



**USER MANUAL FOR INTIMATION UNDER FORM-C ON
CBLMS PORTAL**

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Customs Brokers License Management System (CBLMS)

User Manual for Intimation Under Form-C on CBLMS Portal

With the introduction of new functionalities in CBLMS, the Custom Broker can submit intimation under Form-C on CBLMS Portal. The process of submitting the intimation through CBLMS, is explained below.

The following module is only for fresh application for Intimation under Form-C for CBs, who are also starting to work in other policy section under reg 7(3) of CBLR 2018. For the CBs who already working under reg 7(3) of CBLR 2018 and its corresponding erstwhile regulations, they can add the details of employees of such offices in 'Add OPS detail' section.

1: LOGIN :

- a. The applicant needs to login into the portal for submitting intimation under Form -C.
- b. On clicking the login button on the homepage, the following page will be displayed.

The screenshot displays the login interface of the Customs Brokers License Management System (CBLMS). At the top, there are logos for the Central Board of Indirect Taxes and Customs, the Government of India, CBLMS, and ice gate. The main form area is titled 'Customs Brokers License Management System' and contains the following elements:

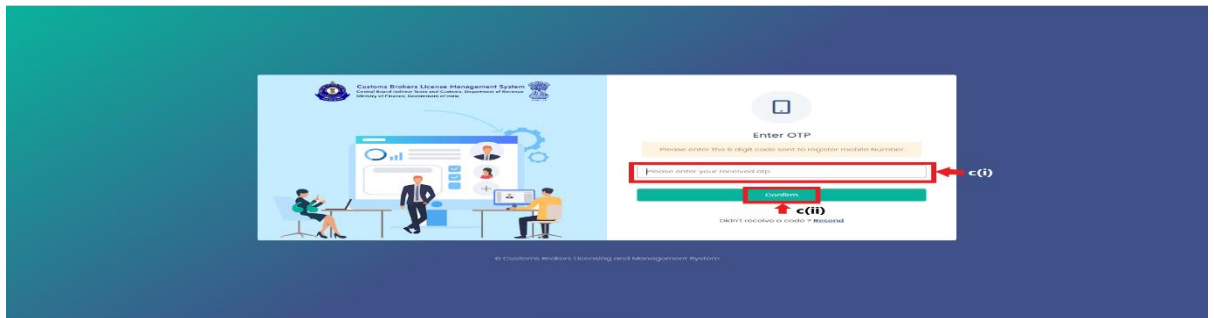
- Username:** A text input field labeled 'Enter username' with a red box around it and a red arrow pointing to it labeled 'b(i)'. A 'Forgot password?' link is visible to the right.
- Password:** A text input field labeled 'Enter password' with a red box around it and a red arrow pointing to it labeled 'b(ii)'. A 'Forgot password?' link is visible to the right.
- log in:** A green button with a red box around it and a red arrow pointing to it labeled 'b(iii)'.

The footer of the page includes sections for 'Policies and Terms & Conditions' (Privacy Policy, Data Policy, Website Policy, Terms and Conditions of Use), 'Help Desk' (FAQ, User Manual, Helpdesk Email), and 'Useful Links' (Knowledge Center, Contact). The copyright notice at the bottom reads '2022 © Customs Brokers Licensing and Management System'.

- i. Username i.e PAN card of the Customs Broker
- ii. Password

iii. Press Log In button after entering the Username and Password to log into the account.

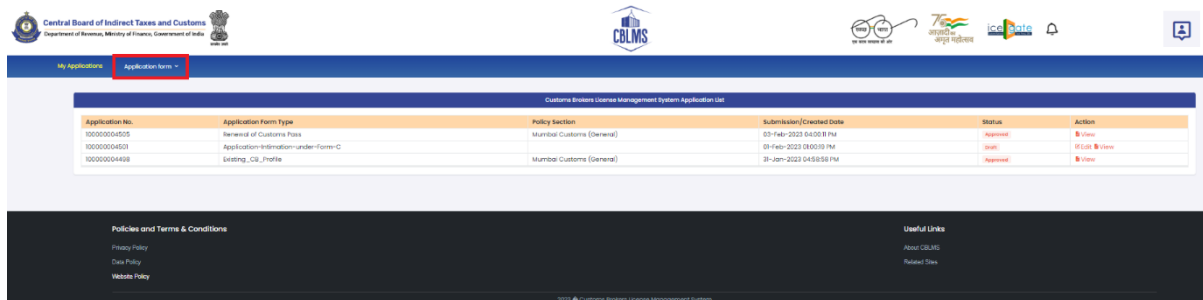
c. After clicking on the “Log In” button, an OTP will be sent via SMS to the registered mobile number of the applicant and the following OTP page will be shown



