

FAQs for Registration under CB Profile on CBLMS

1. What is CBLMS?

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

2. What is CB Profile?

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

3. Who are eligible for registration under CB Profile?

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

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

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

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

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

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

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

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

Ans. Customs Brokers have to upload the following documents

- i. CB License.
- ii. Proprietorship Deed (Notarized) / Partnership Deed (Notarized) / Incorporation Certificate along with Memorandum of Association and Article of Association.
- iii. Security Deposit.
- iv. Lease agreement and Electricity Bill submitted as Address proof of the office.
- v. Photo, Educational Certificate, Result of F-Category exam of the Authorised person on the strength of whom a license has been obtained
- vi. Photo, PAN Card, Aadhaar Card of the Proprietor/Partner(s)/Director(s).
- vii. Power of Attorney, Result of F/G-Category exam, PAN Card, Aadhaar Card, Educational Qualification Certificates of the Employees.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Ans. Yes

16. What is Reset Button used for?

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

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

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

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

18. In which format should the documents be uploaded?

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

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

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

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

Ans. No.

21. What is Parent Policy Section?

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

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

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

23. What is Date of incorporation?

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

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

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

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

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

26. What is Security Deposit type?

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

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

27. Which Account no. is to be updated?

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

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

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

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

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

Ans. No.

30. Who is an Authorised person?

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

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

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

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

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

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

33. Who is an F-Card Holder?

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

34. In which format should the photo be uploaded?

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

35. Which documents can be used as Educational certificates?

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

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

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

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

Ans. Different categories of cards/passes are

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

38. What is Power of Attorney?

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

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

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

40. What is exam passed year?

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

41. What are Other Policy Sections?

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

Can we submit the information without selecting the undertaking checkbox?

Ans. No. Undertaking is mandatory.

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

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

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

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