Customs Brokers License Management System (CBLMS)

<u>User Manual</u>

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 "<u>https://cblms.gov.in</u>".

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. "<u>https://cblms.gov.in</u>" in web browser. Following Login Page will be displayed.





- 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. <u>Username</u>: PAN of the Customs Broker is his username.

- <u>Password</u>: 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. <u>Forgot Password</u>: This link can be used by Customs Broker to reset the password in case he has forgotten the password.
- d. <u>Log in</u>: 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.

Central Board of Indirect Taxes and Cu Department of Revenue, Ministry of Finance, Government	stoms t of India webs auti			چ
🖨 Home				
	Customs Broke	rs License Management System Application Lis	t	
		Register CB Profile		
Policies and Terms & Conditions		Help Desk	Useful Links	
Policies and Terms & Conditions Privacy Policy		Help Desk FAQ	Useful Links Knowledge Center	
Policies and Terms & Conditions Privacy Palcy Data Policy		Help Desk FAQ User Manual	Usoful Links Knowledge Center Contact	
Policies and Terms & Conditions Privacy Palay Data Policy Website Policy		Holp Desk FAQ User Manual Holpdeck Email	Useful Links Kowledge Center Contact	
Policies and Terms & Conditions Privacy Policy Data Policy Website Policy Terms and Conditions of Use		Help Desk FAQ User Manual Helpdesk Email	Useful Links Knowledgo Center Contact	
Policies and Terms & Conditions Privacy Policy Data Policy Website Policy Terms and Conditions of Use		Help Dosk FAQ User Manual Helpdesk Email Customs Brokens License Management System	Useful Links Knowledge Center Contact	
Policies and Terms & Conditions Privacy Palicy Data Policy Website Policy Terms and Conditions of Use	2022 6	Help Dosk FAG User Manual Helpdesk Email Customs Brokers License Monagement System	Useful Links Knowledge Center Contect	-
Policies and Terms & Conditions Privacy Palicy Data Policy Website Policy Terms and Conditions of Use	2022 e	Help Dosk FAG Loser Manual Helpdesk Email Cuatoms Brokers License Monagement System	Useful Links Koowledge Center Contact	-

If CB has submitted his CB profile data then the following page will be shown displaying the list of applications submitted hy CB.

Central Board of Indirect Taxes ar Department of Revenue, Ministry of Finance, Gow	nd Customs errorent of India		अन्नती वा अन्नत महोत्सव Development ice	ote 🜲
A Home				
	Customs Broke	rs License Management System Application List		
Application No.	Application Form Type	Policy Section	Submission Date	Status
10000000019	CB Profile Registration	Custom House Mumbai	02-Oct-2022	Submitted

4. CB Profile Registration

CB Profile Registration form consists of following sections:

a. Primary Details

Following screens are displayed in this section:

Q Home						
Customs Broker Profile Registration						
8 CB Primary Details			CUSTOMS BROKER (CB) PRIM	ARY DETAILS		
Security Deposit	CB Name *		CB License no.*		Parent Policy Section EDI License No.*①	
 becany beposit 						
8 Correspondence Address	CB License Issue Date *		CB License Validity *			
Authorised Person Details	mm/dd/yyyy	•	Select	~		
	Upload CB license *		Registered Mobile No. *		Registered Email Id *	
 Proprietor/Partner/Director Details 	Choose File					
8 Employee Details	(only pdf file, Max. size 1 MB)					
	Parent Policy Section *		Nature of Custom Broker *			
 Other Policy Sections Details 	Select	~	Select	~		
	Date of Incorporation of CB *				PAN *	
	mm/dd/yyyy	•				

