USER MANUAL FOR ADDING OPS (OTHER POLICY SECTION) DETAILS ON CBLMS PORTAL

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Customs Brokers License Management System (CBLMS)

User Manual for Adding OPS (Other Policy Section) details on CBLMS Portal

With the introduction of new functionalities in CBLMS, the Customs Broker can add the details of the OPS (Other Policy Section) on CBLMS Portal. The process of adding the OPS details on CBLMS, is explained below:

1: LOGIN :

a. The applicant needs to login into the portal.

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
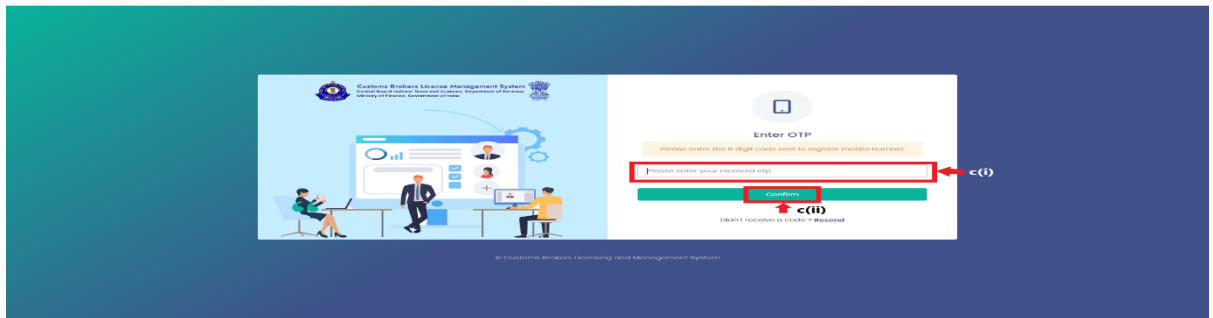
    i.   Enter the 6-digit OTP as received on the registered mobile number of the Customs Broker.

    ii.   Click on the "Confirm" button to confirm the login.

2. **APPLICATION:**

a. On successful login into the portal, the following screen will appear. In respect of the Application Form Type "Existing_CB_Profile", click on the "Add OPS Employees" button as highlighted below for initiating

the uploading process.

b. On clicking the "Add OPS Employees", the following application will
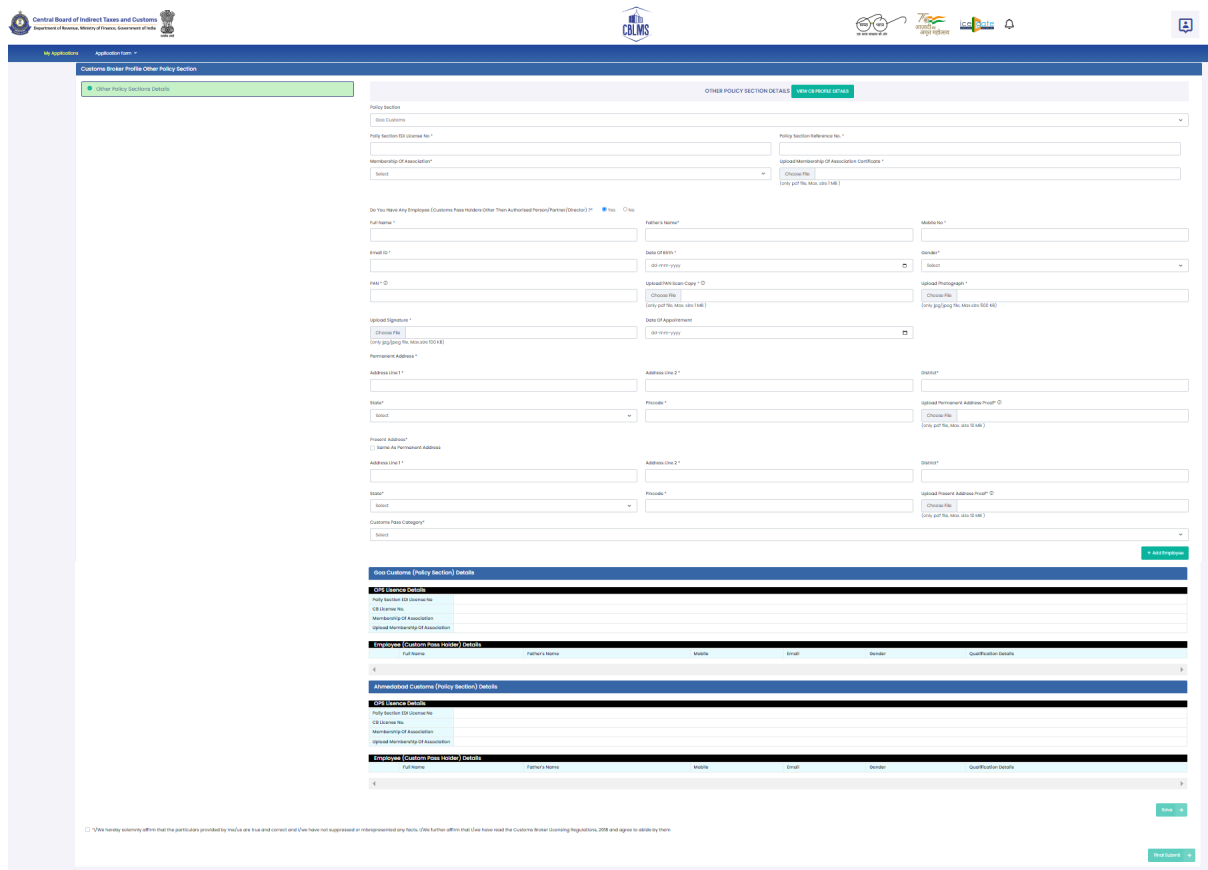
open within CBLMS portal.

