

Customs Broker Licensing Management System (CBLMS)

User Manual Importer / Exporter Module

INDEX

1. Importer / Exporter Module	3
2. Registration of Importer / Exporter	3
3. Issuance of Self Category Customs Pass	5
4. Renewal of Self Category Custom Pass	9
5. Cancellation of Self Category Custom Pass	10

1. Importer / Exporter Module

The Importer / Exporter module in the Customs Brokers Licensing and Management System (CBLMS) allows importers and exporters who take care of customs clearance themselves to manage the customs passes of their employees. Customs passes issued to importers / exporters are called Self category customs passes. Importers and exporters can apply for issuance of Self category customs pass, Self category customs pass, renewal of Self category customs pass, cancellation of Self category customs pass. Details of these features are given in subsequent sections.

2. Registration of Importer / Exporter

 a. Importer / Exporter must first register themselves in CBLMS to be able to login to CBLMS. Following screenshot shows the registration process.



(CB Login
Username	
Enter username	
Password	Forgot password
Enter password	
	Log in

Role*		
Importer / Exporter	~	
Name Of Firm/Company As Per IEC Registration	Certificate	
Enter name		
Mobile Number*		
Enter mobile number		
imail*		
enter email		4
Password*		
Enter password		
Confirm Password*		
Enter password		
PAN Of Firm/Company As Per IEC Registration Ce	ertificate	
ENTER PAN		

ļ

• To register into CBLMS, following details are asked in registration form:

- Role Importer / Exporter role should be selected by importers / exporters.
- Name of Firm / Company as per IEC Registration
 Certificate In this field, full name of the importer / exporter as mentioned in IEC Registration Certificate is captured.
- Mobile Number Importer / exporter should enter its mobile number in this field. OTPs / SMS etc will be sent to this mobile number.
- **Email** Importer / exporter should enter its email id in this field. Various notifications will be sent to this email id.
- Password This field captures the password which will be used by the importer / exporter for log in.
- Confirm Password Enter the same password again in this field.
- PAN of Firm / Company as per IEC Registration Certificate - Enter PAN of importer / exporter in this field.
- 3. Issuance of Self Category Customs Pass
 - a. This application form should be used by importer / exporter to request a Policy Section to issue Self category Customs pass to its employee / partner / director etc. Details of this form is given below:

Central Board of Indirect Taxes and Customs	CBLMS	र सर सरक से और जिन्ही में होतराज्य के स्थान के स	Ţ
My Applications Application form ~			
Issuance Of Self Category Custom Pass			
Policy Section*	Full Name *	Father's Name *	
Mobile No *	Email ID *	Designation *	
Date Of Birth *	Gender*	PAN*	
mm/dd/yyyy	Select Gender V		
Upload PAN Scan Copy *	Date Of Appointment *	Upload Letter Of Appointment*	
crowse. No two selected.	mm / aa / yyyy	(only pdf file, Max. size 1 MB)	

