



USER MANUAL TO MANAGE CB PROFILE
(ADD / EDIT OTHER POLICY SECTION)

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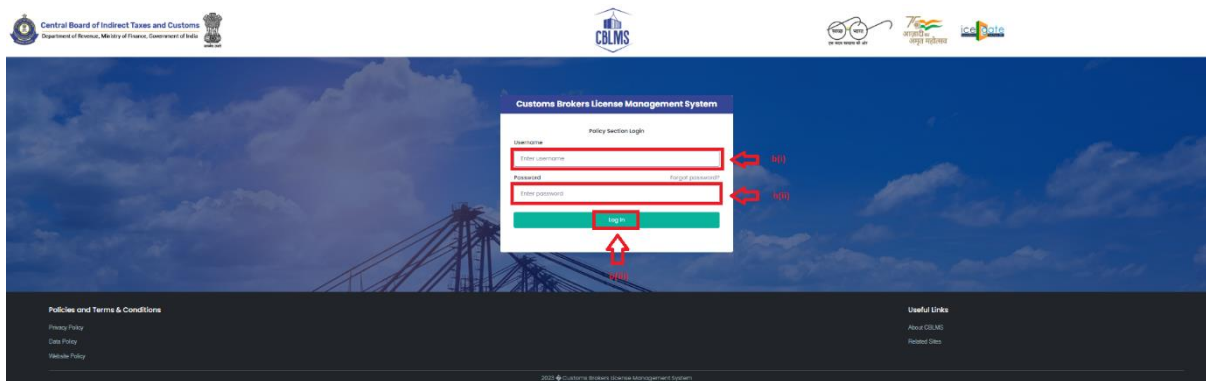
Customs Brokers License Management System (CBLMS)

USER MANUAL TO MANAGE CB PROFILE (ADD / EDIT) OTHER POLICY SECTION)

With the introduction of the new functionality in CBLMS, the Nodal Officer (Assistant Commissioner / Deputy Commissioner) of the Parent Policy Section can edit the OPS details of CB Profile which have be wrongly validated. This functionality is only to be used in cases where the OPS details of the CB were wrongly filled and validated / approved. The process of editing the OPS details of the CB Profile, through CBLMS, is explained below:

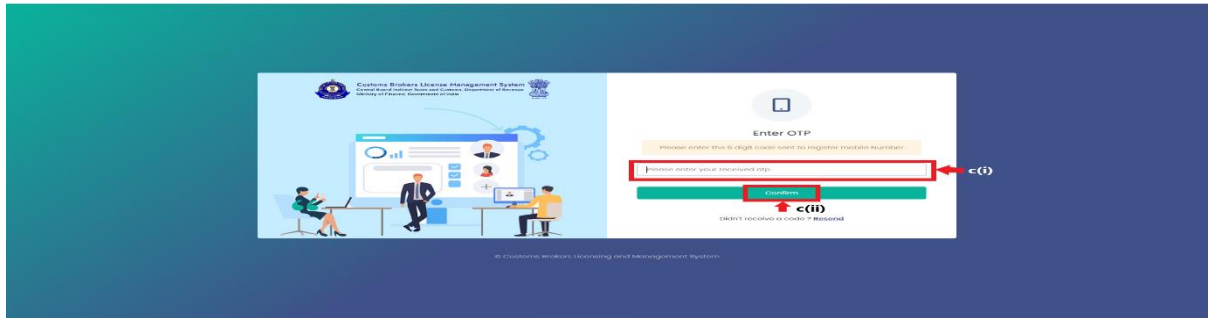
1: LOGIN :

- a. The Nodal Officer (Assistant / Deputy Commissioner) of the Parent Policy Section needs to login into the portal through Officer Login for Physical Uploading of file.



- b. On clicking the Officer login button on the homepage, the following page will be displayed.
 - i. Username i.e. Officer User ID details.
 - ii. Password
 - iii. Press Log In button after entering the Username and Password to log into the account.

