



**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.

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 the 75th anniversary of India's independence. The main content area shows a login form with the following fields and buttons:

- Username:** A text input field with a placeholder "Enter username". A red box highlights this field, with an arrow pointing to it labeled "b(i)".
- Password:** A text input field with a placeholder "Enter password" and a "Forgot password?" link. A red box highlights this field, with an arrow pointing to it labeled "b(ii)".
- Log In:** A green button with a white "Log In" label. A red box highlights this button, with an arrow pointing to it labeled "b(iii)".

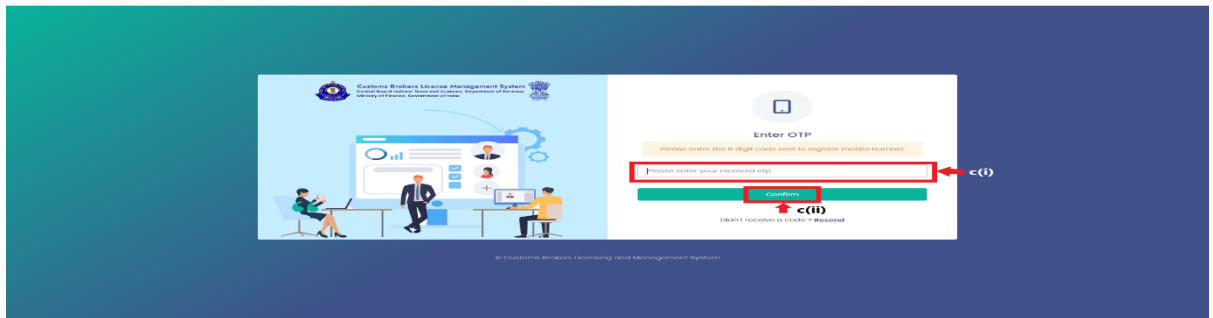
The footer of the page contains three columns of links:

- Policies and Terms & Conditions:** Privacy Policy, Data Policy, Website Policy, Terms and Conditions of Use.
- Help Desk:** FAQ, User Manual, Helpdesk Email.
- Useful Links:** Knowledge Center, Contact.

At the bottom center, there is a copyright notice: "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.

