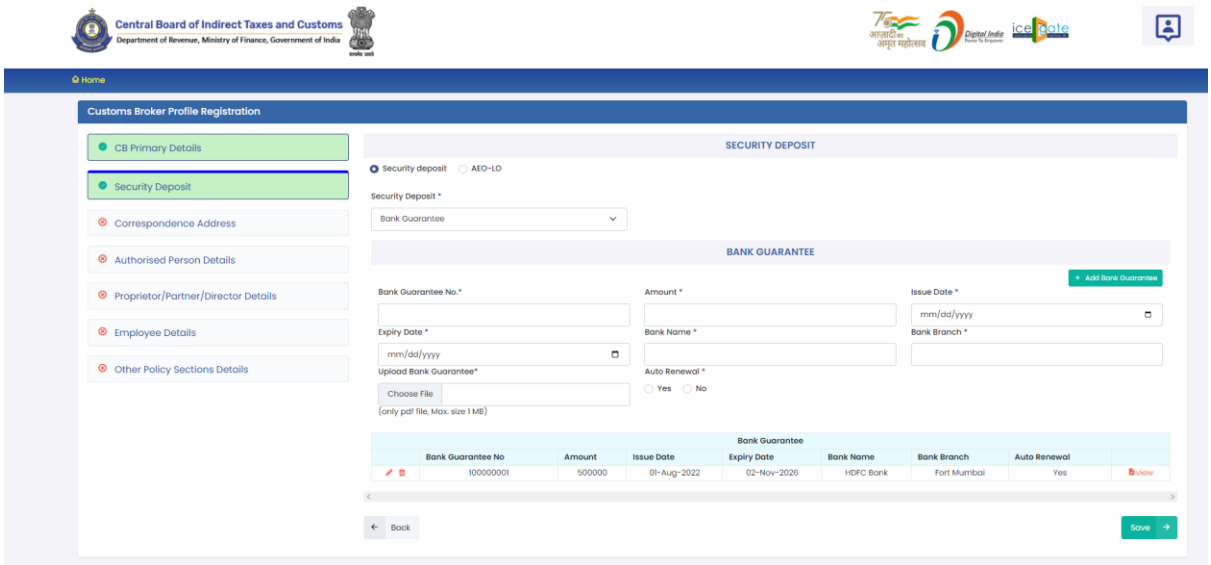
v. **Bank Name:** This is the name of the bank who issued the Bank Guarantee.

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.

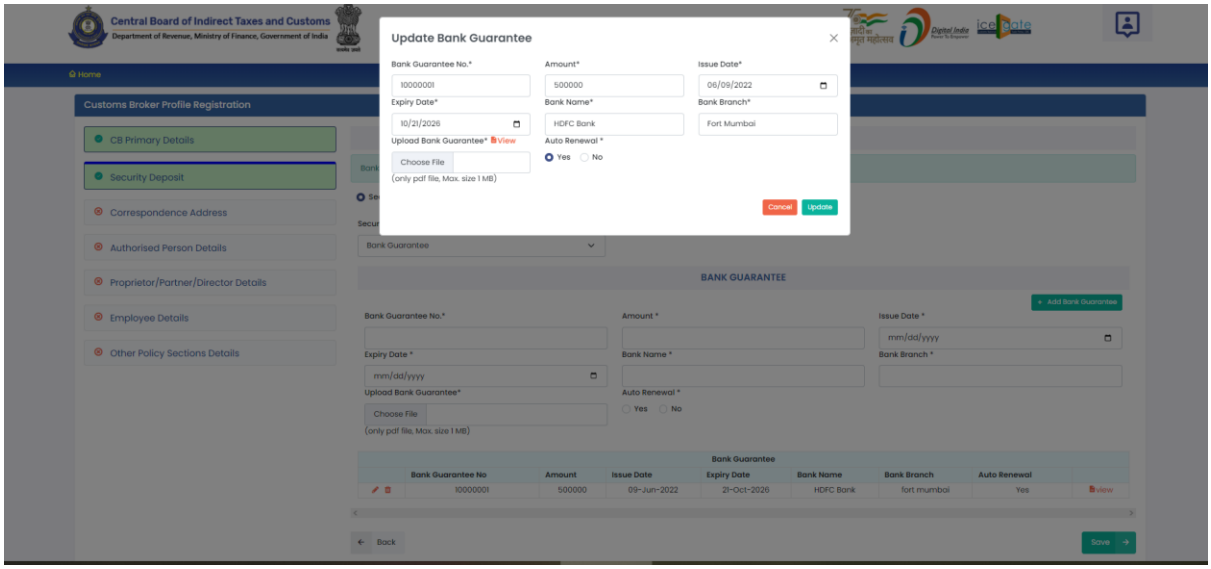
viii. **Auto Renewal:** This field indicates whether the Bank Guarantee is auto renewable or not. If bank Guarantee is auto renewable then CB should select "Yes". If bank Guarantee is not auto renewable then CB should select "No".

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

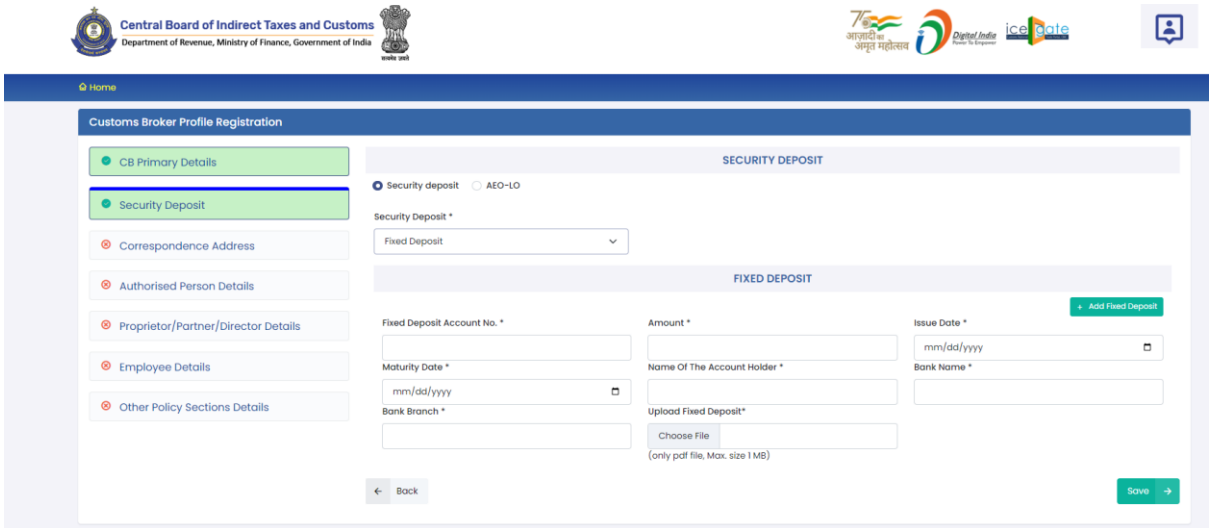
in a table at the bottom of the page where this icon button is shown. After clicking this edit icon button, a popup form will open wherein CB can update the Bank Guarantee.



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.

