



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

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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 1)

With the introduction of new functionalities in CBLMS, the license with QR Code to the applicants who have applied for the examination and for the subsequent issuance of a license in Form-A as per Regulation 4 of the CBLR, 2018 and who have, thereafter, successfully passed the examination (both written and oral) conducted in 2022 under Regulation 6 of the CBLR, 2018 will be issued through CBLMS. The process of applying for a new Customs Broker license with QR code, through CBLMS, is explained below:

One time Registration

- 1.** All applicants who want to submit the application on CBLMS must first register themselves on the CBLMS portal. It is a one time registration process only, therefore, the applicants who are already registered on the CBLMS portal do not have to register again.
- 2.** Only the registered applicants can fill and submit the application online on CBLMS portal.
- 3.** The registration process is explained in the following steps:
 - a.** Open the CBLMS portal using the URL “<https://cblms.gov.in>” in the web browser.
The following page will appear (Image 1):

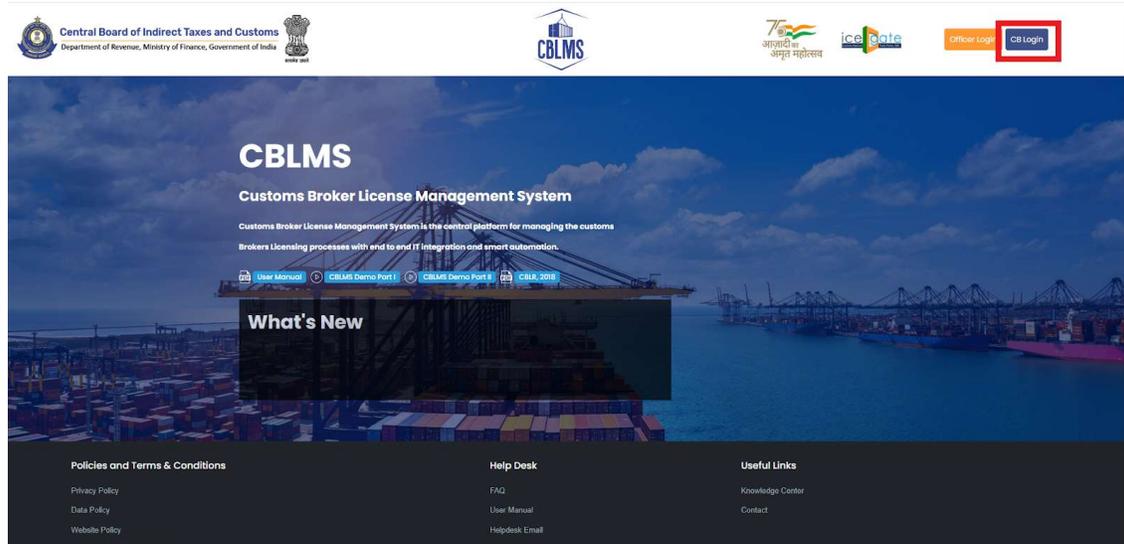


Image 1

For registering on the portal from this page, click on the **'CB Login'** button on the top right-hand corner of the page.

b. On clicking the **"CB login"** button on the homepage, the following page (see Image 2) will appear:

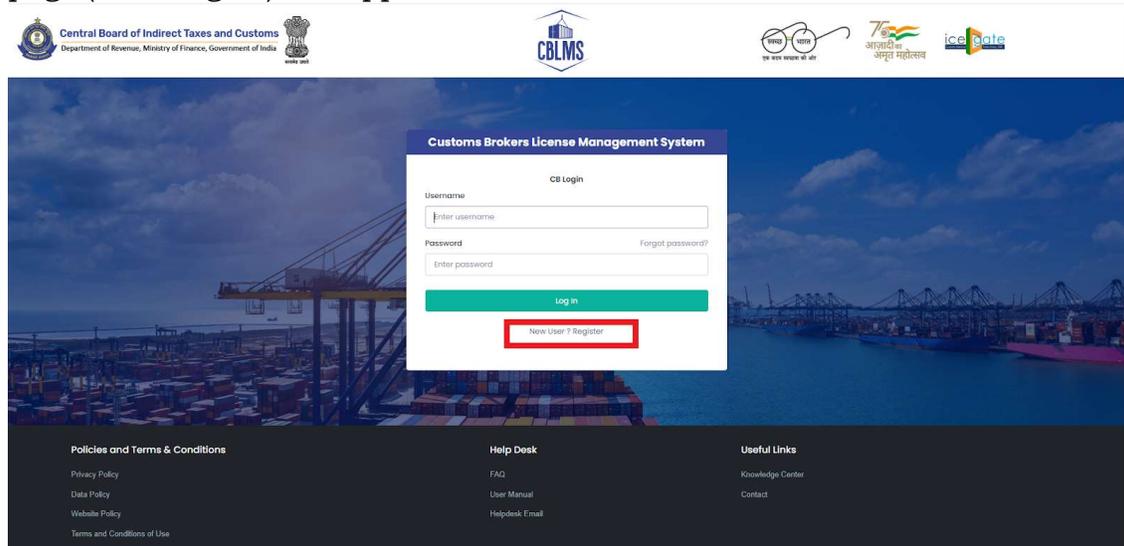


Image 2

c. Click on **"New user? Register"** as highlighted in the Image 2 above.

d. On clicking the **"New user? Register"**, the following screen of New User

Registration will be displayed on the screen (see Image 3)

The image shows a screenshot of the 'New User Registration' page on the CBLMS website. The page has a blue header with logos for the Central Board of Indirect Taxes and Customs, CBLMS, and ICEGATE. The main content is a registration form with the following fields: Role* (a dropdown menu), Full Name* (text input), Mobile Number* (text input), Email* (text input), Password* (text input), Confirm Password* (text input), and PAN* (text input). A green 'Submit' button is located at the bottom of the form. Below the button, there is a link that says 'Already have an account? Login'. The background of the page is a blue-tinted image of a port with shipping containers and cranes.

Image 3

e. Please fill the details on the “New User Registration” page as per below instructions:

i. Role: Select the option “CB applicant” from the drop-down menu.

ii. Full Name: Enter the full name of the applicant. It is important to note that, here, the “Applicant” is the Proprietorship Concern or the Partnership Firm or the Company, as the case may be, that intends to seek the Customs Broker License. Therefore, the applicant’s full name is the name of the Proprietorship Concern or name of the Partnership Firm or name of the Company (Private Limited/Limited Liability Partnership/Limited), as the case may be, that intends to seek the Customs Broker license.

iii. Mobile Number: Enter the correct and active mobile number of the applicant who is to be registered on CBLMS and on which the applicant wishes to receive OTP/correspondence in respect of this application.

Note that the mobile number cannot be changed after registration, therefore, recheck the mobile number before submitting for registration.

iv. Email: Enter the email id of the applicant who is to be registered on CBLMS and on which the applicant wishes to receive OTP/correspondence in respect of this application.

Note that the email address cannot be changed after registration, therefore, recheck the email address before submitting for registration.

v. Password: Create the password for login into CBLMS portal. The password must be alphanumeric and at least 8 characters long. That is, it must have at least one alphabet and at least one number.

vi. Confirm Password: Re-enter the password created in the previous step.

vii. PAN: Enter the Permanent Account Number (PAN) of the applicant i.e. the PAN of the Proprietorship Concern or the Partnership Firm or the Company, as the case may be, which is seeking the license. This PAN will be the Username/Login ID of the applicant for logging into the CBLMS portal.

Note that the email address cannot be changed after registration, therefore, recheck the PAN before submitting for registration.

viii. Submit: Click on the Submit to complete the one time registration process.