	Address Line 1 *	Address Line 2 *	District*		
	State *	Pincode *	Upload Perm	nanent Address Proof* ()	
	Select	×	Browse	No file selected.	
			(only pdf file	e, Max. size 10 MB)	
	Present Address *				
	Same As Permanent Address *				
	Address Line 1 *	Address Line 2 *	District*		
	State *	Pincode *	Upload Pres	ent Address Proof* ©	
	Select	×]	Browse	No file selected.	
			(only pdf file	e, Max. size 10 MB)	
Educations Education Select	Application form V nol Qualification* V	Upload Education Qualification Certificate/Proof* BrowseNo file selected.	+ Add Educati	on Certificate	
Educations Education Select	Application form V val Qualification* V	Upload Education Qualification Certificate/Proof* Browse	+ Add Educati	on Certificate	
Educations Education Select Customs	Application form V val Qualification* V Pass Category*	Upload Education Qualification Certificate/Proof* Browse	+ Add Educati	on Certificate py Of Authorisation *	
Educations Education Select Customs Self	Application form nal Qualification* Pass Category*	Upload Education Qualification Certificate/Proof* Browse No file selected. (only pdf file, Max.size I MB) Date Of Issuance Of Authorisation * mm / dd / yyyy	+ Add Education	on Cetificate py Of Authorisation * No file selected.	
Educations Education Select Customs Self	Application form nal Qualification* Pass Category*	Upload Education Qualification Certificate/Proof* Browse No file selected. (only pdf file, Max.size 1 MB) Date Of Issuance Of Authorisation * mm / dd / yyyy	+ Add Education Scanned Co Browse (only pdf file	on Cetificate py Of Authorisation * No file selected. , Max. size I MB)	
Educations Education Select Customs Self Scanned	Application form and Qualification* Prass Category* Copy Of Latest Photograph *	Upload Education Qualification Certificate/Proof* Browse No file selected. (only pdf file, Max.size 1 MB) Date Of Issuance Of Authorisation * mm / dd / yyyy Scanned Copy Of Latest Signature *	Add Education Scanned Co Browse (only pdf file Upload Any to	py Of Authorisation * No file selected. 2. Max. size 1 MB)	
Customs Education Education Select Customs Self Scanned Browse Customs Customs	Application form Application* Pass Category* Copy Of Latest Photograph * No file selected. No file selected.	Upload Education Qualification Certificate/Proof* BrowseNo file selected. (only pdf file, Max.size 1 MB) Date Of Issuance Of Authorisation * mm / dd / yyyy Scanned Copy of Latest Signature * BrowseNo file selected.	Add Educard Scanned Co Browse_ (only pdf file Upload Any (Browse_ (only pdf file)	on Cetificate py Of Authorisation * No file selected. a. Max. size 1 MB) Other Relevant Document No file selected. UN file selected.	
Customs Education Education Select Customs Self Scanned Browse (only JPG	Application form	Upload Education Qualification Certificate/Proof* Browse. No file selected. (only pdf file, Max-size 1 MB) Date Of Issuance Of Authorisation * mm / dd / yyyy Scanned Copy Of Latest Signature * Browse. No file selected (only JPO file, Max. size 500 KB)	Add Educate Scanned Co Browse (only pdf file Upload Any : Browse (only pdf file	py Of Authorisation * No file selected. a. Max size 1 MB) Other Relevant Document No file selected. a. Max size 10 MB)	
Customs Select Customs Self Scanned Browse (only JPO Importer/	Application form Application*	Upload Education Qualification Certificate/Proof* ItrowseNo file selected. (only pdf file, Max.size 1 MB) Date Of Issuance Of Authorisation * mm / dd / yyyy Scanned Copy Of Latest Signature * BrowseNo file selected. (only JP0 file, Max.size 500 KB) EC *	Add Educate Scanned Co Browse (only pdf file Upload Any Browse (only pdf file Proof Of Imp	py Of Authorisation * No file selected. a. Max. size 1 MB) Other Relevant Document No file selected. a. Max. size 10 MB) article file point on ICES *	
Customs Custom	Application form Application* Pass Category*	Upload Education Qualification Certificate/Proof* BrowseNo file selected. (only pdf file, Max.size 1 MB) Date Of Issuance Of Authorisation * mm / dd / yyyy Scanned Copy Of Latest Signature * BrowseNo file selected. (only JPO file, Max.size 500 KB) EC *	Add Education Scanned Co Browse (only pdf file Upload Any i Browse (only pdf file Proof Of imp Browse (only pdf file	py Of Authorisation * No file selected.	
Educations Education Select Customs Self Scanned (Browse (only JPC Importer/	Application form	Upload Education Qualification Certificate/Proof* BrowseNo file selected. (only pdf file, Maxsize 1 MB) Date Of Issuance Of Authorisation * mm / dd / yyyy Sconned Copy Of Latest Signature * BrowseNo file selected. (only JPO file, Max size 500 KB) IEC *	Add Education Scanned Co Browse (only pdf file Proof Of Imp Browse (only pdf file	py Of Authorisation * No file selected. No xize 1 MB)	
Customs Education Education Select Customs Self Scanned (Browse (only JPO Importer/ The Under Evolve Act	Application form Application form	Upload Education Qualification Certificate/Proof* BrowseNo file selected. (only pdf file, Max size 1 MB) Date Of Issuance Of Authorisotion * mm / dd / yyyy Scanned Copy Of Latest Signature * BrowseNo file selected. (only JPO file, Max size 500 KB) IEC *	Add Education Scanned Co Browse (only pdf file	py Of Authorisation * No file selected. No file	d, convicted or
Cations Education Education Select Customs I Self Scanned I Browse (only JPG Importer/ The Under Excise Act The Under Central Ex	Application form Application form	Upload Education Qualification Certificate/Proof* BrowseNo file selected. (only pdf file, Maxsize 1 MB) Date Of Issuance Of Authorisation * mm / dd / yyyy Scanned Copy Of Latest Signature * BrowseNo file selected. (only JPO file, Max. size 500 KB) IEC * Id. Convicted Or Prosecuted Under Any Of The Provisions Of The Customs A alised, Convicted Or Prosecuted Under Any Of The Provisions Of The Customs A	Add fiducation Scanned Co Browse (only pdf file Upload Any i Browse (only pdf file Proof Of Imp Browse (only pdf file proof 2 of 1962 ct, 1962 (52 of 1962	py Of Authorisation * No file selected. No file	d, convicted or
Educations Education Education Select Customs i Self Scanned Browse (only JPC Importer/ The Undec Cantral Excise Act The Under	Application form Application form Application form	Upload Education Qualification Certificats/Proof* BrowseNo file selected. (only pdf file, Max.size 1 MB) Date Of Issuance Of Authorisation * rmm / dd / yyyy Scanned Copy Of Latest Signature * BrowseNo file selected. (only JPO file, Max.size 500 KB) IEC * ad. Convicted Or Prosecuted Under Any Of The Provisions Of The Customs A aliaed, Convicted Or Prosecuted Under Any Of The Provisions Of The Customs A aliaed, Convicted Or Prosecuted Under Any Of The Provisions Of The Customs A aliaed, Convicted Or Prosecuted Under Any Of The Provisions Of The Customs A aliaed, Convicted Or Prosecuted Under Any Of The Provisions Of The Customs A aliaed, Convicted Or Prosecuted Under Any Of The Provisions Of The Customs A aliaed, Convicted Or Prosecuted Under Any Of The Provisions Of The Customs A aliaed, Convicted Or Prosecuted Under Any Of The Provisions Of The Customs A aliaed, Convicted Or Prosecuted Under Any Of The Provisions Of The Customs atoms Poss.*	Add fiducation Scanned Co Browse (only pdf file Vpload Any Browse (only pdf file Proof Of Imp Browse (only pdf file proof Q Imp prove (only pdf file prove (only pdf file proof Q Imp prove (only pdf file proof Q Imp prove (only pdf file prove (only pdf file proof Q Imp prove (py Of Authorisation * No file selected. No file	1, convicted or lised, convicted

