



**USER MANUAL FOR F CATEGORY EXAM AND
LICENSE APPLICATION (PART II)**

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Customs Brokers License Management System (CBLMS)

User Manual to apply for new customs broker license under regulation 7 of CBLR 2018 through CBLMS (Part 2)

Once the Part I of the application, for examination and subsequent issuance of custom broker licence, is successfully submitted, the application is vetted by the Customs Department for ascertaining the eligibility of the candidate and applicant for examination and license respectively. Once everything is found in order, the application is accepted and the candidate details are forwarded for the examination to be conducted under Regulation 6 of the CBLR, 2018. After the declaration of results, if the candidate has passed the said examination (both written and oral), Part 2 of the said application is activated in the applicant's account in CBLMS. In Part 2, the details of the fee under Regulation 7(1) of the CBLR, 2018 and Bond & Security deposits under Regulation 8 of the CBLR, 2018 are captured. The applicant should fill this form and submit for issuance of license. The Part II of the application will not be visible in the account of the applicant whose candidate has failed in the said examination.

1: ADD PART II:

The process of applying for Part II of the application of New CB licence is explained in the following steps:

- a. Open the CBLMS portal vide the URL "<https://cblms.gov.in>" in the web browser.
- b. Click on the '**CB Login**' button on the top right-hand corner of the page and login into the portal.
- c. Following screen is displayed on the home screen of the CB login,

Application No.	Application Form Type	Policy Section	Submission/Created Date S	Status	Action
000004452	CB F Category Exam And License	Mumbai Customs (General)	12-Dec-2022 03:34:44 PM	Accepted	Add Part II View

- d. The Status column of the CBLMS Application list table is changed from 'Submitted' to 'Accepted' and the Add Part II section appears before the View button in the Action column of the table.

2. PAYMENT DETAILS

On clicking the “Add Part II” on the home screen the following screen appears. This section captures the details of fee required under Regulation 7(1) of the CBLR, 2018 and the details of bond and security deposits as required under Regulation 8 of the CBLR 2018.

Application for examination and subsequent issuance of CB Licence – Part II

Part II Application Form

PAYMENT DETAILS

Upload Fee Payment Challan Copy (Rs 5000)

Choose File No file chosen
(only pdf file, Max.size 1 MB)

Are you willing to submit Security Deposit ? Yes No

Save →

- i. **Upload Fee Payment Challan Copy (Rs.5000):** Upload the scanned copy of the challan of Rs.5000/- paid as Fee as per Regulation 7(1) of CBLR 2018. (only pdf/max. size 1MB)
- ii. **Are you willing to submit Security Deposit?:** Select the applicable option from Yes/No in regards to details of security deposit of five lakhs rupees as mandated by Regulation 8 of the CBLR, 2018.

If the option is selected 'Yes', then the following option appears below the section wherein the details of security deposit need to be populated.

The screenshot shows the CBLMS web portal interface. At the top, there are logos for the Central Board of Indirect Taxes and Customs, CBLMS, and other entities. The main content area is titled 'Exam and License' and contains a form with the following sections:

- Are you willing to submit Security Deposit ?** with radio buttons for 'Yes' (selected) and 'No'.
- SECURITY DEPOSIT** section containing a dropdown menu labeled 'Select Security Deposit' with a red border and the text 'Please Select Security Deposit.' below it.
- ADDITIONAL DETAILS** section containing two file upload fields, each labeled 'Upload Acknowledgment Of Submission Of Bond In Form D Of CBLR, 2018' and 'Upload Acknowledgment Of Submission Of Bond In Form E Of CBLR, 2018', with 'Choose File' buttons and 'No file chosen' text.

- iii. **Select Security Deposit:** Select the mode of security deposit from the drop down menu viz. Bank Guarantee / Fixed Deposit / National Saving Certificate(NSC) / Postal Deposit.

- iv. Once the applicable option is selected from the drop down, the form to populate the details of respective mode of security deposit appears below the section, based on the option selected.

BANK GUARANTEE:

If the mode of security deposit is selected as Bank Guarantee, following form appears as below:

- a. **Bank Guarantee No.:** Enter the Bank Guarantee Number

- b. Amount: Enter the amount of the Bank Guarantee
- c. Issue Date: Enter the issuance date of the Bank Guarantee
- d. Expiry Date: Enter the Expiry Date of the Bank Guarantee.
- e. Bank Name: Select the name of the bank which has issued the said bank guarantee, from the drop-down menu.
- f. Bank Branch: Enter the branch name of the Bank which has issued the said bank guarantee.
- g. Upload Bank Guarantee: Upload the scanned copy of the Bank Guarantee (only pdf file / Max size 1 MB)
- h. Auto Renewal: If the bank guarantee has the auto-renewal clause, then select Yes, otherwise select No option.
- i. Click on “**Add Bank Guarantee**” to add the details of the Bank Guarantee in the table appearing below the form.
- j. For entering the details of multiple amount/modes of security deposit, refer Note 2(v) below.

