



**USER MANUAL TO APPLY FOR NEW CUSTOMS
BROKER LICENSE (PART 1)**

INDEX

Sr No.	Topic	Pg No.
1	Registration of New User / Creation of Login Credentials for New User	3-5
2	Login	6-7
3	Application	8
3(c)	Applicant Details	8-10
3(d)	Correspondence Address	10-13
3(e)	Proprietor Details/Partners Details/Details	13-16
3(f)	Candidate Details	16-19
3(g)	More Information	19-20
3(h)	Declaration	20-21
3(i)	Make Payment	21-22
3(j)	Preview Form	22
3(k)	Final Submit	22-23

Customs Brokers License Management System (CBLMS)

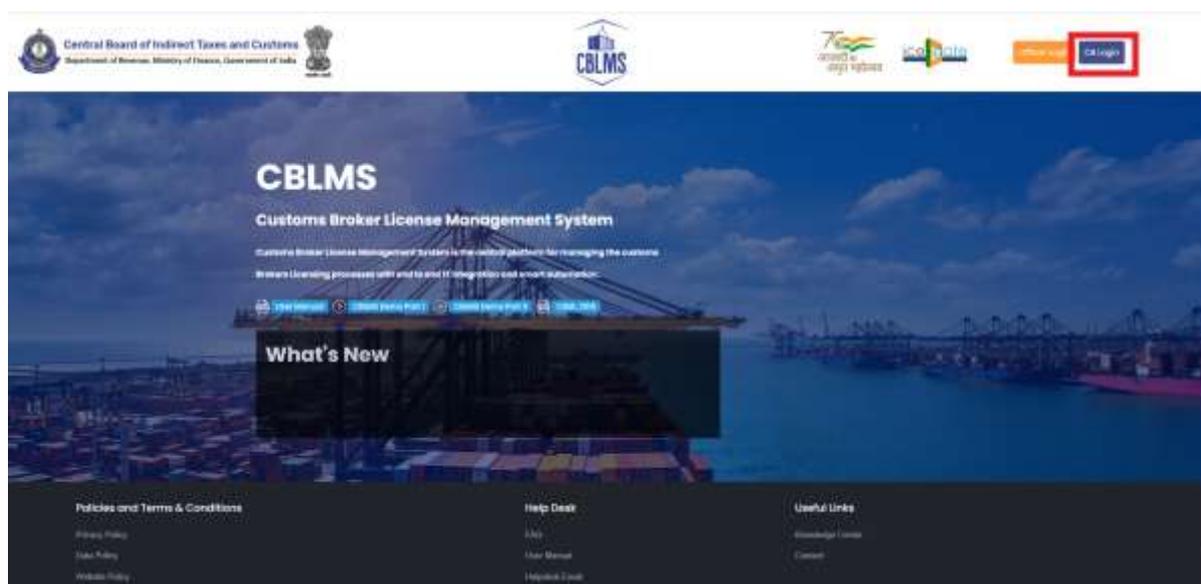
User Manual to apply for new customs broker license under regulation 7 of CBLR 2018 through CBLMS (Part 1)

With the introduction of new functionalities in CBLMS, the license with QR Code to the applicants who have applied for the examination and for the subsequent issuance of a license in Form-A as per Regulation 4 of the CBLR, 2018 and who have, thereafter, successfully passed the examination (both written and oral) conducted in 2022 under Regulation 6 of the CBLR, 2018 will be issued through CBLMS. The process of applying for a new Customs Broker license with QR code, through CBLMS, is explained below:

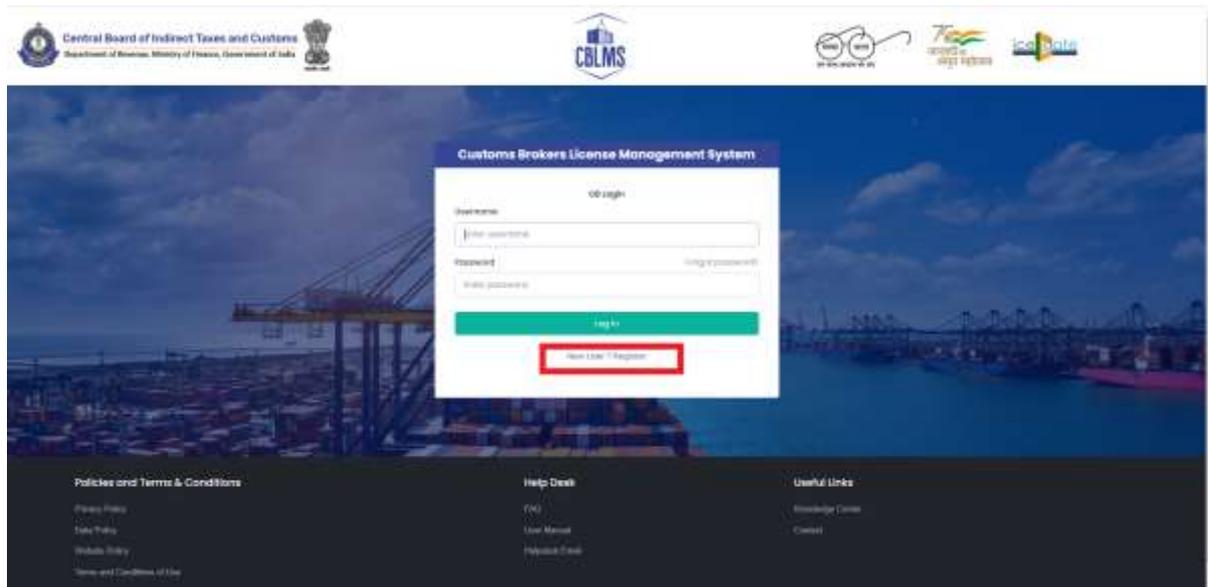
1: REGISTRATION OF NEW USER

An applicant must register on CBLMS before submitting any application. The registration process is explained in the following steps:

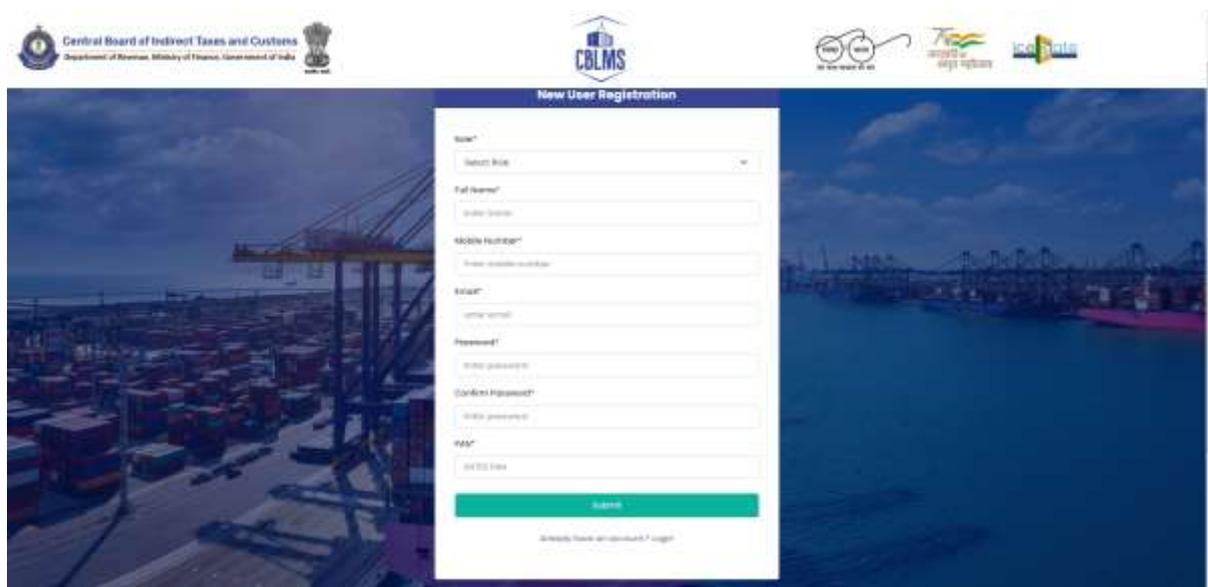
- a. Open the CBLMS portal vide the URL "<https://cblms.gov.in>" in the web browser. The following page will be displayed. For registering on the portal from this page, click on the '**CB Login**' button on the top right-hand corner of the page.



