



केन्द्रीय सीमा शुल्क, प्रमुख आयुक्त के कार्यालय

OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS

हैदराबाद- सीमा शुल्क आयुक्तालय, लाल बहादुर स्टेडियम मार्ग, बशीरबाघ, हैदराबाद - ४.

HYDERABAD CUSTOMS COMMISSIONERATE, L.B.STADIUM ROAD:

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C.No. S/10/CB/01/2022-Cus.Tech

Date: 27.02.2023

PUBLIC NOTICE NO. 03/2023

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

Please refer to the Public Notice No. 02/2023 dated 16.02.2023 issued by this office.

2. Pursuant to the aforesaid Public Notice, attention of all the Customs Brokers and other stakeholders working in Hyderabad 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

	Add OPS Employee	Intimation under Form C
Applicable to	Customs Brokers who were issued a license by a policy section other than Hyderabad Customs and are already operating in Hyderabad Customs based on intimation under Form C	Customs Brokers who were issued a license by a policy section other than Hyderabad Customs and want to operate in Hyderabad Customs by filing intimation under Form C
How to access	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 dropdown menu.	On successful login into the portal, click on the "Application Form" button and select "Intimation under Form-C" application from the dropdown menu.
SOP	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 Hyderabad 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.

Encl :

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



(Pradeep Saxena)
Pr. Commissioner of Customs
Hyderabad Customs Commissionerate

Copy To :

- 1) The Deputy/Assistant Commissioner(s) of Customs, ICD-Sanath Nagar/ICD-Thimmapur/Air Cargo Complex, Hyderabad.
- 2) All the stakeholders/Website.
- 3) 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:

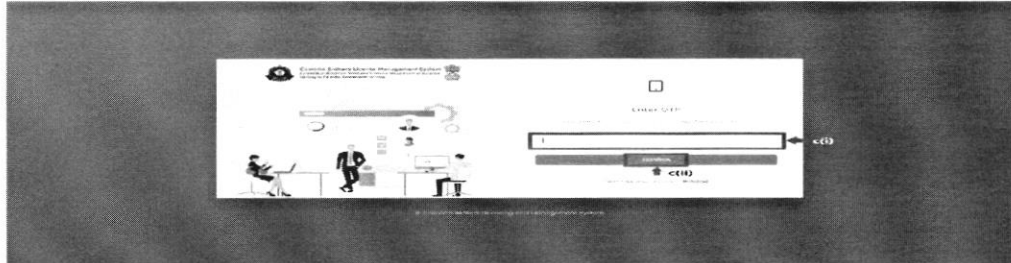
1: LOGIN :

- a. The applicant needs to login into the portal.
- b. On clicking the login button on the homepage, the following page will be displayed.



