



**USER MANUAL TO MODIFY ADDRESSES ON CBLMS
PORTAL**

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Customs Brokers License Management System (CBLMS)

User Manual for Application to Modify Addresses on CBLMS Portal

With the introduction of new functionalities in CBLMS, the CBs can modify Address through application to Modify Addresses on CBLMS portal. The process of Modification of Addresses through CBLMS, is explained below:

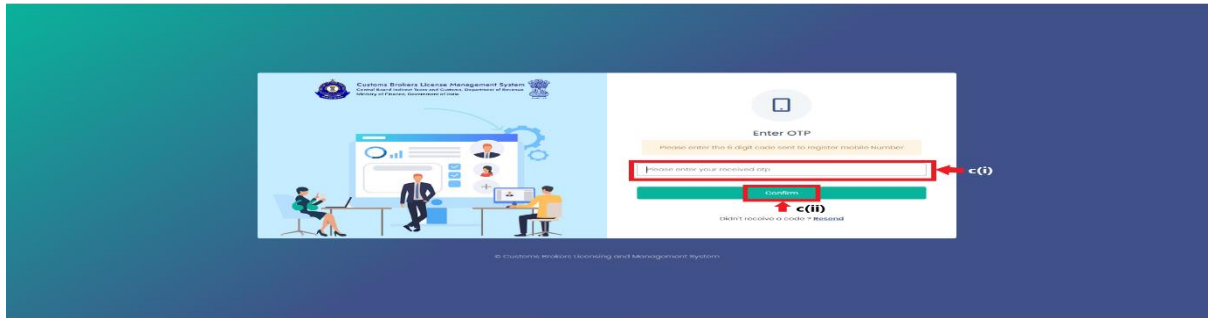
1: LOGIN :

- a. The CB needs to login into the portal through CB Login.
- b. On clicking the CB login button on the homepage, the following page will be displayed.

The screenshot shows the login page of the Customs Brokers License Management System (CBLMS). The page features a header with the Central Board of Indirect Taxes and Customs logo, the CBLMS logo, and the 75th anniversary logo of India. The main content area displays a login form titled 'CB Login Staging' with fields for 'Username' and 'Password', a 'log in' button, and a 'New User ? Register' link. The footer contains links for 'Policies and Terms & Conditions', 'Help Desk', and 'Useful Links'.

- i. Username i.e CB User ID (PAN CARD NO.) details.
- ii. Password
- iii. Press Log In button after entering the Username and Password to log into the account.

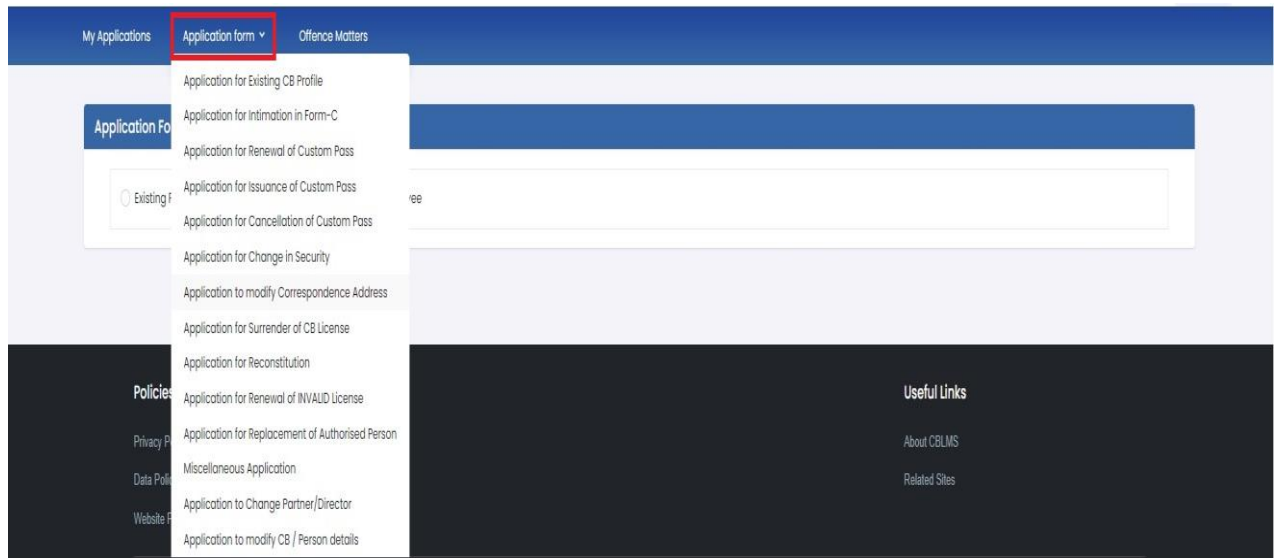
- c. After clicking on the “Log In” button, an OTP will be sent via SMS to the registered mobile number of the applicant and the following OTP page will be shown



