



**USER MANUAL – CANCELLATION OF CUSTOM PASS  
ON CBLMS PORTAL**

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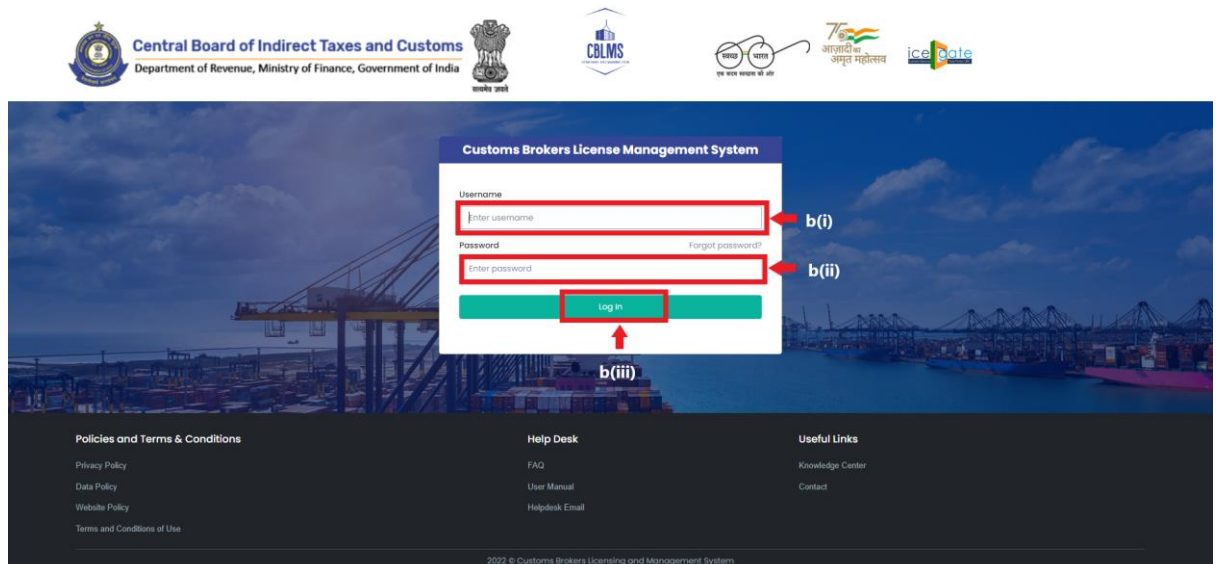
# Customs Brokers License Management System (CBLMS)

## User Manual – Cancellation of Custom Pass on CBLMS Portal

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:

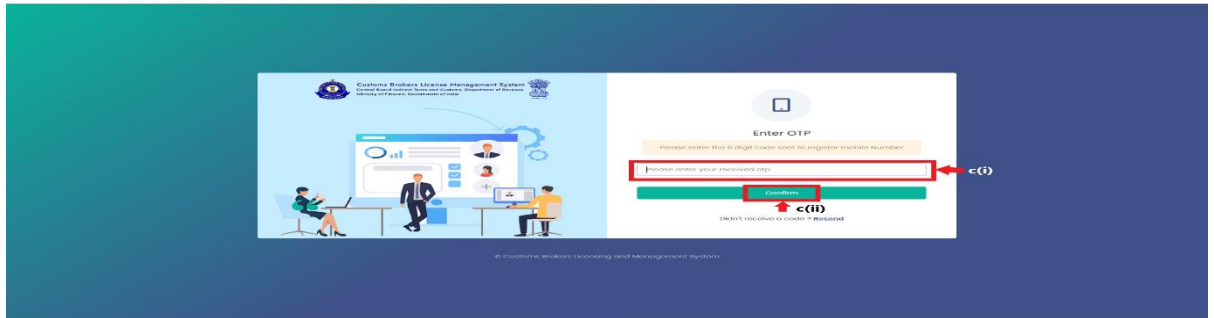
### 1: LOGIN :

- 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
- 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



