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F.No.GEN/CB/6/2021-CBS

Date : 18.04.2023

**ADVISORY No. 04/2023**

**Customs Brokers Licensing Management System (CBLMS)**

In the course of development of the CBLMS portal, additional new functionalities were envisaged to improve the functioning of the portal in addition to provide the resolution of issues arose during the initial working on the portal and the same are implemented on the portal in the recent updates. Please find below the list of such recently launched functionalities on the portal and changes in the workflow introduced therein.

**i. Manage CB Profile**

As announced advisory no 03/2023 dated 28.03.2023 and also declared in the minutes of meeting (VC dated 28.03.2023) issued on 30.03.2023, a new functionality of "**Manage CB Profile**" was launched on 08.04.2023 where in Nodal Officers of all Policy Sections can modify/add the details in the 'Other Policy Sections' of validated CB profiles, pertaining to their respective policy sections. This all together new functionality was envisaged and borne out as a necessary resolution to several queries wherein the CB Profiles were incorrectly validated which in-turn hindered the application submissions, especially 'Add OPS details'. The User Manual/SOP of the 'Manage CB Profile' is appended herewith for ready reference. The same is also uploaded on the portal.

**ii. Validation of Physical File Uploads**

On review of the uploaded files in the functionality of 'Physical file uploads', few instances were found wherein incorrect / incomplete files, pertaining to CBs, were uploaded on the portal.

In order to ensure the correctness and to maintain the sanctity of data uploaded under Archive Data (physical file uploads) functionality, a new feature/action is implemented wherein the uploaded files will be audited/approved by Nodal officers of the policy section.

All the nodal officers of policy sections are requested to use this functionality and validate the uploaded files.

### **iii. Control Register**

Another new functionality of '**Control Register**' is introduced on the portal under Archive Data Tab. This functionality enables the Policy Section Officers to directly upload control register data, pertaining to their respective policy sections, under four different categories viz. Order Register, Notice Register, SCN Register and Offence Case Register. This functionality was envisaged and implemented to accommodate the variance and inconsistency in formats of Control registers, as maintained by various Policy Sections. The uploading of data will be in lines with the Physical File upload functionality and the feature of audit/approval of the uploaded data by DC/AC of respective policy sections, as mentioned in para 2 above, is also incorporated in functionality.

The User Manual/SOP of the 'Control Register' is appended herewith for ready reference. The same is also uploaded on the portal.

### **iv. Changes in intervening period:**

Nodal officers of all policy sections were already requested, via minutes of meetings of several V.Cs conducted in regards to 'Updates on CBLMS', to collate the data of applications wherein any modifications in registered CB profile have been processed manually, between Oct 2022 – Mar 2023, as a result of phase wise launch of various functionalities of the portal. It was previously envisaged that all such data will be uploaded on the portal, in the uploaded CB profiles of respective CBs from System Admin/Nodal officer role. However, during the course of development, it was found that such action could pose a risk of data corruption and inconsistency in the data managed in the portal. This in turn could hinder the performance/workflow of the portal.

Hence, as a resolution to the abovementioned issues it is decided that these changes shall be incorporated on the portal by the processing these modifications through various applications, of the related changes, on the portal. The Customs Brokers need to be requested to file new applications on CBLMS portal, for such manually approved changes, and the Policy Sections shall process these request on the portal in light of the approvals, already given on file.

#### Example

*A Customs Broker registered its CB profile on CBLMS in October 2022 and applied for the issuance of Customs pass in November 2022 manually, as the functionality of issuance of Customs pass was not operational on the CBLMS portal by that time. Subsequently the request was processed on physical file and the Custom Pass was issued manually to the CB.*

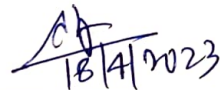
*Now, this manually approved Customs Pass is required to be updated on the CBLMS portal in the respective Custom Brokers profile. This needs to be done by first requesting Customs broker to re-apply for Customs Pass on the CBLMS portal*

using 'Issuance of Customs Pass' functionality on the portal and the Policy Sections are required to process the request on the portal, in light of the retrospective approvals accorded for the request on the physical files.

