

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.



- 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:**

 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.

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1			Customs Brokers License Management System Application List				
	Application No. 10000004505 10000004501 10000004498	Applications from Type Beenrold of Colores Anno Applications Horizonton-audior Form C Uniting, CB, Jordia	Peligi sestim Muritar Custorna (Jornand) Muritar Custorna (Jornand)	Submixskon/Created Date 07-fel-2023 0420 IFM 07-fel-2023 0420 IFM 07-fel-2023 045050 FM 07-fel-2023 045050 FM	Status Approved Druft Approved	Action B: Verw IS Call: B:Vierw B: Vierw	
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 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.

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2023 ♦ Cuttore Brokers License Management System										

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.

transformer of the entropy of Finance, Government of India		CBLMS				भाव आज़ादी व अग्रत महोत्सव		
My Applications Application form ~								
Intimation Under Form-C								
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Address of the Customs Broker			3071, communi	ity holl, thano, MA	HARASHTRA, 9874512540,	PIN-400614		
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Custome Broker Loense No					19.214			
Address Of Partners/Directors								
Name	PAN		Ade	dress				
Other Policy Section*								
Select Policy Section								~
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Action Other Policy Section Name	Address Line 1	Address Line 2	City	State	Pin Code	Address Proof	Contact Person	
"//We hereby solemnly offirm that the particulars provided by me/us are true and correc	t and l/we have not suppressed or misreprese	sted any facts. I/We further offirm that I	we have read the Custor	ma Droker Licensi	ng Regulations, 2010 and	ogree to oblde by them."		
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User Manual for Intimation under Form-C on CBLMS Portal

i. <u>Other Policy Section</u>: The applicant needs to select their OtherPolicy Section from the drop down list.

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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:

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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.

Intimation Under Form-C							
Parent Policy Section			Mar	mboi Customs (General)			
Address of the Customs Broker			3071, community holl, th	ione, MAHARASHTRA, 9874512541	6, PIN-400614		
CBLM6 No.				2023MUMB10004			
Customs Broker License No				11/214			
Address Of Entropy Directors							
Name	PAN		Address				
Other Policy Section*							
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Address March							
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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.

Intimation Under Form -C									
une pointy reconcided successfully.									
Parent Policy	Section				Mumboi Custor	ns (Cenerol)			
Address of the Co	storns broker			307(-	commanity hat, thate, Marca	GASHINA, HE745(2546, PE	e-200612		
Customs Broker	License No				11/21	4			
Address Of Portners/Directors									
Narra		PAN			Address				
Other Policy Section*									
Select Policy Section									
Address Line 1*				Address Line 2 *					
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		Select State			~				
Contact No. *		Pincode *				Upload Address Proof	- 0		
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Action	Other Policy Section Norve		Address Line 1	Address Line 2	City	State	Pin Code	Address Proof	Contact Person
😫 🖌 🚽 Add Contact Person	Dehi Customs (&irport & Ge	neral)	307	community hall	Central Delhi	DETH	110001	Briev	

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

	Father's Name*		Birth Date*	
			dd-mm-yyyy	
Upload Photograph*		Upload Signature*		
Choose File		Choose File		
(Only JPG/JPEG file, Max. size 500 KB)		(Only JPG/JPEG file, Mo	IX. size 100 KB)	
PAN *		Upload PAN Card C	ору*	
		Choose File		
		(only pdf file, Max. s	ize 1 MB)	
Mobile Number*		Email Id*		
				/
Upload Personal Address Proof*	0			11
Upload Personal Address Proof*	0			11
Upload Personal Address Proof* Choose File (only pdf file, Max. size 10 MB.)	0			li
Upload Personal Address Proof* Choose File (only pdf file, Max. size 10 MB)	0			li
Upload Personal Address Proof* Choose File (only pdf file, Max. size 10 MB)	0			Save

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- 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.

Applications Application form ~										
Intimation Under Form-C										
Parent Policy Sect	ion				Mumbai a	lustoms (Genera	0			
Address of the Custom	6 Brokor			30	771, community holl, thano, M	MHARASHTRA, 98	74512540, PIN-400	014		
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Address Of Partners/Directors										
Name		PAN			Address					
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n. <u>Confirmation Page:</u>

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 Oustoms	CBLMS]
Ny Applications Application form ~			
CB PROFILE REDISTERATION		C8 PROFILE Registerration reg (2) \rightarrow Final Submit	
Thank You for Registration! Your application 100000004501 is under process, status will be shared or	n registered phone number via SMS.		