- 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



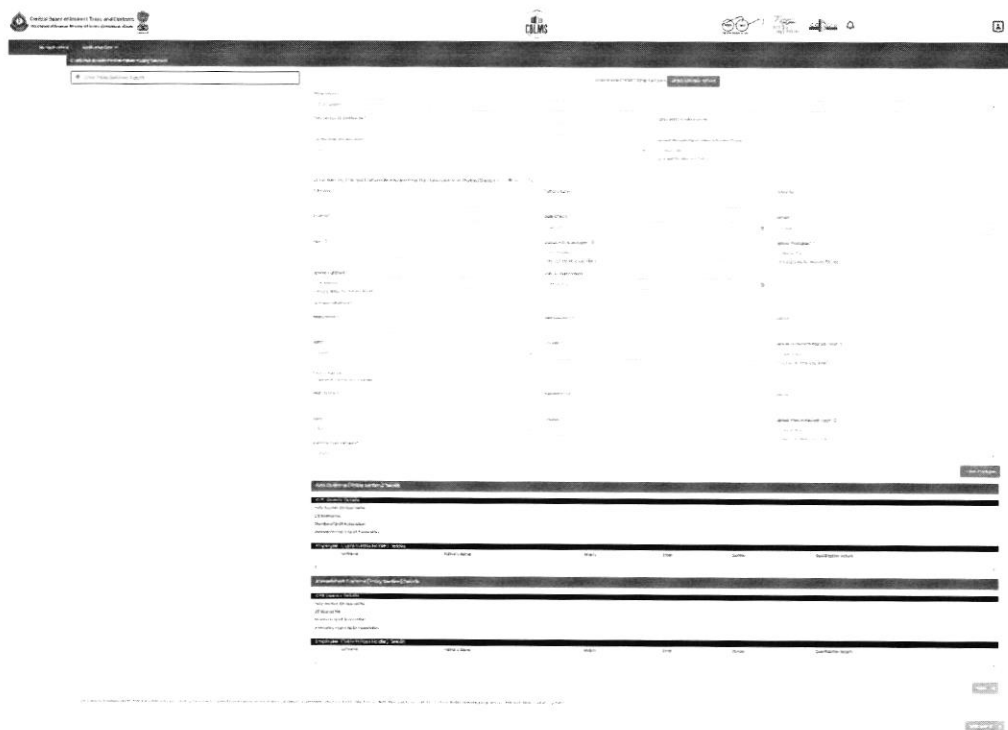
- i. Enter the 6-digit OTP as received on the registered mobile number of the Customs Broker.
- ii. Click on the “Confirm” button to confirm the login.

2. **APPLICATION:**

- a. On successful login into the portal, the following screen will appear. In respect of the Application Form Type “Existing_CB_Profile”, click on the “Add OPS Employees” button as highlighted below for initiating the uploading process.



- b. On clicking the “Add OPS Employees”, the following application will open within CBLMS portal.



- c. The CB is required to fill the following data fields for each of the Other Policy Section as submitted by the CB during the time of registration:



- 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.

The screenshot shows a web application form titled 'Application form'. At the top, there are navigation tabs for 'My Applications' and 'Application form'. The form includes several input fields: 'Ahmedabad Customs' (a dropdown menu), 'Policy Section EDI License No.' (a text input), 'Policy Section Reference No.' (a text input), 'Membership Of Association' (a dropdown menu), and 'Upload Membership Of Association Certificate' (a file upload button labeled 'Choose File' with a note '(only pdf file, Max. size: 1M3)'). Below these is a question: 'Do you have Any Employee (Customs Pass Holders Other Than Authorised Person/Partner/Director)?' with radio buttons for 'Yes' and 'No'. A 'Save' button is highlighted with a red box. Below the form is a checkbox with the text: '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.' At the bottom right, there is a 'Final Submit' button.

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 :

The screenshot shows a form for entering employee details. It is divided into two main sections: 'Personal Details' and 'Professional Details'. The 'Personal Details' section includes fields for 'Full Name', 'Father's Name', 'Date of Birth', 'Gender', 'Marital Status', 'Address', 'Phone', and 'Email'. The 'Professional Details' section includes fields for 'Qualification', 'Experience', 'Current Designation', 'Current Employer', 'Current Address', 'Current Phone', and 'Current Email'. A 'Save' button is located at the bottom right of the form.

- 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.

The screenshot shows a web form with the following elements:

- H CATEGORY** (header)
- Customs Pass No*** (text input)
- Date Of Issuance Of Customs Pass*** (text input with placeholder 'dd-mm-yyyy')
- Validity Of Customs Pass *** (dropdown menu with 'Select' option)
- Scanned Copy Of Customs Pass*** (text input with 'Choose File' button and note '(only pdf file. Max size 1 MB)')
- Educational Qualification *** (dropdown menu with 'Select: Qualification' option)
- Upload Education Qualification Certificate/Proof*** (text input with 'Choose File' button and note '(only pdf file. Max size 1 MB)')
- + Add Education Certificate** (button)
- + Add Employee** (button)

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

Search Close File

Customs Pass Category* Link PDF File, View user CMC

Search + Add Application

Self/ Customs (Airport & General) (Fellow Member) Details

PERSONAL DETAILS

Policy Number (Self/Member No) XXXXXXXXXXXX

CB Member No XXXX

Membership Of Association Bahraini Civil Customs Brokers Association (BCBA)

Upload Membership Of Association PDF

Employee (Customs Pass Holder) Details

	Full Name	Family Name	Mobile	Email	Gender	Qualification Details
<input type="checkbox"/>	Top	User	98 (0)42287	top@top.com	Male	

+ Add

I warrant 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.