In light of the abovementioned example and pursuant to the launch of all of the functionalities on CBLMS portal, all the manually processed changes in the CB profiles viz Issuance/Cancellation/Renewal of Customs Pass, Reconstitution, Change in Partner/Director, Change of address, Change in Authorised person, etc. are to be processed via corresponding functionality on the CBLMS portal.

It is to inform that the abovementioned resolution is already adopted and successfully implemented in Mumbai Customs, as a pilot.

2. For any issues in respect of abovementioned provided resolutions, please send your queries at CBLMS helpdesk at [cblms-helpdesk@gov.in](mailto:cblms-helpdesk@gov.in).



**(SUNIL JAIN)**

Pr. Commissioner of Customs (General)  
Mumbai Zone - I

**Encl:**

1. User Manual on "Manage CB Profile"
2. User Manual on "Control Registers"

**Copy to:**

1. The Principal Chief Commissioner / Chief Commissioner of Customs, Mumbai Zone -I.
2. The Principal Commissioner / Commissioner of Customs, All CB License Issuing Policy Sections.
3. Notice Board.
4. Office Copy.



**USER MANUAL TO MANAGE CB PROFILE**  
**(ADD / EDIT OTHER POLICY SECTION)**

## INDEX

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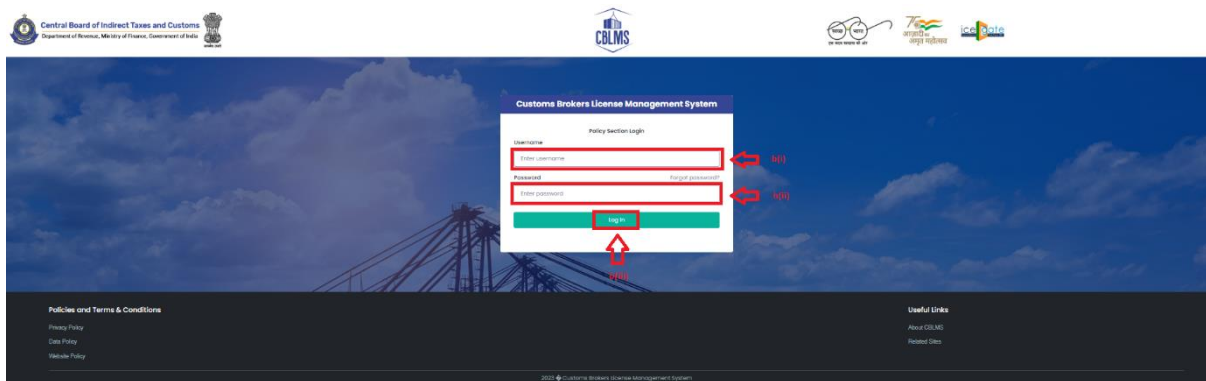
# Customs Brokers License Management System (CBLMS)

## USER MANUAL TO MANAGE CB PROFILE (ADD / EDIT) OTHER POLICY SECTION)

With the introduction of the new functionality in CBLMS, the Nodal Officer (Assistant Commissioner / Deputy Commissioner) of the Parent Policy Section can edit the OPS details of CB Profile which have be wrongly validated. This functionality is only to be used in cases where the OPS details of the CB were wrongly filled and validated / approved. The process of editing the OPS details of the CB Profile, through CBLMS, is explained below:

### 1: LOGIN :

- a. The Nodal Officer (Assistant / Deputy Commissioner) of the Parent Policy Section needs to login into the portal through Officer Login for Physical Uploading of file.



- b. On clicking the Officer login button on the homepage, the following page will be displayed.
  - i. Username i.e. Officer User ID details.
  - ii. Password
  - iii. Press Log In button after entering the Username and Password to log into the account.