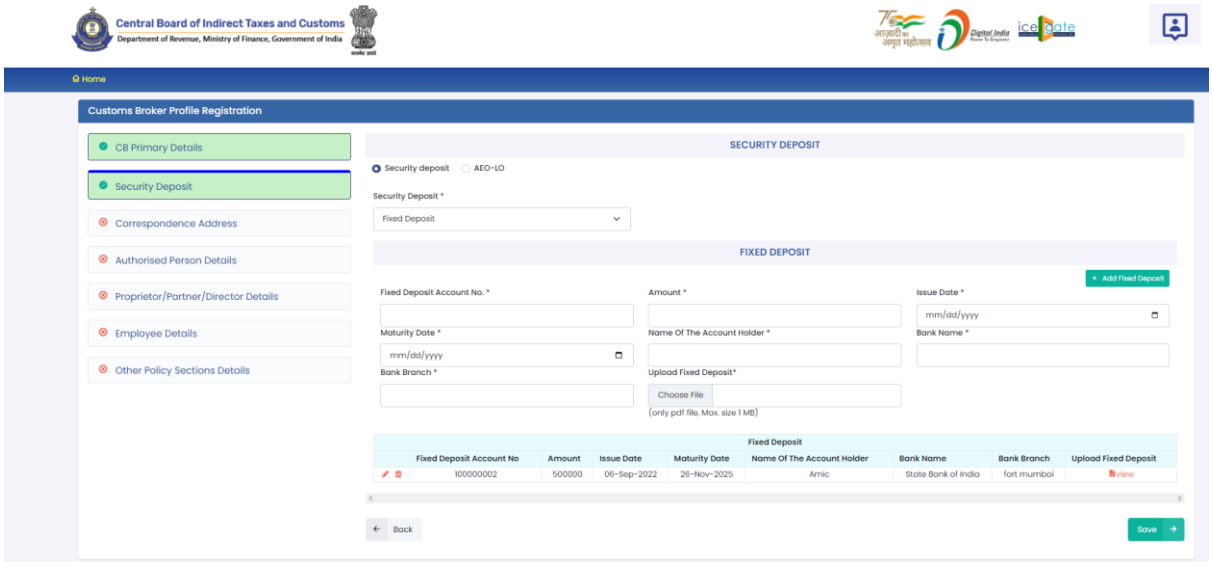
vi. **Bank Name:** This is the name of the bank who issued the Fixed Deposit.

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

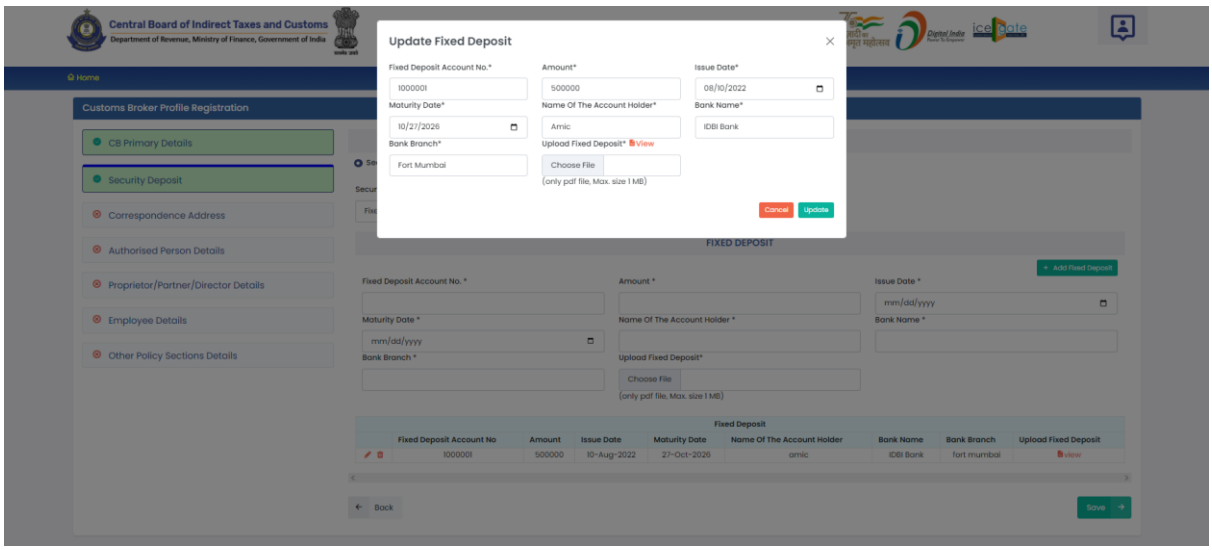
viii. **Upload Fixed Deposit:** In this field CB should upload the scanned copy of the Fixed Deposit (all sides / pages). File should be in PDF format and its size should be less than 1 MB.

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.

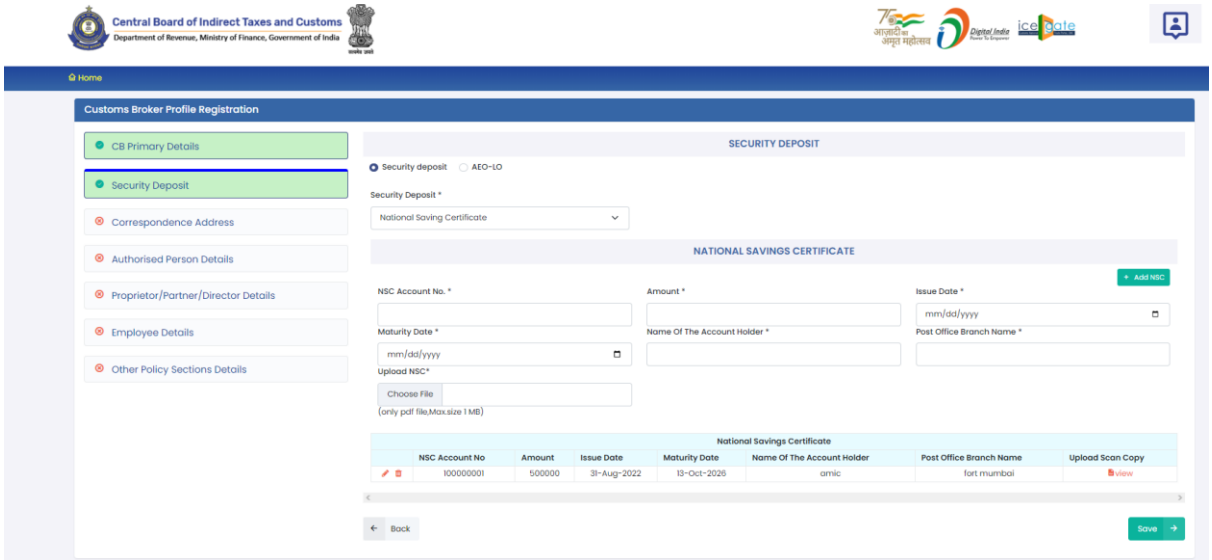
v. **Name of the Account Holder:** This is the name of the person against whose name NSC is issued.