c. The CB is required to fill the following data fields for each of the Other Policy Section as submitted by the CB during the time of registration:

i. **Policy Section :-** This is the Policy Section under which the CB currently has permission to work under regulation 7(3) of CBLR, 2018 or its erstwhile corresponding regulations. The CB needs to select the Other Policy Section from the drop down list.

ii) **Policy Section EDI License No**. :- This license no. is in the format <PAN of CB>CH002 and so on. Customs Brokers can find this number in their ICEGATE account.

iii) **Policy Section Reference No**. :- This is the license number provided by the Customs Broker Section of that Policy Section. For Example :- 11/1111.

iv) **Membership of Association** :- As per CBLR, 2018 Customs Broker must be a member of the Customs Brokers' Association, if there is one registered in the Customs Station and recognised by the Principal Commissioner of Customs or Commissioner of Customs. CB should select the name of his Customs Brokers' Association in this field.

v) **Upload Membership of Association :** CB should upload the scanned copy of the certificate of his membership with the Customs Brokers' Association (all pages) which he selected in the above field "Membership of Association". File should be in PDF format and its size should be less than 1 MB.

d) After filing the primary details of the Other Policy Section, the CB has to inform whether they have any employee (Customs Pass Holder other than Authorized Person / Partner / Director) in the said Other Policy Section

i) If the answer to the above question is "NO" then check the radio button *"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 "SAVE" Button.

After clicking on the "SAVE" Button. If the CB is operating in any more "Other Policy Section", the above procedure may be repeated for that policy section. After filling all the details of the other policy section, the CB has to click Final Submit button and proceed further.

ii)   If the answer to the above question at point 'd' above is "YES" then the CB has to fill the following details of the said employee :

I.   **Full Name** : Full name of the person.

II.   **Father's Name** : Father's name of the person.

III.   **Mobile No.** : Mobile number of the person.

IV.   **Email ID** : Email Id of the person.

V.   **Date of Birth** : Date of Birth of the person.

VI.   **Gender** : Gender (male / Female / other) of person

VII.   **PAN** : Permanent Account Number (PAN) of person

VIII.   **Upload PAN Scan Copy** : In this field CB should upload the scanned copy of the PAN card (both sides) of the employee in PDF format. Its size should be less than 1 MB.

IX.   **Upload Photograph** : In this field CB should upload the scanned copy of the photograph of the person in JPG/JPEG format. Its size should be less than 500 KB.

X.   **Upload Signature** : In this field CB should upload the scanned copy of the signature of Proprietor in JPG/JPEG format. Its size should be less than 100 KB.