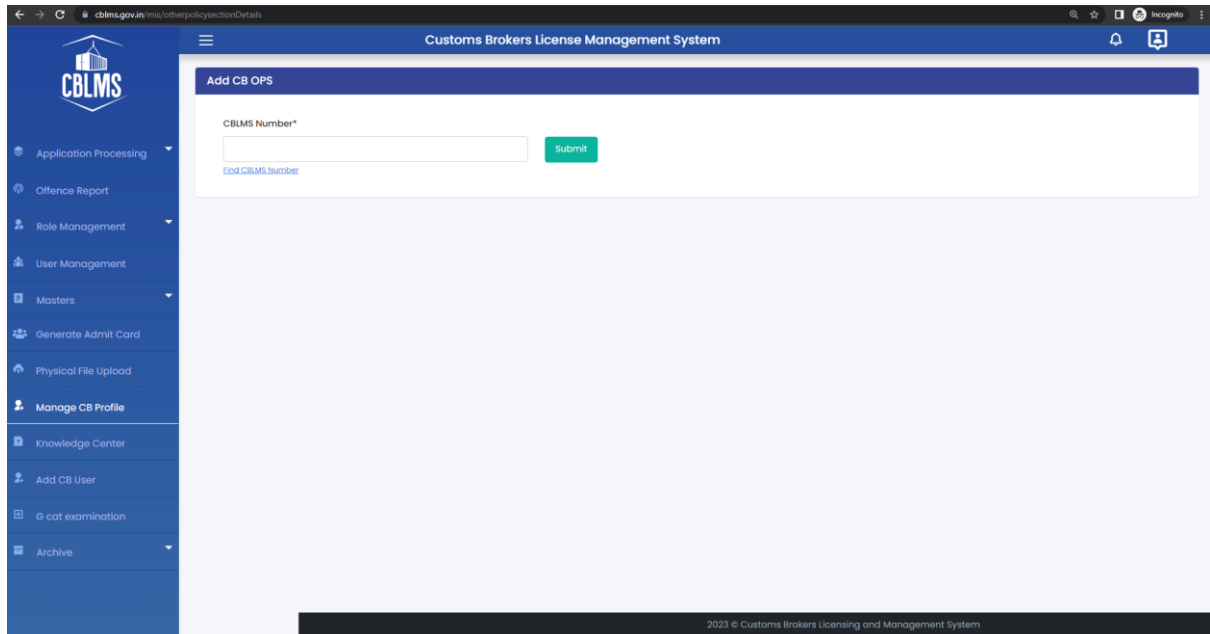
- c. After clicking on the “Log In” button, an OTP will be sent via SMS to the registered mobile number of the applicant and the following OTP page will be shown



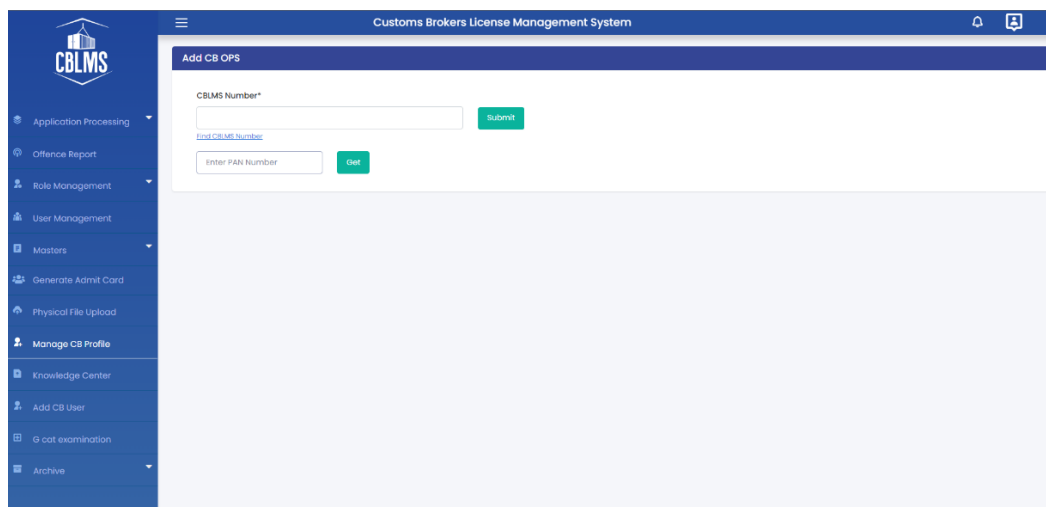
- r the 6-digit OTP as received on the registered mobile number of the Officer.
- ii. Click on the Confirm button to confirm the login.