FIXED DEPOSIT:

If the mode of security deposit is selected as Fixed Deposit, following form appears as below:

The screenshot shows the 'FIXED DEPOSIT' form in the CBLMS system. The form is titled 'FIXED DEPOSIT' and has a green 'Add Fixed Deposit' button at the top right. The form contains the following fields:

- Fixed Deposit Account No. * (Text input)
- Amount * (Text input)
- Issue Date * (Date input, format dd-mm-yyyy)
- Maturity Date * (Date input, format dd-mm-yyyy)
- Name Of The Account Holder * (Text input)
- Bank Name * (Text input)
- Bank Branch * (Text input)
- Upload Fixed Deposit * (Choose File / No file chosen, only pdf file, Max.size 1 MB)

At the bottom of the form, there is a section labeled 'ADDITIONAL DETAILS'.

- a. Fixed Deposit Account No.: Enter the Fixed Deposit Account Number
- b. Amount: Enter the amount of the Fixed Deposit
- c. Issue Date: Enter the issuance date of the Fixed Deposit
- d. Maturity Date: Enter the Maturity Date of the Fixed Deposit.
- e. Name of the Account Holder: Enter the name of the account holder of the fixed deposit.
- f. Bank Name: Select the name of the bank which has issued the said Fixed Deposit, from the drop-down menu.
- g. Bank Branch: Enter the branch name of the Bank which has issued the said Fixed Deposit.
- h. Upload Fixed Deposit: Upload the scanned copy of the Fixed Deposit (only pdf file / Max size 1 MB)
- i. Auto Renewal: If the bank guarantee has the auto-renewal clause, then select Yes, otherwise select No option.
- j. Click on “**Add Fixed Deposit**” to add the details of the Fixed Deposit in the table appearing below the form.
- k. For entering the details of multiple amount/modes of security deposit, refer Note 2(v) below.

NATIONAL SAVINGS CERTIFICATE (NSC):

If the mode of security deposit is selected as NSC, following form appears as below:

The screenshot displays the 'Add NSC' form on the CBLMS portal. The form is titled '+ Add NSC' and contains the following fields:

- NSC Account No. ***: Input field for the NSC Account No.
- Amount ***: Input field for the Amount.
- Issue Date ***: Input field for the Issue Date (format: dd-mm-yyyy).
- Maturity Date ***: Input field for the Maturity Date (format: dd-mm-yyyy).
- Name Of The Account Holder ***: Input field for the Name of the Account holder.
- Post Office Branch Name ***: Input field for the Post office Branch Name.
- Upload NSC ***: File upload section with a 'Choose File' button and a 'No file chosen' message. Below the message, it specifies '(only pdf file, Max.size 1 MB)'.

A green '+ Add NSC' button is located in the top right corner of the form area.

- NSC Account No.:** Enter the NSC Account Number
- Amount:** Enter the amount of the NSC
- Issue Date:** Enter the issuance date of the NSC
- Maturity Date:** Enter the Maturity Date of the NSC.
- Name of the Account Holder:** Enter the name of the account holder of the NSC.
- Post Office Branch Name:** Enter the branch name of the Post Office which has issued the said NSC.
- Upload NSC:** Upload the scanned copy of the NSC (only pdf file / Max size 1 MB)
- Click on “**Add NSC**” to add the details of the NSC in the table appearing below the form.
- For entering the details of multiple amount/modes of security deposit, refer Note 2(v) below.

POSTAL DEPOSIT

If the mode of security deposit is selected as Postal Deposit, following form appears as below:

Home Exam and License

POSTAL DEPOSIT

+ Add Postal Deposit

Postal Deposit Account No. *
Postal Deposit Account No.

Amount *
Amount

Issue Date *
dd-mm-yyyy

Maturity Date *
dd-mm-yyyy

Name Of The Account Holder *
Name of the Account holder

Post Office Branch Name *
Post office Branch Name

Upload Postal Deposit *
Choose File No file chosen
(only pdf file, Max.size 1 MB)

ADDITIONAL DETAILS

- Postal Deposit Account No.: Enter the Postal Deposit Account Number
- Amount: Enter the amount of the Postal Deposit
- Issue Date: Enter the issuance date of the Postal Deposit
- Maturity Date: Enter the Maturity Date of the Postal Deposit.
- Name of the Account Holder: Enter the name of the account holder of the Postal deposit.
- Post Office Branch Name: Enter the branch name of the Post Office which has issued the said Postal Deposit.
- Upload Postal Deposit: Upload the scanned copy of the Postal Deposit (only pdf file / Max size 1 MB)
- Click on “**Add Postal Deposit**” to add the details of the Postal Deposit in the table appearing below the form.
- For entering the details of multiple amount/modes of security deposit, refer Note 2(v) below.

NOTE: Entry of multiple amount / modes of security deposit:

As mandated by Regulation 8 of CBLR, 2018, the total amount of Security deposit to be submitted by applicant is Rs.5,00,000/-. However, if the applicant wishes to submit the security deposit of Rs 5,00,000/- into

bifurcated form of smaller amount of same mode or of different modes of security deposit payment, then the respective details of all such modes of payment need to be added in the payment details page. The total number of different entries will also be added to the respective tables in the bottom of the form.