Start Date

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 123 - New Status

Thank You for Registration!
Your application 100000004522 is under process, status will be shared on registered phone number via SMS.

Policies and Terms & Conditions

- Privacy Policy
- FAQ Policy
- Terms Policy

Useful Links

- Find CB No
- Forgot IDNo

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

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Customs Brokers License Management System (CBLMS)

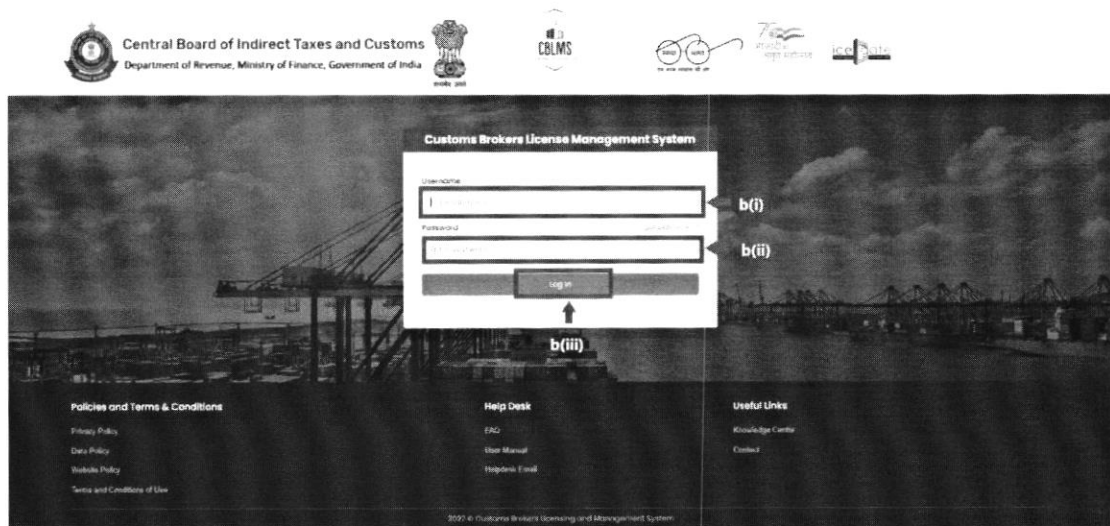
User Manual for Intimation Under Form-C on CBLMS Portal

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 :

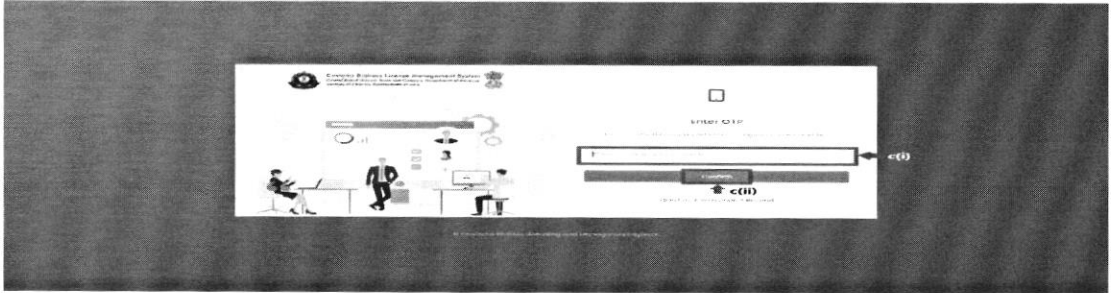
- a. The applicant needs to login into the portal for submitting intimation under Form -C.
- b. On clicking the login button on the homepage, the following page will be displayed.