## 2. APPLICATION :

- a. On successful login into the portal, the following screen will appear. Click on the “Manage CB Profile” button as highlighted below for initiating the editing process.



- b. On clicking the “Manage CB Profile” button, the application page is displayed wherein the officer needs to populate the form with the following details.
  - i. Find CBLMS Number :- The Officer needs to enter the PAN Number of the CB whose OPS details needs to be edited and then click on “GET”.





- ii. CBLMS Number: This data is auto populated after clicking on “GET” as mentioned above. After the CBLMS Number is auto filled, the Officer needs to click on “Submit”.
- iii. CB Name :- The Officer needs to select the name of the CB from the Drop down menu.

- iv. Other Policy Section : After clicking on the name of the CB, the following page is displayed where the officer needs to fill / edit the details of the policy section as per the scenarios mentioned below :

	Action	Other Policy Section Name	Address Line 1	Address Line 2	City	State	Pin Code	Addr
		Mumbai Customs (General)	MONARCH PLAZA,21/212,PLOT	NO.56 MAHARASTRA 400614	MUMBAI	MAHARASHTRA	400614	
		Vijayawada Customs (Preventive)	5A,6-3-24/4/ARD-NO.1MARUTHI	HIGHTS ANDHRAPRADESH 500034	VJAYAWADA	ANDHRA PRADESH	500034	
		Vijayawada Customs (Preventive)	FLAT NO.104, 1ST FLR,	SRINIVASA ANDHRAPRADESH	GUNTUR	ANDHRA PRADESH	522004	
		Vishakhapatnam Customs	10-12-01/FLAT NO.48,WARD	NO.18, ANDHARA PRADESH	VISHAKAPATNAM	ANDHRA PRADESH	530002	
		Delhi Customs (Airport & General)	PLOT NO.820,SE.42 GOLF COURSE	ROAD, HARYANA	HARYANA	HARYANA	122002	

### 3. Scenario no. 1 :-

1. If the Custom Broker has checked the wrong option for “Are you working in Other Policy Sections in FORM-C under Regulation 7(3) of CBLR, 2018 ?” - for example the CB had selected “NO” option earlier, the nodal officer can change this to “YES” and process the application further.

Action	Other Policy Section Name	Address Line 1	Address Line 2	City	State	Pin Code	Addr
+ Add Contact Person	Mumbai Customs (General)	MONARCH PLAZA,211/212,PLOT	NO.56 MAHARASTRA, 400614	MUMBAI	MAHARASHTRA	400614	Vis
+ Add Contact Person	Vijayawada Customs (Preventive)	5A,8-3-24/4/ARD-NO.1MARUTHI	HIGHTS ANDHRAPRADESH 500034	VJAYAWADA	ANDHRA PRADESH	500034	Vis
+ Add Contact Person	Vijayawada Customs (Preventive)	FLAT NO.104, 1ST FLR,	SRINIVASA ANDHRAPRADESH	GUNTUR	ANDHRA PRADESH	522004	Vis
+ Add Contact Person	Vishakhapatnam Customs	10-12-01,FLAT NO.48,WARD	NO.18, ANDHARA PRADESH	VISHAKAPATINAM	ANDHRA PRADESH	530002	Vis

2. **Filling up the details of the OPS :** After clicking on “YES”, the nodal officer is required to fill the details of the Other Policy Section of the CB which is explained below :

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 office of 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 office of 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 the officer should upload the scanned copy of the proof of the address of the CB.