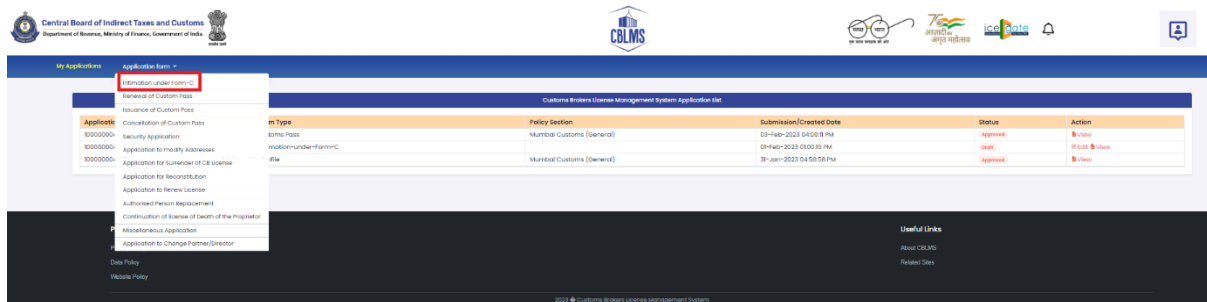
- i. Enter the 6-digit OTP as received on the registered mobile number of the Customs Broker.
- ii. Click on the Confirm button to confirm the login.

2. APPLICATION:

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



- b. On clicking the “Application Form”, various option will show up in the drop down list. From the drop down list, the applicant has to select “Intimation under Form-C” button as highlighted below for initiating the intimation process.



- c. On clicking the “Intimation under Form-C”, the application page is displayed wherein the applicant needs to populate the form with the following details.

Parent Policy Section: Mumbai Customs (General)
 Address of the Customs Broker: 3071, Community Hub, Thane, Maharashtra, 401505, Pin-401504
 CBLMS No.: 303514-AB010004
 Customs Broker License No.: 19214

Address of Partners/Directors:

Name	PAN	Address

Other Policy Section: Select 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)

Submit

- i. **Other Policy Section:** The applicant needs to select their Other Policy Section from the drop down list.

The screenshot shows the 'Intimation Under Form-C' form on the CBLSMS portal. The 'Other Policy Section' dropdown menu is highlighted with a red box, displaying a list of policy sections including: General Policy Section, Aesthetic Customs (Export & Import), Export Customs, Import Customs (Export & Import), Agricultural Customs, Public Customs, Financial Customs, Labour Customs (Immigrant), Land Customs, Change of Customs (Immigrant), Ship Customs, Marine Customs, High Speed Customs, Public Customs (Immigrant), Administrative Customs, Customs Customs, International Customs, and Air Transport Customs (Immigrant).

- ii. After selecting the Other Policy Section from the drop down list, CB needs to enter the correspondance address details for their respective selected policy section:

The screenshot shows the 'Intimation Under Form-C' form on the CBLSMS portal. The 'Address Line 1' field is highlighted with a red box, indicating where the applicant should enter their correspondence address details. The form includes fields for Name, PAN, Address, Other Policy Section, Address Line 1, Address Line 2, City, State, Pin Code, Address Proof, and Contact Person.

- iii. **Correspondance Address Detail:** Once CB Details get auto populated from their respective CB Profile. The following details will be required to be filled:

- a. **Address Line 1:** Enter the first line of the address of the applicant.

- b. **Address Line 2:** Enter the second line of the address of the applicant.
- c. **District:** Enter the district of the correspondence of the applicant.
- d. **State:** Select the state of the correspondence address of the applicant from the drop-down menu.
- e. **E-mail Id:** Enter the E-mail Id on the correspondence address of the applicant.
- f. **Pincode:** Enter the pincode of the correspondence address of the applicant.
- g. **Contact No.:** Enter the contact no. on the correspondence address of the applicant.
- h. **Upload Address Proof:** Upload the scanned copy of the address proof of the correspondence address of the applicant. The list of acceptable documents is available in the i-button of the head of the column. (Format: pdf; Max. size: 10 MB)
- i. Click on the “**Add Address**” button to add the address details in the table given below.

The screenshot displays the 'Intimation Under Form-C' application form on the CBLMS portal. The form is divided into several sections for data entry:

- Parent Policy Section:** Includes fields for 'Parent Policy Section', 'Address of the Customs Broker', 'CBLMS No.', and 'Customs Broker License No.'.
- Municipal Customs (General):** Includes fields for 'Municipal Customs (General)', '3071, community hall, thane, Maharashtra, 9876543210, PIN-400014', '2020KAR00004', and '1/2/14'.
- Address of Partners/Directors:** A table with columns for 'Name', 'PAN', and 'Address'.
- Other Policy Section:** A dropdown menu to 'Select Policy Section'.
- Address Fields:** 'Address Line 1' and 'Address Line 2' text boxes.
- Location Fields:** 'District' and 'State' dropdown menus.
- Contact Fields:** 'Email Id', 'Contact No.', and 'Pincode' text boxes.
- Upload Address Proof:** A section for uploading a PDF file, with a note '(only pdf file, Max. size 10 MB)'. A red box highlights the 'Add Address' button in this section.
- Table:** A table with columns: 'Action', 'Other Policy Section Name', 'Address Line 1', 'Address Line 2', 'City', 'State', 'Pin Code', 'Address Proof', and 'Contact Person'.
- Footer:** A disclaimer: 'I/We hereby solemnly affirm that the particulars provided by me/us are true and correct and I/we have not suppressed or misrepresented any facts. I/We further affirm that I/we have read the Customs Broker Licensing Regulations, 2018 and agree to abide by them.'