Central Board of Indirect Taxes and Cust Department of Revenue, Ministry of Finance, Government of	oms and a set		्राज़ादी ब अमृत महोत्सव		÷
© Home					
	Date of Incorporation of CB *		1	PAN *	
	mm/dd/yyyy	1			
	Upload PAN Card *	GSTIN		Upload GST Registration Certificate	
	Choose File			Choose File	
	(only pdf file, Max. size 1 MB)			(only pdf file, Max. size I MB)	
	Date of Issuance of 1st CB License *			Membership of Association *	
	mm/dd/yyyy t	i		Select	~
	Upload Membership of Association *				
	Choose File				
	(only pdf file, Max. size I MB)				
					avo 🔿
Policies and Terms & Conditions	Help Desk		Useful Links		
Terms and Conditions of Use					

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.
- **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 "<u>CB License Validity</u> <u>Date</u>" 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:

Central Board of Indirect Taxes and Custo Department of Revenue, Ministry of Finance, Government of	ndia weis ent			अल्लादी स अपने महोत्सन किल्लाम दिख्यादेव	٤
û Home					
Customs Broker Profile Registration					
CB Primary Details			SECURITY DEPOSIT		
	Security deposit AEO-LO				
 Security Deposit 	← Back				Save →
Correspondence Address					
Authorised Person Details					
Proprietor/Partner/Director Details					
Employee Details					
Other Policy Sections Details					
Delision and Terms & Conditions		Vela Dask	line	fot tiste	
Policies and Terms & Conditions		Theip Desk	059		
Data Policy		User Manual	Cont	act	
Website Policy		Helpdesk Email			

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:

1	Central Board of Indirect Taxes and Custo Department of Revenue, Ministry of Finance, Government of	oms inda web wit		गिः क्रि आज़ादीक्ष अमृत महोत्सव		÷
	Q Home					_
	Customs Broker Profile Registration					
	CB Primary Details		SECURITY DEPOSIT			
	Security Deposit	Security deposit • AEO-LO AEO-LO. Certificate No. *	Issuance Date*		Expiry Date *	
	Correspondence Address	Upload AEO-LO Certificate *	mm/dd/yyyy	•	mm/dd/yyyy	•
	Authorised Person Details	Chaose File (only pdf file, Max. size 1 MB)				
	Proprietor/Partner/Director Details	← Back				Save →
	Employee Details					
	Other Policy Sections 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:

Customs Broker Profile Registration				
CB Primary Details		SECURITY DEF	POSIT	
	Security deposit AEO-LO			
Security Deposit	Security Deposit *			
Correspondence Address	Bank Guarantee	~		
Authorised Person Details		BANK GUARA	INTEE	
Proprietor/Partner/Director Details	Bank Guarantee No.*	Amount *	Issue Date *	+ Add Bank Guara
			mm/dd/yyyy	
Employee Details	Expiry Date *	Bank Name *	Bank Branch *	
Other Policy Sections Details	mm/dd/yyyy Upload Bank Guarantee*	Auto Renewal *		
	Choose File	🔿 Yes 🔷 No		

- **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.
- **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.

a Home									
Customs Broker Profile Registration									
CB Primary Details					SECURITY DEPOSI	т			
	O Security	deposit AEO-LO							
Security Deposit	Security De	oosit *							
Correspondence Address	Bank Guo	rantee	~						
Authorised Person Details					BANK GUARANTE	E		_	
Proprietor/Partner/Director Details	Bank Gua	rantee No.*		Amount *			Issue Date *	+ Add	i Bank Guar
	Expiry Dat	e *		Bank Name *			mm/dd/yyyy Bank Branch *		
	mm/de	//////							
Other Policy Sections Details	Upload Bo	ink Guarantee*		Auto Renewal *					
	Choose	File		Ves No					
	(only pdf	ile, Max. size I MB)							
					Bank Guarantee				
	12	Bank Guarantee No	Amount	DI-Aug-2022	Expiry Date	Bank Name	Bank Branch	Auto Renewal	

 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.