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

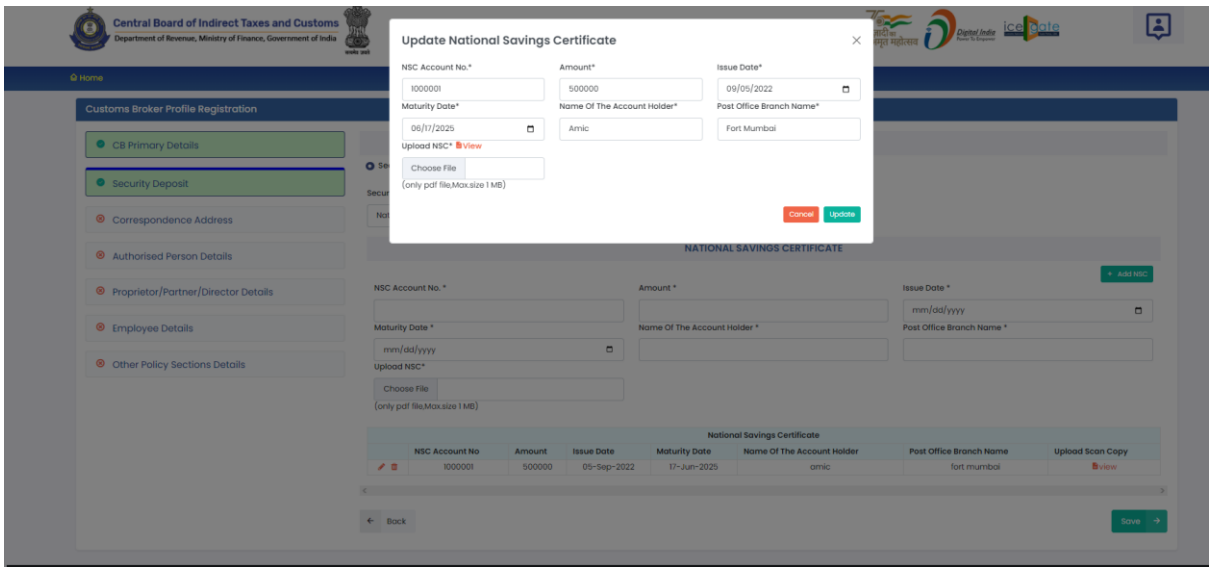
vii. **Upload NSC:** In this field CB should upload the scanned copy of the NSC (all sides / pages). File should be in PDF format and its size should be less than 1 MB.

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.



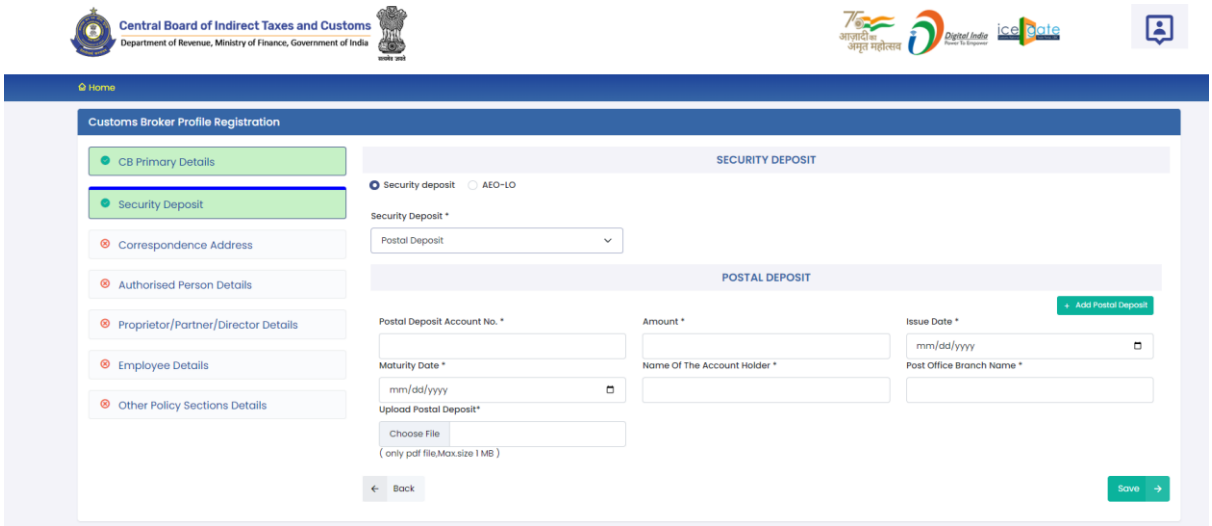
ix. Edit Icon ( ): CB can use this icon to edit the NSC details which have already been added. All added NSCs are shown in a table at the bottom of the page where this icon button is shown. After clicking this edit icon button, a popup form will open wherein CB can update the NSC.



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.

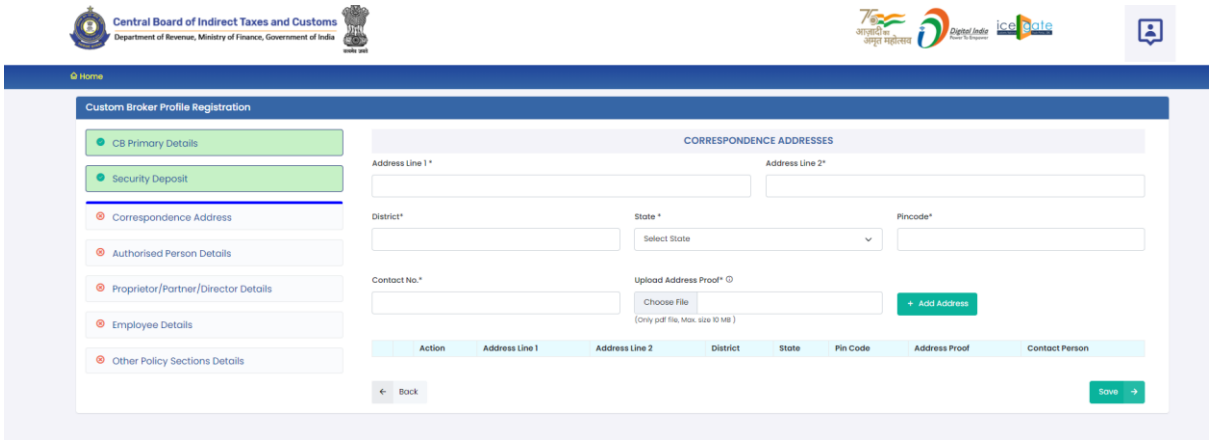
x. **Delete Icon ( ):** CB can use this icon to delete the Postal Deposit which has already been added. All added Postal Deposits are shown in a table at the bottom of the page where this icon button is shown. After clicking this delete icon button, Postal Deposit will be removed.

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:

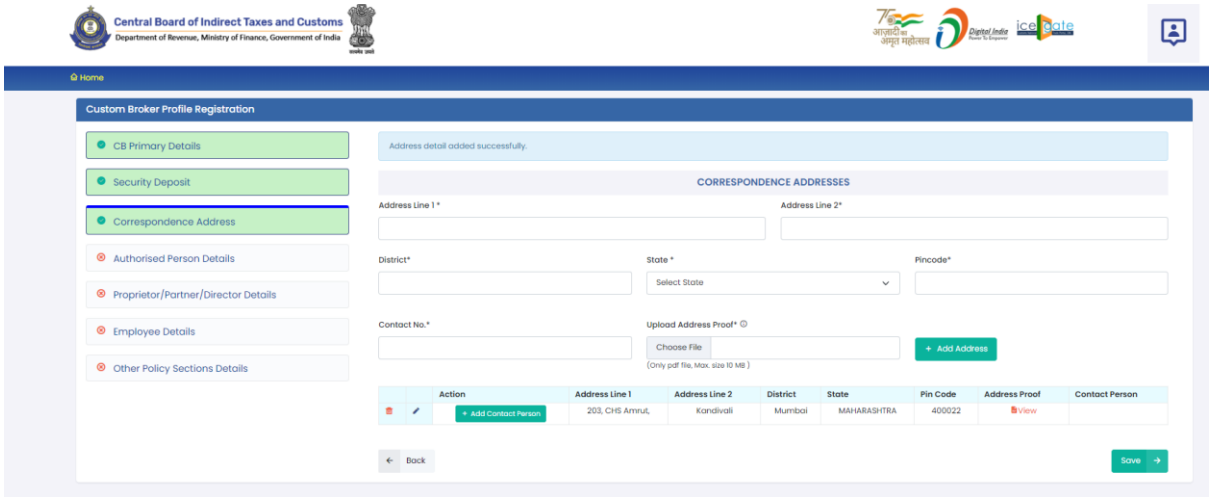
A. Water Bill,

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.