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**: On clicking this button, the Other Policy Section will be added in CBLMS. The added Other Policy Section will appear in the table at the bottom of the page. The Nodal Officer can add multiple Policy Section this way.

3. Filling up details of **Add Contact Person** :- Each added address must have at least one contact person associated with it. The Nodal Officer is required to 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, the nodal officer will have to 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, the nodal officer will have to 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, the Nodal Officer will have to enter the Permanent Account Number (PAN) of the Contact Person.

G. **Upload PAN Card** : In this field, the Nodal Officer is required to 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 the Nodal Officer is required to 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).

After filling the above details the nodal officer is required to click the “SAVE” button to add the contact person details for that Policy Section.

**Add Contact Person** [Close]

Name\* [Text Field]      Father's Name\* [Text Field]      Birth Date\* [mm/dd/yyyy] [Calendar Icon]

Upload Photograph\* [Choose File] (Only JPG/JPEG file, Max. size 500 KB)

Upload Signature\* [Choose File] (Only JPG/JPEG file, Max. size 100 KB)

PAN \* [Text Field]      Upload PAN Card Copy\* [Choose File] (only pdf file, Max. size 1 MB)

Mobile Number\* [Text Field]      Email Id\* [Text Field]

Personal Address\* [Text Area]

Upload Personal Address Proof\* [Choose File] (only pdf file, Max. size 10 MB)

**Save**

#### 4. Scenario no. 2 :-

If the CB has wrongly filled the OPS details, the officer can either delete or edit these details by clicking on the delete or edit button placed beside the OPS details, as shown in the figure below.

For example, if the CB has wrongly mentioned Mumbai Customs as an OPS, the nodal officer at the Parent Policy Section can click on the delete button as shown in the screenshot and delete the entry of Mumbai Customs from the CB's profile. Similarly, if the CB has entered incorrect details within the OPS, the Nodal Officer can click on the edit button to modify these details of the CB's office or Contact Person as the case may be.

OTHER POLICY SECTIONS DETAILS (CB OPERATING IN FORM-C UNDER REG. 7(3) OF CBLR, 2018)

Are You Working In Other Policy Sections In FORM-C Under REG. 7(3) OF CBLR, 2018?  Yes  No

Other Policy Section\*

Address Line 1 \* Address Line 2 \*

District \* State \* Email Id \*

Contact No.\* Pincode \* Upload Address Proof\*  (only pdf file, Max size 10 MB)

Action	Other Policy Section Name	Address Line 1	Address Line 2	City	State	Pin Code	Add
<input checked="" type="button" value="Delete"/>	Mumbai Customs (General)	MONARCH PLAZA,211/212,PLOT	NO.99 MAHARASHTRA 400014	MUMBAI	MAHARASHTRA	400014	<input checked="" type="button" value="View"/>
<input checked="" type="button" value="Delete"/>	Vijayawada Customs (Preventive)	5A,6-3/24/4/ARD-NO.1MARUTHI	HIGHTS ANDHRAPRADESH 500034	VIJAYAWADA	ANDHRA PRADESH	500034	<input checked="" type="button" value="View"/>
<input checked="" type="button" value="Delete"/>	Vijayawada Customs (Preventive)	FLAT NO.104, 1ST FLR,	SRINIVASA ANDHRAPRADESH	GUNTUR	ANDHRA PRADESH	522004	<input checked="" type="button" value="View"/>
<input checked="" type="button" value="Delete"/>	Vishakhapatnam Customs	10-12-01FLAT NO.48,WARD	NO.18, ANDHARA PRADESH	VISHAKAPATNAM	ANDHRA PRADESH	530002	<input checked="" type="button" value="View"/>

#### 5. Final Save and Submit :-

After filling and modifying all the details of the CBs, the Officer needs to Save the details and then Click on “Submit” for final submit of the application.



