



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

User Manual

Importer / Exporter Module

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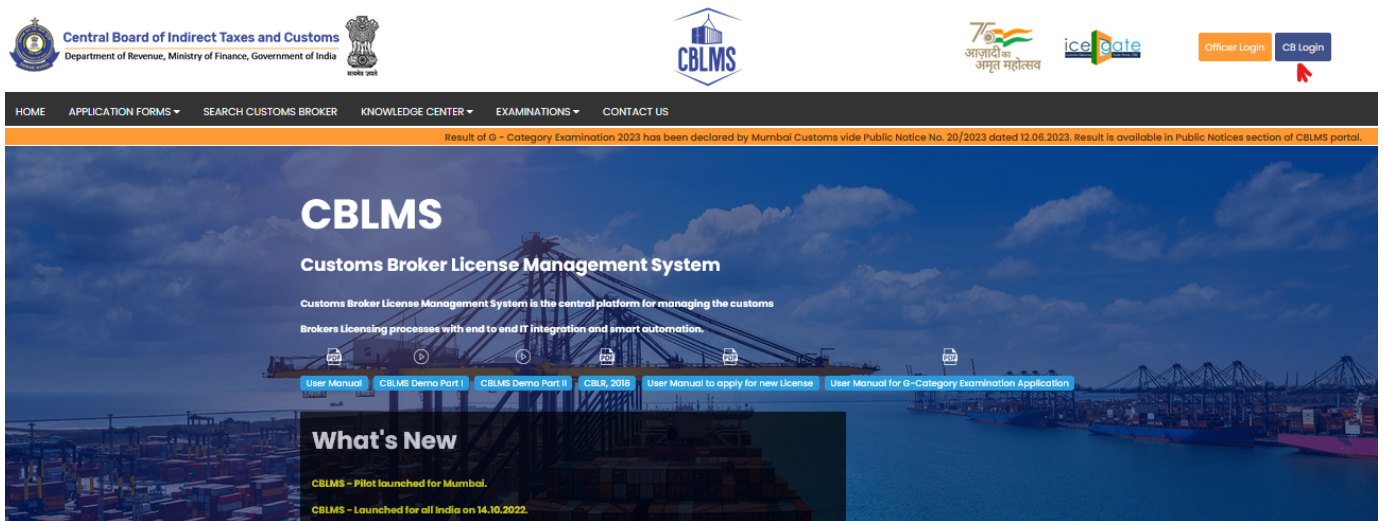
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1. Importer / Exporter Module

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.



Customs Brokers License Management System

CB Login

Username

Password [Forgot password?](#)

Log In

New User ? [Register](#)

New User Registration

Role*

Name Of Firm/Company As Per IEC Registration Certificate

Mobile Number*

Email*

Password*

Confirm Password*

PAN Of Firm/Company As Per IEC Registration Certificate

Submit

[Already have an account ? Login](#)

- 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

- 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:

The screenshot shows the 'Issuance Of Self Category Custom Pass' application form. The form is titled 'Issuance Of Self Category Custom Pass' and is part of the 'Application form' under 'My Applications'. The form contains the following fields:

- Policy Section***: A dropdown menu with 'Select' as the current value.
- Full Name ***: A text input field.
- Father's Name ***: A text input field.
- Mobile No ***: A text input field.
- Email ID ***: A text input field.
- Designation ***: A text input field.
- Date Of Birth ***: A date picker field showing 'mm / dd / yyyy'.
- Gender ***: A dropdown menu with 'Select Gender' as the current value.
- PAN***: A text input field.
- Upload PAN Scan Copy ***: A file upload field with a 'Browse...' button and the text 'No file selected.' (only pdf file, Max.size 1 MB).
- Date Of Appointment ***: A date picker field showing 'mm / dd / yyyy'.
- Upload Letter Of Appointment***: A file upload field with a 'Browse...' button and the text 'No file selected.' (only pdf file, Max. size 1 MB).

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

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

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 Address Proof	View
Educational Qualification	
Bachelor's Degree (View)	
Custom Pass Category	Self
Date Of Insurance Of Authorisation	05, July 2023
Scanned Copy Of Authorisation	View

My Applications Application form Offence Matters	
Scanned Copy Of Latest Signature	View
Upload Any Other Relevant Document	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."	<input checked="" type="checkbox"/>
"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."	<input checked="" type="checkbox"/>

← 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:

My Applications Application form ▾ Offence Matters

Renewal Of Self Category Custom Pass

Policy Section*
 Mumbai Customs (General) ▾

Customs Pass To Be Renewed*
 Select ▾

Scanned Copy Of Latest Photograph *
 Browse... No file selected.
 (only JPG file, Max. size 500 KB)

Signature *
 Browse... No file selected.
 (only JPG file, Max. size 500 KB)

Upload Any Other Relevant Document
 Browse... No file selected.
 (only pdf file, Max. size 10 MB)

The Above Person Has Been Penalised, 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. has been penalised, convicted or prosecuted

The Above Person Has Not Been Penalised, 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. 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."

Save & Preview →

- **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.

Renewal Of Self Category Custom Pass	
Policy Section	Mumbai Customs (General)
Customs Pass To Be Renewed	Amit(Self)
Scanned Copy Of Latest Photograph	View
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 Central Excise Act 1944 (1 Of 1944), And The Finance Act, 1994.	No
<input checked="" type="checkbox"/> 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

Cancellation Of Self Category Custom Pass	
Policy Section*	Customs Pass To Be Cancel*
Select	Select
Reason For Cancellation*	
<input type="text"/>	
Document For Reason Of Cancellation	Upload Any Other Relevant Document
Browse... No file selected. (only pdf file, Max. size 10 MB)	Browse... No file selected. (only pdf file, Max. size 10 MB)
<input type="checkbox"/> I/We Affirm That I/we Have Read The Customs Broker Licensing Regulations, 2018 And Agree To Abide By Them.	
<input type="checkbox"/> 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.	

- **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.