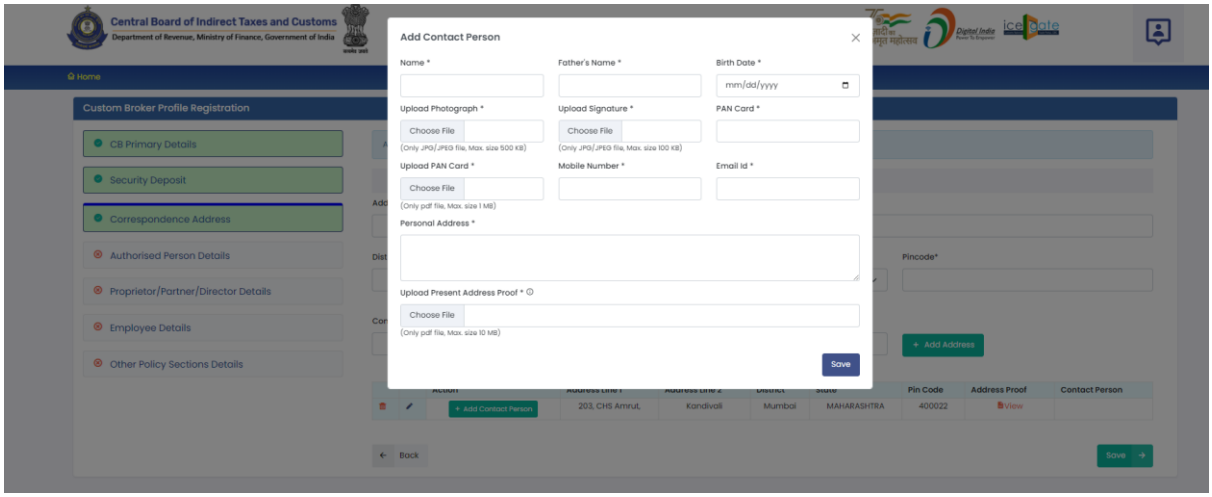
I. **Email Id:** This is the email id of the Contact Person.

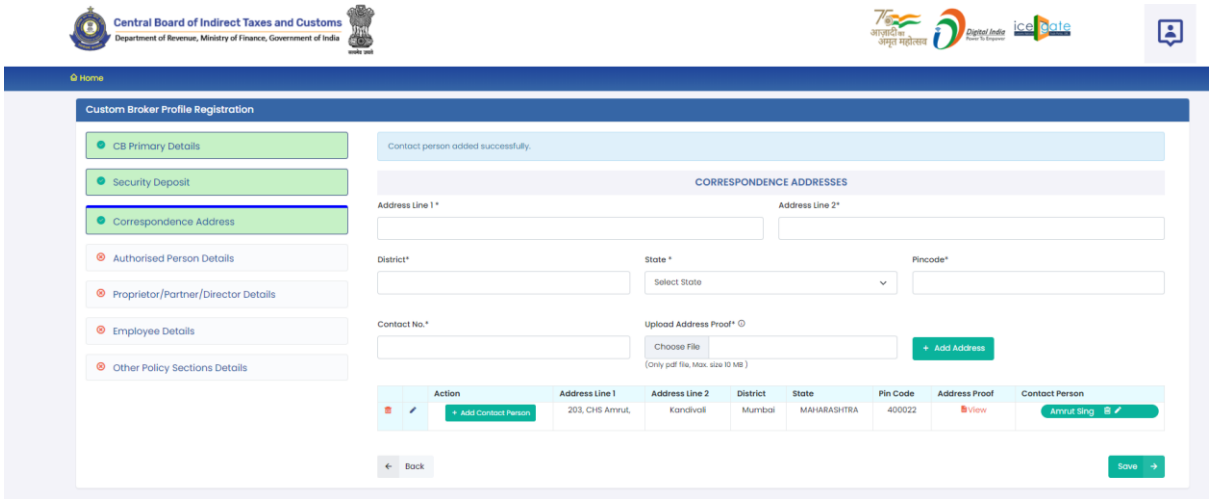
J. **Personal Address:** This is the address of the Contact Person.

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).





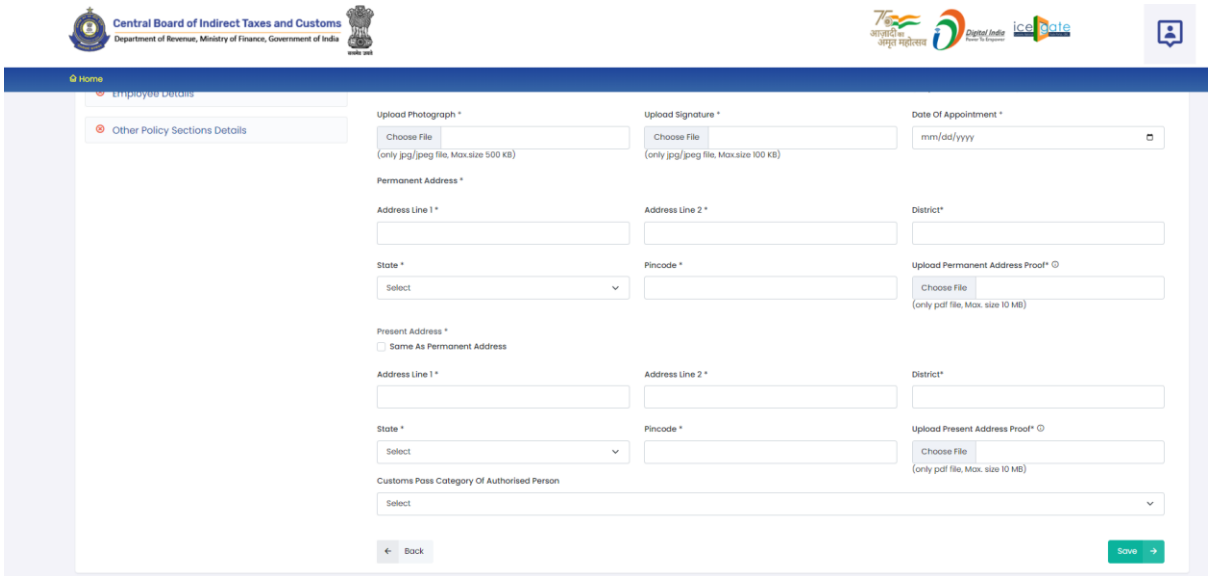
XII. **Save Button:** This button will save all added addresses. All added details in this section will get saved and the next section i.e. Authorised Person Details page will be shown to the CB.

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.