		Bank Guarantee No.*	Amount*		Issue Date*				
		10000001	500000		06/09/2022	•			
		Expiry Date*	Bank Name*		Bank Branch*				
CB Primary Details		10/21/2026 Upload Bank Guarantee* BView	HDFC Bank		Fort Mumbai				
Security Deposit	Bank	Choose File (only pdf file, Max. size 1 MB)	O Yes 🔿 No			- 1			
Correspondence Address	O Se				Can	cel Update			
Authorised Person Details	Bor	nk Guarantee	~						
Proprietor/Partner/Director Details					BANK GUARANTE	E			
Employee Details	Bar	ik Guarantee No.*		Amount *			Issue Date *	+ Ad	l Bank Guarante
							mm/dd/yyyy		0
Other Policy Sections Details	Exp	iry Date *		Bank Name *			Bank Branch *		
	n	nm/dd/yyyy	0						
	Upl	oad Bank Guarantee*		Auto Renewal *					
		hoose File		Ves No					
	(on	ly pdf file, Max. size 1 MB)							
					Bank Guarantee				
		Bank Guarantee No	Amount	Issue Date	Expiry Date	Bank Name	Bank Branch	Auto Renewal	
	1	10000001	500000	09-Jun-2022	21-Oct-2026	HDFC Bank	fort mumbai	Yes	Bview

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:

û Home				
Customs Broker Profile Registration				
CB Primary Details		SECURITY DEPOSIT		
Security Deposit	Security deposit AEO-LO Security Deposit *			
Correspondence Address	Fixed Deposit V			
8 Authorised Person Details		FIXED DEPOSIT		
8 Proprietor/Partner/Director Details	Fixed Deposit Account No. *	Amount *	Issue Date *	+ Add Fixed
			mm/dd/yyyy	
8 Employee Details	Maturity Date *	Name Of The Account Holder *	Bank Name *	
8 Other Policy Sections Details	mm/dd/yyyy	Upload Fixed Deposit*		
		Choose File		

- 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 theFixed 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.

Home									
Customs Broker Profile Registration									
CB Primary Details					SE	CURITY DEPOSIT			
	 Security depo 	sit 🔿 AEO-LO							
Security Deposit	Security Deposit								
Correspondence Address	Fixed Deposit			~					
8 Authorised Person Details					1	FIXED DEPOSIT			_
8 Proprietor/Partner/Director Details	Fixed Deposit A	ccount No. *			Amount *		Issue Date *		+ Add Fix
8 Employee Details	Maturity Date 1				Name Of The Account H	tolder *	mm/dd/yyyy Bank Name *		
	mm/dd/yyy	r							
Other Policy Sections Details	Bank Branch *				Upload Fixed Deposit*				
					Choose File (only pdf file, Max. size 1	MB)			
						Fixed Deposit			
	Fixed	Deposit Account No	Amount 500000	Issue Date 06-Sep-20	Maturity Date	Name Of The Account Holder	Bank Name State Bank of India	Bank Branch	Upload Fixed I
			200000	22 00p 20		Antic	STATE SUITE OF HOLD		

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

A here a		Fixed Deposit Account No.*	A	Amount*		Issue Date*				
Home		1000001		500000		08/10/2022				
Customs Broker Profile Registration		Maturity Date*	N	iame Of The Accour	nt Holder*	Bank Name*				
		10/27/2026	•	Amic		IDBI Bank				
CB Primary Details		Bank Branch*	U	Jpload Fixed Deposit	t ∎View					
	O 50	Fort Mumbai		Choose File						
Security Deposit	Secu		(only pdf file, Max. siz	e 1 MB)					
Correspondence Address	Fixe						Cancel Update			
Authorised Person Details						FIXED DEPO	DSIT			
Proprietor/Partner/Director Details	Fixe	ed Deposit Account No. *			Amount *			Issue Date *		+ Add Fixed Deposit
								mm/dd/yyyy		0
 Employee Details 	Ma	turity Date *			Name Of The Account Holder *			Bank Name *		
Other Policy Sections Datails		nm/dd/yyyy		•						
	Bur	ik branch -			opioda rixed Depos	к-				
					Choose File	20 I M8)				
						Fixed Depo	sit			
		Fixed Deposit Account No	Amo	0000 10-Aug-2	Maturity D	ate Name	Of The Account Holder	IDBI Bonk	Bank Branch	Upload Fixed Deposit
				it hay i						

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.
- 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.

