



**USER MANUAL – APPLICATION FOR RENEWAL OF
INVALID LICENSE ON CBLMS PORTAL**

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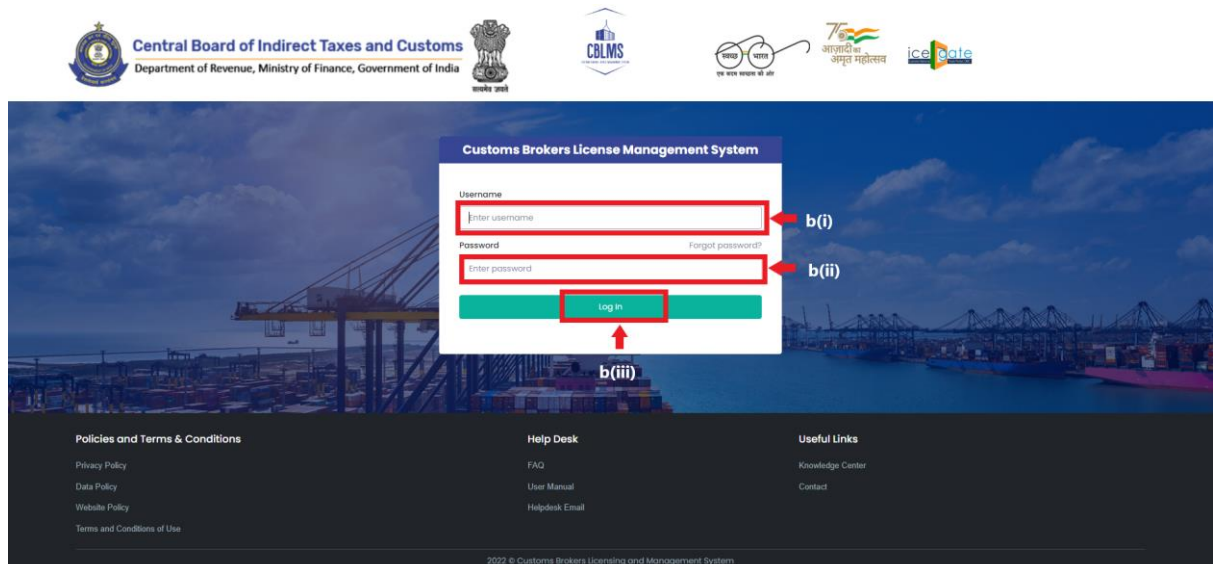
Customs Brokers License Management System (CBLMS)

User Manual – Application for Surrender of CB License on CBLMS Portal

With the introduction of new functionalities in CBLMS, the CBs can process application for Renewal of INVALID License on CBLMS portal. The process of apply through CBLMS, is explained below:

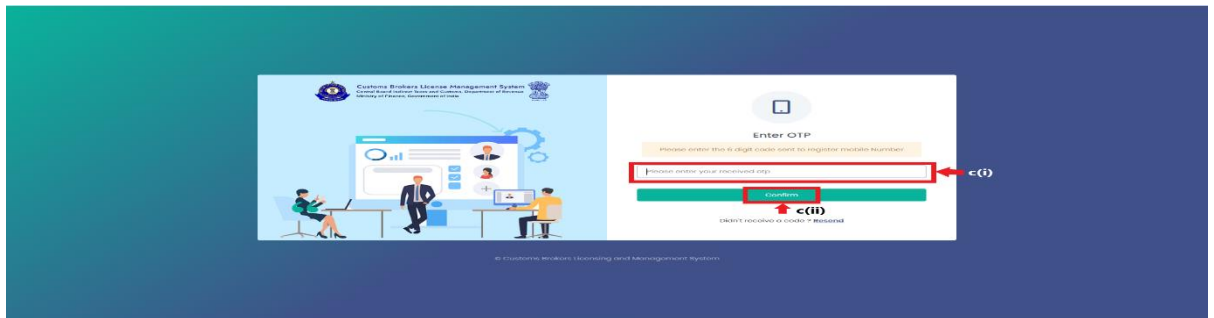
1: LOGIN :

- 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.