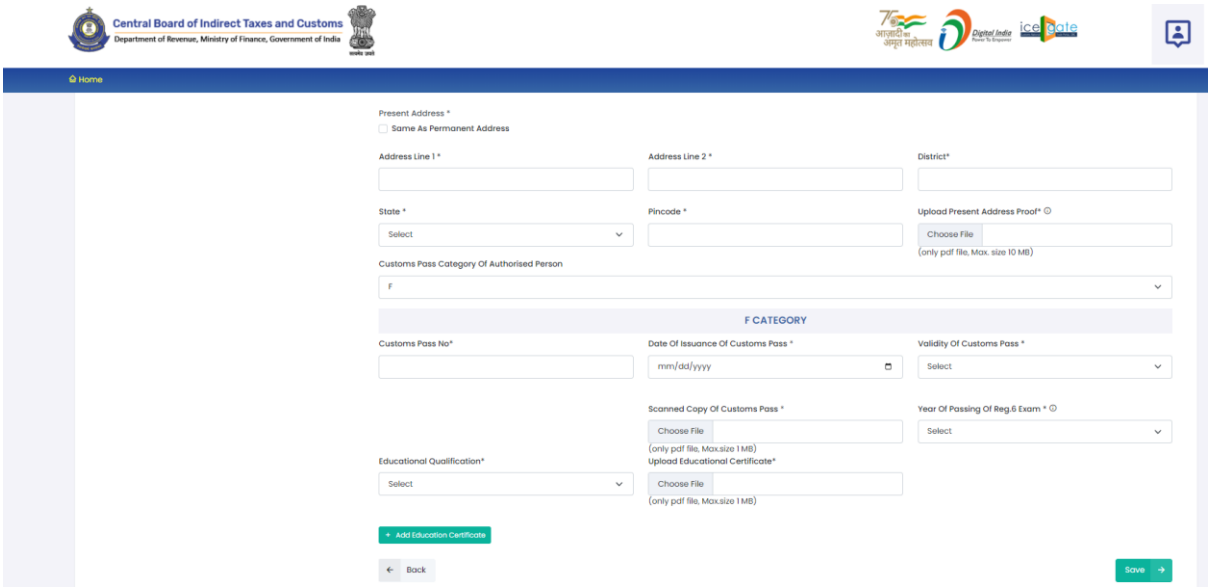
6. **Upload Permanent Address Proof:** In this field CB should upload the scanned copy of the proof of the address. Following documents can be used as proof of address:
    (1) Water Bill,
    (2) Telephone (landline or post paid mobile bill),
    (3) Electricity bill,
    (4) Income Tax Assessment Order,
    (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.

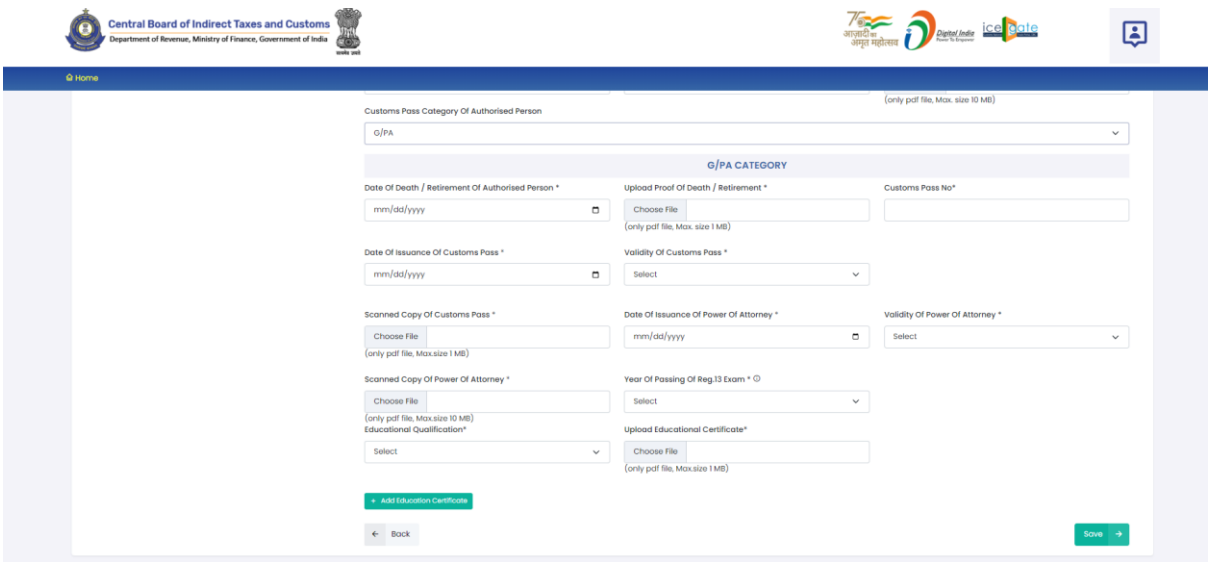
f. **Year of Passing of Regulation 6 Exam:** This is the year in which the Authorised Person passed the Regulation 6, CBLR, 2018 examination i.e. F-Catagory examination.

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.

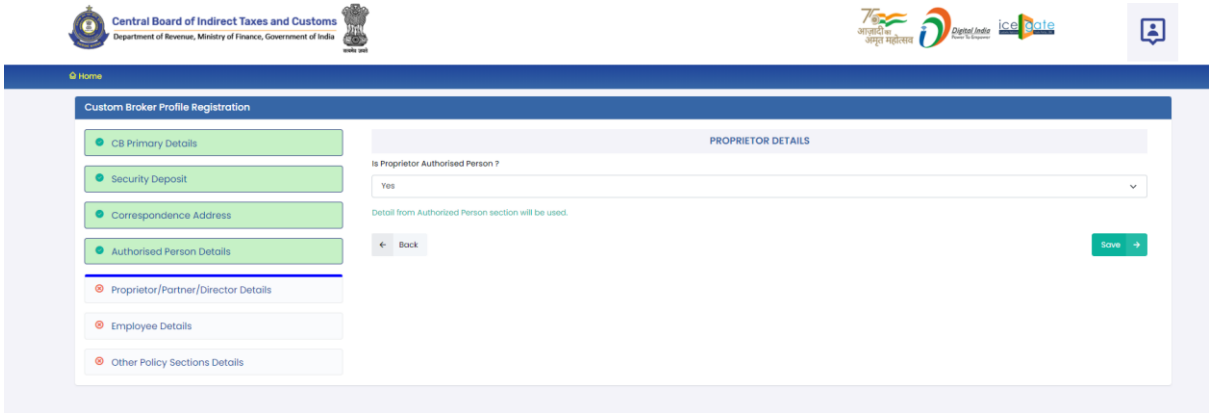
C. **Save Button:** Press this button to save the details of the Authorised Person in CBLMS and move to next section i.e. Proprietor / PArtner / Director details.