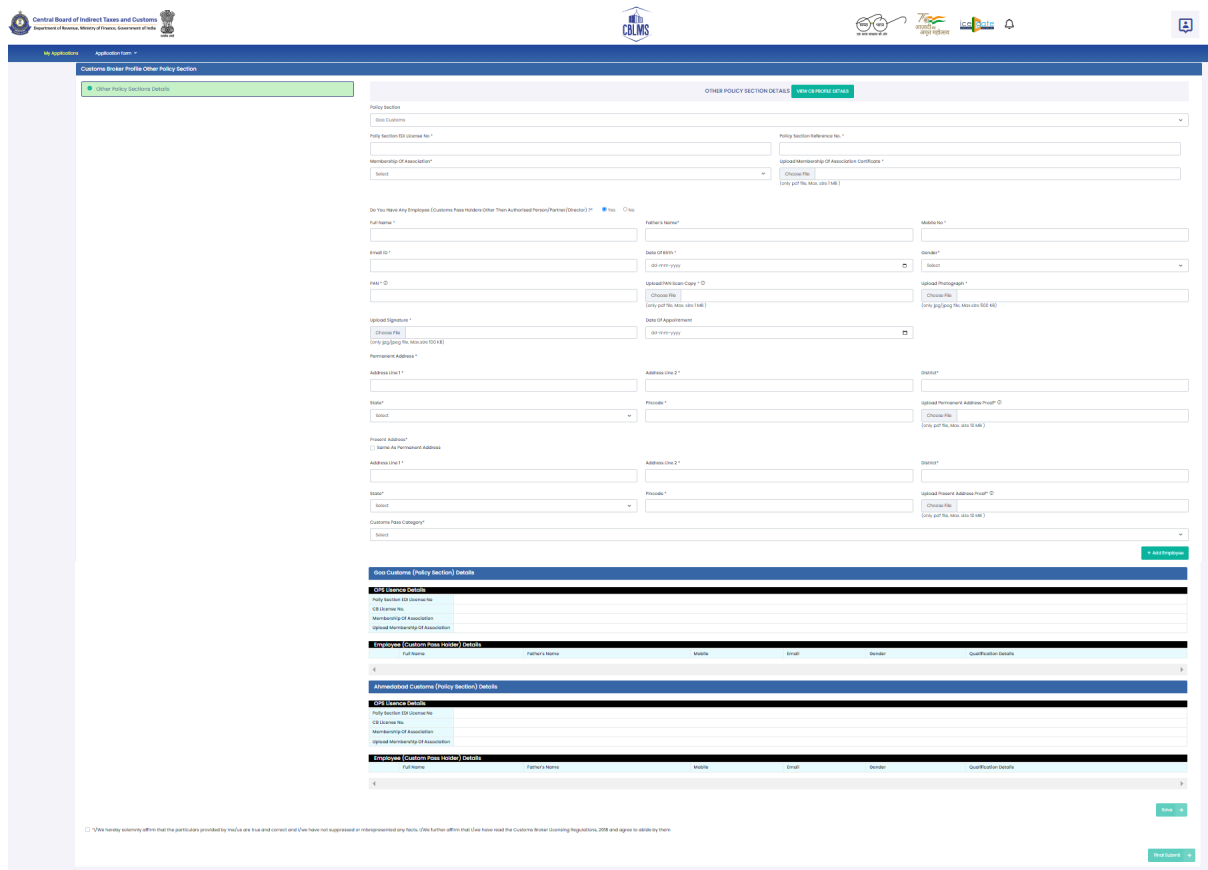
2. **APPLICATION:**

- a. On successful login into the portal, the following screen will appear. 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.

The screenshot shows a web application interface for 'My Applications'. The header includes 'My Applications' and 'Application form'. The main content area is for 'Ahmedabad Customs'. It contains several input fields: 'Policy Section EDI License No.', 'Policy Section Reference No.', 'Membership Of Association' (a dropdown menu), and 'Upload Membership Of Association Certificate' (with a 'Choose File' button and a note '(only pdf file, Max. size 1 MB)'). Below these is a question: 'Do You Have Any Employee (Customs Pass Holders Other Than Authorised Person/Partner/Director) ?*' with radio buttons for 'Yes' and 'No'. A green 'Save' button with a right-pointing arrow is highlighted with a red rectangular box. At the bottom right, there is a green 'Final Submit' button. A checkbox at the bottom left is checked, with the text: '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'.

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 :

The screenshot shows a detailed form for adding an employee. It starts with the question 'Do You Have Any Employee (Customs Pass Holders Other Than Authorised Person/Partner/Director) ?*' with 'Yes' selected. The form is divided into two main sections for permanent and present addresses. Each section includes fields for 'Full Name', 'Father's Name', 'Mobile No.', 'Email ID', 'Date of Birth', 'Gender', 'PAN', 'Upload PAN Scan Copy', 'Upload Photograph', 'Upload Signature', 'Date of Appointment', 'Address Line 1', 'Address Line 2', 'District', 'State', 'Pincode', and 'Upload Address Proof'. There are 'Choose File' buttons for the uploads. At the bottom, there is a 'Customs Pass Category' dropdown and an '+ Add Employee' button.

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 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.

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.

H CATEGORY

Customs Pass No*

Date Of issuance Of Customs Pass*

Validity Of Customs Pass *

Scanned Copy Of Customs Pass*

(only pdf file, Max.size 1 MB)

Educational Qualification *

(only pdf file, Max.size 1 MB)

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.

My Applications Application form

(only pdf file, Max.size 10 MB)

Customs Pass Category*

Delhi Customs (Airport & General) (Policy Section) Details

OPS Licence Details

Policy Section EDI License No. AAAAA1224ACH002

CB License No. II/III

Membership Of Association Brihanmumbai Custom Brokers Association (BCBA)

Upload Membership Of Association

Employee (Custom Pass Holder) Details

	Full Name	Father's Name	Mobile	Email	Gender	Qualification Details
<input type="checkbox"/>	Test	User	9876543210	testuser@testuser.com	Male	<input type="button" value="View Qualification"/>

“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”

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.

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

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