



**USER MANUAL – APPLICATION FOR SURRENDER OF  
CB LICENSE ON CBLMS PORTAL**

## INDEX

<b>Sr No.</b>	<b>Topic</b>	<b>Pg. No.</b>
1	Login	3-4
2	Application	5
2(b)	Process for Surrender of CB License	5-6
2(e)	Final Submission	7

# 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 Surrender of CB 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.

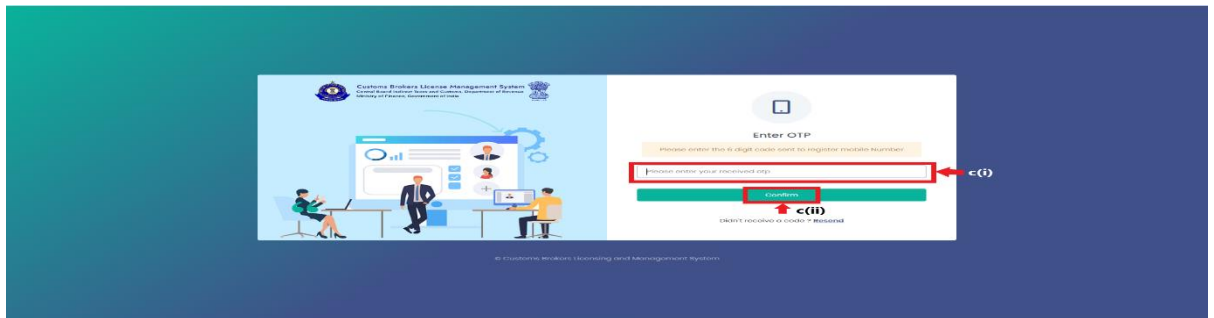
The screenshot displays the login interface of the Customs Brokers License Management System. At the top, there are logos for the Central Board of Indirect Taxes and Customs, the Government of India, CBLMS, and other partners. The login form is centered and includes the following elements:

- Username:** A text input field with a red box around it, labeled **b(i)**.
- Password:** A text input field with a red box around it, labeled **b(ii)**. A "Forgot password?" link is located to the right of this field.
- Log In:** A green button with a red box around it, labeled **b(iii)**, with an upward-pointing red arrow below it.

The footer of the page contains three columns of links: "Policies and Terms & Conditions" (Privacy Policy, Data Policy, Website Policy, Terms and Conditions of Use), "Help Desk" (FAQ, User Manual, Helpdesk Email), and "Useful Links" (Knowledge Center, Contact). The copyright notice at the bottom reads "2022 © Customs Brokers Licensing and Management System".

- 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



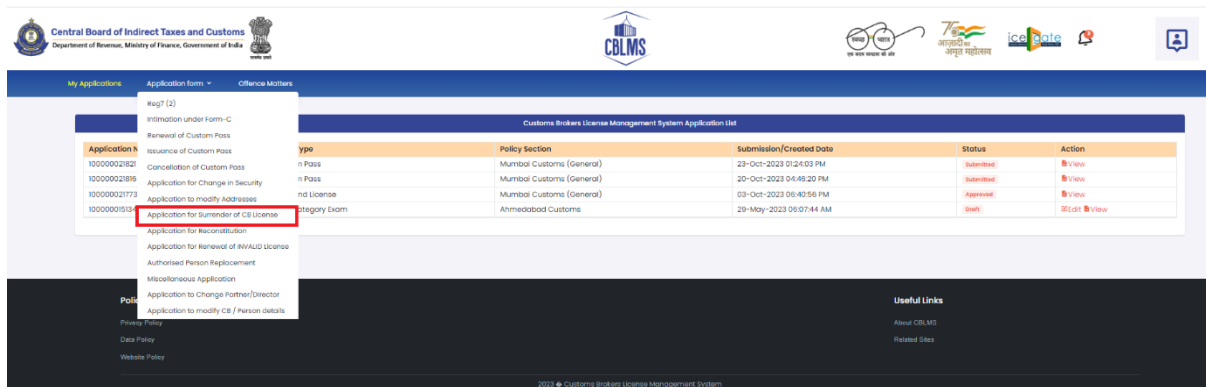
- i. Enter the 6-digit OTP as received on the registered mobile number of the Customs Broker.
- ii. Click on the Confirm button to confirm the login.

## 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 Surrender of CB License.



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



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

Reason for Surrendering CB License \*

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 Services Tax Act, 2017 (13 Of 2017), And The Finance Act, 1994, Rules Or Regulations Made Thereunder?  Yes  No

Are Any Proceedings Pending Against You Under The Act Or The Rules Or Regulation?  Yes  No

Other Relevant Document

Choose File  No file chosen  
(only pdf file, Max. size 10 MB)

I/We Herely Solely 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.

i. **Reason for Surrendering of CB License:** The CB needs to mention the reason for surrendering of CB License.

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 thereunder.*
- *Are any Proceedings Pending Against You Under the Act or the Rules or Regulation*

ii. **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 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.*

d. After clicking on the checkbox, the CB has to click on the *Save* button to save the details and to final submit the application.

The screenshot shows the 'Application for Surrender of License' form in the CBLMS system. The form includes a text field for 'Reason for Surrendering CB License', two radio button questions about pending dues and proceedings, a file upload section for 'Other Relevant Document', and a final affirmation statement. A red box highlights the 'Save' button at the bottom right of the form.

e.       **Final Submission:** After clicking the *Save* button, the following page will appear with the message “*Application has been submitted for Surrender of CB License*”.