XI.   **Date of Appointment** : This is the date of appointment of this person in the CB concern.

XII.   **Permanent Address** : Details of this field are the same as mentioned in the earlier part of this user manual.

A.   Address Line 1

B.   Address Line 2

C.   District

D.   State

E.   Pin Code

F.   Upload Permanent Address Proof

XIII.   **Same as Permanent Address** : Details of this field are the same as mentioned in the earlier part of this user manual.

XIV. **Present Address** : Details of this field are the same as mentioned in the earlier part of this user manual.

A. Address Line 1

B. Address Line 2

C. District

D. State

E. Pin Code

F. Upload Permanent Address Proof

XV. **Customs Pass Category** :

a) **'F' Category** :

1. **Customs Pass No.** : This is the Customs Pass number of the person as printed on his Customs pass.

2. **Date of Issuance of Customs Pass** : This is the date of issuance of the Customs pass of the person as printed on his Customs pass.

3. **Validity of Customs Pass** : This is the date of issuance of the Customs pass of the person as printed on his Customs pass. It can be either Life time or a specific date.

4. **Validity Date of Customs Pass** : In this field CB should enter the date of validity of the Customs pass of the person.

5. **Scanned Copy of Customs Pass** : In this field CB should upload the scanned copy of the Customs Pass of person in PDF format. Its size should be less than 1 MB.

6. **Year of Passing of Regulation 6 Exam** : This is the year in which the person passed the Regulation 6, CBLR, 2018 examination i.e. F Category examination.

7.   **Education Qualification** : In this field CB should select the education qualification of the person.

8.   **Upload Educational Certificate** : In this field CB should upload the certificate i.r.o. of the education qualification selected in the "Education Qualification" field. File format should be PDF and it size should be less than 1 MB.

9.   **Add Education Certificate Button** : CB can add multiple Educational qualifications using this button. After pressing this button new fields for Educational Qualification will come where in CB can fill more Education Qualifications.

b.   **'F-PA' Category :**

1.   **Customs Pass No** : This is the Customs Pass number of the person as printed on his Customs pass.

2.   **Date of Issuance of Customs Pass** : This is the Customs Pass number of the person as printed on his Customs pass.

3.   **Validity of Customs Pass** : This is the date of issuance of the Customs pass of the person as printed on his Customs pass. It can be either Life time or a specific date.

4.   **Validity Date of Customs Pass** : Validity Date of Customs Pass: In this field CB should enter the date of validity of the Customs pass of the person.

5.   **Scanned Copy of Customs Pass** : In this field CB should upload the scanned copy of the Customs Pass of person in PDF format. Its size should be less than 1 MB.

6.   **Date of Issuance of Power of Attorney** : It is the date on which the Power of Attorney was issued to 'F' category person.

7. **Validity of Power of Attorney** : This field indicates the validity of the Power of Attorney issued to 'F' category person. It can either be Life time or a specific date.

8. **Validity Date of Power of Attorney** : In this field CB should enter the validity date i.e. till what date the Power of Attorney is valid.

9. **Scanned of Power of Attorney** : In this field CB should upload the scanned copy of the Power of Attorney in PDF format. Its size should be less than 10 MB.

10. **Year of Passing of Regulation 6 Exam** : In this field, CB should enter the year in which this 'F' category person of passed the Regulation 6 of CBLR, 2018 examination i.e. 'G' category examination.

11. **Education Qualification** : In this field CB should select the education qualification of the person.

12. **Upload Educational Certificate** : In this field CB should upload the certificate i.r.o of the education qualification selected in the "Education Qualification" field. File format should be PDF and its size should be less than 1 MB.

13. **Add Education Certificate Button** : CB can add multiple Educational qualifications using this button. After pressing this button new fields for Educational Qualification will come where in CB can fill more Education Qualifications.

c) **'G' Category :**

1. **Customs Pass No** : This is the Customs Pass number of the person as printed on his Customs pass.

2. **Date of Issuance of Customs Pass** : This is the date of issuance of the Customs pass of the person as printed on his Customs pass.

3. **Validity of Customs Pass** : This is the date of issuance of the Customs pass of the person as printed on his Customs pass. It can be either Life time or a specific date.

4. **Validity Date of Customs Pass** : In this field CB should enter the date of validity of the Customs pass of the person.