Home							
Customs Broker Profile Registration							
CB Primary Details				SE	CURITY DEPOSIT		
Security Deposit	Security Deposit AEO-LO Security Deposit *						
Correspondence Address	National Saving Certificate		~				
Authorised Person Details				NATIONAL	SAVINGS CERTIFICATE		
Proprietor/Partner/Director Details	NSC Account No. *			Amount *		Issue Date *	•
Employee Details	Maturity Date *			Name Of The Account H	iolder *	mm/dd/yyyy Post Office Branch Name *	
Other Policy Sections Details	mm/dd/yyyy Upload NSC* Choose File						
	(only pdf file,Maxsize 1 MB)			Natio	nal Savings Certificate		
	NSC Account No	Amount 500000	Issue Date 31-Aug-2022	Maturity Date 13-Oct-2026	Name Of The Account Holder amic	Post Office Branch Name fort mumbai	Upload Scan C

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.

Q Home		ISC Account No.*		Amount*		isue Date*		
		1000001		500000		09/05/2022		
Customs Broker Profile Registration		faturity Date*		Name Of The Acco	unt Holder* P	ost Office Branch Name*		
CB Primary Details		06/17/2025 pload NSC*		Amic		Fort Mumbai		
Security Deposit	O Secur	Choose File only pdf file,Maxsize 1 M	в)					
Correspondence Address	Not					Cancel Update		
Authorised Person Details					NATION	AL SAVINGS CERTIFICATE		_
Proprietor/Partner/Director Details	NSC AC	ount No. *			Amount *		Issue Date *	+ A3
							mm/dd/yyyy	
 Employee Details 	Maturit	Date *			Name Of The Account	t Holder *	Post Office Branch Name *	
	mm/	id/yyyy		•				
 Other Policy Sections Details 	Upload	NSC*						
	Choo	se File						
	(only po	f file,Max.size 1 MB)						
					Nat	ional Savings Certificate		
		NSC Account No	Amount	Issue Date	Maturity Date	Name Of The Account Holder	Post Office Branch Name	Upload Scan Copy
	10	1000001	500000	05-Sep-2023	2 17-Jun-2025	amic	fort mumboi	Bview

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:

Customs Broker Profile Registration				
CB Primary Details		SECURITY D	EPOSIT	
	Security deposit AEO-LO			
 Security Deposit 	Security Deposit *			
Correspondence Address	Postal Deposit	~		
8 Authorised Person Details		POSTAL DE	POSIT	
8 Proprietor/Partner/Director Details	Postal Deposit Account No. *	Amount *	Issue Date *	+ Add Postal D
			mm/dd/yyyy	
8 Employee Details	Maturity Date *	Name Of The Account Holder *	Post Office Branch Nam	ne *
8 Other Policy Sections Details	mm/dd/yyyy Upload Postal Deposit*			
	Choose File			

- **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.

- 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.

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û Home					
Custom Broker Profile Registration					
CB Primary Details	Address detail added successfully.				
Security Deposit		CORRESPOND	ENCE ADDRESSES		
Correspondence Address	Address Line 1 *		Address Line 2*		
Authorised Person Details	District*	State *		Pincode*	
Proprietor/Partner/Director Details		Select State	~		
Employee Details	Contact No.*	Upload Address Proof* ©			
Other Policy Sections Details		Choose File (Only pdf file, Max. size 10 MB)		+ Add Address	
	Action Address	Line 1 Address Line 2 CHS Amrut, Kandivali	District State Mumbai MAHARASHTRA	Pin Code Address Proof 400022 BView	Contact Person
	← Bock				Save →

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,
 - 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,