- b. On clicking the “CB login” button on the homepage, the following page will be displayed.



- c. Click on “New user? Register” as highlighted in the screenshot above.
- d. On clicking the “New user? Register”, the following screen of New User Registration will be displayed on the screen



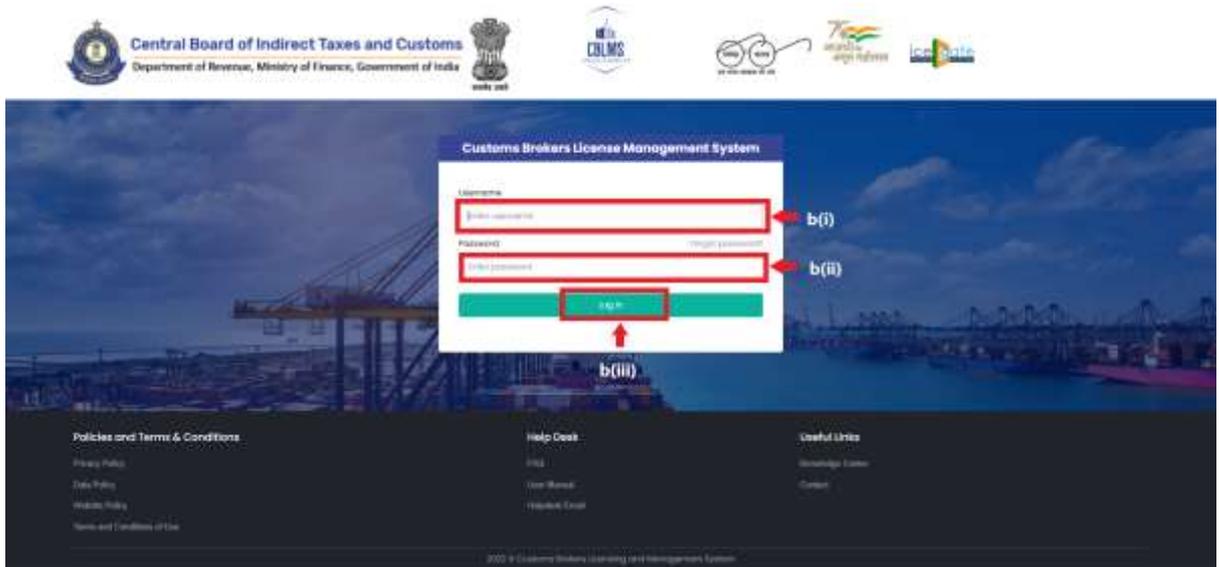
- e. “New User Registration” page details:
- Role:** Select the option “CB applicant” from the drop-down menu.

- ii. **Full Name:** Enter the full name of the applicant. It is important to note that, here, the “**Applicant**” is the proprietorship concern/firm/company/association that intends to seek the Customs Broker License. Therefore, the applicant’s full name is the name of the proprietorship concern or Partnership firm or Pvt. Ltd./LLP/Ltd. Company or Association that intends to seek the Customs Broker license.
- iii. **Mobile Number:** Enter the mobile number of the applicant who is to be registered on CBLMS and on which the applicant wishes to receive OTP/correspondence from the CBLMS portal.
- iv. **Email:** Enter the email id of the applicant who is to be registered on CBLMS and on which the applicant wishes to receive OTP/correspondence from the CBLMS portal.
- v. **Password:** Create the password for login into CBLMS
- vi. **Confirm Password:** Re-enter the password created in the previous step i.e. 1(e)(v)
- vii. **PAN:** Enter the PAN number of the applicant i.e. the PAN No. which is registered with the proprietorship concern/firm/company/association. The same will be the username/login ID of the applicant for logging into the CBLMS portal.

