



**USER MANUAL – CHANGE IN SECURITY ON CBLMS
PORTAL**

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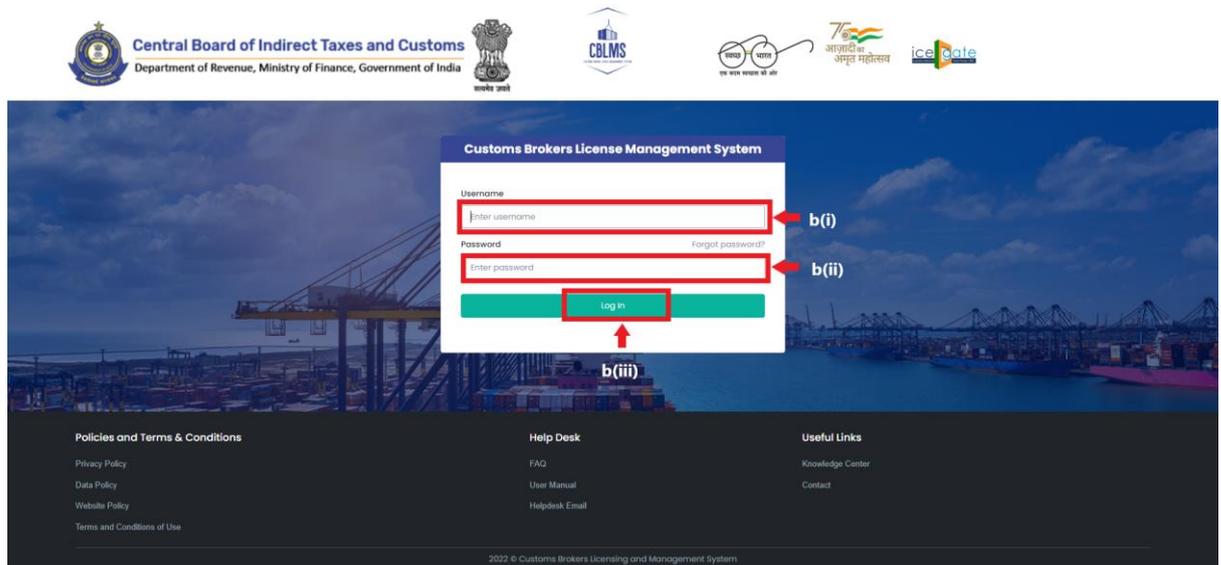
Customs Brokers License Management System (CBLMS)

User Manual – Miscellaneous Application 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



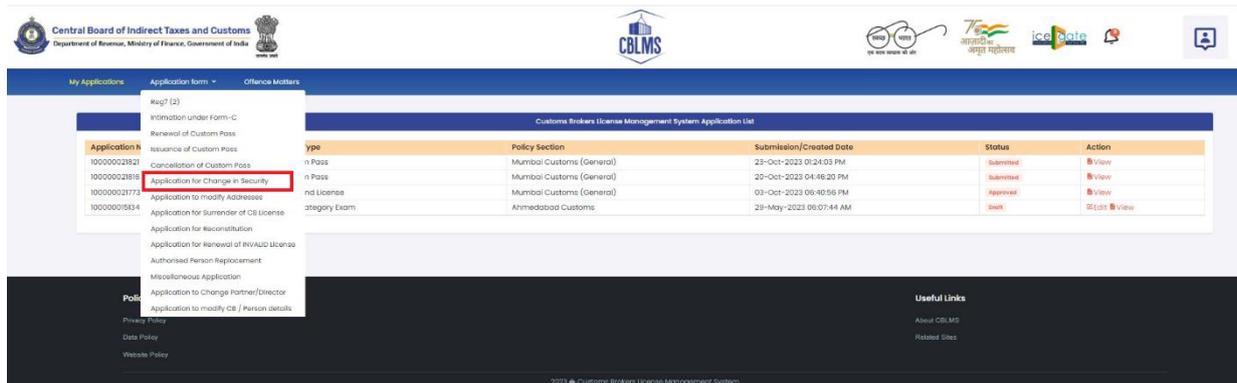
- i. Enter the 6-digit OTP as received on the registered mobile number of the Customs Broker.
- ii. Click on the Confirm button to confirm the login.

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 Change in Security.



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



c. On clicking the “Application for Change in Security” button, the application page will be displayed wherein the CB needs to select the new security to be added i.e. AEO-LO or Security Deposit.



d. On clicking AEO-LO certificate, the following details will be displayed wherein the CB needs populate the form with the following details.

i. **AEO-LO Certificate No.:** The CB needs to enter the AEO-LO Certificate No.

ii. **Issuance Date:** The CB needs to select issuance date of the AEO-LO certificate.

iii. **Expiry Date:** The CB needs to select the expiry date of the AEO-LO certificate.

iv. **Upload AEO-LO Certificate:** The CB needs to upload the AEO-LO certificate. *(only pdf file, max. 1MB).*

v. **Upload Acknowledgement Of Submission Of Security Deposit, Bond in Form D and Bond in Form E Of CBLR, 2018:** The CB needs to upload the document in support for request of cancellation of custom pass *(only pdf file, max. 5MB).*

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).*

e. On clicking Security Deposit, a drop down list will appear from which the CB has to select the type of Security Deposit details that needs to be updated in the CBLMS portal.