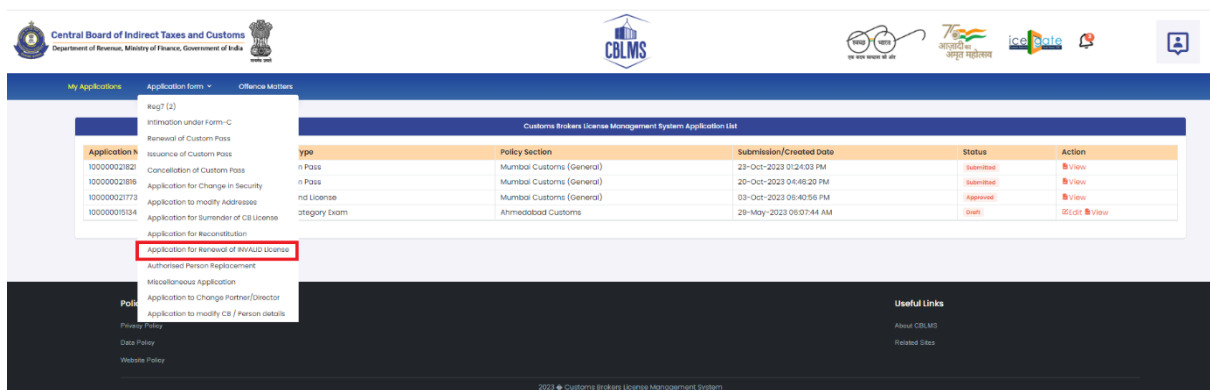
2. APPLICATION:

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 Application for Renewal of INVALID License.



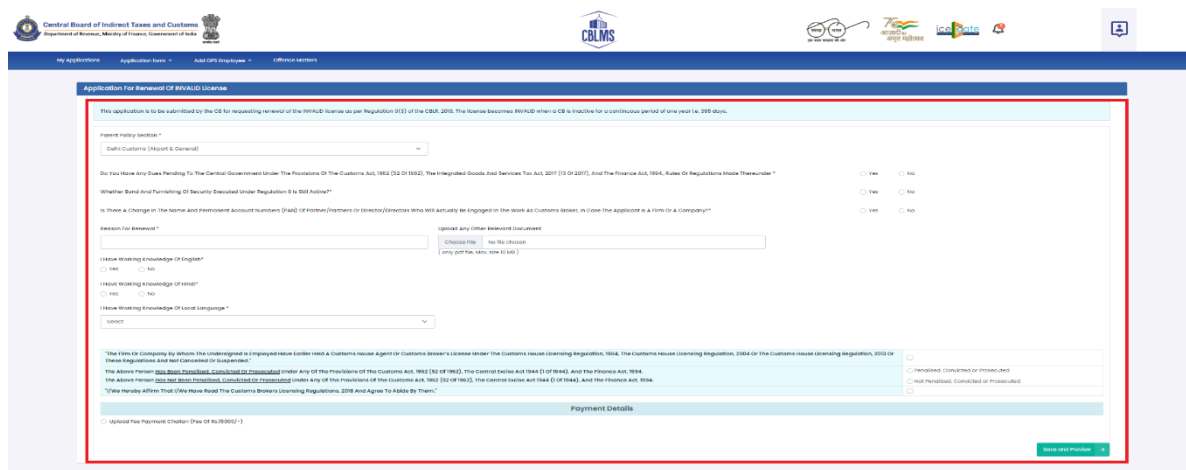
The screenshot shows the CBLMS portal interface. At the top, there are logos for the Central Board of Indirect Taxes and Customs, CBLMS, and other government entities. Below the navigation bar, the 'Application form' menu item is highlighted with a red box. The main content area displays a table titled 'Customs Brokers License Management System Application List' with columns for Application No., Application Form Type, Policy Section, Submission/Created Date, Status, and Action.

b. On clicking the “Application Form” button, drop down list will be displayed wherein the CB needs to select “Application for Renewal of INVALID License” menu as highlighted below.



The screenshot shows the CBLMS portal interface with the 'Application form' dropdown menu open. The 'Application for Renewal of INVALID License' option is highlighted with a red box. The main content area displays a table titled 'Customs Brokers License Management System Application List' with columns for Application No., Application Form Type, Policy Section, Submission/Created Date, Status, and Action.

c. On clicking the “Application for Renewal of INVALID License” button, the application page will be displayed wherein the CB needs to populate the form with the following details.