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

	Name *	Father's Name *	Birth Date *				
lome			mm/dd/yyyy				
Custom Broker Profile Registration	Upload Photograph *	Upload Signature *	PAN Card *				
	Choose File	Choose File					
CB Primary Details	(Only JPG/JPEG file, Max. size 500 KB)	(Only JPG/JPEG file, Max. size 100 KB)	,				
Security Deposit	Upload PAN Card *	Mobile Number *	Email Id *				
	Choose File						
Correspondence Address	Personal Address *						
Authorised Person Details	Dist				Pincode*		
Proprietor/Partner/Director Details	Upload Present Address Proof * ©)		li			
	Choose File						
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- **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:

Home			
Custom Broker Profile Registration			
CB Primary Details		AUTHORISED PERSON DETAILS	
	Full Name *	Father's Name *	Designation *
 Security Deposit 			Select
Correspondence Address	Mobile No *	Email ID *	Date Of Birth *
Authorised Person Details			mm/dd/yyyy
Proprietor/Partner/Director Details	Gender *	PAN *	Upload PAN Scan Copy *
· Proprietor/Function/Director Details	Select	~	Choose File
8 Employee Details			(only PDF file, Max.size 1 MB)
Other Policy Sections Details	Upload Photograph *	upload Signature "	uate Of Appointment *
	(only jpg/jpeg file, Maxsize 500 KB)	(only jpg/jpeg file, Maxsize 100 KB)	
	Permanent Address *		
	Address Line 1*	Address Line 2 *	District*
	State *	Pincode *	Upload Permanent Address Proof* ©
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- 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

fields are shown: ntral Board of Indirect Taxes and Custo Digital India E. Same As Perr ddress Line 1* F CATEGORY ing Of Reg.6 Exam * 🤅

- 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.

option. After selecting 'F' Category option following

- 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:

Central Board of Indirect Taxes and Customs			7 आज़ादी अमृत म		
Q Home					
Customs Pass Category Of Au	thorised Person			(only pdf file, Max. size 10 MB)	
G/PA					~
		G/PA CATEGORY			
Date Of Death / Retirement Of	Authorised Person *	Upload Proof Of Death / Retirement *		Customs Pass No*	
mm/dd/yyyy		Choose File			
		(only pdf file, Max. size 1 MB)			
Date Of Issuance Of Customs	Pass *	Validity Of Customs Pass *			
mm/dd/yyyy	Ö	Select	~		
Scanned Copy Of Customs Pa	ss *	Date Of Issuance Of Power Of Attorney *		Validity Of Power Of Attorney *	
Choose File		mm/dd/yyyy	•	Select	~
(only pdf file, Max.size I MB)					
Scanned Copy Of Power Of Att	corney *	Year Of Passing Of Reg.13 Exam * ①			
Choose File		Select	~		
(only pdf file, Max.size 10 MB) Educational Qualification*		Upload Educational Certificate*			
Select	~	Choose File			
		(only pdf file, Maxsize 1 MB)			
+ Add Education Certificate					
€ BOCK					SUV8 -

- 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.
- 1. 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.

- 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:

Central Board of Indirect Taxes and Customs Department of Revenue, Ministry of Finance, Government of India		ग्रामारी स अमृत महोत्सव DRend Inde	Ę
Q Home			
Custom Broker Profile Registration			
CB Primary Details	PROPRIETOR DETA	ILS	
Security Deposit	is Proprietor Authorised Person ? Yes		~
Correspondence Address	Detail from Authorized Person section will be used.		
Authorised Person Details	€ Back		Save →
Proprietor/Partner/Director Details			
Employee Details			
Other Policy Sections Details			

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:

sme				
Custom Broker Profile Registration				
CB Primary Details		PROPRIETOR DETA	ILS	
Security Depoeit	Is Proprietor Authorised Person ?			
 Security Deposit 	No			
Correspondence Address	Full Name *	Father's Name *	Mobile No *	
Authorised Person Details				
	Email ID *	Date Of Birth *	Gender *	
Proprietor/Partner/Director Details		mm/dd/yyyy	Select Gende	
8 Employee Details	PAN *	Upload PAN Scan Copy *	Upload Photoar	aph *
		Choose File	Choose File	-
 Other Policy Sections Details 		(only pdf file, Maxsize 1 MB)	(only jpg/jpeg	ile, Max.size 500 KB)
	Upload Signature *	Date Of Appointment *		
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- 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,