The applicant can now log in the CBLMS portal using its Username (PAN), Password and OTP received on its Mobile Number.

Process-II: Filling of F-Category Exam and License Application Part-1

1. Login:

A. After successfully registering on CBLMS as explained in Section 1 above, the applicant needs to login into the portal to fill and submit the application form.

B. On clicking the CB Login button on the homepage, the login page will appear (see

Image 4). Please provide details as per instructions below:

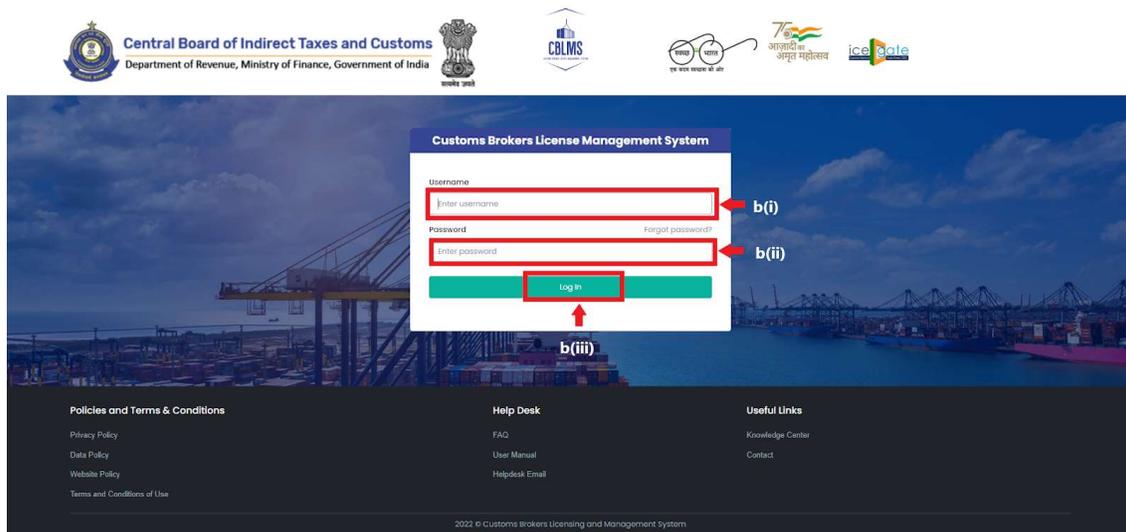


Image 4

i. Username - Enter the username as PAN of the applicant provided during registration.

ii. Password - Enter the password set during registration.

iii. Press Log In button. The OTP page will appear (see Image 5) and a 6-digit One Time Password (OTP) will be sent on the mobile number provided during registration.



Image 5

iv. Enter the 6-digit OTP and click on the **Confirm** button to login.

2. Now, on successful login, following page (see Image 6) will appear:

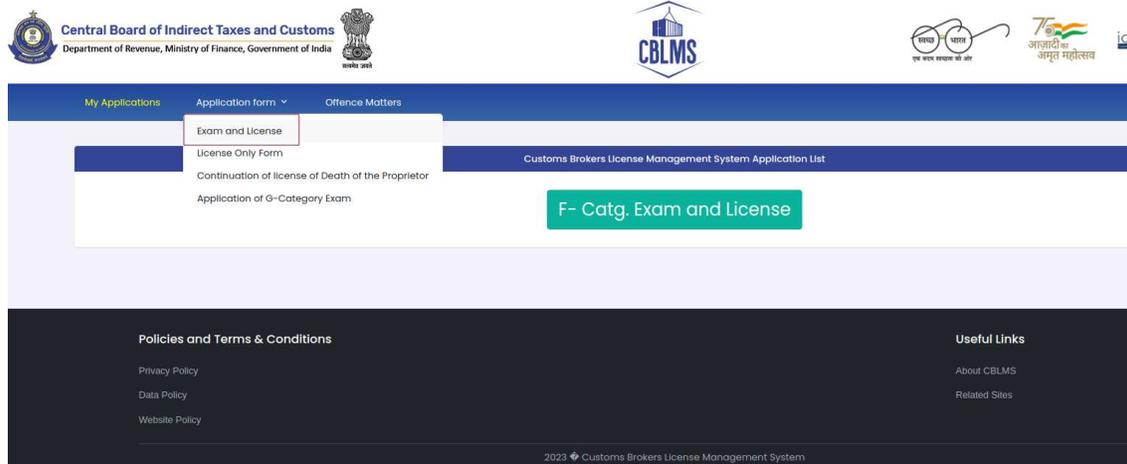


Image 6

3. Filing Application Form:

A. Click on **Application Form** → **Exam and License** button (see in Image 6) above. On clicking this button, following page (see Image 7) will appear:

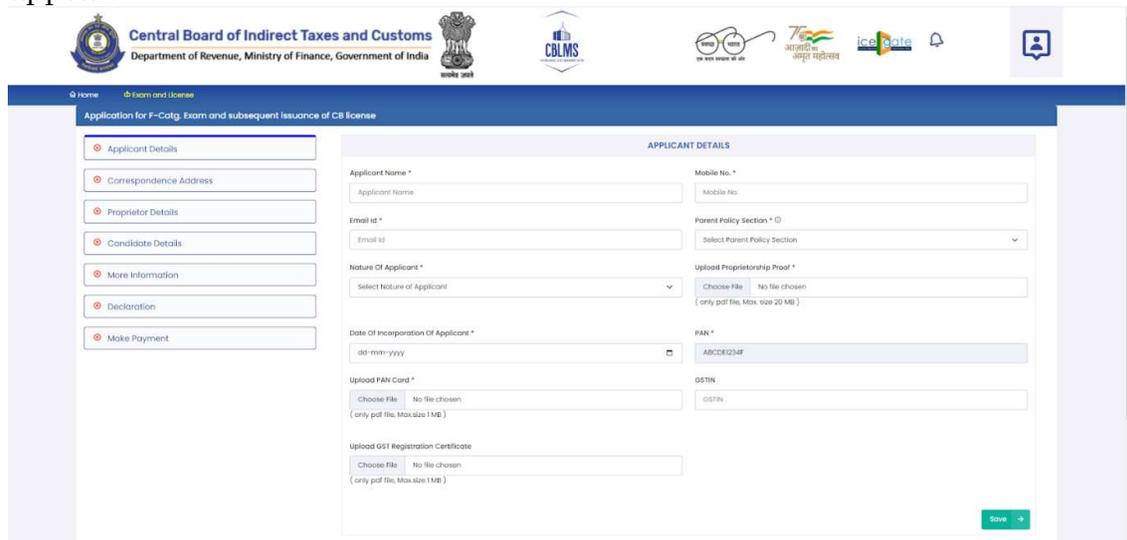


Image 7

B. Click on **F-Catg. Exam and License** button, the following application form page

(see Image 8) will appear wherein the applicant needs to populate the form with their respective details.:

The screenshot shows the 'Application for F-Catg. Exam and subsequent issuance of CB license' form. The header includes the Central Board of Indirect Taxes and Customs logo and the Department of Revenue, Ministry of Finance, Government of India. The form is divided into several sections on the left-hand side: Applicant Details, Correspondence Address, Proprietor Details, Candidate Details, More Information, Declaration, and Make Payment. The 'APPLICANT DETAILS' section is currently active, showing fields for Applicant Name, Mobile No., Email id, Parent Policy Section, Nature Of Applicant, Date Of Incorporation Of Applicant, PAN, Upload PAN Card, Upload GST Registration Certificate, and Upload Proprietorship Proof. A 'Save' button is visible at the bottom right of the form.