5. **Scanned Copy of Customs Pass** : In this field CB should upload the scanned copy of the Customs Pass of person in PDF format. Its size should be less than 1 MB.

6. **Year of Passing of Regulation 6 Exam**: It is the date on which the Power of Attorney was issued to 'G' category person.

7. **Education Qualification** : In this field CB should select the education qualification of the person.

8. **Upload Educational Certificate**: In this field CB should upload the certificate i.r.o of the education qualification selected in the "Education Qualification" field. File format should be PDF and its size should be less than 1 MB.

9. **Add Education Certificate Button**: CB can add multiple Educational qualifications using this button. After pressing this button new fields for Educational Qualification will come where in CB can fill more Education Qualifications.

d). **'G-PA' Category :**

1. **Customs Pass No**: This is the Customs Pass number of the person as printed on his Customs pass.

2. **Date of Issuance of Customs Pass**: This is the Customs Pass number of the person as printed on his Customs pass.

3. **Validity of Customs Pass**: This is the date of issuance of the Customs pass of the person as printed on his Customs pass. It can be either Life time or a specific date.

4.   **Validity Date of Customs Pass**: Validity Date of Customs Pass: In this field CB should enter the date of validity of the Customs pass of the person.

5.   **Scanned Copy of Customs Pass**: In this field CB should upload the scanned copy of the Customs Pass of person in PDF format. Its size should be less than 1 MB.

6.   **Date of Issuance of Power of Attorney** : It is the date on which the Power of Attorney was issued to 'G' category person.

7.   **Validity of Power of Attorney** : This field indicates the validity of the Power of Attorney issued to 'G' category person. It can either be Life time or a specific date.

8.   **Validity Date of Power of Attorney** : In this field CB should enter the validity date i.e. till what date the Power of Attorney is valid.

9.   **Scanned Copy of Power of Attorney** : In this field CB should upload the scanned copy of the Power of Attorney in PDF format. Its size should be less than 10 MB.

10.   **Year of Passing of Regulation 13 Exam** : In this field, CB should enter the year in which this 'G-PA' category person of passed the Regulation 13 of CBLR, 2018 examination i.e. 'G' category examination.

11.   **Education Qualification** : In this field CB should select the education qualification of the person.

12.   **Upload Educational Certificate** : In this field CB should upload the certificate i.r.o of the education qualification selected in the "Education Qualification" field. File format should be PDF and its size should be less than 1 MB.

13.   **Add Education Certificate Button**: CB can add multiple Educational qualifications using this button. After pressing this button new fields for

Educational Qualification will come where in CB can fill more Education Qualifications.

E.   'H' Category

1.   **Customs Pass No**: This is the Customs Pass number of the person as printed on his Customs pass.

2.   **Date of Issuance of Customs Pass**: This is the date of issuance of the Customs pass of the person as printed on his Customs pass.

3.   **Validity of Customs Pass**: This is the date of issuance of the Customs pass of the person as printed on his Customs pass. It can be either Life time or a specific date.

4.   **Validity Date of Customs Pass**: In this field CB should enter the date of validity of the Customs pass of the person.

5.   **Scanned Copy of Customs Pass**: In this field CB should upload the scanned copy of the Customs Pass of person in PDF format. Its size should be less than 1 MB.

6.   **Education Qualification**: In this field CB should select the education qualification of the Person.

7.   **Upload Educational Certificate**: In this field CB should upload the certificate i.r.o of the education qualification selected in the "Education Qualification" field. File format should be PDF and its size should be less than 1 MB.

8.   **Add Education Certificate Button**: CB can add multiple Educational qualifications using this button. After pressing this button new fields for Educational Qualification will come where in CB can fill more Education Qualifications.

*   After filing all the details of each employee, the CB is required to click on "Add Employee" Button before proceeding to the next employee or section.

After the details of all the employees are filled for each policy section, the CB is required to check the radio button *"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 "FINAL SUBMIT" Button.

3.   CB Profile Confirmation Page

After filling all details of CB Profile CB will see the following screen which will give him the application no.

CB PROFILE REGISTERATION

Thank You for Registration!
Your application 100000004522 is under process, status will be shared on registered phone number via SMS.

Policies and Terms & Conditions

Privacy Policy

Data Policy

Website Policy

Useful Links

About CBLMS

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