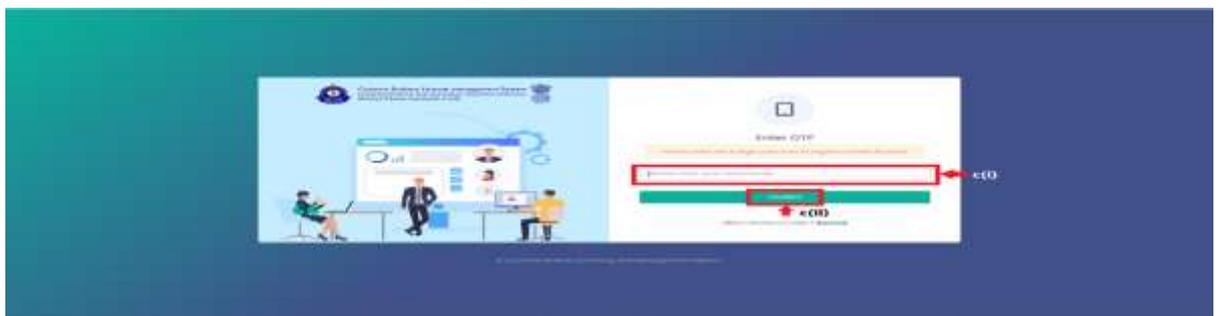
Click on Submit to create the login credentials of the applicant on the CBLMS portal.

2. LOGIN :

- a. After successfully registering on CBLMS as explained in Step 1 above, the applicant needs to login into the portal for applying for a new license.
- b. On clicking the login button on the homepage, the following page will be displayed.



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



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

3. APPLICATION:

- a. On successful login into the portal, the following screen will appear. Click on the “Exam and License” button as highlighted below for initiating the application process.



- b. On clicking the “Exam and License” button, the application page is displayed wherein the applicant needs to populate the form with their respective details. The form is divided into 7 sections which are displayed on the left-hand side of the screen. This form will capture all details required under Form-A to ascertain the qualification of the applicant for the issuance of a Customs Broker license under CBLR, 2018.
- c. Applicant Details: It captures the details of the Applicant i.e. the proprietorship concern/firm/company/association that intends to seek a Customs Broker license.

- i. **Applicant Name:** Enter the full name of the applicant.
- ii. **Mobile no.:** Enter the mobile number of the applicant.
- iii. **Email id:** Enter the email id of the applicant.
- iv. **Parent Policy Section:** Select the policy section from the drop-down menu. i.e. the Commissionerate having jurisdiction over the area from where the applicant intends to carry on his business.
- v. **Nature of the Applicant:** Select the applicable option from the drop-down menu about the constitution of Customs Broker firm, whether it is a proprietorship concern, partnership, company ltd etc.
- vi. **Upload proof:** Based on the option selected in section 3(c)(v) above,
 Upload proof of existence of Proprietorship concern i.e. GST registration, MSME registration or a Shops and Establishment Act License or,
 Upload partnership deed (Notarised) for Partnership firm or,
 Upload Incorporation certificate (Notarised) for a Company (Format: pdf; Max. size: 20 MB)

- vii. **Date of incorporation of the Applicant:** Enter the date of incorporation.
- viii. **PAN:** Enter the PAN no of the applicant i.e the proprietorship concern/firm/company/association
- ix. **Upload PAN Card:** Upload the scanned copy of the PAN card of the applicant (Format: pdf; Max. size: 1 MB)
- x. **GSTIN:** Enter the GSTIN no. of the applicant
- xi. **Upload GSTIN:** Upload the scanned copy of the GSTIN registration certificate of the applicant. (Format: pdf; Max. size: 1 MB)
- xii. Click on “**Save**” button to save the details and move to the next tab/section.

d. Correspondence Address: It captures the details of the Office address of the applicant.

The screenshot displays the 'CORRESPONDENCE ADDRESSES' section of the CBLMS application. The header includes the Central Board of Indirect Taxes and Customs logo and the CBLMS logo. The main content area contains a form with the following fields:

- Address Line 1*
- Address Line 2*
- State*
- Pin Code*
- Contact No. *
- Address Proof*
- Contact Person*

Below the form, there is a table with columns: Address Line 1, Address Line 2, State, Pin Code, Contact Number, Address Proof, and Contact Person. A green 'Add Address' button is located below the form fields. At the bottom of the page, there is a 'Back' button and a 'Save' button.