Image 8

C. This application form will capture all details of the applicants as well as the candidate who will be appearing in the examination required under Form-A to ascertain their qualification for appearing in exam and subsequent issuance of a Customs Broker license under CBLR, 2018.

D. The form is divided into 7 sections/tabs which are displayed on the left-hand side of the screen. These 7 sections are, namely, Applicant Details, Correspondence Address, Proprietor/Partner(s)/Director(s) Details, Candidate Details, More Information, Declaration and Make Payment.

E. Instructions for filling the **Applicant Details** section: This is the first section which captures the details of the Applicant i.e. the Proprietorship Concern or the Partnership Firm or the Company (Pvt. Ltd./LLP/Ltd.), as the case may be, that intends to seek a Customs Broker license. The fields are to be filled as per below instructions:

i. Applicant Name: Enter the full name of the applicant as provided during the registration.

ii. Mobile No.: Enter the mobile number of the applicant as provided during the registration.

iii. Email id: Enter the email id of the applicant as provided during the registration.

iv. Parent Policy Section: Select the Parent Policy Section, from the drop-down menu, having the jurisdiction over the area from where the applicant intends to carry on his business. The Parent Policy Section is the Policy Section which issues license to the Customs Broker under regulation 7(2) of the CBLR, 2018. The applications made to this Parent Policy Section are deemed to be made under regulation 4 of the CBLR, 2018 to the Principal Commissioner of Customs or Commissioner of Customs, as the case may be, of the selected Parent Policy Section having jurisdiction over the area where the applicant intends to carry on his business.

v. Nature of the Applicant: Select the nature of applicant, Proprietorship or Partnership or Company, from the drop-down menu.

vi. Upload proof: Based on the nature of applicant selected above, upload scanned copies of the proof of existence of Proprietorship or Partnership or Company, as the case may be.

- For Partnership Firm, the applicant must upload a clear and legible scanned copy of notarised Partnership Deed;
- For Company, the applicant must upload a clear and legible scanned copy of notarised Incorporation Certificate;
- For Proprietorship Concern, the applicant must upload a self-attested, clear and legible scanned copy of either GST Registration or MSME Registration or Shops and Establishment Act License.
- The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **20 MB**.

vii. Date of incorporation of the Applicant: Enter the date of incorporation of the applicant.

viii. PAN: This field is auto-populated with the PAN of the applicant provided during registration.

ix. Upload PAN Card: Upload a self-attested, clear and legible scanned copy of the PAN card of the applicant. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.

x. GSTIN: Enter the GSTIN of the applicant i.e. the above selected Proprietorship Concern or Partnership Firm or Company.

xi. Upload GSTIN: Upload a self-attested, clear and legible scanned copy of the GSTIN Registration of the applicant. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.

xii. Click on the **Save** button to save the details entered in this section and move to the next section.

xiii. The next section page, the Correspondence Address Section page (see Image 9 below) will appear:

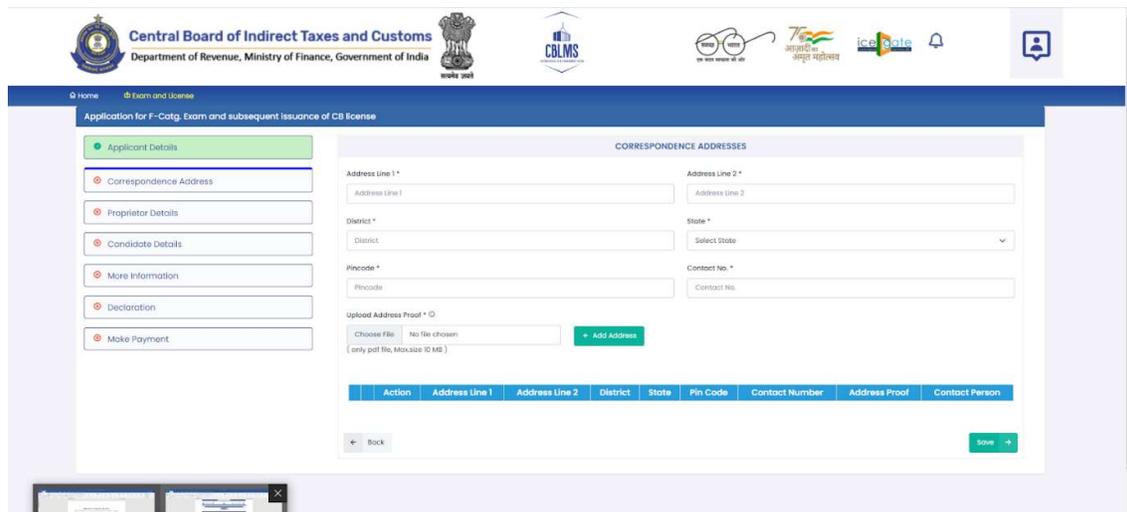


Image 9

F. Instructions for filling the Correspondence Address section: This is the second section which captures the details of the Office address(es) of the applicant at which the applicant wants to receive correspondence. The fields are to be filled as per below instructions:

i. Address Line 1: Enter the first line of the office correspondence address of the applicant.

ii. Address Line 2: Enter the second line of the office correspondence address of the applicant.

iii. District: Enter the district of the office correspondence address of the applicant.

iv. State: Select the state of the office correspondence address of the applicant from the drop-down menu.

v. Pincode: Enter the pincode of the office correspondence address of the applicant.

vi. Contact No.: Enter the contact number of the office of the applicant. It is advised that a number other than the mobile number provided during the registration may be provided here as office contact number.

vii. Upload Address Proof: Upload a self-attested, clear and legible scanned copy of the proof of the office correspondence address. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **10 MB**.

viii. Click on the **Add Address** button.

ix. On clicking Add Address button, the correspondence address will be added and tabulated on the page (see Image 10) as shown below:

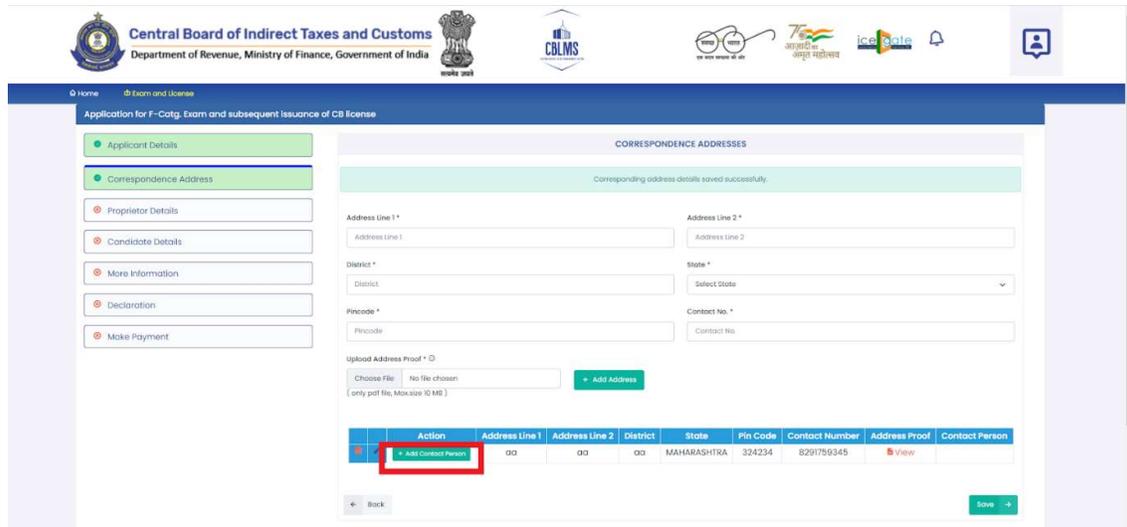


Image 10

x. Now, click on the **Add Contact Person Details** button as shown in the first column of the table (see Image 10 above). On clicking Add Contact Person button, a pop-up form named “Add Contact Person Details” will appear over the correspondence address details page (see Image 11) as shown below:

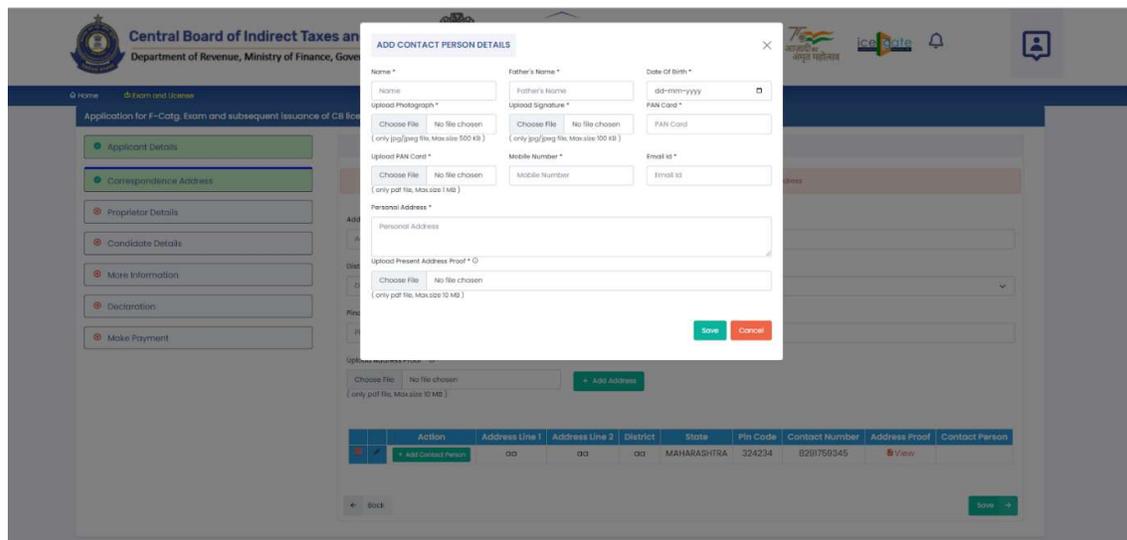


Image 11

xi. In this **Add Contact Person Details** form, the contact person is the person who may be contacted at the above added correspondence address for any communication. This contact person could be the person who manages or supervises the office work at the above added

correspondence address. The details of the contact person must be added as per below instructions:

a. Name: Enter the full name (First name, middle name and last name) of the Contact Person.

b. Father's Name: Enter the full name of the father of the Contact Person.

c. Date of Birth: Enter the date of birth of the Contact Person.

d. Upload Photograph: Upload a latest, clear and proper photograph of the Contact Person. The photograph must be uploaded in **jpg/jpeg format** only.

The size of the photograph must not exceed **500 KB**.

e. Upload Signature: Upload a clear and legible scanned copy of the signature of the Contact Person. The scanned copy must be uploaded in **jpg/jpeg format** only. The size of the scanned copy must not exceed **100 KB**.

f. PAN Card: Enter the PAN of the Contact Person.

g. Upload PAN Card: Upload a self-attested, clear and legible scanned copy of the PAN Card of the Contact Person. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.

h. Mobile No: Enter the mobile number of the Contact Person.

i. Email Id: Enter the Email Id of the Contact Person.

j. Present Address: Enter the present address of the Contact Person where he/she is residing.

k. Upload Personal Address proof: Upload a self-attested, clear and legible scanned copy of the proof of present address of the Contact Person. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **10 MB**.

l. Click on the **Save** button to save the details.

m. On clicking this Save button, the Correspondence Address section page will appear again and the name of the above added Contact Person will be displayed in the rightmost column in the table (see Image 12 below).

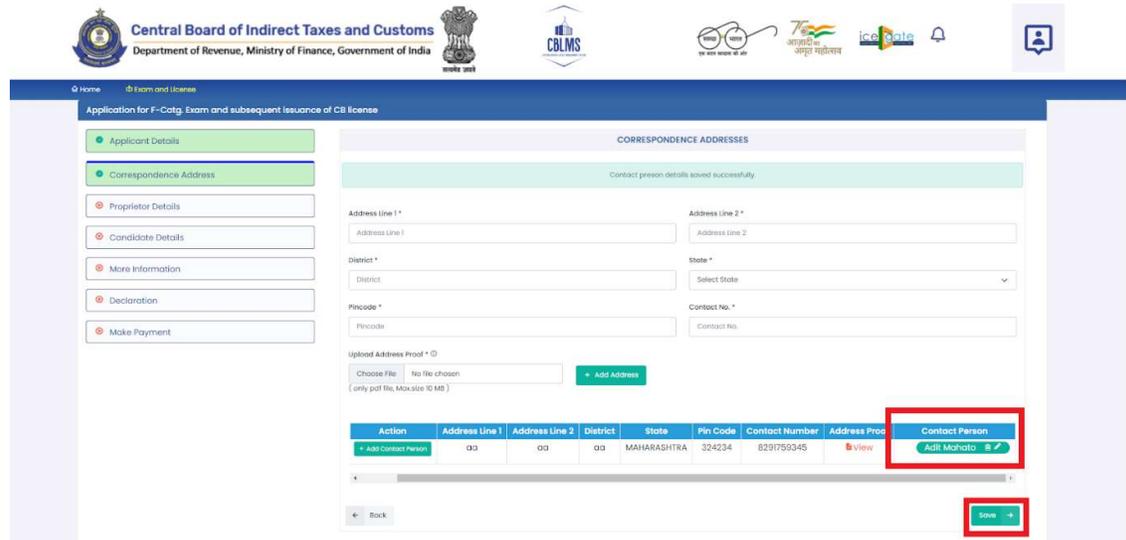


Image 12

xii. If there are more than one office of the applicant, he can add correspondence addresses of the other offices as well following the above steps. It is important to note that it is mandatory to add contact person details for each correspondence address.

xiii. Once all the office correspondence addresses and their contact persons are added such that they appear in the table on the Correspondence Address Section page (see Image 12 above).

xiv. Click the **Save** button on this page to save the details entered in this section and move to the next section.

xv. The next section page, Proprietor Details or Partners Details or Directors Details Section page, will appear depending on the Nature of the Applicant selected in the First Section. That is, if the nature of the applicant was selected as 'Proprietorship', then the Proprietor Details page will appear, if 'Partnership' was selected then the 'Partners Details' will appear and if 'Company' was selected then the 'Directors Details' will appear. Please see Image 13 below wherein the

nature of the applicant was selected as 'Proprietorship' and the 'Proprietor Details' page appeared:

The screenshot shows a web application interface for 'Application For F-Catg. Exam And Subsequent Issuance Of CB License'. On the left, a vertical sidebar contains several menu items: 'Applicant Details', 'Correspondence Address', 'Proprietor Details' (which is highlighted with a blue border), 'Candidate Details', 'More Information', 'Declaration', and 'Make Payment'. The main content area is titled 'PROPRIETOR DETAILS' and contains the following fields:

- Full Name ***: Text input field.
- Father's Name ***: Text input field.
- Mobile No. ***: Text input field with a copy icon.
- Email Id ***: Text input field.
- Date Of Birth ***: Date picker (dd/mm/yyyy).
- Gender ***: Dropdown menu with 'Select Gender'.
- PAN ***: Text input field.
- Upload PAN Card ***: File upload button with 'No file selected.' and '(Only pdf file, Max.size 1 MB)'. Note: The image shows a 'Browse...' button, which is likely a placeholder for a file selection interface.
- Aadhaar No. ***: Text input field.
- Upload Aadhaar Card ***: File upload button with 'No file selected.' and '(Only pdf file, Max.size 1 MB)'. Note: The image shows a 'Browse...' button.
- Upload Photograph ***: File upload button with 'No file selected.' and '(Only jpg/jpeg file, Max.size 500 KB)'. Note: The image shows a 'Browse...' button.
- Upload Signature ***: File upload button with 'No file selected.' and '(Only jpg/jpeg file, Max.size 100 KB)'. Note: The image shows a 'Browse...' button.
- Date Of Appointment**: Date picker (dd/mm/yyyy).
- Permanent Address ***: Three text input fields labeled 'Address Line 1 *', 'Address Line 2 *', and 'District *'.

