



सीमा शुल्क प्रधा न आयुक्त (सामान्य) का कार्यालय
OFFICE OF THE PR. COMMISSIONER OF CUSTOMS (GENERAL),
सीबीएलएमएस, नवीन सीमा शुल्क भवन,
CBLMS, NEW CUSTOM HOUSE,
बेलार्ड इस्टेट, मुंबई - 400 001
BALLARD ESTATE, MUMBAI - 400 001.
Email-Id: cblms-helpdesk@gov.in

F. No. GEN/CB/6/2021-CBS (Part-II)

Date: 21.12.2023

ADVISORY No. 05/2023

Customs Broker License Management System (CBLMS)

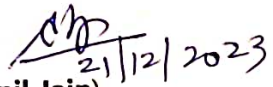
Based on the feedback received from various stakeholders and system reports, it is observed that scanning of the document for uploading on CBLMS has not been optimal. The documents are either scanned in very high resolution/ DPI which are legible but their size are unnecessarily large or scanned in very low resolution/DPI such that their size is less but they are not legible.

II. Therefore, for the optimal and efficient use of resources, all stakeholders are advised to follow below guidelines for scanning the documents which are required to be uploaded on CBLMS:

1. For clear and legible scan, ensure that the document is clean and wrinkle-free.
2. For completeness of scanned document, ensure that its each page is numbered.
3. Refer below table for scanner settings for scanning different types of documents in pdf format:

Sr. No.	Document Type	Scan Type	Scanner Setting	Expected PDF Size (approx.)
1.	Electronically Printed Paper	Black & White	150 DPI (B&W)	1 Pg. ~ 15kb Per 10 Pages ~ 250kb Per 25 Pages ~ 1mb
2.	Electronically Printed Paper	Color	300 DPI (Color)	1 Pg. ~ 450kb Per 10 Pages ~ 3mb Per 25 Pages ~ 5mb
3.	Handwritten	Black & White	200 DPI (B&W) or 200 DPI (8-bit Gray Scale)	1 Pg. ~ 150kb Per 10 Pages ~ 900kb Per 25 Pages ~ 1.5mb
4.	Poor Legibility	Black & White	200 DPI (B&W) or 200 DPI (8-bit Gray Scale)	1 Pg. ~ 150kb Per 10 Pages ~ 900kb Per 25 Pages ~ 1.5mb

III. For any issue in respect of above guidelines, please reach out to CBLMS Helpdesk at cblms-helpdesk@gov.in.


(Sunil Jain)

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

To :

The Principal Commissioners / Commissioners of Customs, All Policy Sections across India.

Copy to :-

1. FFFAI & All the Custom Brokers Association across India.
2. Notice Board.
3. Office Copy.