- 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,
- 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
 - 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

- 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.
- Education Qualification: In this field CB should select the education qualification of the person.
- **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.
- **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

- 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:

Central Board of Indirect Taxes and Customs Department of Revenue, Ministry of Finance, Government of India		7 आह	िस्त Distant India तादी क	٤
ê Home				
Custom Broker Profile Registration				
CB Primary Details		PARTNER(S) DETAILS		
Security Deposit	Status * Select Status	Uplead Status Proof Choose File		
Correspondence Address	Full Name *	(only pdf file, Max. size 10 MB) Father's Name *	Mobile No *	
Authorised Person Details	Email ID *	Date Of Birth *	Gender *	
Proprietor/Partner/Director Details		mm/dd/yyyy	5 Select Gender	~
Employee Details	PAN *	Upload PAN Scan Copy *	Upload Photograph *	
Other Policy Sections Details		Choose File (only pdf file, Max.size 1 MB)	Choose File (only jpg/jpeg file, Maxsize 500 KB)	
	Upload Signature *	Date Of Appointment *		
	Choose File (only jpg/jpeg file, Max.size 100 KB)	mm/dd/yyyy t	3	

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	(only jpg/jpeg file, Max.size 100 KB)					
	Permanent Address *					
	Address Line 1 *		Address Line 2 *		District*	
	State *		Pincode *		Upload Permanent Address Proof* ①	
	Select	~			Choose File	
					(only pdf file, Max. size 10 MB)	
	Present Address *					
	Address Line 1*		Address Line 2 *		District*	
	State *		Pincode *		Upload Present Address Proof* ©	
	Select	~			Choose File	
	Customs Pass Category				(only pdf file, Max. size 10 MB)	
	Select					~
					+ Add Partne	-
	Name Fo	ather's Name	Mobi	le	Email ID	
	← Back				Save	→

- **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
 - 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:

Custom Broker Profile Registration				
CB Primary Details		DIRECTOR(S) DETA	ULS	
	Status *	Upload Status Proof		Director Identification Number (DIN) *
 Security Deposit 	Select Status	✓ Choose File		
Correspondence Address	Upload DIN Proof *	(only pdf file, Max. size 10 MB)		
	Choose File			
Authorised Person Details	(only pdf file, Max. size 1 MB) Full Name *	Fotbar's Name *		Mohile No.*
Proprietor/Partner/Director Datails	Full Northe	raners warne -		Mobile No -
8 Employee Details	Emoil ID *	Date Of Birth *		Gender *
Other Policy Sections Datails		mm/dd/yyyy	•	Select Gender
	PAN *	Upload PAN Scan Copy *		Upload Photograph *
		Choose File		Choose File
		(only pdf file, Max.size 1 MB)		(only jpg/jpeg file, Max.size 500 KB)
	Upload Signature *	Date Of Appointment *		
	Choose File	mm/dd/yyyy		
	(only jpg/jpeg file, Max.size 100 KB)			
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Customs Broker License Management System (CBLMS) – User Manual

the partner in the CB firm.**II. Upload Status Proof:** Upload the proof confirming the

Status: This field indicates the Active / Inactive status of

- 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.

I.

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:

Home					
Customs Broker Profile Registration					
CB Primary Details		EMPLOYEE (CARD HOLDER)) DETAILS		
Security Deposit	Full Name *	Father's Name*		Mobile No *	
Correspondence Address	Email ID *	Date Of Birth *		Gender*	
Authorised Person Details		mm/dd/yyyy	•	Select	
Proprietor/Partner/Director Details	PAN*	Upload PAN Scan Copy * Choose File		Upload Photograph * Choose File	
Employee Details	Upload Signature *	(only pdf file, Max. size 1 MB) Date Of Appointment *		(only jpg/jpeg file, Maxsize 500 KB)	
Other Policy Sections Details	Choose File (only jpg/jpeg file, Max.size 100 KB) Permanent Address *	mm/dd/yyyy	۵		
	Address Line 1 *	Address Line 2 *		District*	
	State*	Pincode *		Upload Permanent Address Proof* ©	
	Select	v]		Choose File	