Image 13

- Applicant Details
- Correspondence Address
- Partner Details
- ⊗ Candidate Details
- ⊗ More Information
- ⊗ Declaration
- ⊗ Make Payment

PARTNER DETAILS

<p>Full Name *</p> <input type="text" value="Full Name"/>	<p>Father's Name *</p> <input type="text" value="Father's Name"/>	
<p>Mobile No. *</p> <input style="width: 90%;" type="text" value="Mobile No."/>	<p>Email Id *</p> <input type="text" value="Email Id"/>	
<p>Date Of Birth *</p> <input style="width: 90%;" type="text" value="dd / mm / yyyy"/>	<p>Gender *</p> <input type="text" value="Select Gender"/>	
<p>PAN *</p> <input type="text" value="PAN"/>	<p>Upload PAN Card *</p> <input type="button" value="Browse..."/> No file selected. <small>(Only pdf file, Max.size 1 MB)</small>	
<p>Aadhaar No. *</p> <input type="text" value="Aadhaar No."/>	<p>Upload Aadhaar Card *</p> <input type="button" value="Browse..."/> No file selected. <small>(Only pdf file, Max.size 1 MB)</small>	
<p>Upload Photograph *</p> <input type="button" value="Browse..."/> No file selected. <small>(Only jpg/jpeg file, Max.size 500 KB)</small>	<p>Upload Signature *</p> <input type="button" value="Browse..."/> No file selected. <small>(Only jpg/jpeg file, Max.size 100 KB)</small>	
<p>Date Of Appointment</p> <input style="width: 90%;" type="text" value="dd / mm / yyyy"/>		
<p>Whether This Person Will Be Engaged In Customs Broker Work ?* <input type="radio"/> Yes <input type="radio"/> No</p>		
<p>Permanent Address *</p>		
<p>Address Line 1 *</p> <input type="text" value="Address line 1"/>	<p>Address Line 2 *</p> <input type="text" value="Address line 2"/>	<p>District *</p> <input type="text" value="District"/>
<p>State *</p> <input type="text" value="Select State"/>	<p>Pincode *</p> <input type="text" value="Pincode"/>	

Permanent Address *

Address Line 1 * Address Line 2 * District *

State * Pincodes *

Upload Permanent Address Proof *

(only pdf file, Max.size 10 MB)

Present Address *

Same As Permanent Address

Address Line 1 * Address Line 2 * District *

State * Pincodes *

Upload Present Address Proof *

(only pdf file, Max.size 10 MB)

[+ Add Educational Qualification](#)

Educational Qualification * Upload Educational Certificate *
(only pdf file, Max.size 1 MB)

Name	Father's Name	Mobile	Email ID
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Application For F-Catg. Exam And Subsequent Issuance Of CB License

- Applicant Details
- Correspondence Address
- Director Details
- Candidate Details
- More Information
- Declaration
- Make Payment

DIRECTOR DETAILS

Full Name *

Mobile No. *

(Only pdf file, Max.size 1 MB)

Date Of Birth *

(Only pdf file, Max.size 500 KB)

PAN *

Aadhaar No. *

(Only pdf file, Max.size 1 MB)

Upload Photograph *

(Only jpg/jpeg file, Max.size 500 KB)

Date Of Appointment

Whether This Person Will Be Engaged in Customs Broker Work ?* Yes No

Permanent Address *

Address Line 1 *

Address Line 2 *

State *

Father's Name *

Email Id *

Gender *

Upload PAN Card *

(Only pdf file, Max.size 1 MB)

Upload Aadhaar Card *

(Only pdf file, Max.size 1 MB)

Upload Signature *

(Only jpg/jpeg file, Max.size 100 KB)

Pincode *

Upload Permanent Address Proof *

(only pdf file, Max.size 10 MB)

Present Address *

Same As Permanent Address

Address Line 1 *

Address Line 2 *

State *

Pincode *

Upload Present Address Proof *

(only pdf file, Max.size 10 MB)

[+ Add Educational Qualification](#)

Educational Qualification *

Upload Educational Certificate *

(only pdf file, Max.size 1 MB)

Director Identification Number (DIN) *

Upload DIN Proof *

(only pdf file, Max.size 1 MB)

[Save Director](#)

	Name	Father's Name	Mobile	Email ID
← Back				Save →

G. Instructions for filling the Proprietor/Partners/Director Details section: This is the third section which captures the details of the Proprietor (in case the nature of the applicant is a Proprietorship concern) or Partners (in case the nature of the applicant is a Partnership firm or Director(s) (in case the nature of the applicant is a Company). The fields are to be filled as per below instructions:

i. Full Name: Enter the full name of the Proprietor or Partner or Director, as the case may be.

ii. Fathers Name: Enter the father's name of the Proprietor or Partner or Director, as the case may be..

iii. Mobile No.: Enter the mobile number of the Proprietor or Partner or Director, as the case may be.

iv. Email id: Enter the email id of the Proprietor or Partner or Director, as the case may be.

v. Date of Birth: Enter the date of birth of the Proprietor or Partner or Director, as the case may be.

vi. Gender: Select the gender from the drop down menu (Male or Female or Other) of the Proprietor or Partner or Director, as the case may be.

vii. PAN No: Enter the PAN of the Proprietor or Partner or Director, as the case may be.

viii. Upload PAN Card: Upload a self-attested, clear and legible scanned copy of the PAN Card of the Proprietor or Partner or Director, as the case may be. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.

ix. Aadhaar No: Enter the Aadhaar number of the Proprietor or Partner or Director, as the case may be.

x. Upload Aadhaar Card: Upload a self-attested, clear and legible scanned copy of the AadhaarCard of the Proprietor or Partner or

Director, as the case may be. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.

xi. DIN: Enter the Director Identification Number (DIN) of the Director. This field will appear only on the Directors Details page i.e. in the case where the Nature of the Applicant was selected as Company.

xii. Upload Photograph: Upload a latest, clear and proper photograph of the Proprietor or Partner or Director, as the case may be. The photograph must be uploaded in **jpg/jpeg format** only. The size of the photograph must not exceed **500 KB**.

xiii. Upload Signature: Upload a clear and legible scanned copy of the signature of the Proprietor or Partner or Director, as the case may be. The scanned copy must be uploaded in **jpg/jpeg format** only. The size of the scanned copy must not exceed **100 KB**.

xiv. Date of Appointment: Enter the date of appointment of the Proprietor or Partner or Director in the Proprietorship Concern/Partnership Firm/Company, as the case may be.

xv. Permanent Address: Enter the permanent address details of the Proprietor or Partner or Director, as the case may be, in the Address Line 1, Address Line 2, District, State and Pincode fields. Follow above instructions for filling details in these fields.

xvi. Upload Permanent Address proof: Upload a self-attested, clear and legible scanned copy of the proof of the permanent address of the Proprietor or Partner or Director, as the case may be. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **10 MB**.

xvii. Present Address:

a. Checkbox - Present address is same as permanent address:
If the present address is the same as the permanent address of the Proprietor or Partner or Director, as the case may be, then check this box and the details provided for the permanent address will automatically fill the present address fields.

b. However, if the present is different from the permanent address, then enter the details of present address of the Proprietor or Partner or Director, as the case may be, as per the instructions given for address fields above. Upload a self-attested, clear and legible scanned copy of the proof of the permanent address of the Proprietor or Partner or Director, as the case may be. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **10 MB**.