Details of fields in the form is given below:

Note: wherever "Person" is mentioned in below field details, that means the person whose Self category customs pass is being requested.

- Policy Section This field shows a list of all Policy Sections. Importer / exporter should select the Policy Section from whom it wants to get the Self Category Customs pass issues. Application for issuance of Customs Pass will go to this selected Policy Section for further processing.
- Full Name Enter the full name of the person whose Self category customs pass is being requested.
- Father's Name Enter the father's name of the Person
- Mobile No Enter the mobile number of the Person.
- **Email ID** Enter the email id of the Person.

- Designation Enter the designation of the person in the importer / exporter firm / company whose Self category customs pass is being requested.
- **Date of Birth** Enter the date of birth of the Person.
- **Gender** Select the gender of the Person.
- **PAN** Enter the PAN of the Person.
- Upload PAN Scan Copy Upload scanned copy of PAN card of the person whose Self category customs pass is being requested. It should be in PDF format.
- Date of Appointment Enter the date of appointment in the importer / exporter firm / company of the person whose Self category customs pass is being requested.
- Upload Letter of Appointment Upload scanned copy of letter of appointment of the person whose Self category customs pass is being requested.
- Permanent Address Enter the permanent of the Person.
 - Address line 1 -
 - Address line 2 -
 - **District** Enter the district in this field.
 - **State** Enter the state in this field.
 - Pincode Enter PIN code of the address in this field
 - Upload Permanent Address Proof Upload scanned copy of permanent address proof in PDF format.
- Present Address -
 - Same As Permanent Address If this check box is checked then Present address will be treated same as permanent address.
 - Address line 1 -
 - Address line 2 -
 - **District** Enter the district in this field
 - State Enter the state in this field
 - **Pincode** Enter PIN code of the address in this field