Permanent Address *			
Address Line 1 *	Address Line 2 *	District*	
State*	Pincode *	Upload Permanent Address Proof* ©	
Select	•	Choose File	
Present Address*		(push her ser uner the in in)	
Address Line 1 *	Address Line 2 *	District*	
State*	Pincode *	Upload Present Address Proof* ()	
Select	•	Choose File (only pdf file, Max. eize 10 MB)	
Customs Pass Category			
Select			
		+ Ado	i Emplo

- 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

Central Board of Indirect Taxes and Customs Department of Revenue, Ministry of Finance, Government of India		÷
Home Customs Broker Profile Registration		
CB Primary Details	OTHER POLICY SECTIONS DETAILS (CB OPERATING IN FORM-C UNDER REG. 7(3) OF CBLR, 2018)	
Security Deposit	Are You Working in Other Policy Sections in FORM-C Under REG. 7(3) OF CBUR, 2018* O Yes O No	
Correspondence Address	← Book Sovie and Find Submit →	
Authorised Person Details		
Proprietor/Partner/Director Details		
Employee Details		
Other Policy Sections Details		

"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:

Customs Broker Profile Registration					
CB Primary Details		OTHER POLICY SECTIONS DETAILS (CB OP	ERATING IN FORM-C UNDER RE	G. 7(3) OF CBLR, 2018)	
Security Deposit	Are You Working In Other Policy Section:	s In FORM-C Under REG. 7(3) OF CBLR, 2018?*	res O No		
Correspondence Address	Other Policy Section* Select Policy Section				
Authorised Person Details	Address Line 1 *		Address Line 2 *		
Proprietor/Partner/Director Details					
Employee Details	District *	State *		Email Id *	
Other Policy Sections Details		Select store	· · ·		
	Contact No. *	Pincode *		Upload Address Proof* © Choose File	
				(only pdf file, Max. size 10 MB)	
					+ Add

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.

	mole pel					olifit afterna			
l Home									
	Other Policy Section*								
Authorised Person Details	Select Policy Section								~
Proprietor/Partner/Director Details									
	Address Line 1*			Address Lir	ne 2 *				
Employee Details									
	District *		State *			Email Id *			
Other Policy Sections Details			Select State	~					
	Contact No. *	1	Pincode *			Upload Ac	ddress Proof*	0	
						Choose	File		
						(only pdf	file, Mcx. size	10 MB)	
									+ Add Address
	Action	Other Policy Section Name	Address Line 1	Address Line 2	City	State	Pin Code	Address Proof	Contact Person
	🔹 🖌 🔸 Add Contact Person	New Custom House Delh	103, nathu street	Kandivali	mumbai	MAHARASHTRA	400002	E View	
	4. Beach							0.000	of Fred Colombia

- **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.

Allerer		Name*	Father's Name*		Birth Date*				
	011				mm/dd/yyyy	•			
Authorised Person Details	Oth	Upload Photograph*		Upload Signature	•				
	2	Choose File		Choose File					
Proprietor/Partner/Director Details	Add	(Only JPG/JPEG file, Max. size 500 KB)		(Only JPG/JPEG file, I	dax. size 100 KB)				
				Choose Ele	copy				
 Employee Details 				(only pdf file, Max	size 1 MB)				
Other Policy Sections Details	Dist	Mobile Number*		Email Id*			Email Id *		
	0	Personal Address*					lists and the	dalaran Dara di	
	Cor						Choose	adress Proor-	
						6	(only pdf	file, Max. size	10 MB)
		Upload Personal Address Proof* 🛈							
		Choose File							
		(only pdf file, Max. size 10 MB)					State	Pin Code	Address Proo
	-						MAHARASHTRA	400002	Biview