- i. **Address Line 1:** Enter the first line of the address of the applicant.
- ii. **Address Line 2:** Enter the second line of the address of the applicant.

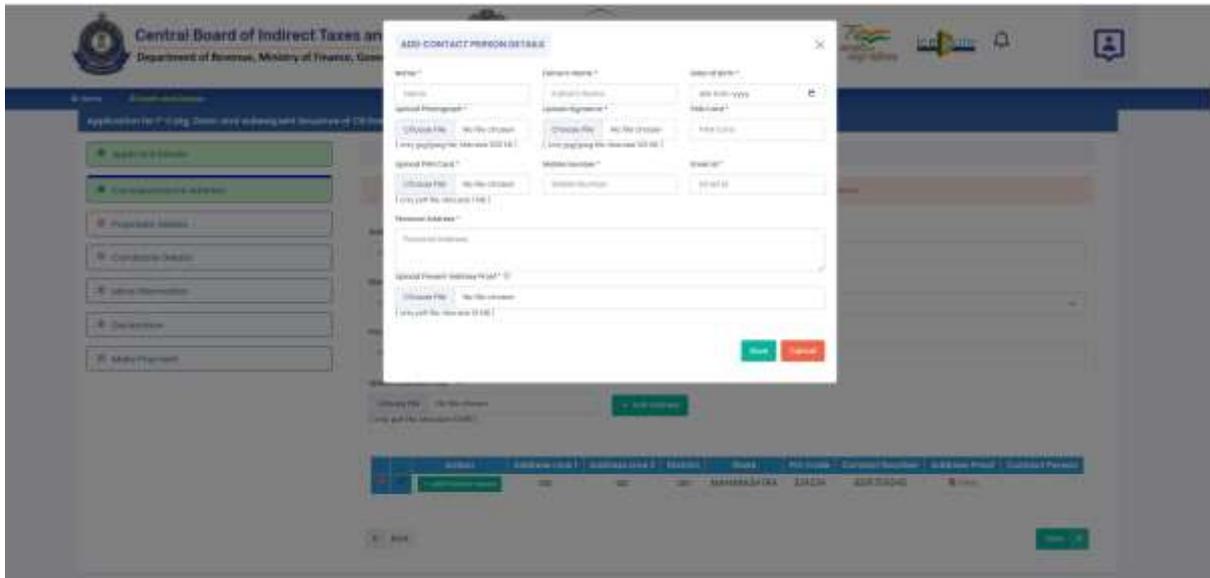
- iii. **District:** Enter the district of the correspondence of the applicant.
- iv. **State:** Select the state of the correspondence address of the applicant from the drop-down menu.
- v. **Pincode:** Enter the pincode of the correspondence address of the applicant.
- vi. **Contact No.:** Enter the contact no. on the correspondence address of the applicant.
- vii. **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)
- viii. Click on the “**Add Address**” button to add the address details in the table given below.
- ix. 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 displays the 'CORRESPONDENCE ADDRESSES' section of the CBLMS application. It features a form with the following fields:

- ADDRESS LINE 1* (Address Line 1)
- ADDRESS LINE 2*
- DISTRICT*
- STATE*
- PIN CODE*
- CONTACT NO.*

Below the form is a table with the following columns: Action, Address Line 1, Address Line 2, District, State, Pin Code, Contact Number, Address Proof, and Contact Person. A red box highlights the 'Add Address' button in the Action column of the table.

- x. 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 image shows a screenshot of the 'ADD CONTACT PERSON DETAILS' form within the Central Board of Indirect Taxes and Customs (CBIC) portal. The form is overlaid on a background page titled 'ADD CONTACT PERSON DETAILS'. The form fields include: 'Name', 'Father Name', 'Date of Birth', 'Upload Photograph', 'Upload Signature', 'Pan Card', 'Mobile No', and 'Personal Address'. Each field has a corresponding 'Upload File' button and a file size limit. The 'Personal Address' field is a text area. At the bottom right of the form, there are 'Save' and 'Cancel' buttons. The background page shows a navigation menu on the left with options like 'Add Contact Person', 'View Correspondence Address', 'View Personal Address', 'View Correspondence Details', 'View Personal Details', 'View Declaration', and 'Make Payment'. The top of the page displays the CBIC logo and the text 'Central Board of Indirect Taxes and Customs, Department of Revenue, Ministry of Finance, Government of India'.