The image shows a screenshot of the Central Board of Indirect Taxes and Customs (CBIC) website, specifically the CBLMS (Customs Brokers License Management System) portal. The header includes the CBIC logo, the text 'Central Board of Indirect Taxes and Customs, Department of Revenue, Ministry of Finance, Government of India', and the CBLMS logo. The main content area is a form for updating user details. It includes fields for 'State' (set to Maharashtra) and 'Pincode' (400002). There are two file upload sections: 'Upload Present Address Proof' and 'Upload Educational Certificate'. Both sections have a 'Choose File' button and a sample PDF file named 'sample-pdf-file-380.pdf'. A red box highlights the 'Add Educational Qualification' button, and another red box highlights the 'Save Proprietor' button. A 'Back' button is also visible at the bottom left of the form.

Image 14

xviii. Educational Qualifications: Enter the educational qualification details of the Proprietor or Partner or Director, as the case may be (see Image 14 above). It is important to note that in case of Proprietor, the education qualification must be as required under Regulation 5 of the CBLR, 2018.

xix. Upload Educational Certificates: Upload a self-attested, clear and legible scanned copy of the proof of the education qualification of the Proprietor or Partner or Director, as the case may be. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.

xx. To add more than one education qualification click on the **Add Educational Qualification** button.

xxi. Click on **Save Proprietor** or **Save Partner** or **Save Director** button, as the case may be, to save the details entered in this section and move to the next section.

xxii. Whether This Person Will Be Engaged In Customs Broker Work ? : Yes /No - This field is captured only for Partners and Directors. This indicates whether this partner / director will be engaged in customs clearance work or not.

xxiii. Director Identification Number (DIN) : This field is asked only for directors. User shown enter the DIN of the director as allotted to him by the Government.

Xxiv. Upload DIN Proof: This field is asked only for directors. User shown uplaod the PDF scanned copy of the proof wherein DIN of the director is allotted.

Xxv. Save Partner button : This button is shown only for partners. Use this button to add more partners in the form. This button will save the current partner details and then the user can fill more partner details in the form.

Xxvi. Save Director button : This button is shown only for directors. Use this button to add more directors in the form. This button will save the current director details and then the user can fill more director details in the form.

xxvii. In the next section, either of the two following section pages will appear:

a. Candidate Details Section page auto-filled with details of Proprietor (see Image 15 below), if the nature of the applicant was selected as 'Proprietorship'.

OR

b. Candidate Details Section page with blank fields (see Image 16 below), if the nature of the applicant was either selected as 'Partnership' or 'Company'.

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

CANDIDATE DETAILS

Candidate Details are Same as Proprietor Details

Full Name *
[Text Field]

Mobile No. *
[Text Field]

Date of Birth *
[Date Picker]

Gender *
[Dropdown]

PAN *
[Text Field]

Upload Photograph * [Use]
[Choose File] (only jpg/png file, Max size 500 KB)

Upload Signature * [Use]
[Choose File] (only jpg/png file, Max size 100 KB)

Date of Appointment * [Date Picker]

Permanent Address *

Address Line 1 * [Text Field] Address Line 2 * [Text Field] District * [Dropdown]

State * [Dropdown] Pincode * [Text Field]

Image 15

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

CANDIDATE DETAILS

Designation *
[Dropdown]

Full Name *
[Text Field]

Mobile No. *
[Text Field]

Date of Birth *
[Date Picker]

Gender *
[Dropdown]

PAN *
[Text Field]

Upload FAN Scan Copy *
[Choose File] (only pdf file, Max size 1 MB)

Upload Photograph *
[Choose File] (only jpg/png file, Max size 500 KB)

Upload Signature *
[Choose File] (only jpg/png file, Max size 100 KB)

Date of Appointment * [Date Picker]

Permanent Address *

Address Line 1 * [Text Field] Address Line 2 * [Text Field] District * [Dropdown]

State * [Dropdown] Pincode * [Text Field]

Upload Permanent Address Proof * [Date Picker]

Image 16

H. Instructions for filling the **Candidate Details** section: This is the fourth section which captures the details of the Candidate. A Candidate is the person who will be appearing in the Regulation 6 examination and on the strength of whom the applicant is seeking the Customs Broker license. The fields are to be filled as per below instructions:

i. In the first case where the nature of the applicant was selected as 'Proprietorship' (see Image 15), since the Proprietor is also the Candidate who will appear in the exam, the Candidate Details Section

page gets auto-filled with the details of the Proprietor entered in the previous section. The applicant is not required to fill in any details.

ii. In the second case where the nature of the applicant was selected as either 'Partnership' or 'Company' (see Image 16), the applicant is required to fill in the details of the Candidate as per below instructions:

1. Designation: Select the designation of the candidate in the applicant firm or company, as the case may be.

2. Full Name: Enter the full name of the Candidate.

3. Father's Name: Enter the father's name of Candidate.

4. Mobile No: Enter the mobile number of the Candidate.

5. Email id: Enter the email id of the Candidate.

6. Date of Birth: Enter the date of birth of the Candidate.

7. Gender: Select the gender of the Candidate from the drop-down menu.

8. PAN No: Enter the PAN of the Candidate.

9. Upload PAN Card: Upload a self-attested, clear and legible scanned copy of the PAN Card of the Candidate, as the case may be. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.

10. Upload Photograph: Upload a latest, clear and proper photograph of the Candidate. The photograph must be uploaded in **jpg/jpeg format** only. The size of the photograph must not exceed **500 KB**.

11. Upload Signature: Upload a clear and legible scanned copy of the signature of the Candidate, as the case may be. The scanned

copy must be uploaded in **jpg/jpeg format** only. The size of the scanned copy must not exceed **100 KB**.

12. Date of Appointment: Enter the date of appointment of the Candidate in the Firm or Company, as the case may be.

13. Permanent Address: Enter the permanent address details of the Candidate in the Address Line 1, Address Line 2, District, State and Pincode fields. Follow above instructions for filling details in these fields.

14. Upload Permanent Address proof: Upload a self-attested, clear and legible scanned copy of the proof of the permanent address of the Candidate, as the case may be. The scanned copy must be uploaded in **pdf format** only.

The size of the scanned copy must not exceed **10 MB**.

15. Present Address:

a. Checkbox - Present address is same as permanent address: If the present address is the same as the permanent address of the Candidate, then check this box and the details provided for the permanent address will automatically fill the present address fields.

b. However, if the present is different from the permanent address, then enter the details of present address of the Candidate as per the instructions given for address fields above. Upload a self-attested, clear and legible scanned copy of the proof of the permanent address of the Candidate. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **10 MB**.

16. Educational Qualifications: Enter the educational qualification details of the Candidate. It is important to note that the education qualification must be as required under Regulation 5 of the CBLR, 2018.

17. Upload Educational Certificates: Upload a self-attested, clear and legible scanned copy of the proof of the education qualification of the Candidate. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.

