USER MANUAL – MISCELLANEOUS APPLICATION 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.

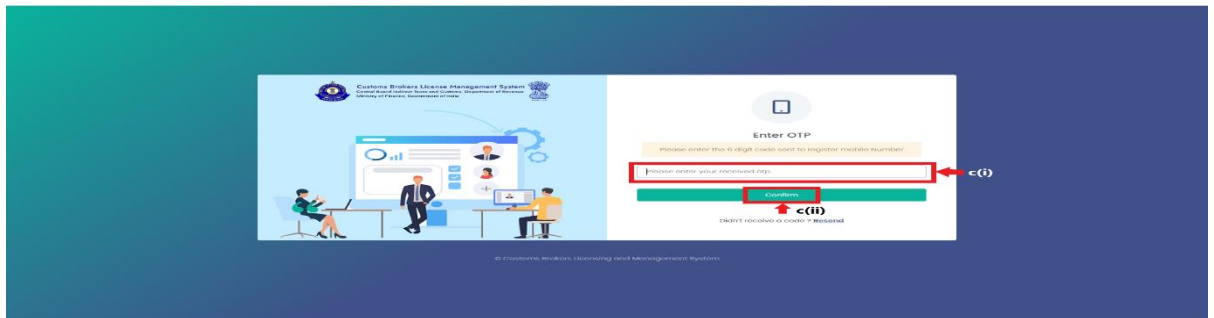b. On clicking the login button on the homepage, the following page will be displayed.

    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
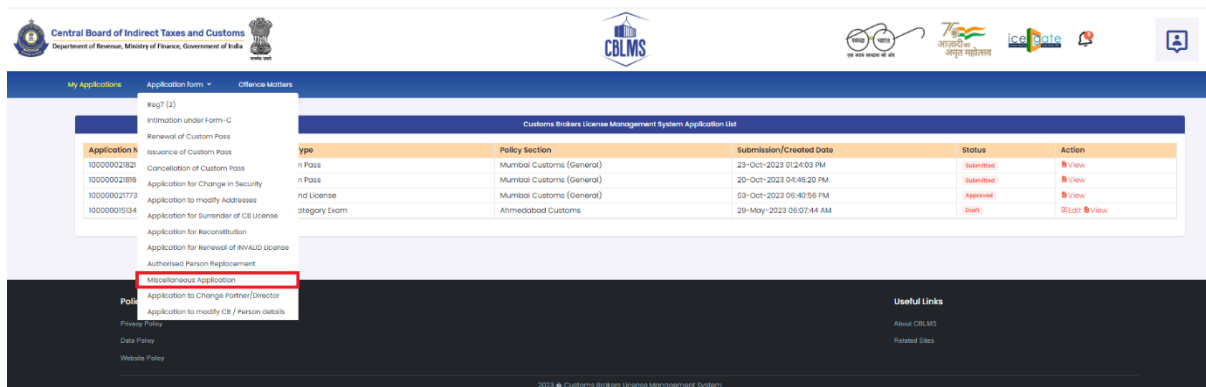

    i.   Enter the 6-digit OTP as received on the registered mobile number of the Customs Broker.

    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 intiating the process of Miscellaneous ApplicationChange in Security.

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

c. On clicking the "Miscellaneous Application" button, the application page will be displayed wherein the CB needs to populate the form with the following details.

i.   **Policy Section:** The CB needs to select the concerned policy section from the drop down list.

ii.   **Subject:** The CB needs to enter the subject for which the application is being put on the portal. This application is to be submitted by the CB for any matter which is not covered under any other application.

iii.   **Description:** The CB needs to enter the detailed description of the matter for which the application is being put on the portal.

iv.   **Document Upload:** The CB needs to upload the documents in support of the application.(*only pdf file, max. 10MB).*

v.   **Document Label:** The CB needs to enter the document label for the document uploaded by them.

If after adding the particular document, the CB feels the need to add more documents in support of the application, they need click "Add Document" Tab and upload the same.
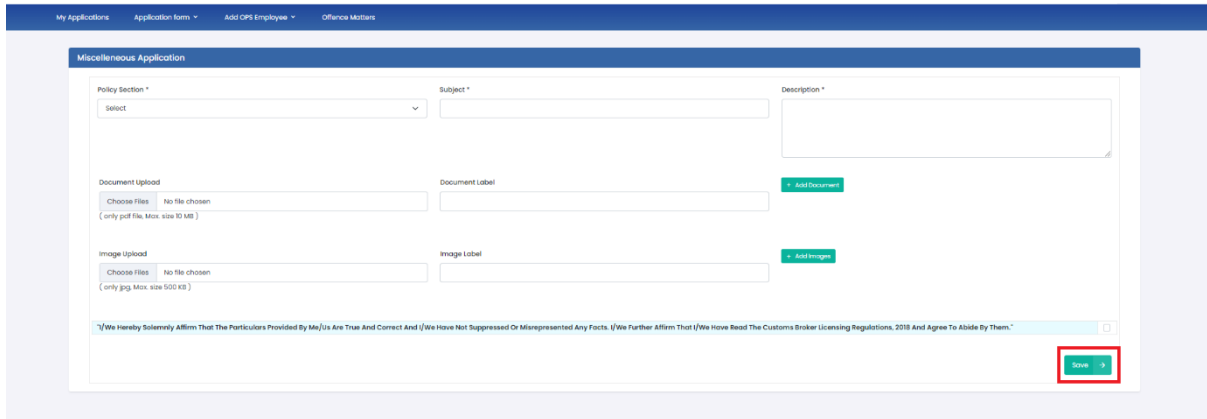
vi.   **Image Upload:** The CB needs to upload the images in support of the application. (*only jpg file, max. 500kB).*

vii.   **Image Label:** The CB needs to enter the image label for the images uploaded by them.

If after adding the particular document, the CB feels the need to add more documents in support of the application, they need click "Add Image" Tab and upload the same.

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 to final submit the application.

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