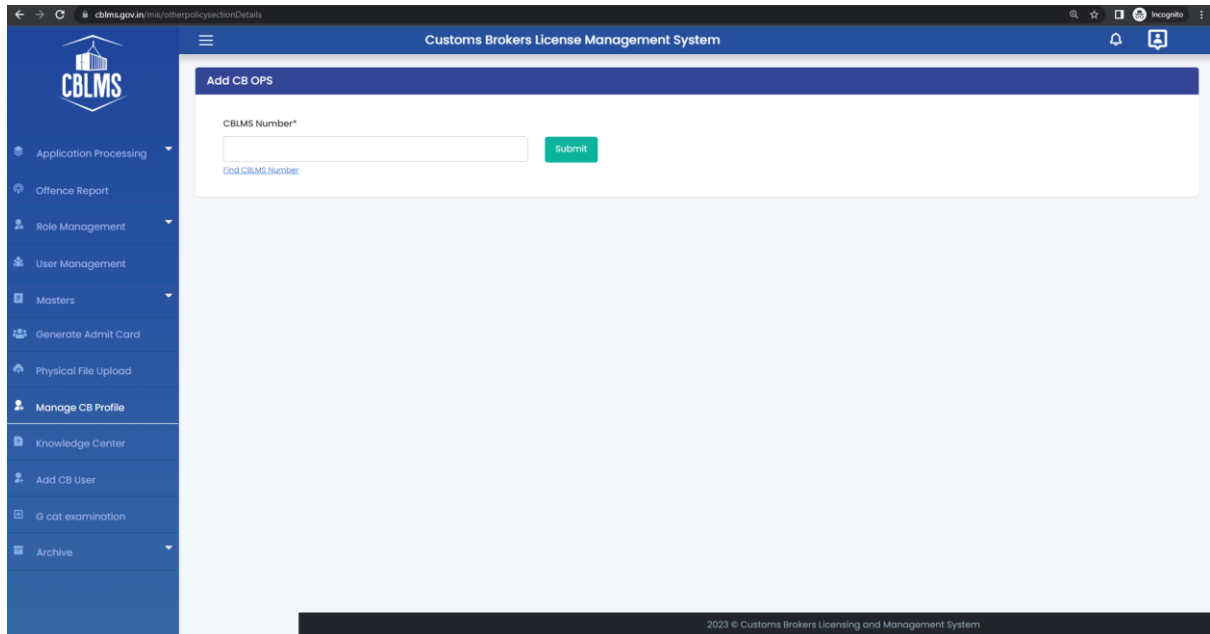
- c. After clicking on the “Log In” button, an OTP will be sent via SMS to the registered mobile number of the applicant and the following OTP page will be shown



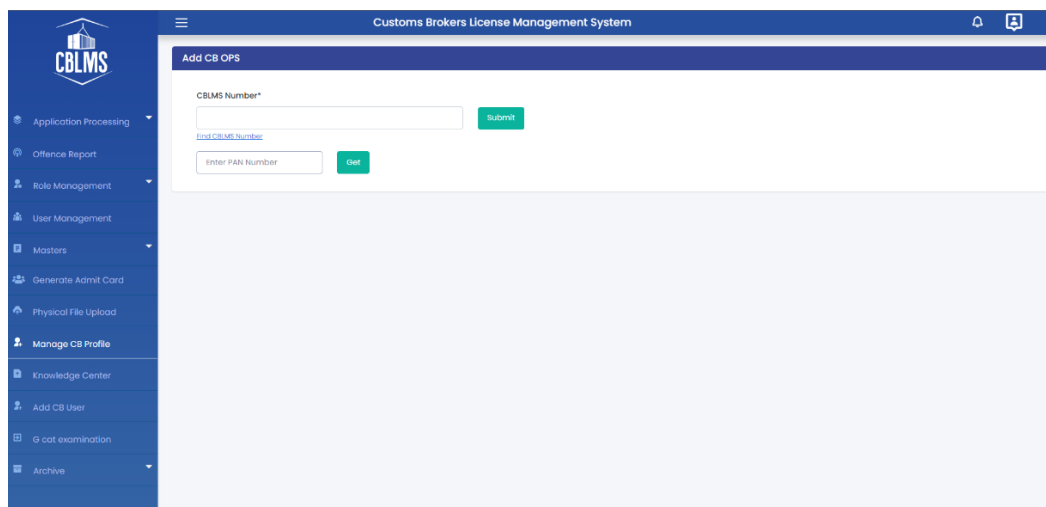
- r the 6-digit OTP as received on the registered mobile number of the Officer.
- ii. Click on the Confirm button to confirm the login.

2. APPLICATION :

- a. On successful login into the portal, the following screen will appear. Click on the “Manage CB Profile” button as highlighted below for initiating the editing process.



- b. On clicking the “Manage CB Profile” button, the application page is displayed wherein the officer needs to populate the form with the following details.
 - i. Find CBLMS Number :- The Officer needs to enter the PAN Number of the CB whose OPS details needs to be edited and then click on “GET”.



- ii. CBLMS Number: This data is auto populated after clicking on “GET” as mentioned above. After the CBLMS Number is auto filled, the Officer needs to click on “Submit”.
- iii. CB Name :- The Officer needs to select the name of the CB from the Drop down menu.