18. To add more than one education qualification click on the **Add Educational Qualification** button.

iii. Click on the **Save** button to save the details entered in this section and move to the next section.

iv. The next section page, the More Information Section page (see Image 18 below) will appear:

Image 18

I. Instructions for filling the More Information section: This is the fifth section which captures remaining important details. The fields are to be filled as per below instructions:

i. Upload Duly Filled and Signed FORM-A - Upload a clear and legible scanned copy of the completely and accurately filled and signed FORM-A of CBLR, 2018. Take note of below instructions in this regard:

a. Applicants should download and print the FORM-A of Customs Brokers Licensing Regulations, 2018 (Annexure - A). This FORM-A must be carefully filled and signed.

b. In case the applicant is a Partnership Firm or a Company:

i. For the field “Aadhaar Number”, the aadhaar number of the person appearing in the examination should be provided in the FORM-A.

ii. At the place of “Signature of the applicant”, the signature of the Partner or Director or Authorised Person, as the case may be, as well as the signature of the person appearing in the examination should be provided. Name and designation of the person should also be provided immediately below his/her signature.

c. It should be ensured that the information filled in the scanned copy of FORM-A should be the same as the information filled by the

applicant in the online application form. In case of any discrepancies in the digitally provided information and the information provided in the scanned copy of the FORM-A, the application is liable for rejection.

d. A clear and legible scanned copy should be uploaded by the applicants in the “Upload Duly Filled and Signed FORM-A” field in the online application form.

e. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.

f. Applicants should NOT send this signed FORM-A to the Policy Section. It is required only to be uploaded in the application form.

ii. Whether the candidate is a retired Group A officer from Indian Revenue Service (Customs and Indirect Taxes): Select the applicable answer, Yes or No.

iii. Proof of Sound Mind: Upload a clear and legible scanned copy of the proof of sound mind of the candidate. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.

iv. I have working knowledge of English: Select the applicable answer, Yes or No.

v. I have working knowledge of Hindi: Select the applicable answer, Yes or No.

vi. I have working knowledge of the Local Language English: Select the local language from the drop-down menu.

vii. Total number of attempts the applicant has made in the examination referred to in regulation 9 of the Custom House Agents Licensing Regulation, 1984 or regulation 8 of the Custom House Agents Licensing Regulation, 2004 or regulation 6 of the Customs Brokers Licensing Regulations, 2013 or regulation 6 of the Customs Brokers Licensing Regulations, 2018: Since in the cases where the nature of the applicant is

Partnership or Company, it is the candidate who attempts the examination and in the case where the nature of the applicant is Proprietorship, Proprietor is also the candidate, therefore, in all cases select the number of attempts made by the **Candidate**.

viii. Upload proof of Financial Viability (Certificate): Upload a self-attested, clear and legible scanned copy of the proof of the financial viability certificate of the Candidate issued by a scheduled bank or such other proof acceptable to Pr. Commissioner of Customs or Commissioner of Customs, as the case may be, in terms of possession of the assets of the value not less than five lakhs rupees. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.

ix. Financial Viability Certificate No.: Enter the number of the financial viability certificate uploaded above.

x. Financial Viability Certificate Issue Date: Enter the date of issuance of the financial viability certificate uploaded above.

xi. Click on the **Save** button to save the details entered in this section and move to the next section.

xii. The next section page, the Declaration Section page (see Image 19 below) will appear:



The screenshot shows the 'Declaration' section of the application form. On the left, there is a navigation menu with options: Applicant Details, Correspondence Address, Partner Details, Candidate Details, More Information, Declaration (selected), and Make Payment. The main content area is titled 'Declaration' and contains four statements, each with a radio button for response:

- 1/ I have not earlier applied for a license to act as Customs Broker and no such application was returned/ cancelled.
- 2/ I have neither been convicted by a competent court for an offence nor any criminal proceeding is pending against him in any court of law.
- 3/ The firm or company by whom the undersigned is employed have either held a Customs House Agent or Customs Broker's license under the Customs House Licensing Regulations, 1964, the Customs House Licensing Regulations, 2002 or the Customs House Licensing Regulations, 2008 and agree to abide by them.
- 4/ The undersigned/ the person proposed to be employed by me have not been prohibited/ cancelled or proscribed under any of the provisions of the Customs Act, 1962 (53 of 1962), the Central Excise Act 1944 (1 of 1944), and the Finance Act, 1954.
- 5/ The undersigned/ the person proposed to be employed by me have not been prohibited/ cancelled or proscribed under any of the provisions of the Customs Act, 1962 (53 of 1962), the Central Excise Act 1944 (1 of 1944), and the Finance Act, 1954.
- 6/ I have hereby affirm that I/ we have read the Customs House Licensing Regulations, 2008 and agree to abide by them.

At the bottom of the form, there are 'Back' and 'Save' buttons.

Image 19

J. Instructions for filling the **Declaration** section: This is the sixth section which captures the mandatory declarations to be provided by the applicant. The fields are to be filled as per below instructions:

i. I/We have not earlier applied for a license to act as Customs Broker and no such application was rejected/accepted: Check the box.

ii. I/We have neither been convicted by a competent court for an offence nor any criminal proceeding is pending against him in any court of law: Check the box.

iii. The firm or company by whom the undersigned is employed have earlier held a Customs House Agent or Customs Broker's License under the Customs House Licensing Regulation, 1984, the Customs House Licensing Regulation, 2004 or the Customs House Licensing Regulation, 2013 or these regulations and it was cancelled or suspended/not cancelled or suspended.: Check the applicable box.

iv. The candidate proposed to be employed by the applicant have or have not been penalised under any of the provisions of the Customs Act, 1962 (52 of 1962), the Central Excise Act, 1944 (1 of 1944) and the Finance Act 1994

Or

The candidate proposed to be employed by the applicant have or have not been penalised under any of the provisions of the Customs Act, 1962 (52 of 1962), the Central Excise Act, 1944 (1 of 1944) and the Finance Act 1994: Check the applicable box.

v. I/We hereby affirm that I/we have read the Customs Brokers Licensing Regulations, 2018 and agree to abide by them: Check the box.

vi. Click on the **Save** button to save the details entered in this section and move to the next section.

vii. The next section page, the Make Payment Section page (see Image 20 below) will appear:

Image 20

K. Instructions for filling the **Make Payment** section: This is the seventh and last section which captures the payment. The payment can be made in both offline as well as online mode. The fields are to be filled as per below instructions:

i. Offline Payment (see Image 20 above): In this mode the steps to be followed are as below:

a. The applicant has to first physically make the payment of Rs. 500 (Rupees Five Hundred Only) at the concerned Policy Section and collect the Fee Payment Challan.

b. Select Upload Fee Payment Challan (Fee of Rs.500/-) button and upload a clear and legible scanned copy of the Fee Payment Challan. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.

ii. Online Payment (see Image 21 below): In this mode the steps to be followed are as below:

a. Select Make Online Payment (Fee of Rs.500/-) button.

Image 21

b. Click on Pay button and it will take you to the Bharatkosh Payment page.

c. Make payment as per instructions on the page. Download the online payment challan and keep it for future reference.

iii. After successfully making the payment either offline or online, click on the **Preview and Submit** button to save the details entered in this section and move to the Preview Page.

vii. The **Preview** page as shown below (see Image 22) will appear:



Image 22

L. The **Preview** page:

i. The Preview page displays section-wise details filled by the applicant in above seven sections.

ii. An applicant can check and verify the details by expanding each section on the preview page by clicking on + sign on each section tab.

iii. If the applicant wants to edit any detail entered in any of the sections, he/she can use the **Back** button at the bottom left of the page to go to the desired section and edit the detail.

iv. Once all the details are checked and verified, click on the **Final Submit** button.

v. On clicking the Final Submit button, a last reconfirmation box for submission of application will appear (see Image 23 below).