**USER MANUAL TO UPLOAD CONTROL REGISTERS  
ON CBLMS PORTAL**

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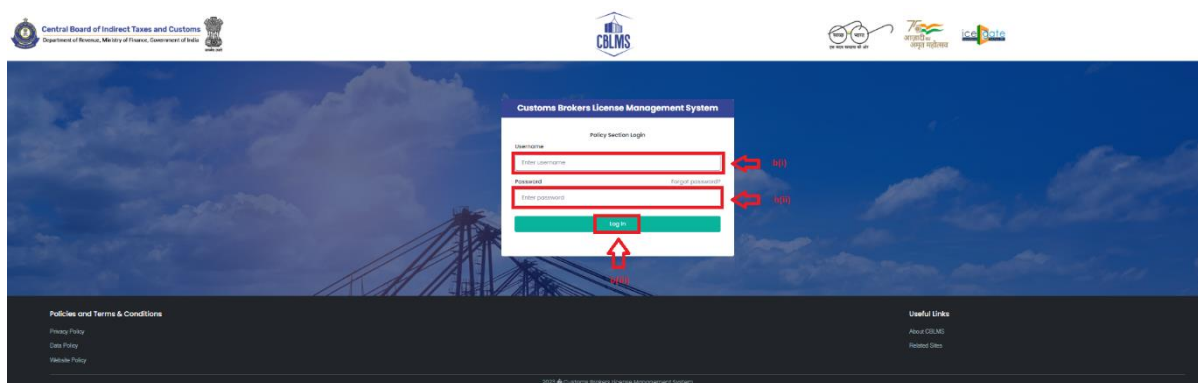
# Customs Brokers License Management System (CBLMS)

## User Manual to upload Control Registers on CBLMS Portal

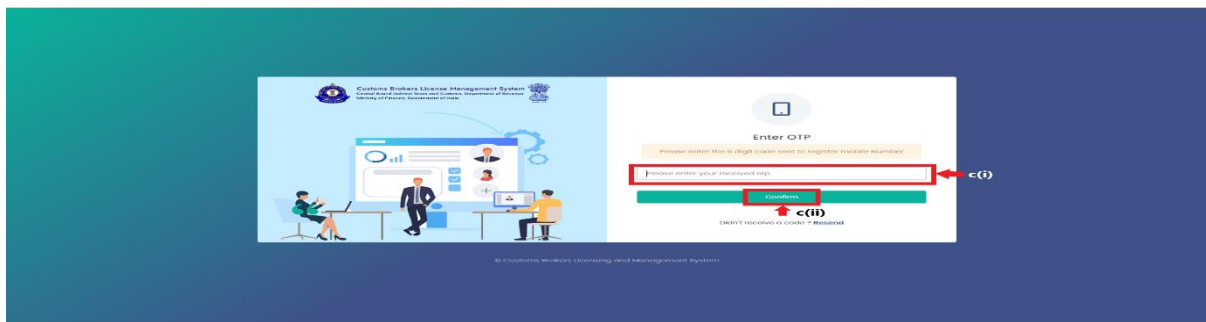
With the introduction of new functionalities in CBLMS, the officers can upload Control Registers on CBLMS Portal. The process of uploading of control registers through CBLMS, is explained below:

### 1: LOGIN :

- a. The officer needs to login into the portal through Officer Login for Physical Uploading of file.
- b. On clicking the Officer login button on the homepage, the following page will be displayed.
  - i. Username i.e Officer User ID details.
  - ii. Password
  - iii. Press Log In button after entering the Username and Password to log into the account.

