



**USER MANUAL – APPLICATION FOR RECONSTITUTION
ON CBLMS PORTAL**

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Customs Brokers License Management System (CBLMS)

User Manual – Application For Reconstitution on CBLMS Portal

With the introduction of new functionalities in CBLMS, the CBs can process application for Reconstitution on CBLMS portal. The process of apply through 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.

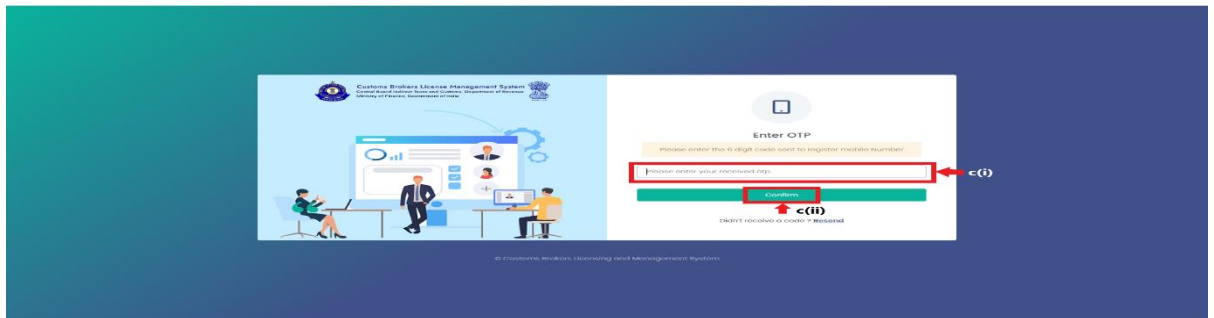
The screenshot displays the login interface of the Customs Brokers License Management System. At the top, there are logos for the Central Board of Indirect Taxes and Customs, the Government of India, CBLMS, and other partners. The login form is centered and includes the following elements:

- Username:** A text input field with a red box around it, labeled **b(i)**.
- Password:** A text input field with a red box around it, labeled **b(ii)**. A "Forgot password?" link is located to the right of this field.
- Log In:** A green button with a red box around 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), and "Useful Links" (Knowledge Center, Contact). The copyright notice at the bottom reads "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



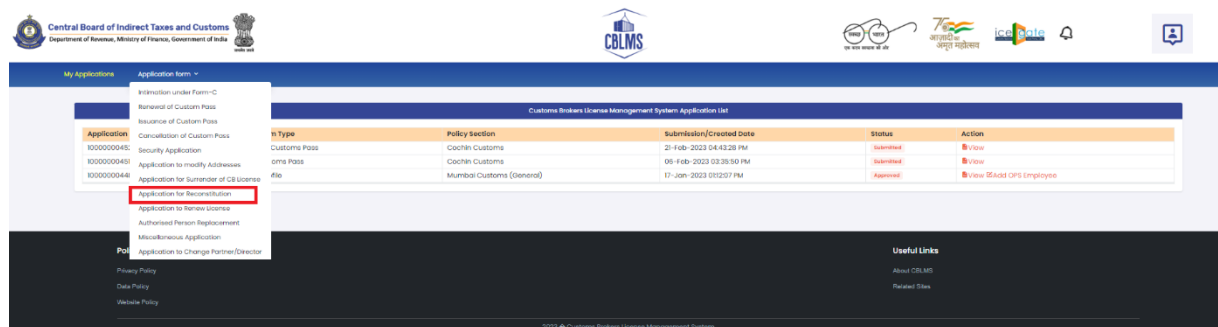
- i. Enter the 6-digit OTP as received on the registered mobile number of the Customs Broker.
- ii. Click on the Confirm button to confirm the login.

2. APPLICATION:

a. On successful login into the portal, the following screen will appear. Click on the “Application form” Menu as highlighted below for initiating the process of Reconstitution.



b. On clicking the “Application Form” button, drop down list will be displayed wherein the CB needs to select “Application for Reconstitution” menu as highlighted below.



c. On clicking the “Application for Re-Consttution” button, the application page will be displayed wherein the CB needs to populate the form with the following details.

Application for Reconstitution

RECONSTITUTED CB DETAILS

Parent Policy Section/Customs Station *
Mumbai Customs (General)

Full Name *
Registered Mobile No. *

Registered Email id *
Nature Of Applicant *
Select

Date Of Incorporation Of Applicant *
dd-mm-yyyy

PAN *
Upload GST Registration Certificate
Choose File No file chosen (only pdf file, Max. size 1 MB)

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

Save

- i. **Parent Policy Section/Custom Station:** Select the policy section from the drop-down menu. i.e. the Commissionerate having jurisdiction over the area from where the applicant intends to carry on his business.
- ii. **Full Name:** Enter the full name of the applicant.
- iii. **Registered Mobile no.:** Enter the registered mobile number of the applicant.
- iv. **Registered Email id:** Enter the registered email id of the applicant.
- v. **Nature of the Applicant:** Select the applicable option from the drop-down menu about the constitution of Customs Broker firm, whether it is a proprietorship concern, partnership, company ltd etc.

The screenshot shows a web form titled "RECONSTITUTED CB DETAILS". The form contains several fields:

- Parent Policy Section/Customs Station ***: A dropdown menu with "Mumbai Customs (General)" selected.
- Full Name ***: A text input field.
- Registered Mobile No. ***: A text input field.
- Registered Email Id ***: A text input field.
- Nature Of Applicant ***: A dropdown menu with a red box around it. The dropdown is open, showing options: "Proprietorship", "Partnership", "Limited Liability Partnership (LLP)", "Company (Pvt. Ltd.)", and "Company (Ltd.)".
- Date Of Incorporation Of Applicant ***: A date input field with the format "dd-mm-yyyy".
- GSTIN**: A text input field.
- Upload GST Registration Certificate**: A file upload button labeled "Choose File" and "No file chosen" (only pdf file, Max. size 1 MB).
- Upload PAN Card ***: A file upload button labeled "Choose File" and "No file chosen" (only pdf file, Max. size 1 MB).

- vi. **Upload Document:** Based on the option selected in section 2(c)(v) above, Upload proof of existence of Proprietorship concern i.e. GST registration, MSME registration or a Shops and Establishment Act License or, Upload partnership deed (Notarised) for Partnership firm or, Upload Incorporation certificate (Notarised) for a Company (Format: pdf; Max. size: 20 MB)
- vii. **Date of incorporation of the Applicant:** Enter the date of incorporation.

- viii. **PAN:** Enter the PAN no of the applicant i.e the proprietorship concern/firm/company/association
- ix. **Upload PAN Card:** Upload the scanned copy of the PAN card of the applicant (Format: pdf; Max. size: 1 MB)
- x. **GSTIN:** Enter the GSTIN no. of the applicant
- xi. **Upload GSTIN:** Upload the scanned copy of the GSTIN registration certificate of the applicant. (Format: pdf; Max. size: 1 MB)
- xii. Click on “**Save**” button to save the details and move to the next tab/section.

d. **Final Submission:** After clicking the *Save* button, the following page will appear with the message “*Application has been submitted for reconstitution*”.

Application No.	Application Form Type	Policy Section	Submission/Creation Date	Status	Action
10000004620	Cancellation of Customs Pass	Cochin Customs	28-Mar-2023 04:43:28 PM	Submitted	View
10000004618	Renewal of Customs Pass	Cochin Customs	08-Feb-2023 02:25:50 PM	Submitted	View
10000004462	Existing_CB_Profile	Mumbai Customs (General)	17-Jan-2023 09:29:07 PM	Approved	View Add OPS Employee