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,
 - 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,
 - 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 doc	uments to be scanned and uploaded in CBLMS portal while creating CB Profile	
Documen	List of Documents	Format/Size
t No.		Limit
	(A) CB Primary Detail	s
1	Customs Broker License: For proof of CB License, attach the following	pdf/1 MB
	document	
а	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	
а	GST Registration certificate (for Proprietorship firm)	pdf/20 MB
b	Partnership Deed (for Partnership firm)	
С	Incorporation Certificate or LLP Deed (for LLP)	
d	Incorporation certificate, Memorandum of Association (M.O.A), Article of	
u	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
а	PAN card of the proprietor (for proprietorship firm)	
b	PAN card of the partnership firm (for Partnership firm)	
С	PAN Card of the Company (for LLP/Pvt/ Pvt ltd)	
4	GSTIN : GST Registration certificate	pdf/1 MB
	Membership of the Association : Copy of the membership certificate from	
5	the Association recognized by the Pr. Commissioner/Commissioner in the	pdf/1 MB
	Customs Station	
(B) Corresp	ondence Address	
6	Proof of Address: For proof of Address, attach one of the following	pdf/10 MB
	documents	
а	Water Bill	
b	Telephone Bill (landline or post paid mobile bill)	
С	Electricity bill	
d	Income Tax Assessment Order	
е	Election Commission Photo ID card	
f	Proof of Gas Connection	
g	Certificate from Employer of reputed companies on letter head	

	Spouse's passport copy (First and last page including family details	
	mentioning applicant's name as spouse of the	
h	passport holder) (provided the applicant's present address matches the	
	Address mentioned in the spouse's passport	
	Pont Agroement	
]	Nelli Agreenieni	
k	Photo Passbook of running Bank Account (Scheduled Public Sector Banks,	
(C) Security	Denosit details	
/	AEO: For proof of AEO, attach the AEO certificate (tier 1,2 or 3)	pdf/1 MB
8	documents	pdf/1 MB
а	Bank Guarantee	
b	National Savings Certificate	
	Fixed Deposit certificate (Scheduled Public Sector Banks, Scheduled Private	
С	Sector Indian Banks and Regional Rural Banks only).	
d	Postal Security certificate	
(D) Authori	sed Person Details	
(-,	Brosont Address Broof: For proof of address of Authorized person attach and	
	of the documents in respect of present address of the Authorised person, attach one	
8	of the list of documents mentioned under 6(a) to 6(k) above	ndf/10 MB
	Permanent Address Proof: For proof of address of Authorised person attach	pul/10 1110
	one of the documents in respect of permanent address of the Authorised	
9	person, out of the list of documents mentioned under 6(a) to 6(k) above.	pdf/10 MB
	F Category Customs Pass: If the Authorised person is F-Category, then attach	
10	the copy of Customs Pass of the Authorised Person	pdf/1 MB
11	PAN Card of the Authorised Person	pdf/1 MB
10	Aadhar Card/e-Aadhaar Card (Acceptance of Aadhaar would be subject to	ndf/1 MD
12	successful validation from Aadhaar database)	рат/т імв
13	Educational Qualification: For proof of Educational Qualification, attach one	ndf/1 MB
15	of the following documents	
а	Degree of Graduation (Bachelors Degree)	
b	Masters or Equivalent Degree in Accounting, Finance or Management	
С	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	pdf/1 MB
2	Dooth Cortificato	
a b	Dediti Certificate	
U 17		
17	Customs Pass of G/PA customs pass holder	
18	Copy of Power of Attorney	
19	PAIN Card of G/PA	ρατ/ 1 ΙΝΒ
20	subject to successful validation from Aadhaar database)	pdf/1 MB
	Educational Qualification of G/PA: For proof of Educational Qualification,	
21	attach 10+2 certificate or above qualifications (as described in 13(a) to 13 (d))	pdf/1 MB
	in respect of G/PA	• •
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)/ Directo	r(s) Details
L		

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:	
а	PAN card	pdf/1 MB
b	Aadhaar card	pdf/1 MB
с	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) Employe	ee 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	