- xi. 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.

- xii. Once the Contact Person column in the table at the bottom of the page is populated as highlighted in the following screen, click the Save button to save the details and move to the next tab/section

The screenshot displays the 'CORRESPONDENCE ADDRESS' form in the CBLMS system. The form is divided into two main sections: 'Contact person details' and 'Address details'. The 'Contact person details' section includes fields for 'Name', 'Mobile No.', and 'Email ID'. The 'Address details' section includes fields for 'Address Line 1', 'Address Line 2', 'State', and 'Pincode'. Below the form is a table with columns: 'Action', 'Address Line 1', 'Address Line 2', 'State', 'Pincode', 'Contact Number', and 'Contact Person'. The 'Contact Person' column is highlighted with a red box, and a 'Save' button is also highlighted with a red box.

- e. Proprietor/Partners/Director Details: It captures the details of the Proprietor in case the applicant is a Proprietorship concern, Partners in case the applicant is a Partnership firm and Director(s) in case the applicant is a Company.

Depending on the “Nature of applicant” selected in 3(c)(v) above, one of the following tabs appear:

- Proprietor Details for Proprietorship concern
- Partner Details for Partnership firm
- Director Details for LLP/Pvt. Ltd./Ltd. company

- i. **Full Name:** Enter the full name of the proprietor/partner/director
- ii. **Fathers Name:** Enter the father's name of the proprietor/partner/director
- iii. **Mobile No:** Enter the mobile no of the proprietor/partner/director
- iv. **Email id:** Enter the Email id of the proprietor/partner/director
- v. **Date of Birth:** Enter the Date of Birth of the proprietor/partner/director
- vi. **Gender:** Select the gender of the proprietor/partner/director from the drop down menu
- vii. **PAN No:** Enter the Pan No of the proprietor/partner/director
- viii. **Upload PAN Card:** Upload the scanned copy of the Pan Card of the proprietor/partner/director (Format: pdf; Max. size: 1 MB)
- ix. **DIN:** Director identification number in case the applicant is a company.
- x. **Upload Photograph:** Upload the photograph of the proprietor/partner/director (Format: jpg/jpeg; Max. size: 500 KB)

- xi. **Upload Signature:** Upload the scanned copy of the signature of the proprietor/partner/director (Format: jpg/jpeg; Max. size: 100 KB)
- xii. **Date of Appointment:** Enter the date of appointment of the proprietor/partner/director in the proprietorship concern/firm/company
- xiii. **Permanent Address:** Enter the permanent address details of the proprietor/partner/director viz address line 1 and 2, district, state and pincode.
- xiv. **Upload Permanent Address proof:** Upload the scanned copy of the address proof of the correspondence address of the proprietor/partner/director. The list of acceptable documents is available in the i-button of the head of the column. (Format: pdf; Max. size: 10 MB)
- xv. **Present Address:** If the present address of the proprietor/partner/director is the same as the permanent address of the proprietor/partner/director, then check the box and the present address columns will get auto-populated with then details same as the permanent address. Otherwise, enter the details of present address of the proprietor/partner/director and upload the present address proof. (Format: pdf; Max. size: 10 MB)
- xvi. **Educational Qualifications:** Enter the qualification details. It is important to note that in case of Proprietorship concern, the details of the Proprietor are to be entered here and since for a Proprietorship firm, Proprietor will also be the candidate who has appeared in and passed the Regulation 6 examination, the education qualification must be as required under Regulation 5 of the CBLR, 2018.
- xvi. **Upload Educational Certificates:** Upload the scanned copy of the educational certificate of the qualification chosen in 3(e)(xv) above. (Format: pdf; Max. size: 1 MB)