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

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

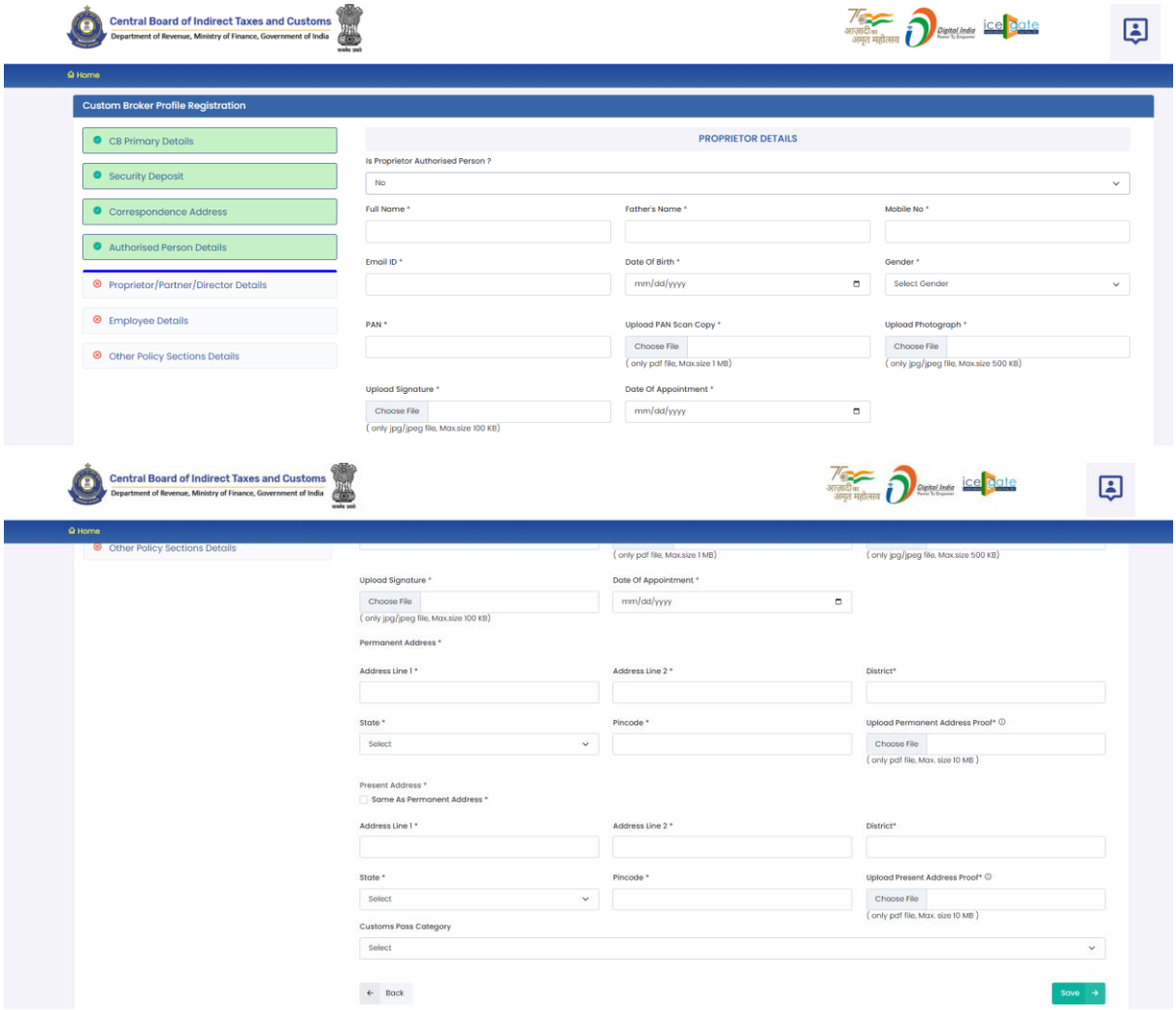
This section captures the details of the proprietor if CB is proprietorship concern, details of all partners if CB is partnership firm, details of all directors if CB is company.

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

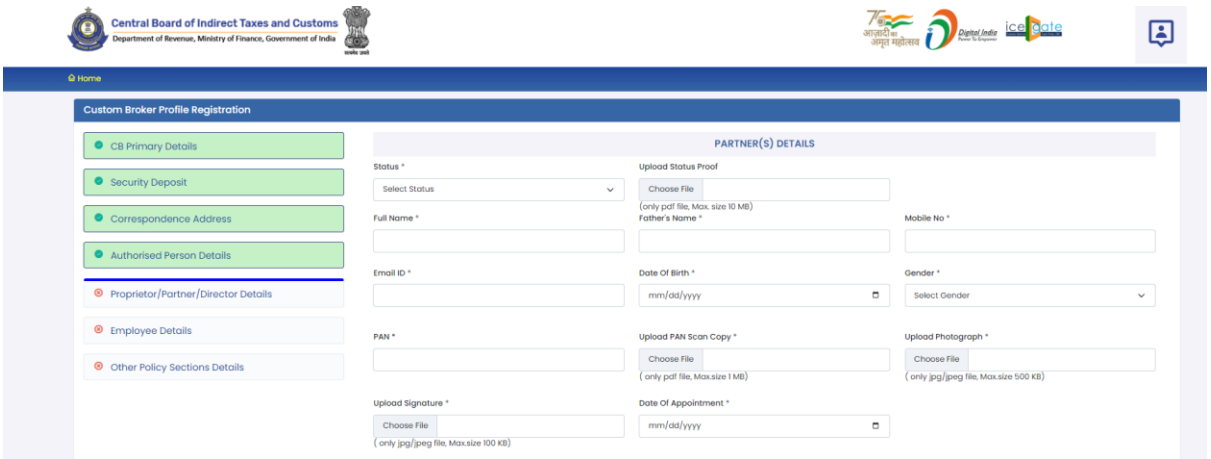
1. **Customs Pass No:** This is the Customs Pass number of the person as printed on his Customs pass.
2. **Date of Issuance of Customs Pass:** This is the date of issuance of the Customs pass of the person as printed on his Customs pass.
3. **Validity of Customs Pass:** This is the date of issuance of 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.

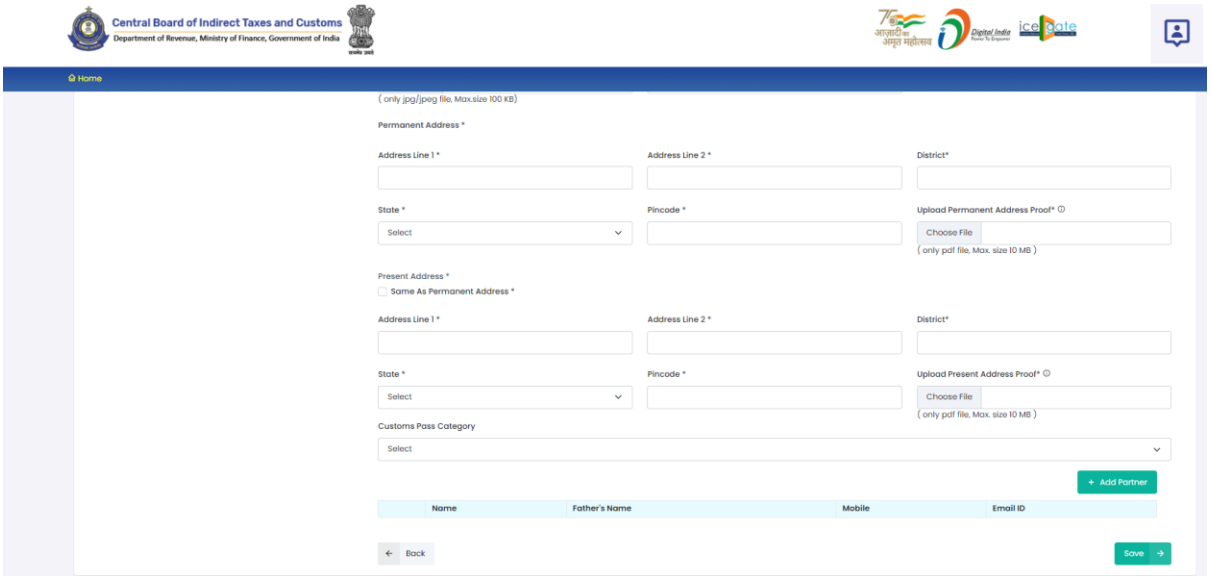
6. **Education Qualification:** In this field CB should select the education qualification of the Person.
7. **Upload Educational Certificate:** In this field CB should upload the certificate i.r.o of the education qualification selected in the "Education Qualification" field. File format should be PDF 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**