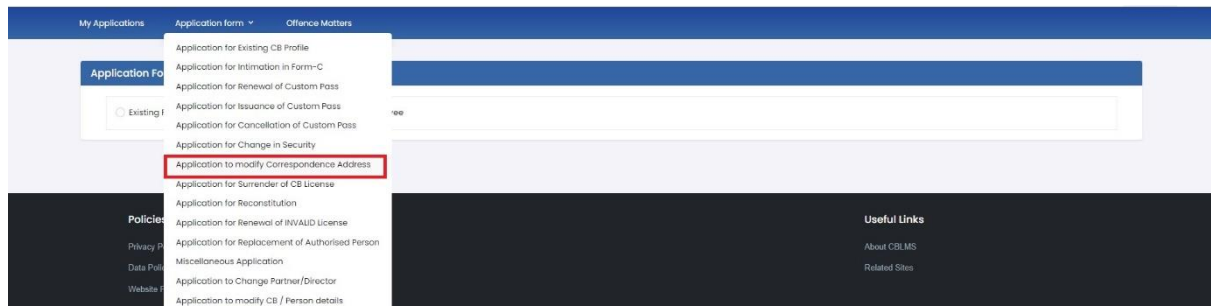
- i. Enter the 6-digit OTP as received on the registered mobile number of the Officer.
- ii. Click on the Confirm button to confirm the login.

2. APPLICATION:

- a. On successful login into the portal, the following screen will appear. Click on the “Application form” Menu as highlighted below for initiating the apply process of Addition/Modification/Deletion in Address.



- b. On clicking the “Application Form” button, the application page is displayed wherein the CB needs to select “Application to Modify Correspondence Address” menu as highlighted below.



- c. On clicking on the “Application of Modify Correspondence Addresses” button, the application page is displayed wherein the CB needs to populate the form with the following details.

The screenshot shows the top navigation bar with 'My Applications', 'Application form', and 'Offence Matters'. Below it is the title 'Application For Addition/Modification/Deletion In Address'. The form contains the following fields:

- Reason of Change* (text input)
- Date Of Change* (calendar icon, placeholder: dd-mm-yyyy)
- Reason Of Delay in Reporting Change (If Applicable) (text input)
- Policy Section* (dropdown menu, placeholder: Select)
- User Type* (dropdown menu, placeholder: Select)

- i. **Reason Of Change:** The CB needs to mention the reason for changing the correspondence address.
- ii. **Date Of Change:** The CB needs to select the date when the change took place.
- iii. **Reason Of Delay in Reporting Change (if applicable):** The CB needs to mention the reason of delay in reporting the change to the authority if applicable.
- iv. **Policy Section:** The CB needs to select the concerned policy section for which the change in correspondence address is associated.
- v. **User Type:** The CB needs to select User Type as “CB”. Once the CB User Type is selected from the drop down list, a “Action Type” tab will be activated from which the CB can select Addition, Deletion or Modification as per their requirements.

This screenshot shows the same form as above, but with the 'Action Type*' dropdown menu open. The options visible in the dropdown are:

- Select
- Addition Only
- Modification
- Deletion Only

- vi. **Action Type:** Once the CB User Type is selected from the drop down list, a “Action Type” tab will be activated from which the CB can select Addition, Deletion or Modification as per their requirements.

Option I. If CB selects Action Type **“ADDITION”** :

If a CB selects Addition Action Type, the application page is displayed wherein the CB needs to populate the form with the following details.

The screenshot shows the CBLMS portal interface. At the top, there are logos for the Central Board of Indirect Taxes and Customs, CBLMS, and other government entities. Below the navigation bar, the main heading is "Application For Addition/Modification/Deletion in Address". The form contains several sections: "Reason Of Change" and "Date Of Change" (dd-mm-yyyy); "Reason Of Delay In Reporting Change (If Applicable)"; "Policy Section" (Mumbai Customs (General)), "User Type" (CB), and "Action Type" (Addition Only); "Correspondence Address" section with fields for "Address Line 1", "Address Line 2", "District", "State" (Select State), "Pincode", and "Contact No."; and an "Upload Address Proof" section with a "Choose File" button (No file chosen) and an "Add Address" button.

i. **Correspondance Address:** Enter the details of correspondance address of the applicant

Address Line 1: Enter first line of address

Address Line 2: Enter second line of address

District: Enter district of permanent address of the applicant

State: Enter state of correspondance address of the applicant

Pin Code: Enter pin code of correspondance address of the applicant

Upload Address Proof: Upload the scanned copy of the proof of permanent address of the applicant (*only pdf/ max size 10 MB*).

