



सीमा शुल्क प्रधान आयुक्त (सामान्य) का कार्यालय  
**OFFICE OF THE PR. COMMISSIONER OF CUSTOMS (GENERAL),**  
नवीन सीमा शुल्क भवन, बेलार्ड इस्टेट, मुंबई - 400 001  
**NEW CUSTOM HOUSE, BALLARD ESTATE, MUMBAI - 400 001.**

**Email-Id: cblms-helpdesk@gov.in**

F.No.GEN/CB/6/2021-CBS

Date: 23.02.2023

**PUBLIC NOTICE NO. 51 /2022-23**

**Subject: Advisory on addition of Other Policy Section details in CB Profile on Customs Broker License Management System (CBLMS) – Reg.**

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Please refer to the Public Notice No. 49/2022-23 dated 13.02.2023 issued by this office.

2. Pursuant to the aforesaid Public Notice, attention of all the Customs Brokers and other stakeholders working in Mumbai Customs is invited to the CB Profile created by the customs brokers on the Customs Brokers Licensing Management System (CBLMS) online portal (<https://cblms.gov.in>).

3. In this regard, it has been noticed that after validation of the CB Profile by the Parent Policy Section, Customs Brokers are inadvertently filing the Application "Intimation under Form C" instead of "Add OPS Employee" details in the CB Profile with respect to details of Other Policy Sections where they are already operating based on intimations given under Form C.

4. Therefore, it is hereby clarified that once the CB Profile has been validated by the Parent Policy Section, Customs Brokers are required to add details of employees of all the "other policy sections" where they are already working under Form C intimation, in the "Add OPS Employee" tab in the CB Profile and refrain from filing "Intimation under Form C" application for this purpose. Further, it is hereby informed that "Intimation under Form C" application is for giving new intimation under Regulation 7(3) of CBLR, 2018 to operate in a jurisdiction where the customs broker wants to operate in the

near future and which falls under a policy section other than the Parent Policy Section.

5. A snapshot of the difference between “Add OPS Employee” and “Intimation under Form C” functionalities is provided below for your immediate reference


	<b>Add OPS Employee</b>	<b>Intimation under Form C</b>
<b>Applicable to</b>	Customs Brokers who were issued a license by a policy section other than Mumbai and are already operating in Mumbai based on intimation under Form C	Customs Brokers who were issued a license by a policy section other than Mumbai and want to operate in Mumbai by filing intimation under Form C
<b>How to access</b>	On successful login into the portal, go to the “Existing_CB_Profile” application and click on the Action button “Add OPS Employee”. If a Customs Broker is operating in more than one “Other Policy Section”, they are requested to fill details of each policy section separately by selecting the concerned policy section from the drop-down menu.	On successful login into the portal, click on the “Application Form” button and select “Intimation under Form-C” application from the drop-down menu
<b>SOP</b>	Detailed SOPs for both functionalities are available on the CBLMS portal (copies enclosed)	

6. As the addition of "Add OPS Employee" details and their validation in the CBLMS portal is a pre-requisite for making other applications in CBLMS, all the Customs Brokers working in Mumbai Customs under Form C intimation are requested to fill their "Other Policy Section" details in the CBLMS portal at the earliest. All the existing Customs Brokers who have submitted their profile on the CBLMS portal successfully and the said profile has been validated by the respective parent policy section will be able to add OPS employee details.

7. Any difficulties faced may be brought to the notice of CBLMS Taskforce, Mumbai Zone - I on the email id [cblms-helpdesk@gov.in](mailto:cblms-helpdesk@gov.in).

Encl:

1. SOP on "Add OPS Employee"
2. SOP on "Intimation under Form C"

  
23/2/2023

**(SUNIL JAIN)**

Pr. Commissioner of Customs (General)  
New Custom House, Mumbai Zone - I

**Copy to:**

1. The Principal Chief Commissioner of Customs, Mumbai Zone-I.
2. EDI, NCH, JNCH and ACC for uploading on website.
3. BCBA.
4. Notice Board.
5. Office Copy.



**USER MANUAL FOR ADDING OPS (OTHER POLICY SECTION) DETAILS ON CBLMS PORTAL**

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# Customs Brokers License Management System (CBLMS)

## User Manual for Adding OPS (Other Policy Section) details on CBLMS Portal

With the introduction of new functionalities in CBLMS, the Customs Broker can add the details of the OPS (Other Policy Section) on CBLMS Portal. The process of adding the OPS details on 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.

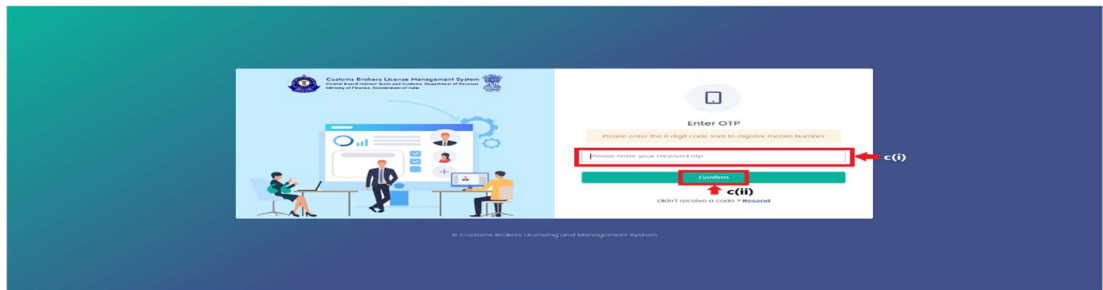
The screenshot displays the login interface of the Customs Brokers License Management System. At the top, there are logos for the Central Board of Indirect Taxes and Customs, the Government of India, CBLMS, and other related organizations. The main form is titled 'Customs Brokers License Management System' and contains the following elements:

- Username:** A text input field with a placeholder 'Enter username'. A red box highlights this field, with an arrow pointing to the label 'b(i)'.
- Password:** A text input field with a placeholder 'Enter password' and a 'Forgot password?' link. A red box highlights this field, with an arrow pointing to the label 'b(ii)'.
- Log In:** A green button with the text 'Log In'. A red box highlights this button, with an arrow pointing to the label 'b(iii)'.

The footer of the page includes sections for 'Policies and Terms & Conditions', 'Help Desk', and 'Useful Links', along with a copyright notice for 2022.

- 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.





- i. **Policy Section :-** This is the Policy Section under which the CB currently has permission to work under regulation 7(3) of CBLR, 2018 or its erstwhile corresponding regulations. The CB needs to select the Other Policy Section from the drop down list.
  - ii) **Policy Section EDI License No. :-** This license no. is in the format <PAN of CB>CH002 and so on. Customs Brokers can find this number in their ICEGATE account.
  - iii) **Policy Section Reference No. :-** This is the license number provided by the Customs Broker Section of that Policy Section. For Example :- 11/1111.
  - iv) **Membership of Association :-** As per CBLR, 2018 Customs Broker must be a member of the Customs Brokers' Association, if there is one registered in the Customs Station and recognised by the Principal Commissioner of Customs or Commissioner of Customs. CB should select the name of his Customs Brokers' Association in this field.
  - v) **Upload Membership of Association :** CB should upload the scanned copy of the certificate of his membership with the Customs Brokers' Association (all pages) which he selected in the above field "Membership of Association". File should be in PDF format and its size should be less than 1 MB.
- 
- d) After filing the primary details of the Other Policy Section, the CB has to inform whether they have any employee (Customs Pass Holder other than Authorized Person / Partner / Director) in the said Other Policy Section
  - i) If the answer to the above question is "NO" then check the radio button *"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 further affirm that I/we have read the Customs Broker*

Licensing Regulations, 2018 and agree to abide by them” and then click “SAVE” Button.

My Applications Application form

Ahmedabad Customs

Policy Section EDI License No. \*

Policy Section Reference No. \*

Membership Of Association \*

Upload Membership Of Association Certificate \* [View](#)

Select

Choose File

(only pdf file, Max. size 1 MB)

Do You Have Any Employee (Customs Pass Holders Other Than Authorised Person/Partner/Director) ?\*  Yes  No

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 further affirm that I/we have read the Customs Broker Licensing Regulations, 2018 and agree to abide by them

Save →

Final Submit →

After clicking on the “SAVE” Button. If the CB is operating in any more “Other Policy Section”, the above procedure may be repeated for that policy section. After filling all the details of the other policy section, the CB has to click Final Submit button and proceed further.

ii) If the answer to the above question at point ‘d’ above is “YES” then the CB has to fill the following details of the said employee :

Do You Have Any Employee (Customs Pass Holders Other Than Authorised Person/Partner/Director) ?\*  Yes  No

Full Name \*

Father's Name \*

Mobile No \*

Email ID \*

Date of Birth \*

Gender \*

PAN \*

Upload PAN Scan Copy \*

Choose File

(only pdf file, Max. size 1 MB)

Upload Photograph \*

Choose File

(only jpg/png file, Max. size 100 KB)

Upload Signature \*

Choose File

(only jpg/png file, Max. size 100 KB)

Date of Appointment

dd-mm-yyyy

Permanent Address \*

Address Line 1 \*

Address Line 2 \*

State \*

Pincode \*

Upload Permanent Address Proof \*

Choose File

(only pdf file, Max. size 1 MB)

Present Address \*

Same As Permanent Address

Address Line 1 \*

Address Line 2 \*

State \*

Pincode \*

Upload Present Address Proof \*

Choose File

(only pdf file, Max. size 1 MB)

Customs Pass Category \*

Select

Add Employee

I. **Full Name** : Full name of the person.

II. **Father's Name** : Father's name of the person.

- III. **Mobile No.** : Mobile number of the person.
- IV. **Email ID** : Email Id of the person.
- V. **Date of Birth** : Date of Birth of the person.
- VI. **Gender** : Gender (male / Female / other) of person
- VII. **PAN** : Permanent Account Number (PAN) of person
- VIII. **Upload PAN Scan Copy** : In this field CB should upload the scanned copy of the PAN card (both sides) of the employee in PDF format. Its size should be less than 1 MB.
- IX. **Upload Photograph** : In this field CB should upload the scanned copy of the photograph of the person in JPG/JPEG format. Its size should be less than 500 KB.
- X. **Upload Signature** : In this field CB should upload the scanned copy of the signature of Proprietor in JPG/JPEG format. Its size should be less than 100 KB.
- XI. **Date of Appointment** : This is the date of appointment of this person in the CB concern.
- XII. **Permanent Address** : Details of this field are the same as mentioned in the earlier part of this user manual.
  - A. Address Line 1
  - B. Address Line 2
  - C. District
  - D. State
  - E. Pin Code
  - F. Upload Permanent Address Proof
- XIII. **Same as Permanent Address** : Details of this field are the same as mentioned in the earlier part of this user manual.

XIV. **Present Address** : Details of this field are the same as mentioned in the earlier part of this user manual.

- A. Address Line 1
- B. Address Line 2
- C. District
- D. State
- E. Pin Code
- F. Upload Permanent Address Proof

XV. **Customs Pass Category** :

a) **'F' Category** :

1. **Customs Pass No.** : This is the Customs Pass number of the person as printed on his Customs pass.
2. **Date of Issuance of Customs Pass** : This is the date of issuance of the Customs pass of the person as printed on his Customs pass.
3. **Validity of Customs Pass** : This is the date of issuance of the Customs pass of the person as printed on his Customs pass. It can be either Life time or a specific date.
4. **Validity Date of Customs Pass** : In this field CB should enter the date of validity of the Customs pass of the person.
5. **Scanned Copy of Customs Pass** : In this field CB should upload the scanned copy of the Customs Pass of person in PDF format. Its size should be less than 1 MB.
6. **Year of Passing of Regulation 6 Exam** : This is the year in which the person passed the Regulation 6, CBLR, 2018 examination i.e. F Category examination.
7. **Education Qualification** : In this field CB should select the education qualification of the person.

8. **Upload Educational Certificate** : In this field CB should upload the certificate i.r.o. of the education qualification selected in the “Education Qualification” field. File format should be PDF and its size should be less than 1 MB.

9. **Add Education Certificate Button** : CB can add multiple Educational qualifications using this button. After pressing this button new fields for Educational Qualification will come where in CB can fill more Education Qualifications.

b. **‘F-PA’ Category :**

1. **Customs Pass No** : This is the Customs Pass number of the person as printed on his Customs pass.

2. **Date of Issuance of Customs Pass** : This is the Customs Pass number of the person as printed on his Customs pass.

3. **Validity of Customs Pass** : This is the date of issuance of the Customs pass of the person as printed on his Customs pass. It can be either Life time or a specific date.

4. **Validity Date of Customs Pass** : Validity Date of Customs Pass: In this field CB should enter the date of validity of the Customs pass of the person.

5. **Scanned Copy of Customs Pass** : In this field CB should upload the scanned copy of the Customs Pass of person in PDF format. Its size should be less than 1 MB.

6. **Date of Issuance of Power of Attorney** : It is the date on which the Power of Attorney was issued to ‘F’ category person.

7. **Validity of Power of Attorney** : This field indicates the validity of the Power of Attorney issued to ‘F’ category person. It can either be Life time or a specific date.

8. **Validity Date of Power of Attorney** : In this field CB should enter the validity date i.e. till what date the Power of Attorney is valid.

9. **Scanned of Power of Attorney** : In this field CB should upload the scanned copy of the Power of Attorney in PDF format. Its size should be less than 10 MB.

10. **Year of Passing of Regulation 6 Exam** : In this field, CB should enter the year in which this 'F' category person of passed the Regulation 6 of CBLR, 2018 examination i.e. 'G' category examination.

11. **Education Qualification** : In this field CB should select the education qualification of the person.

12. **Upload Educational Certificate** : In this field CB should upload the certificate i.r.o of the education qualification selected in the "Education Qualification" field. File format should be PDF and its size should be less than 1 MB.

13. **Add Education Certificate Button** : CB can add multiple Educational qualifications using this button. After pressing this button new fields for Educational Qualification will come where in CB can fill more Education Qualifications.

c) **'G' Category** :

1. **Customs Pass No** : This is the Customs Pass number of the person as printed on his Customs pass.

2. **Date of Issuance of Customs Pass** : This is the date of issuance of the Customs pass of the person as printed on his Customs pass.

3. **Validity of Customs Pass** : This is the date of issuance of the Customs pass of the person as printed on his Customs pass. It can be either Life time or a specific date.

4. **Validity Date of Customs Pass** : In this field CB should enter the date of validity of the Customs pass of the person.

5. **Scanned Copy of Customs Pass** : In this field CB should upload the scanned copy of the Customs Pass of person in PDF format. Its size should be less than 1 MB.

6. **Year of Passing of Regulation 6 Exam:** It is the date on which the Power of Attorney was issued to 'G' category person.

7. **Education Qualification :** In this field CB should select the education qualification of the person.

8. **Upload Educational Certificate:** In this field CB should upload the certificate i.r.o of the education qualification selected in the "Education Qualification" field. File format should be PDF and its size should be less than 1 MB.

9. **Add Education Certificate Button:** CB can add multiple Educational qualifications using this button. After pressing this button new fields for Educational Qualification will come where in CB can fill more Education Qualifications.

d). **'G-PA' Category :**

1. **Customs Pass No:** This is the Customs Pass number of the person as printed on his Customs pass.

2. **Date of Issuance of Customs Pass:** This is the Customs Pass number of the person as printed on his Customs pass.

3. **Validity of Customs Pass:** This is the date of issuance of the Customs pass of the person as printed on his Customs pass. It can be either Life time or a specific date.

4. **Validity Date of Customs Pass:** Validity Date of Customs Pass: In this field CB should enter the date of validity of the Customs pass of the person.

5. **Scanned Copy of Customs Pass:** In this field CB should upload the scanned copy of the Customs Pass of person in PDF format. Its size should be less than 1 MB.

6. **Date of Issuance of Power of Attorney :** It is the date on which the Power of Attorney was issued to 'G' category person.

7. **Validity of Power of Attorney** : This field indicates the validity of the Power of Attorney issued to 'G' category person. It can either be Life time or a specific date.

8. **Validity Date of Power of Attorney** : In this field CB should enter the validity date i.e. till what date the Power of Attorney is valid.

9. **Scanned Copy of Power of Attorney** : In this field CB should upload the scanned copy of the Power of Attorney in PDF format. Its size should be less than 10 MB.

10. **Year of Passing of Regulation 13 Exam** : In this field, CB should enter the year in which this 'G-PA' category person of passed the Regulation 13 of CBLR, 2018 examination i.e. 'G' category examination.

11. **Education Qualification** : In this field CB should select the education qualification of the person.

12. **Upload Educational Certificate** : In this field CB should upload the certificate i.r.o of the education qualification selected in the "Education Qualification" field. File format should be PDF and its size should be less than 1 MB.

13. **Add Education Certificate Button**: CB can add multiple Educational qualifications using this button. After pressing this button new fields for Educational Qualification will come where in CB can fill more Education Qualifications.

E. 'H' Category

1. **Customs Pass No**: This is the Customs Pass number of the person as printed on his Customs pass.

2. **Date of Issuance of Customs Pass**: This is the date of issuance of the Customs pass of the person as printed on his Customs pass.

3. **Validity of Customs Pass**: This is the date of issuance of the Customs pass of the person as printed on his Customs pass. It can be either Life time or a specific date.



4. **Validity Date of Customs Pass:** In this field CB should enter the date of validity of the Customs pass of the person.

5. **Scanned Copy of Customs Pass:** In this field CB should upload the scanned copy of the Customs Pass of person in PDF format. Its size should be less than 1 MB.

6. **Education Qualification:** In this field CB should select the education qualification of the Person.

7. **Upload Educational Certificate:** In this field CB should upload the certificate i.r.o of the education qualification selected in the “Education Qualification” field. File format should be PDF and its size should be less than 1 MB.

8. **Add Education Certificate Button:** CB can add multiple Educational qualifications using this button. After pressing this button new fields for Educational Qualification will come where in CB can fill more Education Qualifications.

\* After filing all the details of each employee, the CB is required to click on “Add Employee” Button before proceeding to the next employee or section.

H CATEGORY

Customs Pass No\*

Date Of Issuance Of Customs Pass\*

Validity Of Customs Pass \*

Scanned Copy Of Customs Pass\*

Choose File

(only pdf file, Max.size 1 MB)

Educational Qualification \*

Upload Education Qualification Certificate/Proof\*

Choose File

(only pdf file, Max.size 1 MB)

+ Add Education Certificate

+ Add Employee

After the details of all the employees are filled for each policy section, the CB is required to check the radio button “*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 further affirm that I/we have read the Customs Broker Licensing Regulations, 2018 and agree to abide by them*” and then click “FINAL SUBMIT” Button.

My Applications Application form

Select  Choose file (only pdf file, Max. size 10 MB)

Customs Pass Category\*  
Select

[+ Add Employee](#)

**Delhi Customs (Airport & General) (Policy Section) Details**

**OPS License Details**

Policy Section EDI License No	AAAAA1234ACH002
CB License No.	1/1111
Membership Of Association	Biharnumbal Custom Brokers Association (ICBA)
Upload Membership Of Association	<a href="#">View</a>

**Employee (Custom Pass Holder) Details**

Full Name	Father's Name	Mobile	Email	Gender	Qualification Details
Test	User	9876543210	testuser@testuser.com	Male	<a href="#">View Qualification</a>

[Save](#)

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 further affirm that I/we have read the Customs Broker Licensing Regulations, 2018 and agree to abide by them

[Final Submit](#)

### 3. CB Profile Confirmation Page

After filling all details of CB Profile CB will see the following screen which will give him the application no.

My Applications Application form

CB PROFILE REGISTRATION CB PROFILE Registration reg(2) > Final Submit

Thank You for Registration!  
Your application 10000004522 is under process, status will be shared on registered phone number via SMS.

**Policies and Terms & Conditions**

- [Privacy Policy](#)
- [Data Policy](#)
- [Website Policy](#)

**Useful Links**

- [About CB LMS](#)
- [Related Sites](#)

2023 Customs Brokers License Management System



**USER MANUAL FOR INTIMATION UNDER FORM-C ON  
CBLMS PORTAL**

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# Customs Brokers License Management System (CBLMS)

## User Manual for Intimation Under Form-C on CBLMS Portal

With the introduction of new functionalities in CBLMS, the Custom Broker can submit intimation under Form-C on CBLMS Portal. The process of submitting the intimation through CBLMS, is explained below.

The following module is only for fresh application for Intimation under Form-C for CBs, who are also starting to work in other policy section under reg 7(3) of CBLR 2018. For the CBs who already working under reg 7(3) of CBLR 2018 and its corresponding erstwhile regulations, they can add the details of employees of such offices in 'Add OPS detail' section.

### 1: LOGIN :

- a. The applicant needs to login into the portal for submitting intimation under Form -C.
- b. On clicking the login button on the homepage, the following page will be displayed.

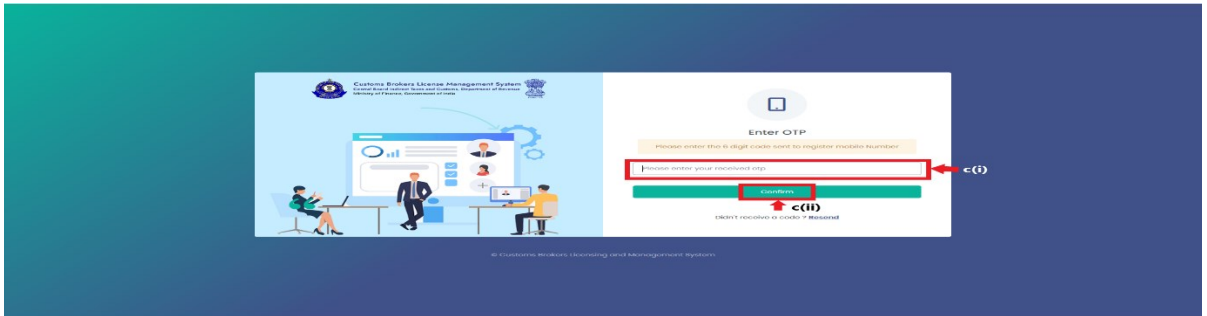
The screenshot displays the login interface of the Customs Brokers License Management System (CBLMS). At the top, there are logos for the Central Board of Indirect Taxes and Customs, the Government of India, CBLMS, and ICA. The main form area is titled 'Customs Brokers License Management System' and contains the following elements:

- Username:** A text input field with the placeholder 'Enter username'. A red box highlights this field, with an arrow labeled 'b(i)' pointing to it.
- Password:** A text input field with the placeholder 'Enter password' and a 'forgot password?' link. A red box highlights this field, with an arrow labeled 'b(ii)' pointing to it.
- log in:** A green button with white text. A red box highlights this button, with an arrow labeled 'b(iii)' pointing to it.

The footer of the page includes sections for 'Policies and Terms & Conditions', 'Help Desk', and 'Useful Links'. 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

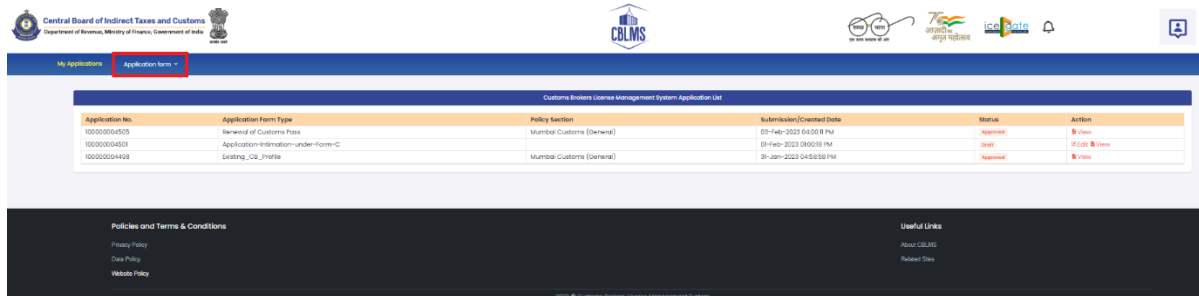
- iii. Press Log In button after entering the Username and Password to log into the account.
- c. After clicking on the “Log In” button, an OTP will be sent via SMS to the registered mobile number of the applicant and the following OTP page will be shown



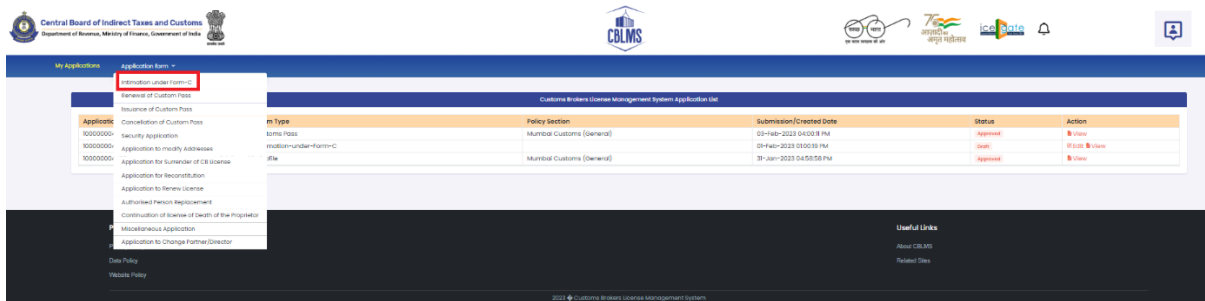
- i. Enter the 6-digit OTP as received on the registered mobile number of the Customs Broker.
- ii. Click on the Confirm button to confirm the login.

## 2. APPLICATION:

- a. On successful login into the portal, the following screen will appear. Click on the “Application Form” button as highlighted below for initiating the uploading process.



- b. On clicking the “Application Form”, various option will show up in the drop down list. From the drop down list, the applicant has to select “Intimation under Form-C” button as highlighted below for initiating the intimation process.



- c. On clicking the “Intimation under Form-C”, the application page is displayed wherein the applicant needs to populate the form with the following details.





- b. **Address Line 2:** Enter the second line of the address of the applicant.
- c. **District:** Enter the district of the correspondence of the applicant.
- d. **State:** Select the state of the correspondence address of the applicant from the drop-down menu.
- e. **E-mail Id:** Enter the E-mail Id on the correspondence address of the applicant.
- f. **Pincode:** Enter the pincode of the correspondence address of the applicant.
- g. **Contact No.:** Enter the contact no. on the correspondence address of the applicant.
- h. **Upload Address Proof:** Upload the scanned copy of the address proof of the correspondence address of the applicant. The list of acceptable documents is available in the i-button of the head of the column. (Format: pdf; Max. size: 10 MB)
- i. Click on the **“Add Address”** button to add the address details in the table given below.

The screenshot displays the 'Intimation Under Form-C' form on the CBLMS portal. The form is divided into several sections for data entry:

- Parent Policy Section:** Includes fields for 'Address of the Customs Broker', 'CBLMS No.', and 'Customs Broker License No.'.
- Mumbai Customs (General):** Includes '207, community hall, Thane, MH06080170, 987452242, PIN-400014' and '2023040800004'.
- Address of Partners/Directors:** A table with columns for Name, PAN, and Address.
- Other Policy Section:** A dropdown menu to 'Select Policy Section'.
- Address Fields:** 'Address Line 1', 'Address Line 2', 'District', 'State' (dropdown), and 'Email Id'.
- Contact Information:** 'Contact No.', 'Pincode', and 'Upload Address Proof' (with a file upload icon and instructions: 'Upload Address Proof', 'Click on File', 'Only pdf file. Max. size 10 MB').
- Table:** A table with columns: Action, Other Policy Section name, Address Line 1, Address Line 2, City, State, Pin Code, Address Proof, and Contact Person. A red box highlights the 'Add Address' button in the 'Action' column.
- Footer:** A checkbox for a declaration: '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 further affirm that I/we have read the Customs Broker Licensing Regulations, 2018 and agree to abide by them.' and a 'Submit' button.

- j. Once the address details are populated in the address table at the bottom of the page, click on the **“Add Contact Person Details”** button appearing in the Action column of the table, as displayed in the screenshot below.

The screenshot shows the 'Intimation Under Form-C' page. At the bottom, there is a table with columns: Action, Other Policy Section Name, Address Line 1, Address Line 2, City, State, Pin Code, Address Proof, and Contact Person. The 'Add Contact Person' button is highlighted in the 'Action' column of the first row.

- k. On clicking **“Add Contact Person”** button, a form named **“Add Contact Person Details”** is displayed on the screen overshadowing the correspondence address details page as displayed below

The 'Add Contact Person' modal form contains the following fields and options:

- Name\* (Text input)
- Father's Name\* (Text input)
- Birth Date\* (Date picker, format dd-mm-yyyy)
- Upload Photograph\* (Choose File button, Only JPG/JPEG file, Max. size 500 KB)
- Upload Signature\* (Choose File button, Only JPG/JPEG file, Max. size 100 KB)
- PAN\* (Text input)
- Upload PAN Card Copy\* (Choose File button, only pdf file, Max. size 1 MB)
- Mobile Number\* (Text input)
- Email Id\* (Text input)
- Personal Address\* (Text area)
- Upload Personal Address Proof\* (Choose File button, only pdf file, Max. size 10 MB)
- Save button

1. Add Contact Person Details page:

- **Name:** Enter the name of the contact person at the correspondence address (Contact Person)
- **Fathers Name:** Enter the father's name of the Contact Person
- **Date of Birth:** Enter the date of birth of the Contact Person
- **Upload Photograph:** Upload the photograph of the Contact Person (Format: jpg/jpeg; Max. size: 500 KB)
- **Upload Signature:** Upload the scanned copy of the signature of the Contact Person (Format: jpg/jpeg; Max. size: 100 KB)
- **Pan Card:** Enter the PAN number of the Contact Person
- **Upload Pan Card:** Upload the scanned copy of the pan card of the Contact Person (Format: pdf; Max. size: 1 MB)
- **Mobile No:** Enter the mobile number of the Contact Person
- **Email id:** Enter the Email id of the Contact Person
- **Personal Address:** Enter the personal address of the Contact Person
- **Upload present address proof:** Upload the scanned copy of the proof of present personal address of the Contact Person. (Format: pdf; Max. size: 10 MB)
- Click on "**Save**" button to save the details and go back to the correspondence address details page.

m. Once all the above mentioned details have been populated, the applicant will have to tick the check-box "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 further affirm that I/ we have read the Customs Broker Licensing Regulations, 2018 and agree to abide by them." and then click on Submit button to submit the details.

Central Board of Indirect Taxes and Customs  
Department of Revenue, Ministry of Finance, Government of India

CBLMS

My Applications Application form

### Intimation Under Form - C

Parent Policy Section  
Address of the Customs Broker  
CBLMS No.  
Customer Broker License No.

Mumbai Customs (General)  
3071, Community Hall, Thane, Maharashtra, 9874502548, Pin-400014  
2023RMB0004  
12/24

Address Of Partners/Directors

Name	PKN	Address

Other Policy Section\*

Delhi Customs (Airport & General)

Address Line 1 \*

Address Line 2 \*

District \*

State \*

Subject State

Email id \*

Contact No. \*

Pincode \*

Upload Address Proof\* ID

Choose File

(only pdf file. Min. 100 to 5 MB)

Submit

Action	Other Policy Section Name	Address Line 1	Address Line 2	City	State	Pin Code	Address Proof	Contact Person
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Delhi Customs (Airport & General)	3071	community hall	thane	delhi	110001	Upload	Person

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 further affirm that I/we have read the Customs Broker Licensing regulations, 2010 and agree to abide by them.

Submit

## n. Confirmation Page:

After filling all details of Intimation under Form-C, CB will see the following screen which will give him the application no.

Central Board of Indirect Taxes and Customs  
Department of Revenue, Ministry of Finance, Government of India

CBLMS

My Applications Application form

CB PROFILE REGISTRATION

CB PROFILE Registration reg (2) > Final Submit

Thank You for Registration!  
Your application 100000004501 is under process, status will be shared on registered phone number via SMS.