

USER MANUAL – CANCELLATION OF CUSTOM PASS ON CBLMS PORTAL

INDEX

Sr No.	Торіс	Pg. No.
1	Login	3-4
2	Application	5
2(b)	Applicant for cancellation of Customs pass	5-7
2(f)	Final Submission	7

Customs Brokers License Management System (CBLMS)

<u>User Manual – Cancellation of Custom Pass on CBLMS Portal</u>

With the introduction of new functionalities in CBLMS, the CBs can process application for Renewal of custom pass 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.



- i. Username i.e PAN card of the Customs Broker
- ii. Password
- 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 intiating the process of Renewal of Customs pass.



b. On clicking the "Application Form" button, drop down list will be displayed wherein the CB needs to select "Cancellation of Customs Pass" menu as highlighted below.

Central Beard of Indirect Taxes and Customs				म्प्रियो के अनुसं महोतान		÷			
мул	Applications	Application form ~							
		Intimation under Form-C							
		Renewal of Custom Pass		Customs Biokars License Monogement System Application List					
	Amplication	Issuance of Custom Pass		Deline Contine	Colombacker (Occurrent Darte	Charles	t ables		
	1000000045	Cancellation of Custom Pass	n type Custome Price	Cochin Custome	21-Eph-2023 04:43:28 PM	Submitted	Rylow		
	1000000045	Security Application	oms Pass	Cochin Customs	08-Feb-2023 03:35:50 PM	Submitted	BView		
	100000044	Application for Surrender of CB License	filo	Mumbai Customs (General)	17-Jon-2023 0132:07 PM	Approved	View BAdd OPS Employee		
		Application for Reconstitution							
		Application to Renew License							
		Authorised Person Replacement							
		Miscellaneous Application						ĺ	
	Pol	Application to Change Partner/Director				Usoful Links			

c. On clicking the "Cancellation of Customs Pass" button, the application page will be displayed wherein the CB needs to populate the form with the following details.

Central Board of Indirect Taxes and Customs	CBLMS	र्ण्या महोत्सन् हेल्ला के से से अपने महोत्सन	چ
My Applications Application form ~			
Application For Cancellation Of Customs Pass			
Pulley Section* Entrect v Remon For Canceledion *	Custom Persibat* Select Custom Persibat* Decement Feasor Of Carsolitation Chasses Hise Inter Chasses (Curry off His (Hais: Gail D ML))	Other Relevant Document Chasse File Roll to the chassin (only pdf IIs Note: Lei to Us)	
Lifter Attime That Lifter Have Reed The Customs Broker Lisensing Regulations, 2018 And Agree To Abide by Th Lifter Hersby Solemony Attime That Above Perticulars Provided by Ma(Jul Are Tran And Correct And Unive Rou	wm. what Supprocead Or Microprocented Any Facts.		2 2 50v0 →

USER MANUAL – CANCELLATION OF CUSTOM PASS ON CBLMS PORTAL i. **Policy Section:** The CB needs to select the Custom Policy Section of the employee for whom Custom Pass has to be cancelled.

ii. **Custom Pass List:** The CB needs to select employee from the list of whom the custom pass has to be cancelled.

iii. **Reason for Cancellation:** The CB needs to mention the reason for which they want to cancel the custom pass.

iv. **Document for Request of Cancellation:** The CB needs to upload the document in support for request of cancellation of custom pass (*only pdf file, max. 10MB*).

v. **Other Relevant Document:** Any other relevant document that needs to be uploaded along with the above details regarding the employee (*only pdf file, max. 10MB*).

d. After filling the above mentioned details, the CB needs click on the following checkboxes:

- I/we affirm that I/we have read the Customs Broker Licensing Regulations, 2018 and Agree to Abide By Them
- I/we Hereby solemnly affirm that above particulars provided by me/us are True and Correct and I/we have not suppressed or Misrepresented Any Facts.



e. After clicking on the checkboxes, the CB has to click on the *Save* button to submit the application.

Central Board of Indirect Taxes and Oustons	CBLMS		÷
My Applications Application form ~			
Application For Cancellation Of Customs Pass			
Parley Sector* Salect V Research For Cancelation *	Custom Feas Ust* Seriest v v Decument Feasor Of Cancellation Choose Rife Into Nat and Ustan Origing of the Adox and Ustan	Other Relevent Document Chosen File Ne file chosen (only pd file, Max Ale Tuble)	
i (lee Afforn that (life intro flood the Costone Brake Usership Regulation, 2018 And Ages To Abde By Use Heraby Solemniy Afforn that Above Previoulars Provided By Mo(De Are True And Cornect And Ulife Her	wm. • Net Ruppercool Or Manaperconted Any Facts.	[Sove →

f. **Final Submission:** After clicking the *Save* button, the following page will appear with the message "*Application has been submitted for cancellation*".

ral Board of Indirect Taxes ment of Revenue, Ministry of Finance,	and Customs Government of India	[CBLMS		जादी स अमृत महोत्सव	چ.
y Applications Application	nform ~					
Application has been submi	tiad for concellation.					
		Customs Brokers License	a Management System Application List			
A configuration and	Application Form Type	Policy Section	Submission/Created Date	Status	Action	_
Anthron No.						
100000004526	Cancellation of Customs Pass	Cochin Customs	21-Feb-2023 04:43:28 PM	Submitted	B View	
100000004526	Cancellation of Customs Pass Renewal of Customs Pass	Cochin Customs Cochin Customs	21-Feb-2023 04:43:28 PM 06-Feb-2023 03:35:50 PM	Submitted Submitted	B View B View	_