The screenshot shows the 'Application For Change In Security' form. At the top, there are navigation links for 'My Applications', 'Application form', and 'Office Matters'. Below this is a table titled 'Select Securities To Be Returned/Released' with columns for 'Deposit Type', 'Security Number', 'Expiry/Maturity Date', 'Bank/Post Office Name', 'Amount (Rs.)', and 'Scan Copy'. Below the table is the 'Add New Security' section. It has two radio buttons: 'AEO-IO' (unselected) and 'security deposit' (selected). Under 'security deposit', there is a dropdown menu for 'Security Deposit*' with a list of options: 'Bank Guarantee', 'Fixed Deposit', 'National Saving Certificate', and 'Postal Deposit'. The 'Bank Guarantee' option is selected and highlighted. Below the dropdown is a checkbox for 'I/We Heresby Solemnly Affirm That The Particulars Provided By Me/Us Are True And Correct And I/We Have Not Suppressed Or Misrepresented Any Facts. I/We Further Affirm That I/We Have Read The Customs Broker Licensing Regulations, 2018 And Agree To Abide By Them.' and two buttons: 'Save' and 'Save & Proceed'.

f. On selecting Bank Guarantee, the following details will be displayed wherein the CB needs populate the form with the following details.

The screenshot shows the 'Application For Change In Security' form with the 'BANK GUARANTEE' section expanded. It contains the following fields: 'Bank Guarantee No.*', 'Amount *', 'Issue Date *' (format: dd-mm-yyyy), 'Expiry Date *' (format: dd-mm-yyyy), 'Bank Name *' (dropdown menu), 'Bank Branch *', 'Upload Bank Guarantee*' (with a 'Choose File' button and a note '(only pdf file. Max. size 1 MB)'), and 'Auto Renewal *' (with 'Yes' and 'No' radio buttons). There is an 'Add Bank Guarantee' button at the bottom right of the section. Below the form is the same affirmation checkbox and 'Save'/'Save & Proceed' buttons as seen in the previous screenshot.

- i. **Bank Guarantee No.:** The CB needs to enter the appropriate Bank Guarantee No.
- ii. **Amount:** The CB need to enter the amount of Bank Guarantee being uploaded by them.

- iii. **Issue Date:** The CB needs to select the date of issuance of bank guarantee.
- iv. **Expiry Date:** The CB needs to select the date of expiry of bank guarantee.
- v. **Bank Name:** The CB needs to select the name of the bank of which the bank guarantee is being submitted.
- vi. **Bank Branch:** The CB needs to enter the details of the bank branch.
- vii. **Upload Bank Guarantee:** The CB needs to upload the bank guarantee (*only pdf file, max. 1MB*).
- viii. After entering the above details, the CB needs to click on Add Bank Guarantee to add the above details.
- g. On selecting Fixed Deposit, the following details will be displayed

The screenshot shows the 'Application For Change In Security' form. The 'Add New Security' section is active, and the 'Security Deposit' dropdown is set to 'Fixed Deposit'. The 'FIXED DEPOSIT' section is highlighted with a red box and contains the following fields:

- Fixed Deposit Account No. *
- Amount *
- Issue Date * (dd-mm-yyyy)
- Maturity Date * (dd-mm-yyyy)
- Name Of The Account Holder *
- Bank Name * (Select)
- Bank Branch *
- Upload Fixed Deposit * (Choose File, only pdf file, Max. size 1MB)

At the bottom right of the highlighted section is a green button labeled 'Add Fixed Deposit'. Below the form is a disclaimer: '(I/We hereby solemnly Affirm That The Particulars Provided By Me/Us Are True And Correct And I/We Have Not Suppressed Or Misrepresented Any Facts. I/We Further Affirm That I/We Have Read The Customs Broker Licensing Regulations, 2018 And Agree To Abide By Them.)' and 'Save & Proceed' buttons.

wherein the CB needs populate the form with the following details.

- i. **Fixed Deposit Account No.:** The CB needs to enter the appropriate Fixed Deposit Account Number.
- ii. **Amount:** The CB need to enter the amount of Fixed Deposit being uploaded by them.