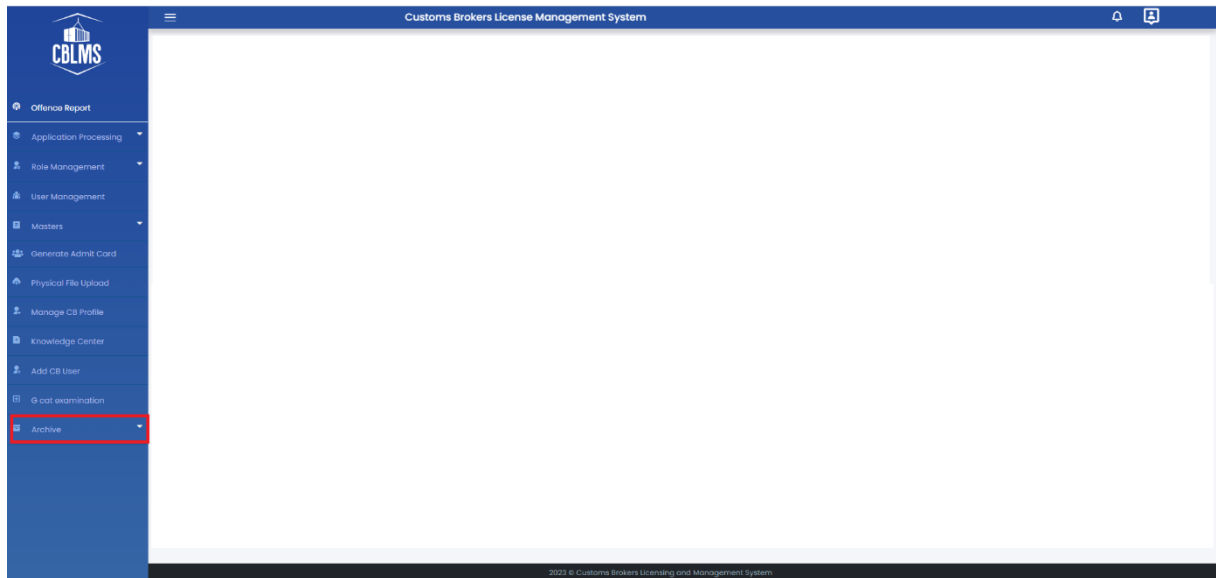


- c. After clicking on the “Log In” button, an OTP will be sent via SMS to the registered mobile number of the applicant and the following OTP page will be shown
- i. Enter the 6-digit OTP as received on the registered mobile number of the Officer.
  - ii. Click on the Confirm button to confirm the login.