The screenshot shows the CBLMS portal interface with the 'Application for Renewal of INVALID License' form displayed. The form fields are highlighted with a red box. The form includes sections for 'Personal Details', 'Declaration', and 'Payment Details'. The 'Declaration' section contains several questions with radio button options for 'Yes' or 'No'.

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

After filling the above mentioned detail, the CB needs click on the following checkbox as *Yes or No*:

- *Do you have any dues Pending to the Central Government under the Provisions of the Customs Act, 1962 (52 of 1962), the Integrated Goods and Service Tax Act, 2017 (13 of 2017), and the Finance Act, 1994. Rules or Regulations made there-under.*
- *Whether Bond and Furnishing of Security Executed Under regulation 8 is still Active*
- *Is There A Change in the Name and Permanent Account Numbers (PAN) of Partner/Partners Or Director/Directors who will actually be engaged in the work as Customs Broker, in case the applicant is a firm or a Company.*

ii. **Reason For Renewal:** The CB needs to mention the reason for renewal of INVALID License.

iii. **Upload Any 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*).

After filling the above mentioned detail, the CB needs click on the following checkbox as *Yes or No*:

- *I have Working Knowledge of English*
- *I have Working Knowledge of Hindi*

iv. **Working Knowledge of Local Language:** The CB needs to select local language from the dropdown list.

I Have Working Knowledge Of Local Language *

Select

- Select
- Assamese
- Bengali
- Bodo
- Dogri
- Gujarati
- Hindi
- Kannada
- Kashmiri
- Konkani
- Marathi
- Malithili
- Malayalam
- Manipuri
- Nepali
- Oriya
- Punjabi
- Sanskrit
- Santhali
- Sindhi

Tamil

Telugu

Urdu

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

- *The Firm or Company By Whom the Undersigned is Employed Have Earlier Held A Customs Housing Agent or Customs Broker's License Under The Customs House Licensing Regulation, 1984, The Customs House Licensing Regulation, 2004 or The Customs House Licensing Regulation, 2013 Or These Regulations And Not Cancelled or Suspended.*

▪ *From the two option below, the CB has to select whether*

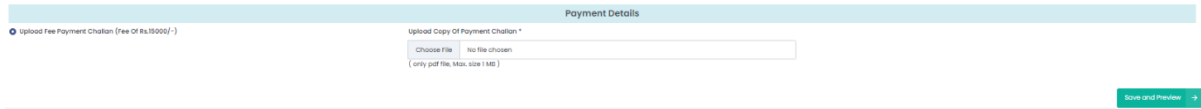
1. *The Above Person Has Been Penalised, Convicted or Prosecuted Under Any of the Provisions of the Customs Act, 1962 (52 Of 1962), The Central Excise Act 1944 (1 of 1944), And The Finance Act, 1994*

OR

2. *The Above Person Has Not Been Penalised, Convicted or Prosecuted Under Any of the Provisions of the Customs Act, 1962 (52 Of 1962), The Cebtral Excise Act 1944 (1 of 1944), And The Finance Act, 1994*

- *I/We Hereby Affirm That I/We Have Read The Customs Brokers Licensing Regulations, 2018 and Agree to Abide By Them*

- v. **Payment Details:** The CB needs to upload Fee Payment Challan (Fee of Rs. 15000/-). (*only pdf file, Max. size 1 MB*)



The screenshot shows a web form titled "Payment Details". On the left, there is a label "Upload Fee Payment Challan (Fee Of Rs.15000/-)". In the center, there is a section titled "Upload Copy Of Payment Challan *" with a file selection button labeled "Choose File" and the text "No file chosen". Below this, it specifies "(only pdf file, Max. size 1 MB)". On the right side of the form, there is a green button labeled "Save and Preview" with a right-pointing arrow.

- d. **Final Submission:** After filling all the above details, the CB needs to click *Save and Preview* button. After verifying the same filled form, the CB needs to click the *Save* button, the following page will appear with the message "*Application has been submitted for Renewal of Invalid License*".