- iv. Other Policy Section : After clicking on the name of the CB, the following page is displayed where the officer needs to fill / edit the details of the policy section as per the scenarios mentioned below :

	Action	Other Policy Section Name	Address Line 1	Address Line 2	City	State	Pin Code	Addr
		Mumbai Customs (General)	MONARCH PLAZA,21/212,PLOT	NO.56 MAHARASTRA 400614	MUMBAI	MAHARASHTRA	400614	
		Vijayawada Customs (Preventive)	5A,6-3-24/4/ARD-NO.1MARUTHI	HIGHTS ANDHRAPRADESH 500034	VJAYAWADA	ANDHRA PRADESH	500034	
		Vijayawada Customs (Preventive)	FLAT NO.104, 1ST FLR,	SRINIVASA ANDHRAPRADESH	GUNTUR	ANDHRA PRADESH	522004	
		Vishakhapatnam Customs	10-12-01/FLAT NO.48,WARD	NO.18, ANDHARA PRADESH	VISHAKAPATNAM	ANDHRA PRADESH	530002	
		Delhi Customs (Airport & General)	PLOT NO.820,SE.42 GOLF COURSE	ROAD, HARYANA	HARYANA	HARYANA	122002	

3. Scenario no. 1 :-

1. If the Custom Broker has checked the wrong option for “Are you working in Other Policy Sections in FORM-C under Regulation 7(3) of CBLR, 2018 ?” - for example the CB had selected “NO” option earlier, the nodal officer can change this to “YES” and process the application further.

Action	Other Policy Section Name	Address Line 1	Address Line 2	City	State	Pin Code	Addr
+ Add Contact Person	Mumbai Customs (General)	MONARCH PLAZA,211/212,PLOT	NO.56 MAHARASTRA, 400614	MUMBAI	MAHARASHTRA	400614	View
+ Add Contact Person	Vijayawada Customs (Preventive)	5A,8-3-24/4/ARD-NO.1MARUTHI	HIGHTS ANDHRAPRADESH 500034	VJAYAWADA	ANDHRA PRADESH	500034	View
+ Add Contact Person	Vijayawada Customs (Preventive)	FLAT NO.104, 1ST FLR,	SRINIVASA ANDHRAPRADESH	GUNTUR	ANDHRA PRADESH	522004	View
+ Add Contact Person	Vishakhapatnam Customs	10-12-01,FLAT NO.48,WARD	NO.18, ANDHARA PRADESH	VISHAKAPATINAM	ANDHRA PRADESH	530002	View

2. **Filling up the details of the OPS :** After clicking on “YES”, the nodal officer is required to fill the details of the Other Policy Section of the CB which is explained below :

I. **Other Policy Section :** Name of the Policy Section / Customs Zone where the CB has been working as Customs Broker under Regulation 7(3) / (FORM-C) of CBLR, 2018.

II. **Address Line 1 :** Address of the CB office of the selected Other Policy Section. Address part has been divided in 2 parts. This is the first part which stores the first half part of the address like flat no., house no, society, locality etc.

III. **Address Line 2 :** Address of the CB office of the selected Other Policy Section. This is the second part which stores the second half part of the address like village, city, landmark etc.

IV. **District :** This is to store the District name of the address.

V. **State :** State wherein the address is located.

VI. **Email Id** : Email Id of the CB for the office in Other Policy Section

VII. **Contact No** : Telephone number of the CB for the specified address.

VIII. **Pin Code** : This is the PIN code of the address.

IX. **Upload Permanent Address Proof**: In this field the officer should upload the scanned copy of the proof of the address of the CB.

Following documents can be used as proof of address:

A. Water Bill,

B. Telephone (landline or post-paid mobile bill),

C. Electricity bill,

D. Income Tax Assessment Order,

E. Election Commission Photo ID card,

F. Proof of Gas Connection,

G. Certificate from Employer of reputed companies on letter head,

H. Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder), (provided the applicant's present address matches the address mentioned in the spouse's passport),

I. Aadhaar Card,

J. Rent Agreement,

K. Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only).

X. **Add Address Button**: On clicking this button, the Other Policy Section will be added in CBLMS. The added Other Policy Section will appear in the table at the bottom of the page. The Nodal Officer can add multiple Policy Section this way.

3. Filling up details of **Add Contact Person** :- Each added address must have at least one contact person associated with it. The Nodal Officer is required to add the Contact Person using "Add Contact Person" button in the addresses table at the bottom of the page.

Following details are captured for the Contact person.