- 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



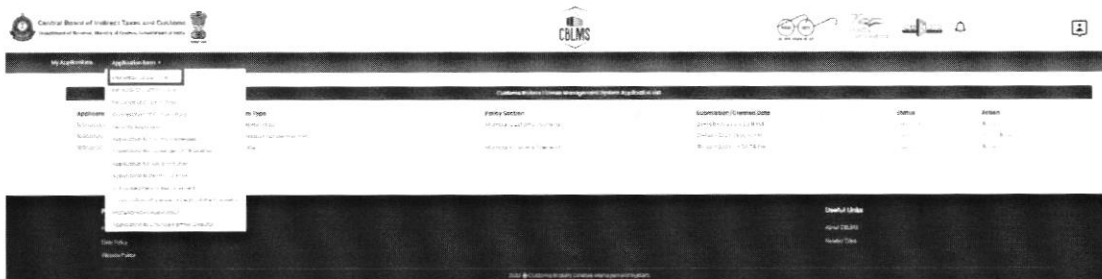
- i. Enter the 6-digit OTP as received on the registered mobile number of the Customs Broker.
- ii. Click on the Confirm button to confirm the login.

2. **APPLICATION:**

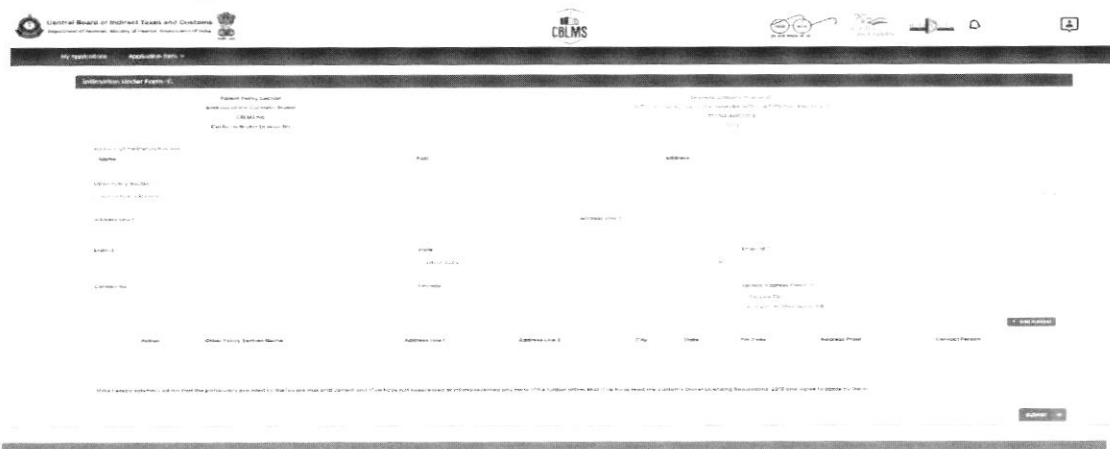
- a. On successful login into the portal, the following screen will appear. Click on the “Application Form” button as highlighted below for initiating the uploading process.