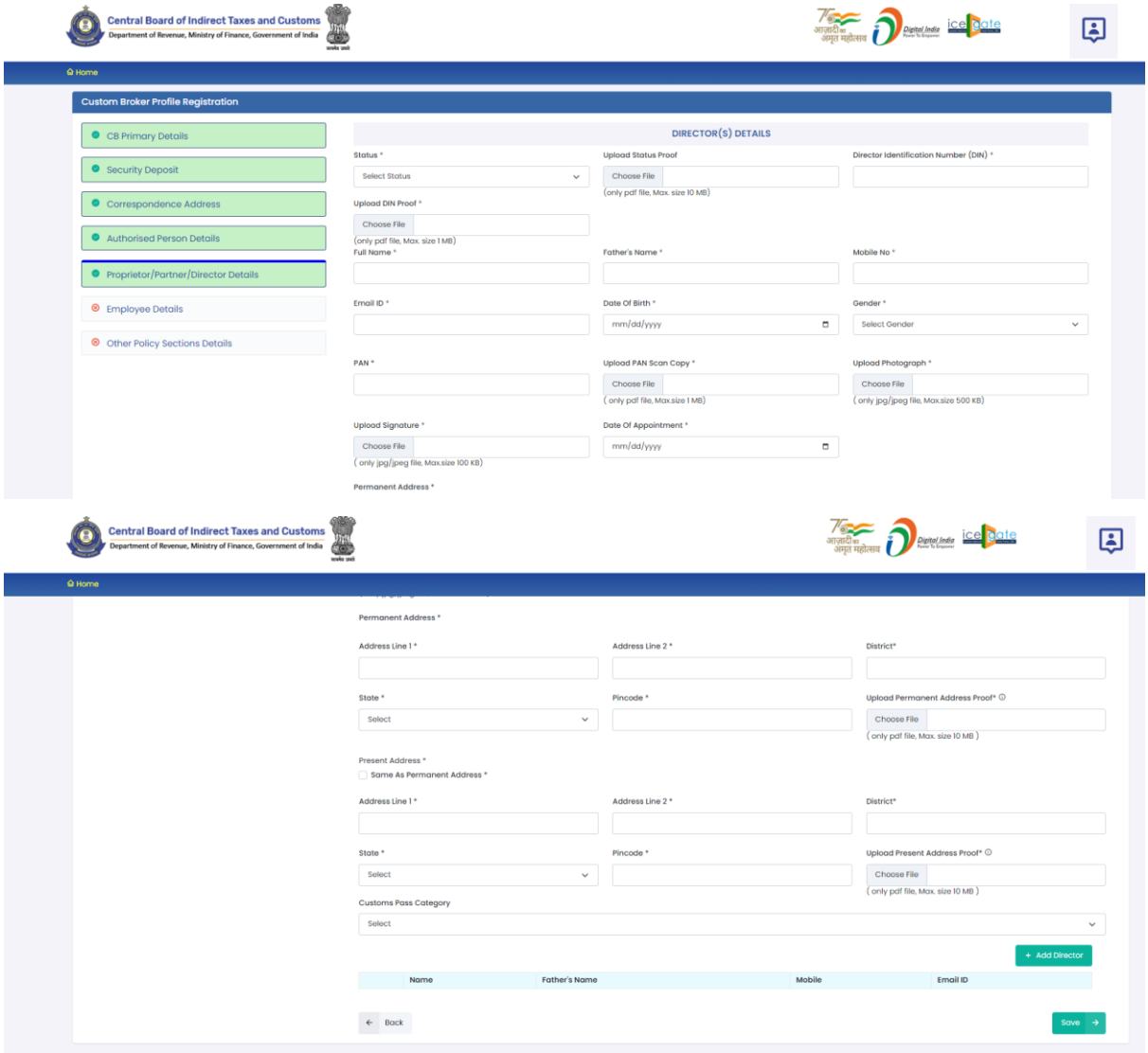
XVII. **Customs Pass Category:** Details of this field are the same as mentioned in the earlier part of this user manual.

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.

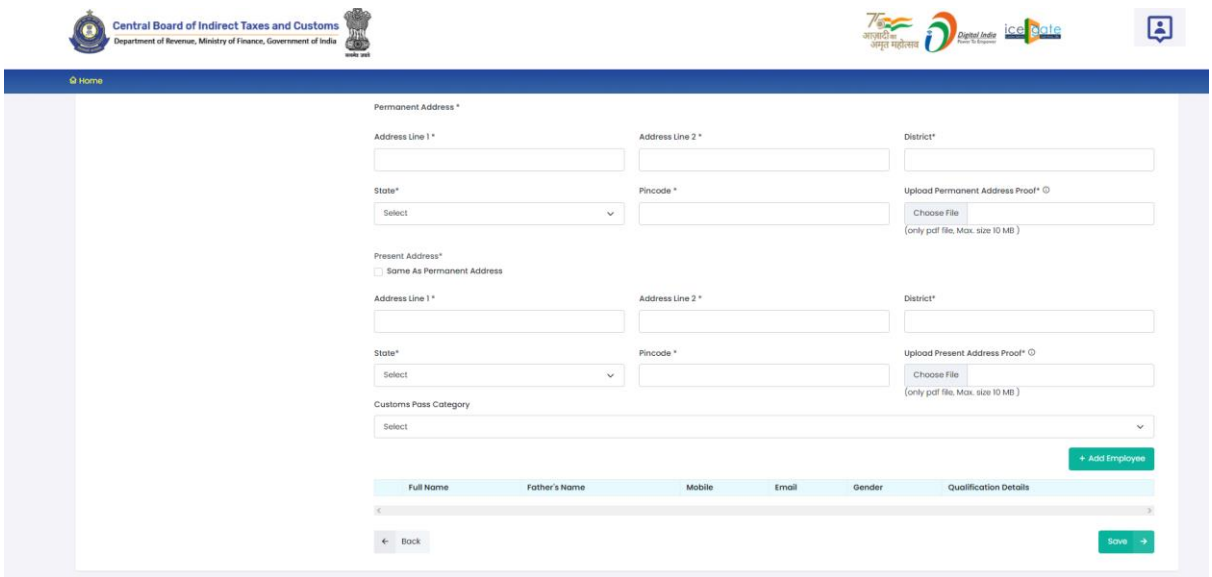
XX. **Add Director Button:** This button will add the director in CBLMS. The added director will appear in the table at the bottom of the page.

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.

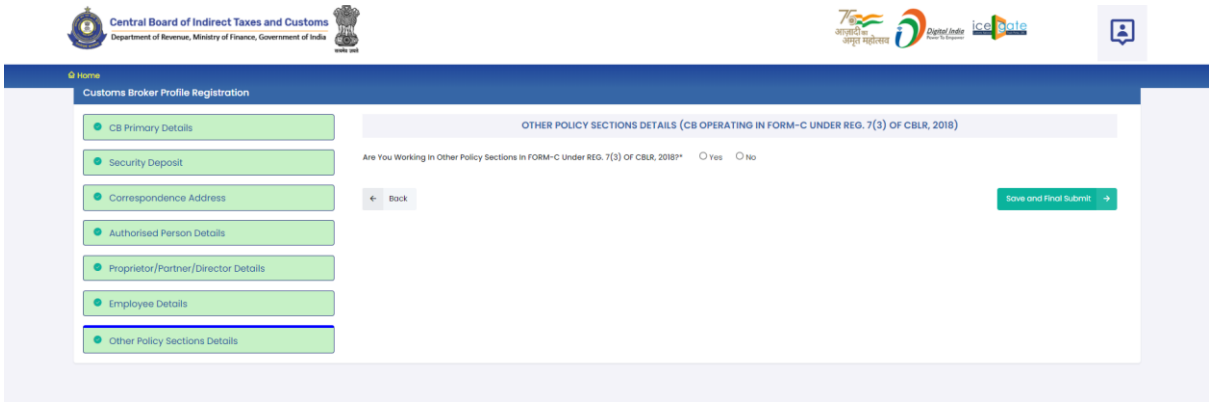
XVII. **Back Button:** This button opens the previous section i.e. Proprietor / Partner / Employee Details.