- Upload Present Address Proof -Upload scanned copy of present address proof in PDF format.
- Educational Qualification Select the education of the Person.
- Upload Education Qualification Certificate/Proof Upload scanned copy proof of education qualification in PDF format.
- Customs Pass Category This field should always be Self category.
- Date of Issuance of Authorisation Select the date on which the Person was authorized by Importer / Exporter to work in Customs clearance on behalf of importer / exporter.
- Scanned Copy of Authorisation Upload scanned copy of authorization by Importer / Exporter allowing the Person to work in Customs clearance on behalf of importer / exporter.
- Scanned copy of Latest Photograph Upload latest photograph of Person in this field in JPG format.
- Scanned Copy Of Latest Signature Upload signature of Person in this field in JPG format.
- Upload Any Other Relevant Document This field is to capture any relevant document which may be needed to process this application. This is an optional field.
- Importer/Exporter PAN Enter PAN of importer / exporter as mentioned in IEC Registration certificate.
- IEC Enter Importer Exporter Code of importer / exporter in this field.
- **Proof of Importer/Exporter Registration on ICES** Upload scanned copy of proof that Importer / Exporter is registered in ICES.
- Declarations -
 - The undersigned/the person proposed to be employed by me _, convicted or prosecuted under any of the provisions of the Customs Act, 1962 (52 of 1962), the Central Excise Act 1944 (1 of 1944), and the Finance Act, 1994. If the Person at any point of time is / was penalised or convicted under mentioned

Acts then select "has been penalised, convicted or prosecuted" else select "has not been penalised, convicted or prosecuted".

- I/We declare that, at present, the above person does not hold any type of Customs Pass. - Check this field if the Person does not hold any Customs pass.
- I/We hereby solemnly affirm that above particulars provided by me/us are true and correct and I/we have not suppressed or misrepresented any facts. - Check this field to confirm that all details entered in this application are correct.
- Save & Preview button After filling the form press this button to save the form and preview the entered details. After pressing this button, preview page (screenshots shown below) is shown wherein entered details in the application are shown to recheck. If details are correct then Importer Exporter should Final Submit the form. This will submit the application the selected Policy Section

My Applications Application form ~ Offence Matters	
Issuance Of Self Category Custom Pass	
Full Name	Amit
Father's Name	Ankit
Mobile No	8689698968
Email ID	test_person@gmail.com
Designation	employee
Date Of Birth	05, May 1999
Gender	male
PAN	qqqqq0000q
Upload PAN Scan Copy	∎ View

My Applications Application form ~ Offence Matters	
Date Of Appointment	05, July 2023
Upload Letter Of Appointment	View
Address Line 1	5/345
Address Line 2	Fort
District	Mumbai
State	MAHARASHTRA
Pincode	400001
Upload Permanent Address Proof	View
Address Line 1	5/345
Address Line 2	Fort

My Applications	Application form 👻	Offence Matters	
District			Mumbai
State			MAHARASHTRA
Pincode			400001
Upload Present Add	Iress Proof		View
		Educational Qualification	
		Bachelor's Degree (🖹 View)	
Custom Pass Categ	lory		Self
Date Of Insurance O	of Authorisation		05, July 2023
Scanned Copy Of A	uthorisation		■ View

My Applications Application form Y Offence Matters	
Scanned Copy Of Latest Signature	View
Upload Any Other Relevant Document	S View
Importer/Exporter PAN	AAAAA0000E
IEC	awerere
Proof Of Importer/Exporter Registration On ICES	■ View
The Undersigned/The Person Proposed To Be Employed By Me <u>Has Been Penalised, Convicted Or Prosecuted</u> Under Any Of The Provisions Of The Customs Act, 1962 (52 Of 1962), The Central Excise Act 1944 (1 Of 1944), And The Finance Act, 1994.	No
"I/We Declare That, At Present, The Above Person Does Not Hold Any Type Of Customs Pass."	
"I/We Hereby Solemnly Affirm That Above Particulars Provided By Me/Us Are True And Correct And I/We Have Not Suppressed Or Misrepresented Any Facts."	
← Back	Final Submit →

4. Renewal of Self Category Custom Pass

This application is used to renew the earlier issued Self category Customs pass. Details of the fields in this form is given below:

Policy Section	n*	Customs Pas	ss To Be Renewed*				
Mumbai Cu	ustoms (General) 🗸 🗸	Select		~			
Scanned Co	py Of Latest Photograph *	Signature *			Upload Any C	ther Relev	vant Document
Browse	No file selected.	Browse	No file selected.		Browse	No file s	selected.
(only JPG file	e, Max. size 500 KB)	(only JPG file	e, Max. size 500 KB)		(only pdf file,	Max. size	10 MB)
The Above Pe Excise Act 194	erson <u>Has Been Penalised, Convicted Or Prose</u> 44 (1 Of 1944), And The Finance Act, 1994.	<u>cuted</u> Under Any	r Of The Provisions Of The Customs Act,	. 1962 (52 O	of 1962), The Co	entral	 has been penalised, co or prosecuted
The Above Pe Central Excis	erson <u>Has Not Been Penalised, Convicted Or Pr</u> e Act 1944 (1 Of 1944), And The Finance Act, 19	<u>osecuted</u> Under 94.	Any Of The Provisions Of The Customs	Act, 1962 (52 Of 1962), Th	e	 has not been penalised convicted or prosecuted
⁻I/We Hereby	Solemnly Affirm That Above Particulars Provi	ded By Me/us Ar	e True And Correct And I/we Have Not S	Suppresse	d Or Misrepre	sented	

- **Policy Section** Select Policy Section where the Self category Customs Pass, which is to be renewed, was earlier issued.
- Customs Pass To be Renewed This field shows the list of Self category Customs passes issued in the selected Policy Section. Select the customs pass which is to be renewed.
- Scanned copy of Latest Photograph Upload scanned copy of latest photograph in JPG format.
- Signature Upload scanned copy of signature in JPG format.
- Upload Any Other Relevant Document This field is to capture any relevant document which may be needed to process this application. This is an optional field.
- Declarations -
 - The undersigned/the person proposed to be employed by me _, convicted or prosecuted under any of the provisions of the Customs Act, 1962 (52 of 1962), the Central Excise Act 1944 (1 of 1944), and the Finance Act, 1994. - If the Person at any point of time is / was penalised or convicted under mentioned Acts then select "has been penalised, convicted or prosecuted" else select "has not been penalised, convicted or prosecuted".
- I/We hereby solemnly affirm that above particulars provided by me/us are true and correct and I/we have not suppressed or

misrepresented any facts. - Check this field to confirm that all details entered in this application are correct.

• Save & Preview button - After filling the application form press this button to save the application and preview the form before final submission. Preview page is shown (screenshots below) after pressing this button. Recheck the details on the preview page and Final Submit the form if all details are correct. After Final Submit application will get submitted to the selected policy section for further processing.

Customs Pass To Be Renewed Amit(Self) Scanned Copy Of Latest Photograph View Signature Upload Any Other Relevant Document The Above Person Has Been Penalised, Convicted Or Prosecuted Under Any Of The Provisions Of The Customs Act, 1962 (52 Of 1962), The No Central Excise Act 1944 (1 of 1944), And The Finance Act, 1994. Image: Central Excise Act 1944 (1 of 1944), And The Finance Act, 1994. 	Policy Section	Mumbai Customs (General)
Scanned Copy Of Latest Photograph Now Signature Now Upload Any Other Relevant Document The Above Person <u>Has Been Penalised, Convicted Or Prosecuted</u> Under Any Of The Provisions Of The Customs Act, 1962 (52 Of 1962), The No Central Excise Act 1944 (1 of 1944), And The Finance Act, 1994.	Customs Pass To Be Renewed	Amit(Self)
Signature View Upload Any Other Relevant Document The Above Person <u>Has Been Penalised, Convicted Or Prosecuted</u> Under Any Of The Provisions Of The Customs Act, 1962 (52 Of 1962), The No Central Excise Act 1944 (1 of 1944), And The Finance Act, 1994.	Scanned Copy Of Latest Photograph	🖹 View
Upload Any Other Relevant Document The Above Person <u>Has Been Penalised, Convicted Or Prosecuted</u> Under Any Of The Provisions Of The Customs Act, 1962 (52 Of 1962), The No Central Excise Act 1944 (1 Of 1944), And The Finance Act, 1994.	Signature	🖹 View
The Above Person <u>Has Been Penalised, Convicted Or Prosecuted</u> Under Any Of The Provisions Of The Customs Act, 1962 (52 Of 1962), The No Central Excise Act 1944 (1 Of 1944), And The Finance Act, 1994.	Upload Any Other Relevant Document	
	The Above Person <u>Has Been Penalised. Convicted Or Prosecuted</u> Under Any Of The Provisions Of The Customs Act, 1962 (52 Of 1962), The Central Excise Act 1944 (1 Of 1944), And The Finance Act, 1994.	No
'l/We Hereby Solemnly Affirm That Above Particulars Provided By Me/us Are True And Correct And I/we Have Not Suppressed Or Suppressed Or Misrepresented Any Facts."	'i/We Hereby Solemnly Affirm That Above Particulars Provided By Me/us Are True And Correct And I/we Have Not Suppressed Or Misrepresented Any Facts."	