For eg: If the applicant wishes to deposit the security deposit of Rs 5,00,000/- in form of 5 different Bank Guarantees of amount of Rs 1,00,000/- each, then the process of adding the details of separate bank guarantees need to be repeated 5 times and 5 rows of Bank Guarantee table below will be populated with the respective details.

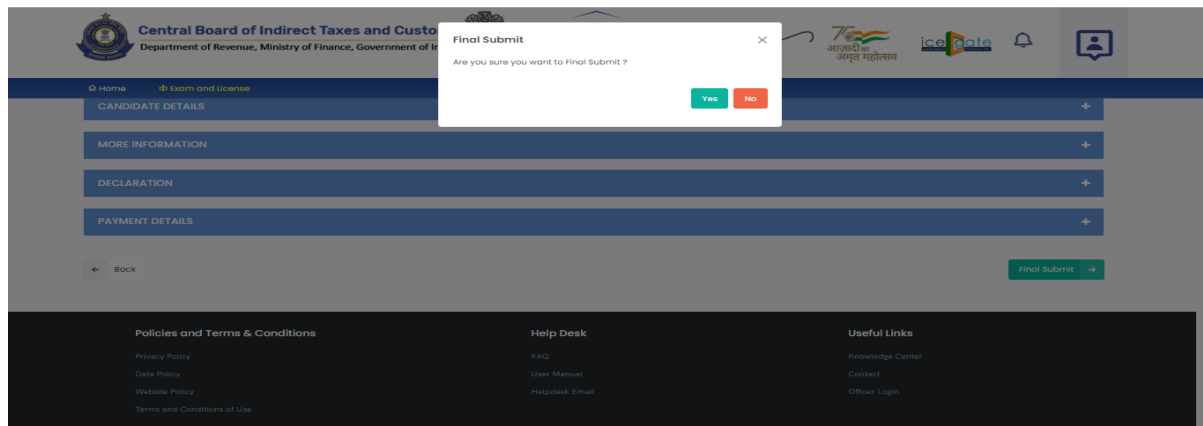
Also, if the applicant wishes to deposit the security deposit of Rs 5,00,000/- using 3 Bank Guarantees of Rs 1 Lakh each and 2 NSCs of Rs 1 Lakh each, then the process of adding the security deposit need to be repeated 3 times for separate bank guarantees and 2 times for separate NSCs. Thus in this case, 3 rows of Bank Guarantee table and 2 rows of NSC table will be populated with the respective details.

3. ADDITIONAL DETAILS:

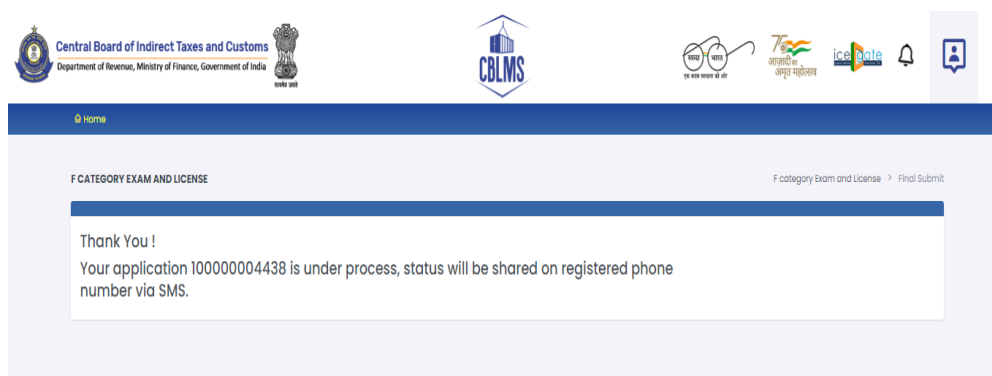
This section captures the acknowledgement of the submission of Form D (Security Bond) and Form E (Surety Bond) as mandated by Regulation 8 of CBLR, 2018.

- a. Upload the scanned copy of the acknowledgement of submission of Bond in Form D of CBLR, 2018 (only pdf file / max size 1 MB)
- b. Upload the scanned copy of the acknowledgement of submission of Bond in Form E of CBLR, 2018 (only pdf file / max size 1 MB)

4. Click on “**Save**” button to save the details and move to the next tab/section. The portal reconfirms the submission as shown in the screen below. If the applicant wishes to re-visit the application before finally submitting it, then click ‘No’ otherwise click ‘Yes’.



On clicking “Yes” on the re-confirmation screen, part 2 of the application for a new Customs Broker License is successfully submitted by the applicant and the CBLMS application number is generated and displayed as below:



5. If for the question ‘Are you willing to submit Security Deposit?’ option ‘No’ is selected (refer para 2(ii) above), then options to add details of the bonds and security deposits will not appear. The applicant can directly submit the application. In such a case, it will be deemed that the applicant does not intend to seek the CB License.

However, if the applicant does not submit the Part II of the application, it will be deemed that

- i. the applicant did not intend to seek the CB License and
- ii. the candidate’s right to be granted license is forfeited.