



**USER MANUAL - APPLICATION FOR RENEWAL OF  
CUSTOM PASS ON CBLMS PORTAL**

## INDEX

<b>Sr No.</b>	<b>Topic</b>	<b>Pg. No.</b>
1	Login	3-4
2	Application	5
2(b)	Applicant for renewal of Customs pass	5-7
2(e)	Final Submission	7

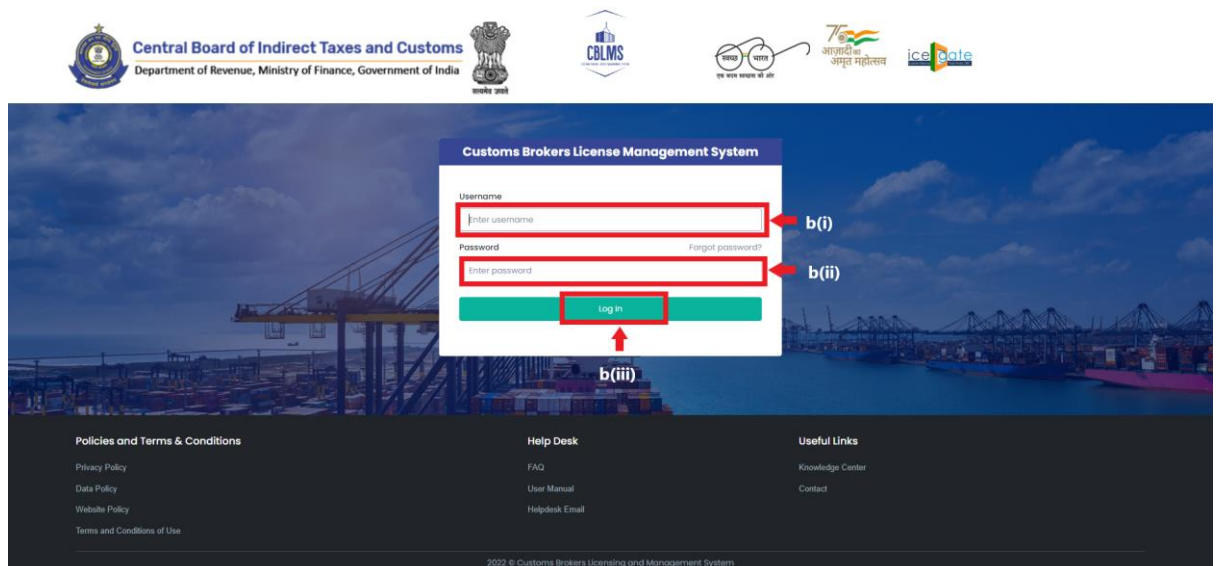
# Customs Brokers License Management System (CBLMS)

## User Manual - Application For Renewal of Custom Pass 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:

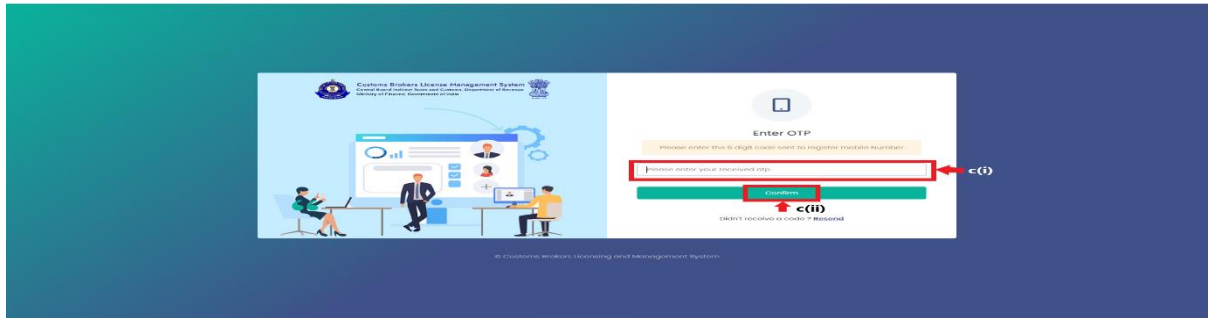
### 1: LOGIN :