- j. Once the address details are populated in the address table at the bottom of the page, click on the “**Add Contact Person Details**” button appearing in the Action column of the table, as displayed in the screenshot below.

The screenshot displays the 'Intimation Under Form-C' page. It features a header with the Central Board of Indirect Taxes and Customs logo and the CBLMS logo. The main content area contains a form for entering address details. At the bottom, there is a table with the following columns: Action, Other Policy Section Name, Address Line 1, Address Line 2, City, State, Pin Code, Address Proof, and Contact Person. The 'Add Contact Person' button in the Action column is highlighted with a red box.

- k. On clicking “Add Contact Person” button, a form named “**Add Contact Person Details**” is displayed on the screen overshadowing the correspondence address details page as displayed below

The screenshot shows the 'Add Contact Person' modal form. It contains the following fields and options:

- Name*
- Father's Name*
- Birth Date* (dd-mm-yyyy)
- 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*
- Upload PAN Card Copy* (Choose File, only pdf file, Max. size 1 MB)
- Mobile Number*
- Email Id*
- Personal Address*
- Upload Personal Address Proof* (Choose File, only pdf file, Max. size 10 MB)
- Save button

1. Add Contact Person Details page:

- **Name:** Enter the name of the contact person at the correspondence address (Contact Person)
- **Fathers Name:** Enter the father's name of the Contact Person
- **Date of Birth:** Enter the date of birth of the Contact Person
- **Upload Photograph:** Upload the photograph of the Contact Person (Format: jpg/jpeg; Max. size: 500 KB)
- **Upload Signature:** Upload the scanned copy of the signature of the Contact Person (Format: jpg/jpeg; Max. size: 100 KB)
- **Pan Card:** Enter the PAN number of the Contact Person
- **Upload Pan Card:** Upload the scanned copy of the pan card of the Contact Person (Format: pdf; Max. size: 1 MB)
- **Mobile No:** Enter the mobile number of the Contact Person
- **Email id:** Enter the Email id of the Contact Person
- **Personal Address:** Enter the personal address of the Contact Person
- **Upload present address proof:** Upload the scanned copy of the proof of present personal address of the Contact Person. (Format: pdf; Max. size: 10 MB)
- Click on "**Save**" button to save the details and go back to the correspondence address details page.

- m. Once all the above mentioned details have been populated, the applicant will have to tick the check-box "I/We hereby solemnly affirm that the particulars provided by me/us are true and correct and I/we have not suppressed or misrepresented any facts. I/We further affirm that I/we have read the Customs Broker Licensing Regulations, 2018 and agree to abide by them." and then click on Submit button to submit the details.

Central Board of Indirect Taxes and Customs
Department of Revenue, Ministry of Finance, Government of India

CBLMS

My Applications Application form

Intimation Under Form-C

Parent Policy Section
Address of the Customs Broker
CBLMS No.
Customs Broker License No.

Mumbai Customs (General)
3071, community hall, Thane, MAHARASHTRA, 9874520545, Pin-400044
2022M44BC0004
12714

Address of Partners/Directors

Name	PAIN	Address

Other Policy Section*

Delhi Customs (Airport & General)

Address Line 1 *

Address Line 2 *

District *

State *

Subject State

Email *

Contact No. *

Pincode *

Upload Address Proof* (J)
Chitrooo File
(Only pdf file, Max. size 50 MB)

Action	Other Policy Section Name	Address Line 1	Address Line 2	City	State	Pin Code	Address Proof	Contact Person
Add Contact Person	Delhi Customs (Airport & General)	2071	community hall	south delhi	DLHR	110028	view	verified

I/We hereby solemnly affirm that the particulars provided by me/Us are true and correct and I/we have not suppressed or misrepresented any facts. I/We further affirm that I/we have read the Customs Broker Licensing Regulations, 2018 and agree to abide by them.

[Submit](#)

n. Confirmation Page:

After filling all details of Intimation under Form-C, CB will see the following screen which will give him the application no.

Central Board of Indirect Taxes and Customs
Department of Revenue, Ministry of Finance, Government of India

CBLMS

My Applications Application form

CB PROFILE REGISTRATION

CB PROFILE Registration reg (2) Final Submit

Thank You for Registration!
Your application 100000004501 is under process, status will be shared on registered phone number via SMS.