- xvii. If the applicant wishes to add more than one qualification details of the Proprietor, then click on “Add Educational Qualification” button as shown below and repeat the procedure followed in 3(e)(xiv) and 3(e)(xv) above. Once all the educational qualifications of the proprietor/partner/director is added, click on “Save proprietor/partner/director” button to save the details and move to the next tab/section

The image shows a screenshot of the Central Board of Indirect Taxes and Customs (CBIC) web portal. The header includes the CBIC logo, the text 'Central Board of Indirect Taxes and Customs', 'Department of Revenue, Ministry of Finance, Government of India', and the CBLMS logo. The main content area displays a form for adding educational qualifications. The form has two columns for 'Name' and 'Address'. Below these are two rows for 'Education Qualification', each with a 'Name' and 'Address' field. Two green buttons are visible on the right side of the form: 'Add Educational Qualification' (top) and 'Save Proprietor/Partner/Director' (bottom), both of which are highlighted with red rectangular boxes.

f. Candidate Details: It captures the details of the person who has appeared for the examination (both written and oral) conducted under Regulation 6 of the CBLR, 2018 and had passed the examination. It is the person on whose strength the Customs Broker license is sought by the applicant proprietorship concern/firm/company.

If the “Nature of applicant” selected in 3(c)(v) above is Proprietorship, then this section will get automatically filled with the Proprietor details with the message “Candidate details are same as Proprietor details” as shown below, then the applicant click on Save button to save the details and move to the next tab/section.

The screenshot shows the 'CANDIDATE DETAILS' section of the application form. A red box highlights the field for 'Candidate's Full Name as Per the Birth Certificate'. Other fields include 'Full Name', 'Father's Name', 'Mobile No.', 'Date of Birth', 'Gender', 'Address', 'Religion', 'Marital Status', 'Education', 'Occupation', 'Present Address', and 'Permanent Address'.

If the “Nature of applicant” selected in 3(c)(v) above is other than Proprietorship, then the applicant needs to fill in the details of the candidate on the strength of whom the license is being applied for, as per the following

The screenshot shows the 'CANDIDATE DETAILS' section of the application form. Fields include 'Designation', 'Full Name', 'Father's Name', 'Mobile No.', 'Date of Birth', 'Gender', 'Address', 'Religion', 'Marital Status', 'Education', 'Occupation', 'Present Address', and 'Permanent Address'.

- i. **Designation:** Select the designation of the candidate in the applicant firm.
- ii. **Full Name:** Enter the full name of Candidate
- iii. **Fathers Name:** Enter the father’s name of Candidate

- iv. **Mobile No:** Enter the mobile no of the Candidate
- v. **Email id:** Enter the Email id of the Candidate
- vi. **Date of Birth:** Enter the Date of Birth of the Candidate
- vii. **Gender:** Select the gender of the Candidate from the drop-down menu
- viii. **PAN No:** Enter the Pan No of the Candidate
- ix. **Upload PAN Card:** Upload the scanned copy of the Pan Card of the Candidate (Format: pdf; Max. size: 1 MB)
- x. **Upload Photograph:** Upload the scanned copy of the photograph of the Candidate (Format: jpg/jpeg; Max. size: 500 KB)
- xi. **Upload Signature:** Upload the scanned copy of the signature of the Candidate (Format: jpg/jpeg; Max. size: 100 KB)
- xii. **Date of Appointment:** Enter the date of appointment of the Candidate in the firm
- xiii. **Permanent Address:** Enter the permanent address details of the Candidate viz address line 1 and 2, district, state and pincode.
- xiv. **Upload Permanent Address proof:** Upload the scanned copy of the address proof of the correspondence address of the Candidate. The list of acceptable documents is available in the i-button of the head of the column. (Format: pdf; Max. size: 10 MB)
- xv. **Present Address:** If the present address of the Candidate is the same as the permanent address of the Candidate, then check the box and the present address columns will get auto-populated with the details same as the permanent address. Otherwise, enter the details of the present address of the Candidate and upload the scanned copy of the present address proof of the candidate. (Format: pdf; Max. size: 10 MB)