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.

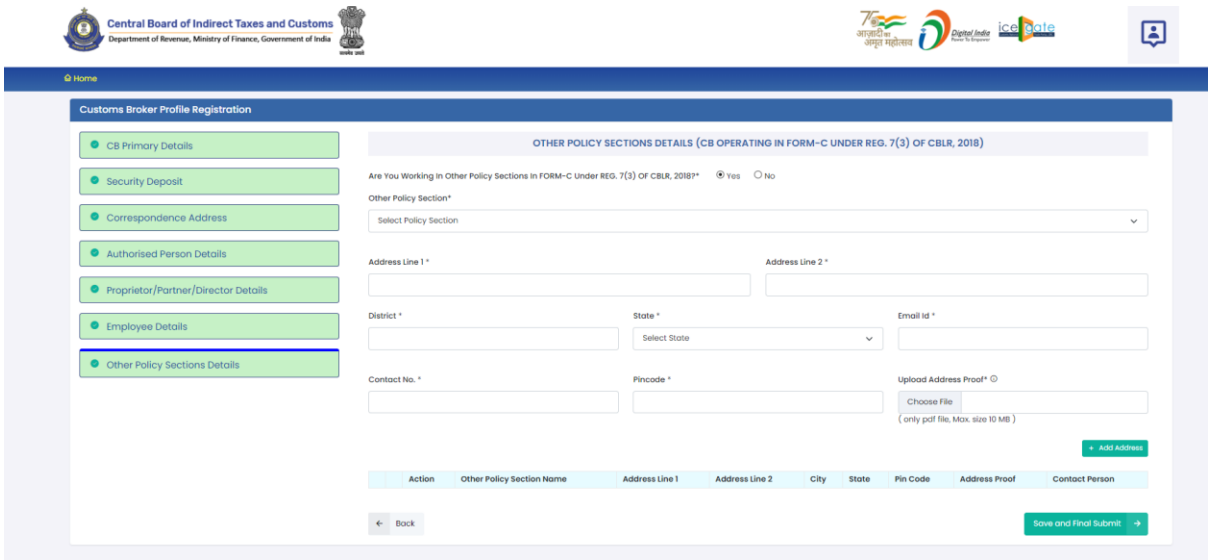
g. Other Policy Section Details

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.

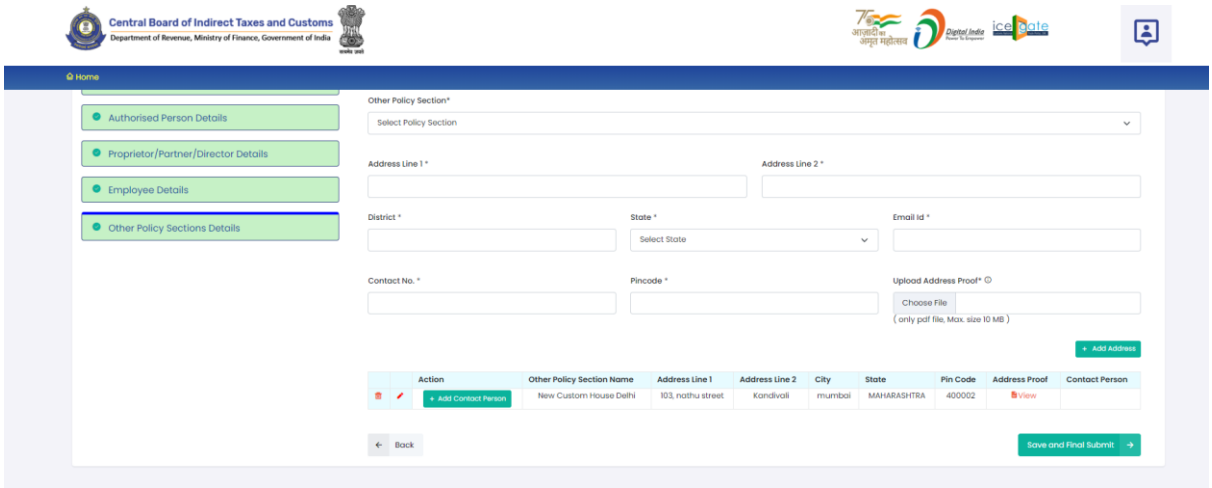
VIII. **Pin Code:** This is the PIN code of the address.

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,

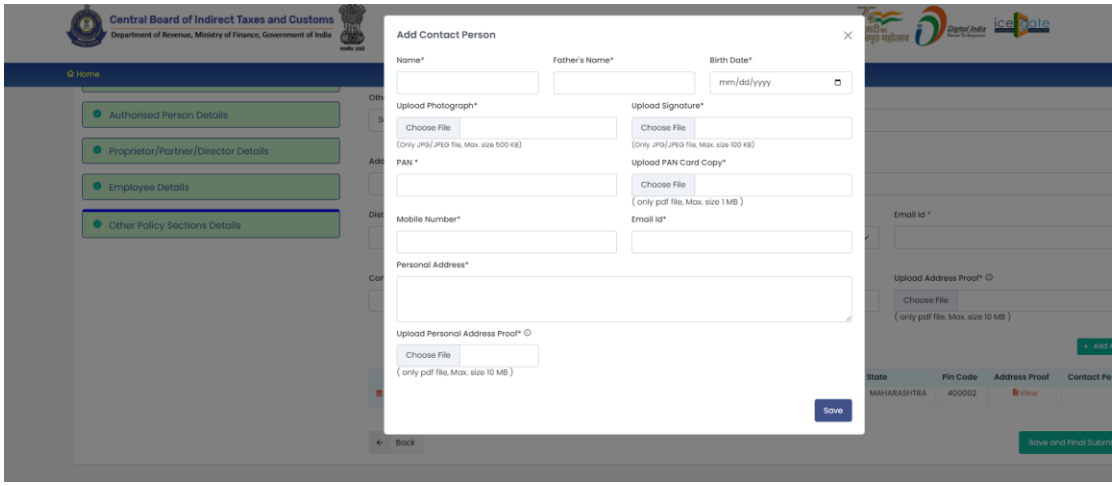
K. Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only).

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:

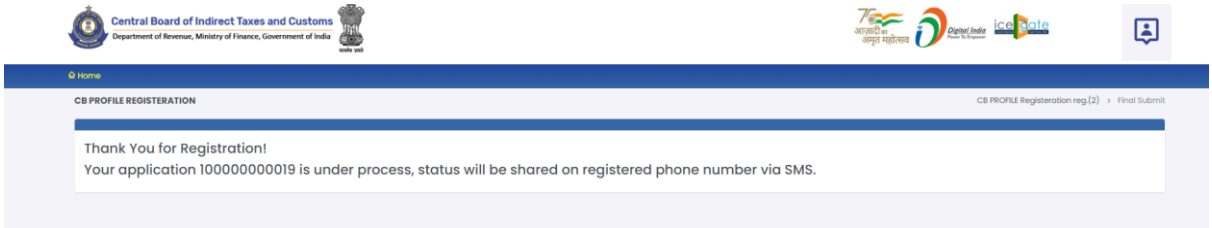
1. Water Bill,
2. Telephone (landline or post paid mobile bill),
3. Electricity bill,
4. Income Tax Assessment Order,
5. Election Commission Photo ID card,
6. Proof of Gas Connection,
7. Certificate from Employer of reputed companies on letter head,
8. Spouse's passport copy (First and last page including 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

List of documents to be scanned and uploaded in CBLMS portal while creating CB Profile		
Document No.	**List of Documents**	**Format/Size Limit**
	(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	