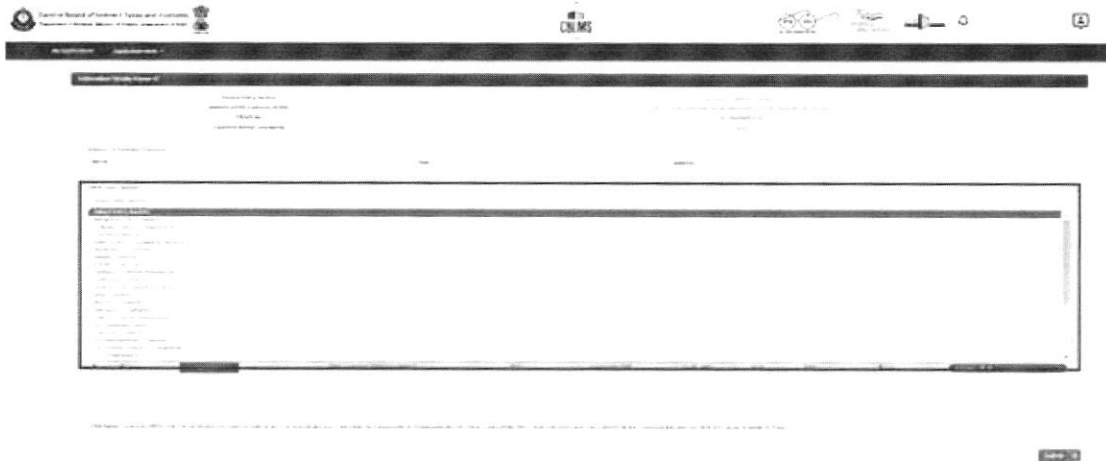
- b. On clicking the “Application Form”, various option will show up in the drop down list. From the drop down list, the applicant has to select “Intimation under Form-C” button as highlighted below for initiating the intimation process.



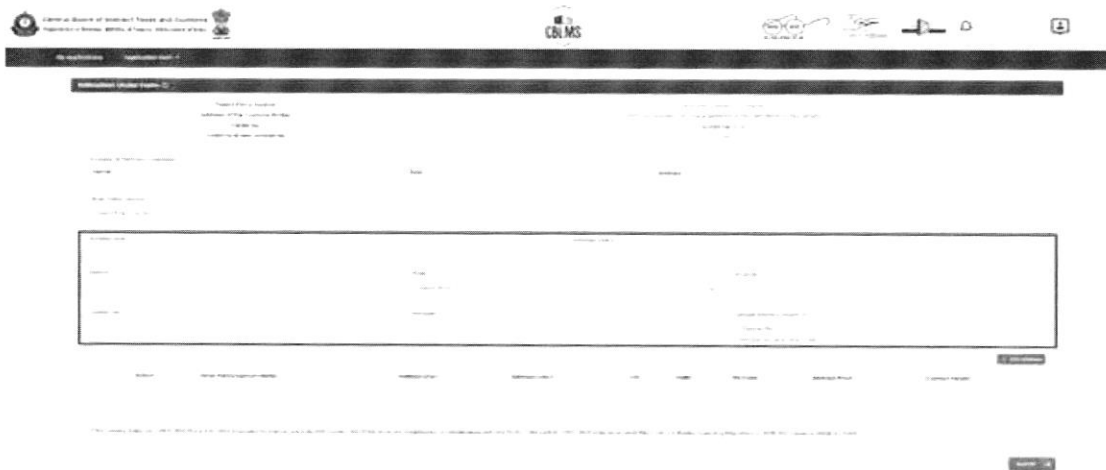
- c. On clicking the “Intimation under Form-C”, the application page is displayed wherein the applicant needs to populate the form with the following details.



- i. **Other Policy Section:** The applicant needs to select their Other Policy Section from the drop down list.

A screenshot of the CBLMS portal interface. At the top, there is a header with the Government of India logo, the text 'Department of Revenue, Taxes and Customs', the 'CBLMS' logo, and several utility icons. Below the header, the main content area shows a form titled 'Intimation Under Form-C'. A dropdown menu is open, displaying a list of policy sections. A red box highlights the 'Other Policy Section' option in the list. At the bottom right of the form area, there is a 'Next' button.

- ii. After selecting the Other Policy Section from the drop down list, CB needs to enter the correspondance address details for their respective selected policy section:

A screenshot of the CBLMS portal interface, showing the 'Intimation Under Form-C' form. The form is titled 'Intimation Under Form-C' and contains several sections. A red box highlights the 'Correspondance Address Detail' section, which includes fields for 'Address Line 1', 'Address Line 2', 'City', 'State', and 'Pin Code'. At the bottom right of the form area, there is a 'Next' button.

- iii. **Correspondance Address Detail:** Once CB Details get auto populated from their respective CB Profile. The following details will be required to be filled:

- a. **Address Line 1:** Enter the first line of the address of the applicant.