- xvi. **Educational Qualifications:** Enter the educational qualification details of the Candidate required as per Regulation 5 of the CBLR, 2018.
- xvii. **Upload Educational Certificates:** Upload the scanned copy of the educational certificate of the qualification chosen in 3(f)(xvi) above. (Format: pdf; Max. size: 1 MB)
- xviii. If the applicant wishes to add more than one qualification detail of the Candidate, then click on “Add Educational Qualification” button as shown below and repeat the procedure followed in 3(f)(xv) and 3(f)(xvi) above. Once all the educational qualifications of the Candidate are added, click on “Save Candidate” button to save the details and move to the next tab/section.

g. More Information:

- i. Select the applicable answer to “whether the candidate is a retired Group A officer from Indian Revenue Service (Customs and Indirect Taxes)
- ii. Upload the scanned copy of the proof of sound mind of the candidate. (Format: pdf; Max. size: 1 MB)
- iii. Select the applicable answer to whether the candidate has working knowledge of English.

- iv. Select the applicable answer to whether the candidate has working knowledge of Hindi.
- v. Select the local working knowledge of the candidate from the drop-down menu.
- vi. Select the total number of attempts made by the candidate in the examination referred to Regulation 6 of CBLR, 2018 and its corresponding erstwhile regulations.
- vii. Upload the scanned copy of the financial viability certificate, issued by a scheduled bank or such other proof acceptable to Pr. Commissioner of Customs or Commissioner of Customs, as the case may be, in terms of possession of the assets of the value not less than five lakhs rupees. (Format: pdf; Max. size: 1 MB)
- viii. Enter the financial viability certificate number uploaded in 3(g)(vii) above.
- ix. Enter the issuance date of the financial viability certificate uploaded in 3(g)(vii) above.
- x. Click on “**Save**” button to save the details and move to the next tab/section.

h. Declaration:

The screenshot displays the 'Declaration' form within the CBLMS system. The form includes a header with the Central Board of Indirect Taxes and Customs logo and name, and the CEILMS logo. The main content area is a blue box containing text in Hindi, which is a declaration statement. To the right of this text is a checkbox labeled 'Declaration Accepted'. At the bottom right of the form, there is a green 'Save' button. The left sidebar of the system shows various menu options like 'Applied Details', 'Candidate Details', 'Payment Details', 'Question Details', 'Mark Information', 'Declaration', and 'Make Payment'.

- i. Tick the box declaring “I / We have not earlier applied for a license to act as Customs Broker and no such application was rejected/ accepted”
- ii. Tick the box declaring “I / We have neither been convicted by a competent court for an offence nor any criminal proceeding is pending against him in any court of law.”
- iii. Tick the option applicable- whether the applicant which is employing the candidate holds an earlier Customs Broker License is Cancelled or Suspended / Not Cancelled or Suspended / Not Applicable.
- iv. Tick the option, applicable- whether the candidate proposed to be employed by the applicant have or have not been penalised under any of the provisions of the Customs Act, 1962 (52 of 1962), the Central Excise Act, 1944 (1 of 1944) and the Finance Act 1994.
- v. Tick the box declaring “I/We hereby affirm that I/we have read the Customs Brokers Licensing Regulations, 2018 and agree to abide by them.”
- vi. Click on “**Save**” button to save the details and move to the next tab/section.

i. Make Payment:

- i. Upload the scanned copy of the fee payment challan of Rs.500 paid as per Regulation 4 of the CBLR, 2018. (Format: pdf; Max. size: 2 MB)



- ii. After uploading the challan copy in 3(i) above, click on “Preview and Submit” button to save the details and move to the next section of “Preview Form”
- j. Preview Form: On the Preview Form page, all details filled in by the applicant under various sections will be displayed. Applicants can check the details and edit them, if required, by going back to the desired section.

Once the details filled in are checked and verified, click on “Final Submit” button as highlighted below.



- k. Final Submit: On clicking the Final Submit button, the portal reconfirms the submission as shown in the screen below. If the applicant wishes to re-visit the application before finally submitting it, then click ‘No’ otherwise click ‘Yes’.



On clicking “Yes” on the re-confirmation screen, the application for a new Customs Broker License is successfully submitted by the applicant and the CBLMS application number is generated and displayed as below:

