

USER MANUAL FOR DOWNLOADING CUSTOMS BROKER PASS ON CBLMS

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Customs Brokers License Management System (CBLMS) – User Manual for downloading Customs Broker Pass on CBLMS

Customs Brokers License Management System (CBLMS) USER MANUAL FOR DOWNLOADING CUSTOMS BROKER PASS ON CBLMS

A Customs Broker can download the Customs Pass issued through CBLMS portal. The detail step by step process to download the Customs Pass is as follows:

1. Login:

a. Open the CBLMS portal vide the URL "<u>https://cblms.gov.in</u>" in the web browser. The following page will appear. Click on CB Login (see Image 1 below) :



Image 1

b. On clicking the CB login button on the homepage as shown in Image 1 above, the login page will appear (See Image 2 below). Please provide details as per the instructions below:



Image 2

i. **Username :** Enter the PAN of the Customs Broker as username.

- ii. **Password :** Enter the password.
- iii. Enter the displayed CAPTCHA and click on **Login** button.
- iv. The One Time Password (OTP) page will appear (See Image 3 below) and a 6-digit OTP will be sent on the registered mobile number of the Customs Broker.

| Canada Indexes Tues and Cortexs, Department # Altered With the Anti-Altered With the Anti-Altered With the Anti-Altered With the Altered With | Enter OTP Please enter the 6 digit code sent to registered mobile Number |
|---|--|
| | Confirm Resend OTP In: 56 seconds g and Management System |

Image 3

v. Enter the 6-digit OTP received on the Mobile Number and click on the **Confirm** button to login.

2. Now, on successful login, click on the 'My Applications' tab. A list of all the applications either created or submitted or approved will appear (see Image 4 below) :

| Central Board of Indi Department of Revenue, Minis | ry of Finance, Government of India | CBLMS | (माठा) (पाठा) एव सरव स्वयत की की | अग्रत महोत्सव | ate 👰 | ŧ |
|---|------------------------------------|---|--|---------------|--------|---|
| 1 Ave A sum line at least | Application form Y Add OPS Emp | loyee Y Offence Matters | | | | |
| My Applications | | | | | | |
| My Applications | | Customs Brokers License Management Syst | em Application List | | | i |
| Application No. | Application Form Type | Customs Brokers License Management Syst Policy Section | om Application List Submission/Created Date | Status | Action | |

Image 4

3. Under 'Application List, click on the 'View' button for Issuance of Customs Pass or Renewal of Customs Pass (see Image 5 below) application. It may be noted that only after the Issuance of Customs Pass or Renewal of Customs Pass application has been approved and the Custom Pass has been uploaded by the Customs Broker Section, the Customs Pass will be available for download to the Customs Broker.

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|---|---|---|-------------------------|--------------------------|--------|---|
| My Applications | Application form Y Add OPS Employee | Offence Matters | | | | |
| | | Customs Brokers License Management System App | lication List | | | |
| Application No. | Application Form Type | Policy Section | Submission/Created Date | Status | Action | |
| 10000000XXXX | Issuance of Custom Pass | Mumbai Customs (General) | ж-жж-жж ж :кк :кк РМ | Approved | B View | |
| | | | | | | |

Customs Brokers License Management System (CBLMS) – User Manual for downloading Customs Broker Pass on CBLMS

Image 5

4. On clicking on 'View' button as shown in Image 5 above, the CBLMS application of Issuance of Customs Pass or Renewal of Customs Pass, as the case may be, will open. Click on the + symbol on the 'Generated CB Pass' tab (see image 6 below)

| | ←Back |
|----------------------------|-------|
| CUSTOMS PASS ISSUANCE VIEW | + |
| GENERATED CUSTOMS PASS | + |

Image 6

5. On clicking on the + symbol, the Generated Customs Pass section will open. Click on the 'View' Button on Customs Pass (see image 7 below) to download the Customs Pass. The Customs Pass will automatically be downloaded.

| | | * Datk |
|----------------------------|------|--------|
| CUSTOMS PASS ISSUANCE VIEW | | + |
| | | |
| GENERATED CUSTOMS PASS | | |
| Customs Pass | View | |
| | | |

Image 7