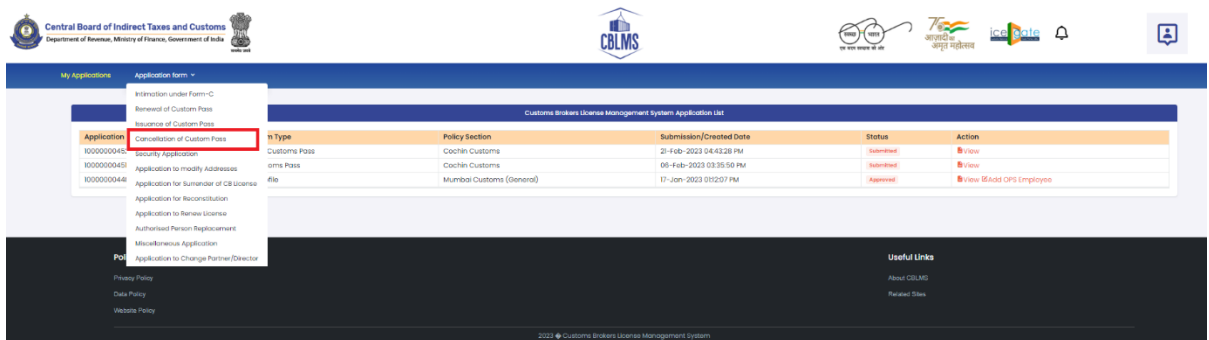
- i. Enter the 6-digit OTP as received on the registered mobile number of the Customs Broker.
- ii. Click on the Confirm button to confirm the login.

## 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 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.



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.

Application For Cancellation Of Customs Pass

Policy Section\*  Custom Pass List\*

Reason for Cancellation\*  Document For Reason Of Cancellation  Other Relevant Document

I/We Affirm That I/We have Read The Customs Broker Licensing Regulations, 2018 And Agree To Abide By Them.  
 I/We Herabv Sotemnly Affirm That Above Particulars Provided By Me/Us Are True And Correct And I/We Have Not Suppressed Or Microprocvented Any Facts.

- 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.*

The screenshot shows the 'Application For Cancellation Of Customs Pass' form on the CBLMS portal. The form contains the following fields and elements:

- Policy Section\***: A dropdown menu with 'Select' as the current value.
- Custom Pass List\***: A dropdown menu with 'Select' as the current value.
- Reason For Cancellation \***: A text input field.
- Document For Reason Of Cancellation**: A file upload section with a 'Choose File' button, 'No file chosen' text, and '(only pdf file. Max size 10 MB)' note.
- Other Relevant Document**: A file upload section with a 'Choose File' button, 'No file chosen' text, and '(only pdf file. Max size 10 MB)' note.
- Checkboxes (highlighted in red)**:
  - 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.
- Submit**: A green button at the bottom right of the form.

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

The screenshot shows the 'Application For Cancellation Of Customs Pass' form on the CBLMS portal. The form includes the following fields and elements:

- Policy Section\***: A dropdown menu with 'Select' as the current value.
- Custom Pass List\***: A dropdown menu with 'Select' as the current value.
- Reason for Cancellation \***: A text input field.
- Document for Reason of Cancellation**: A file upload field with 'Choose File' and 'No file chosen' text, and a note '(only pdf file. Max. size 10 MB)'. There is also a 'Cancel' button.
- Other Relevant Document**: A file upload field with 'Choose File' and 'No file chosen' text, and a note '(only pdf file. Max. size 10 MB)'. There is also a 'Cancel' button.
- Affirmation**: A section with two checkboxes:
  - I/We Affirm that I/We have Read The Customs Broker Licensing Regulations, 2018 And Agree To Abide By Them.
  - I/We Heresby Solemnly Affirm That Above Particulars Provided By Me/Us Are True And Correct And I/We Have Not Suppressed Or Misrepresented Any Facts.
- Save**: A green button with a dropdown arrow, highlighted with a red box.

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

The screenshot shows the confirmation message and the application list table on the CBLMS portal.

**Confirmation Message:** Application has been submitted for cancellation.

**Customs Brokers License Management System Application List**

Application No.	Application Entry Type	Policy Section	Submission/Created Date	Status	Action
10000004426	Cancellation of Customs Pass	Cochin Customs	21-Feb-2023 04:42:29 PM	Submitted	View
10000004481	Renewal of Customs Pass	Cochin Customs	06-Feb-2023 03:26:50 PM	Submitted	View
10000004482	Existing_CB_Profile	Mumbai Customs (General)	17-Jan-2023 01:29:07 PM	Approved	View & Add OPS Employee