Once the details have been added, the CB needs to click on **“Add Address”** button to add the address which will be displayed as below *“Correspondance Address detail added successfully”*:

The screenshot shows the same CBLMS portal interface, but now a red box highlights a message: "Correspondance Address detail added successfully". Below the form, a table displays the added address details. The table has columns for Action, Address Line 1, Address Line 2, District, State, Pin Code, Contact No, Address Proof, and Contact Person. The "Action" column contains a green "Add Custom Record" button. The "Address Line 1" column contains a red "Delete" button. The "Address Line 2" column contains a red "Delete" button. The "District" column contains a red "Delete" button. The "State" column contains a red "Delete" button. The "Pin Code" column contains a red "Delete" button. The "Contact No" column contains a red "Delete" button. The "Address Proof" column contains a red "Delete" button. The "Contact Person" column contains a red "Delete" button. Below the table, there is a "More (and) records" button.

ii. **Add Contact Person:** The CB needs to click on “Add Contact Person” button to add the details of the contact person once the correspondence address has been added. A page will be displayed as follows on clicking “Add Contact Person”.

The screenshot shows a web application interface with a modal window titled "ADD CONTACT PERSON". The modal contains the following fields and controls:

- Name ***: Text input field.
- Father's Name ***: Text input field.
- Birth Date ***: Date picker with format "dd-mm-yyyy".
- Upload Photograph ***: File upload control with "Choose File" button and "No file chosen" text. Subtext: "(Only JPG/JPEG file, Max. size 500 KB)".
- Upload Signature ***: File upload control with "Choose File" button and "No file chosen" text. Subtext: "(Only JPG/JPEG file, Max. size 100 KB)".
- PAN Card**: Text input field.
- Upload PAN Card**: File upload control with "Choose File" button and "No file chosen" text. Subtext: "(Only pdf file, Max. size 1 MB)".
- Mobile Number ***: Text input field.
- Email Id ***: Text input field.
- Personal Address ***: Text area.
- Upload Present Address Proof ***: File upload control with "Choose File" button and "No file chosen" text. Subtext: "(Only pdf file, Max. size 10 MB)".
- Save**: Button at the bottom right.

Name: Enter the name of the contact person at the correspondence address (Contact Person)

Fathers Name: Enter the father's name of the Contact Person

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

Upload Photograph: Upload the photograph of the Contact Person (Format: jpg/jpeg; Max. size: 500 KB)

Upload Signature: Upload the scanned copy of the signature of the Contact Person (Format: jpg/jpeg; Max. size: 100 KB)

Pan Card: Enter the PAN number of the Contact Person

Upload Pan Card: Upload the scanned copy of the pan card of the Contact Person (Format: pdf; Max. size: 1 MB)

Mobile No: Enter the mobile number of the Contact Person

Email id: Enter the Email id of the Contact Person

Personal Address: Enter the personal address of the Contact Person

Upload present address proof: Upload the scanned copy of the proof of present personal address of the Contact Person. (Format: pdf; Max. size: 10 MB)

Click on “**Save**” button to save the details and go back to the correspondence address details page.

Option II. If CB selects Action Type “**MODIFICATION**” :

With this action button, the CB will be able to modify the already saved correspondence address details.

Option III. If CB selects Action Type “**DELETION**” :

With this action, the CB will be able to delete the already saved correspondence address details.

d. **Final Submission:** After filling all the above details, the CB needs to click on “Save and Preview” button wherein a preview will be generated for the details filled by the CB. If all the details filled are correct, the CB can now click on “Final Submit” button to save all the details.



The screenshot displays a green notification banner at the top stating: "Application to Modify Addresses Application Number: 100000014967 Has been Submitted Successfully". Below this is a table titled "Customs Brokers License Management System Application List".

Application No.	Application Form Type	Policy Section	Submission/Created Date	Status	Action
100000014967	Application to modify Addresses	Regular Customs	06-Nov-2023 04:55:31 PM	Submitted	View