- iii. **Issue Date:** The CB needs to select the date of issuance of fixed deposit account.
- iv. **Maturity Date:** The CB needs to select the date of maturity of fixed deposit account.
- v. **Name of the Account Holder:** The CB needs to enter the name of the account holder of the fixed deposit.
- vi. **Bank Name:** The CB needs to select the name of the bank of which the fixed deposit is being submitted.
- vii. **Bank Branch:** The CB needs to enter the details of the bank branch.
- viii. **Upload Fixed Deposit:** The CB needs to upload the bank guarantee (*only pdf file, max. 1MB*).
- ix. After entering the above details, the CB needs to click on Add Fixed Deposit to add the above details.
- h. On selecting National Saving Certificate, the following details will be displayed wherein the CB needs populate the form with the following details.

The screenshot shows the CBLMS web application interface. At the top, there are logos for the Central Board of Indirect Taxes and Customs, CBLMS, and other entities. The main content area is titled "Application For Change In Security" and contains a table for existing securities, a section for adding new securities, and a detailed form for a National Saving Certificate. The form fields include NSC Account No., Amount, Issue Date, Maturity Date, Name Of The Account holder, and Post Office Branch Name. There is also an upload field for the NSC document. A red box highlights the National Saving Certificate form fields.

- i. **NSC Account No.:** The CB needs to enter the appropriate NSC Account Number.
- ii. **Amount:** The CB need to enter the amount of Fixed Deposit being uploaded by them.
- iii. **Issue Date:** The CB needs to select the date of issuance of fixed deposit account.
- iv. **Maturity Date:** The CB needs to select the date of maturity of fixed deposit account.
- v. **Name of the Account Holder:** The CB needs to enter the name of the account holder of the fixed deposit.
- vi. **Post Office Branch Name:** The CB needs to enter the details of the Post Office Bank Branch Name.
- vii. **Upload NSC:** The CB needs to upload the NSC (*only pdf file, max. 1MB*).
- viii. After entering the above details, the CB needs to click on Add NSC to add the above details.
- i. On selecting Postal Deposit, the following details will be displayed wherein the CB needs populate the form with the following details.

- i. **Postal Deposit Account No.:** The CB needs to enter the appropriate Postal Deposit Account Number.
- ii. **Amount:** The CB need to enter the amount of Fixed Deposit being uploaded by them.
- iii. **Issue Date:** The CB needs to select the date of issuance of fixed deposit account.
- iv. **Maturity Date:** The CB needs to select the date of maturity of fixed deposit account.
- v. **Name of the Account Holder:** The CB needs to enter the name of the account holder of the fixed deposit.
- vi. **Post Office Branch Name:** The CB needs to enter the details of the Post Office Bank Branch Name.
- vii. **Upload Postal Deposit:** The CB needs to upload the Postal Deposit (*only pdf file, max. 1MB*).
- viii. After entering the above details, the CB needs to click on Add Potal Deposit to add the above details.

After filling the above mentioned details, the CB needs click on the following checkbox:

- *I/we Hereby solemnly affirm that the particulars provided by me/us are True and Correct and I/we have not suppressed or Misrepresented Any Facts. I/we affirm that I/we have read the Customs Broker Licensing Regulations, 2018 and Agree to Abide By Them.*
- j. After clicking on the checkbox, the CB has to click on the *Save* button to save the details and *Save & Preview* to final submit the application.

The screenshot displays the 'Application For Change in Security' form in the CBLMS system. The interface includes a header with the Central Board of Indirect Taxes and Customs logo and navigation tabs for 'My Applications', 'Application Form', and 'Offline Matters'. The main content area is divided into several sections:

- Select Securities To Be Returned/Released:** A table with columns for 'Deposit Type', 'Security Number', 'Expiry/Maturity Date', 'Bank/Post Office Name', 'Amount (Rs.)', and 'Scan Copy'. A message below the table states 'Securities not found.'.
- Add New Security:** A section with radio buttons for 'AEO-ID' and 'Security deposit'. The 'Security deposit' option is selected. Below this is a dropdown menu for 'Postal Deposit'.
- POSTAL DEPOSIT:** A section with several input fields:
 - Postal Deposit Account No. *
 - Amount *
 - Issue Date * (format: dd-mm-yyyy)
 - Maturity Date * (format: dd-mm-yyyy)
 - Name Of The Account Holder *
 - Post Office Branch Name *
- Upload Postal Deposit:** A section with a file upload field labeled 'Choose File' and a note '(only pdf file, Max. size 1 MB)'. A green button labeled '+ Add Postal Deposit' is located to the right.

At the bottom of the form, there is a disclaimer: 'I/We Heresby Solemnly Affirm That The Particulars Provided By Me/Us Are True And Correct And I/We Have Not Suppressed Or Misrepresented Any Facts. I/We Further Affirm That I/We have Read The Customs Broker Licensing Regulations, 2018 And Agree To Abide By Them.' Below the disclaimer are two buttons: 'Save' and 'Save & Proceed', both highlighted with a red border.

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