A. **Name** : Name of the Contact Person for this address.

B. **Father's Name** : Name of the father of the Contact person.

C. **Birth Date** : Date of birth of the Contact person.

D. **Upload Photograph** : In this field, the nodal officer will have to upload the scanned photograph of the Contact Person in JPG/JPEG format. Its size should be less than 500 KB.

E. **Upload Signature** : In this field, the nodal officer will have to upload the scanned signature of the Contact Person in JPG/JPEG format. Its size should be less than 100 KB.

F. **PAN Card** : In this field, the Nodal Officer will have to enter the Permanent Account Number (PAN) of the Contact Person.

G. **Upload PAN Card** : In this field, the Nodal Officer is required to upload the scanned PAN card (both sides) of the Contact Person in PDF format. Its size should be less than 1 MB.

H. **Mobile Number** : This is the mobile number of the Contact Person.

I. **Email Id** : This is the email id of the Contact Person.

J. **Personal Address**: This is the address of the Contact Person.

K. **Upload Present Address Proof** : In this field the Nodal Officer is required to upload the scanned copy of the proof of the address.

Following documents can be used as proof of address:

1. Water Bill,
2. Telephone (landline or post-paid mobile bill),
3. Electricity bill,
4. Income Tax Assessment Order,
5. Election Commission Photo ID card,
6. Proof of Gas Connection,
7. Certificate from Employer of reputed companies on letter head,
8. Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder), (provided the applicant's present address matches the address mentioned in the spouse's passport),
9. Aadhaar Card,
10. Rent Agreement,

11. Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only).

After filling the above details the nodal officer is required to click the “SAVE” button to add the contact person details for that Policy Section.

The screenshot shows a web form titled "Add Contact Person" with a close button (X) in the top right corner. The form contains the following fields and sections:

- Name***: Text input field.
- Father's Name***: Text input field.
- Birth Date***: Date input field with a placeholder "mm/dd/yyyy" and a calendar icon.
- Upload Photograph***: File upload section with a "Choose File" button and a note "(Only JPG/JPEG file, Max. size 500 KB)".
- Upload Signature***: File upload section with a "Choose File" button and a note "(Only JPG/JPEG file, Max. size 100 KB)".
- PAN ***: Text input field.
- Upload PAN Card Copy***: File upload section with a "Choose File" button and a note "(only pdf file, Max. size 1 MB)".
- Mobile Number***: Text input field.
- Email Id***: Text input field.
- Personal Address***: Large text area for address input.
- Upload Personal Address Proof* ①**: File upload section with a "Choose File" button and a note "(only pdf file, Max. size 10 MB)".
- Save**: A blue button with white text, highlighted with a red rectangular border.

4. Scenario no. 2 :-

If the CB has wrongly filled the OPS details, the officer can either delete or edit these details by clicking on the delete or edit button placed beside the OPS details, as shown in the figure below.

For example, if the CB has wrongly mentioned Mumbai Customs as an OPS, the nodal officer at the Parent Policy Section can click on the delete button as shown in the screenshot and delete the entry of Mumbai Customs from the CB's profile. Similarly, if the CB has entered incorrect details within the OPS, the Nodal Officer can click on the edit button to modify these details of the CB's office or Contact Person as the case may be.

The screenshot displays the CBLMS interface for managing other policy sections. The form includes fields for 'Other Policy Section Name', 'Address Line 1', 'Address Line 2', 'District', 'State', 'Email Id', 'Contact No.', and 'Pincode'. There is also an 'Upload Address Proof' section with a 'Choose File' button and a note '(only pdf file, Max size 10 MB)'. Below the form is a table listing existing policy sections.

Action	Other Policy Section Name	Address Line 1	Address Line 2	City	State	Pin Code	Add
	Mumbai Customs (General)	MONARCH PLAZA,211/212,PLOT	NO.99 MAHARASHTRA 400014	MUMBAI	MAHARASHTRA	400014	
	Vijayawada Customs (Preventive)	5A,6-3/24/4/ARD-NO.1MARUTHI	HIGHTS ANDHRA PRADESH 500034	VIJAYAWADA	ANDHRA PRADESH	500034	
	Vijayawada Customs (Preventive)	FLAT NO.104, 1ST FLR,	SRINIVASA ANDHRA PRADESH	GUNTUR	ANDHRA PRADESH	522004	
	Vishakhapatnam Customs	10-12-01/FLAT NO.48,WARD	NO.18, ANDHARA PRADESH	VISHAKAPATNAM	ANDHRA PRADESH	530002	

5. Final Save and Submit :-

After filling and modifying all the details of the CBs, the Officer needs to Save the details and then Click on “Submit” for final submit of the application.