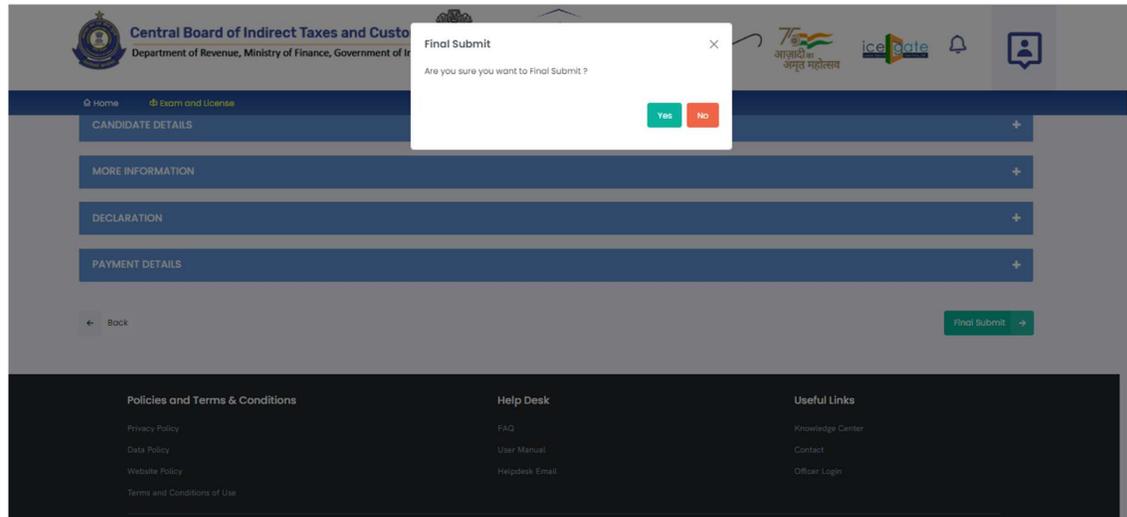


Image 23

vi. If the applicant wishes to finally submit the application, then click on the **Yes** button. However, if the applicant wishes to re-visit the application before final submission, click on the No button and Preview page will appear.

vii. On clicking Yes on the re-confirmation box, the application gets successfully submitted and an application number is generated and displayed as below (see Image 24 below):



Image 24

viii. Save this **application number** for all future references.

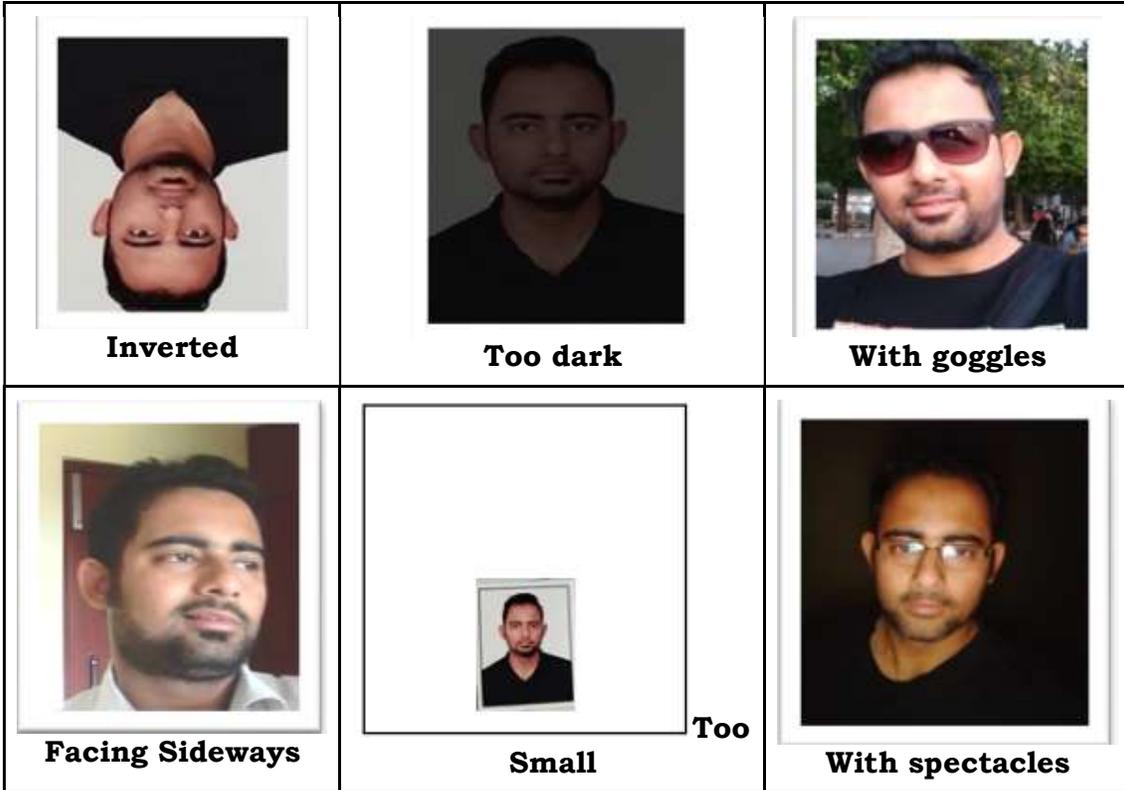
Specimen of Photographs

Acceptable Photograph



Samples of photographs which are not acceptable

 <p>Extra Colour</p>	 <p>Too close</p>	 <p>With hat/cap</p>
 <p>Blur</p>	 <p>Blur</p>	 <p>Blur</p>



FORM - A
[see sub-regulation (2) of regulation 4 of Customs Brokers Licensing Regulations, 2018]

Application Form for Grant of Customs Broker's License under section 146 of the Customs Act, 1962.

1	Name of the applicant :-
2	Full address of the applicant :-
3	Aadhaar Number:-
4	Names, Permanent Account Numbers (PAN) and address of each of the partners of the firm or the directors of the company, as the case may be, in case the applicant is a firm or a company :-
5	Name and Permanent Account Numbers (PAN) of its partner/partners or director/directors who will actually be engaged in the work as Customs Broker, in case the applicant is a firm or a company:-
6	Educational qualification of each of the persons, who may be engaged as Customs Broker :-
7	Total number of attempts the applicant has made in the examination referred to in regulation 9 of the Custom House Agents Licensing Regulation, 1984 or regulation 8 of the Custom House Agents Licensing Regulation, 2004 or regulation 6 of the Customs Brokers Licensing Regulations, 2013 or regulation 6 of the Customs Brokers Licensing Regulations, 2018:-
	Declaration :
(a)	I have working knowledge of English/local language (.....)/Hindi.
(b)	I have not earlier applied for a license to act as Customs Broker and no such application was rejected/accepted.
(c)	The firm or company by whom the undersigned is employed have earlier held a Customs House Agent or Customs Broker's License under the Customs House Licensing Regulation, 1984, the Customs House Licensing Regulation, 2004 or the Customs House Licensing

	Regulation, 2013 or these regulations and it was cancelled or suspended/not cancelled or suspended.
(d)	The undersigned/the person proposed to be employed by me have been/have not been penalised, convicted or prosecuted under any of the provisions of the Customs Act, 1962 (52 of 1962), the Central Excise Act 1944 (1 of 1944), and the Finance Act, 1994.

List of documents furnished in accordance with regulation 6 of Customs Brokers Licensing Regulations, 2018:

S. No.	Educational	Financial
1.		
2.		
3.		
4.		

I/We hereby affirm that I/we have read the Customs Brokers Licensing Regulations, 2018 and agree to abide by them.

Date :

Signature of applicant