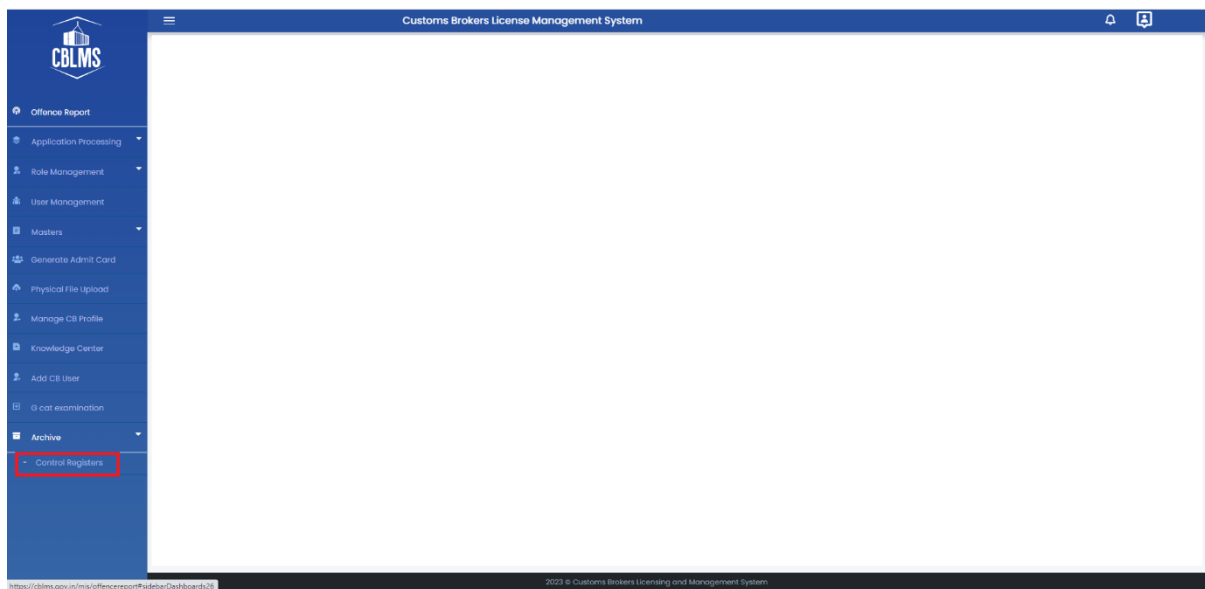


## 2. APPLICATION:

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



- b. On clicking the “Archive” button, the user has to click on “Control Registers” as highlighted below for initiating the uploading process



- c. On clicking the “Control Register” button, the application page is displayed wherein the officer needs to populate the form with the following details available in their policy section.

The screenshot displays the 'Add Control Registers (Archive Data)' interface in the CBLMS. It features a sidebar with navigation options like 'Application Processing', 'Offence Report', 'Role Management', 'User Management', 'Generate Admit Card', 'Masters', 'Manage CB Profile', 'Physical File Upload', 'Knowledge Center', 'Add CB User', 'Cost Examination', and 'Archive'. The main content area is divided into two parts. The top part, 'Add Control Registers (Archive Data)', contains four distinct register forms. Each form (1. Order Register, 2. Notice Register, 3. SCN Register, 4. Offence Case Register) includes a file selection area with a 'Choose File' button and 'No file chosen' text, a 'Remark' text input field, and a green 'Upload' button. The bottom part, 'Control Registers', is a table with columns for 'Index', 'Register Type', 'File Uploaded', 'Remarks', 'Uploaded By', 'Upload Date', 'Approval Status', 'Approved By', and 'Action'. The table is currently empty, displaying 'No data available in table'.

- i. Order Register: Officer needs to select the file to be uploaded by clicking on “Choose File” along with Remarks if any. After populating the details, click on Upload.
- ii. Notice Register: Officer needs to select the file to be uploaded by clicking on “Choose File” along with Remarks if any. After populating the details, click on Upload.
- iii. SCN Register: Officer needs to select the file to be uploaded by clicking on “Choose File” along with Remarks if any. After populating the details, click on Upload.
- iv. Offence Case Register: Officer needs to select the file to be uploaded by clicking on “Choose File” along with Remarks if any. After populating the details, click on Upload.

- d. When all the details have been uploaded, the Officer has to check the Registers uploaded are correct or not in the “Control Register Tab” as highlighted below.

The screenshot displays the 'Add Control Registers (Archive Data)' interface in the Customs Brokers License Management System. It features a sidebar with navigation options and a main content area. The main content area is divided into two sections: 'Add Control Registers (Archive Data)' and 'Control Registers'.

The 'Add Control Registers (Archive Data)' section contains four rows, each representing a different register type:

- 1. Order Register: Includes a 'Choose File' button, a 'Remark' text area, and an 'Upload' button.
- 2. Notice Register: Includes a 'Choose File' button, a 'Remark' text area, and an 'Upload' button.
- 3. SCN Register: Includes a 'Choose File' button, a 'Remark' text area, and an 'Upload' button.
- 4. Offence Case Register: Includes a 'Choose File' button, a 'Remark' text area, and an 'Upload' button.

The 'Control Registers' section is highlighted with a red box. It features a search bar and a table with the following columns: Index, Register Type, File Uploaded, Remarks, Uploaded By, Upload Date, Approval Status, Approved By, and Action. The table is currently empty, displaying 'Showing 0 to 0 of 0 entries'.