5. Cancellation of Self Category Custom Pass

This application is used to cancel the earlier issued Self category Customs pass. Details of the fields in this form is given below

Delley, Centle	-1		
Policy Sectio	n•	Customs Pass To be Cancel*	
Select		✓ Select ✓	
Pegeon For C	Cancellation*		
	and a data		
Document Fo	or Reason Of Cancellation	Upload Any Other Relevant Document	
Document Fo	or Reason Of Cancellation	Upload Any Other Relevant Document Browse. No file selected.	
Document Fo Browse	or Reason Of Cancellation No file selected.	Upload Any Other Relevant Document BrowseNo file selected. Contract file, Mar. Sine (1) MB (1)	
Document Fo Browse (only pdf file	or Reason Of Cancellation No file selected. v Max. size 10 MB)	Upload Any Other Relevant Document BrowseNo file selected. (only pdf file, Max. size 10 MB)	
Document Fo Browse (only pdf file	or Reason Of Cancellation No file selected. , Max: size 10 MB)	Upload Any Other Relevant Document Browse. No file selected. (only pdf file, Max. size 10 MB)	
Document Fo Browse (only pdf file	or Reason Of Cancellation No file selected. v. Max. size 10 MB)	Upload Any Other Relevant Document BrowseNo file selected. (only pdf file, Max. size 10 MB)	
Document Fo Browse (only pdf file /We Affirm T	or Reason Of Cancellation No file selected. 1, Max. size 10 MB) That I/we Have Read The Customs B	Upload Any Other Relevant Document BrowseNo file selected. (only pdf file, Max. size 10 MB) ker Licensing Regulations, 2018 And Agree To Abide By Them.	

- **Policy Section** Select Policy Section where the Self category Customs Pass which is to be cancelled, was earlier issued.
- **Customs Pass To be Cancelled** This field shows the list of Self category Customs passes issued in the selected Policy Section. Select the customs pass which is to be cancelled.
- **Reason for cancellation** Enter the reason for cancellation of Customs pass.
- **Document for reason of cancellation** Upload relevant document regarding cancellation of Customs pass.
- Upload Any Other Relevant Document This field is to capture any relevant document which may be needed to process this application. This is an optional field.
- Declarations -
 - I/We affirm that I/we have read the Customs Broker Licensing Regulations, 2018 and agree to abide by them. - Check the declaration check box to confirm the declaration.
 - I/We hereby solemnly affirm that above particulars provided by me/us are true and correct and I/we have not suppressed or misrepresented any facts. - Check the declaration check box to confirm the declaration.
- Save & Preview button After filling the application form press this button to save the application and preview the form before final submission. Preview page is shown (screenshots below) after pressing this button. Recheck the details on the preview page and Final Submit the form if all details are correct. After Final Submit application will get submitted to the selected policy section for further processing.

ancellation Of Self Category Custom Pass	
Policy Section	Mumbai Customs (General)
Customs Pass To Be Cancel	Amit(Self)
Cancellation Remark	removed from employment.
Cancellation Document	B View
Upload Any Other Relevant Document	B View
/We Affirm That I/we Have Read The Customs Broker Licensing Regulations, 2018 And Agree To Abide By Them.	
/We Hereby Solemnly Affirm That Above Particulars Provided By Me/us Are True And Correct And I/we Have Not Suppressed Or Misrepresented Any Facts.	2