- 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



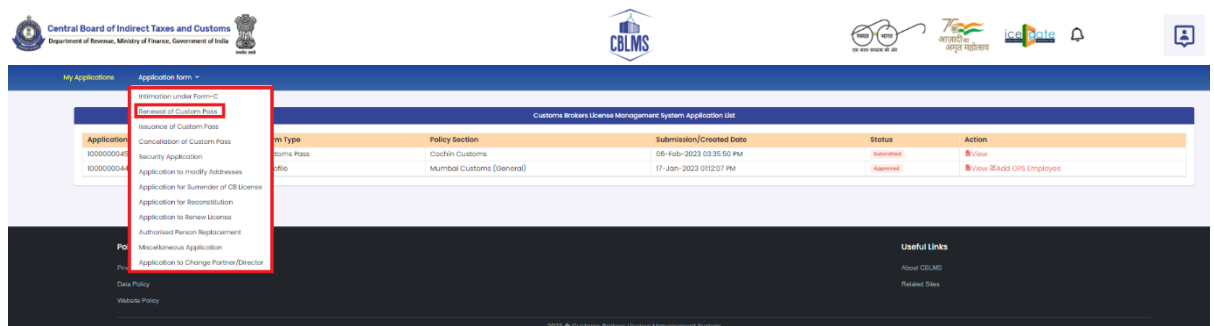
- i. Enter the 6-digit OTP as received on the registered mobile number of the Customs Broker.
- ii. Click on the Confirm button to confirm the login.

## 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 Renewal of Customs pass.



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



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

**Application for Renewal of Customs Pass**

Policy Section\*  Custom Pass List\*

Scanned Copy Of Latest Photograph \*  No file chosen (only jpg file, max size 100 KB) Scanned Copy Of Latest Signature \*  No file chosen (only jpg file, max size 100 KB) Other Relevant Document  No file chosen (only pdf file, max size 10 MB)

The Above Person Has Not Been Penfined, 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, 1956.

The Above Person Has Not Been Penfined, 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, 1956.

(We Affirm That (We Have Read The Customs Broker Licensing Regulations, 2019 And Agree To Abide By Them.

(We Herby Solemnly Affirm That Above Particulars Provided By Me/Us Are True And Correct And (We Have Not Suppressed Or Misrepresented Any Facts.

Penfined, Convicted or Prosecuted

Not Penfined, Convicted or Prosecuted

- i. **Policy Section:** The CB needs to select the Custom Policy Section of the employee for whom Custom Pass has to be renewed.
  - ii. **Custom Pass List:** The CB needs to select employee from the list of whom the custom pass has to be renewed.
  - iii. **Scanned Copy of Latest Photograph:** The CB needs to upload the latest photograph of the employee (*only jpeg file, max. 500KB*).
  - iv. **Scanned Copy of Latest Signature:** The CB needs to upload the latest signature of the employee (*only jpeg file, max. 500KB*).
  - 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*).
- d. After filling the above mentioned details, the CB needs click on the following checkboxes:
- i. The above person has been penalised, convicted or prosecuted under any of the provisions of the Custom Act, 1962 (52 of 1962). The Central Excise Act 1944(1 of 1944). And the Finance Act, 1994: If the employee whose details has filled in the above boxes as explained is penalised, convicted or prosecuted, then the CB has to click on this checkbox. If otherwise, then CB has to click on the other checkbox i.e. *Not penalised, convicted or prosecuted*.
  - ii. After selecting, any one of the above two checkboxes, the CB has to click on the last two checkboxes i.e.
    - *I/we affirm that I/we have read the Customs Broker Licensing Regulations, 2018 and Agree to Abide By Them*
    - *I/we Hereby solemnly affirm that above particulars provided by me/us are True and Correct and I/we have not suppressed or Misrepresented Any Facts.*

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 (I Of 1944), And The Finance Act, 1994.

Penalised, Convicted or Prosecuted

Not Penalised, Convicted or Prosecuted

(We Affirm That (We Have Read The Customs Broker Licensing Regulations, 2018 And Agree To Abide By Them.

(We Herewith Solemnly Affirm That Above Particulars Provided By Me/Us Are True And Correct And (We Have Not Suppressed Or Misrepresented Any Facts.

d. After clicking on the checkboxes, the CB has to click on the *Save* button to submit the application.

**Save**

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

Application has been submitted for renewal.

Application No.	Application Form Type	Policy Section	Submission/Created Date	Status	Action
10000004525	Renewal of Customs Pass	Mumbai Customs (General)	21-Feb-2023 04:05:43 PM	Submitted	View
10000004521	Existing_CB_CPS	Goa Customs	17-Feb-2023 02:02:27 AM	Submitted	View
10000004520	Existing_CB_CPS	Goa Customs	17-Feb-2023 02:02:40 AM	Submitted	View
10000004519	Existing_CB_CPS	Goa Customs	17-Feb-2023 01:02:19 AM	Submitted	View
10000004513	Renewal of Customs Pass	Mumbai Customs (General)	07-Feb-2023 12:08:24 PM	Submitted	View
10000004502	Existing_CB_Profile	Mumbai Customs (General)	05-Feb-2023 09:39:01 PM	Approved	View