



सीमाशुल्क प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS
केंद्रीय शुल्क भवन, एल बी स्टेडियम रोड, बशीर बाग, हैदराबाद 004 500-
GST BHAVAN, L B STADIUMROAD, BASHEER BAGH, HYDERABAD-500 004

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

Date:14.10.2022

PUBLIC NOTICE NO. 16/2022

SUBJECT: Introduction of Customs Brokers Licensing Management System (CBLMS) – Reg.

Attention of all the Customs Brokers, Importers, Exporters, General Trade and other stakeholders is invited to the newly introduced Customs Brokers Licensing Management System (CBLMS) online portal (<https://cblms.gov.in>).

2. As part of CBIC's endeavor to digitize its business processes and enhance trade facilitation, Mumbai Customs Zone-I was entrusted with the responsibility of developing CBLMS portal which is being developed as a central platform for managing the Customs Broker's licensing processes with end-to-end IT integration and smart automation. The project is being launched with an aim to minimize the physical interface, to bring uniformity in procedures, to process applications in time and to bring in accountability. With the implementation of CBLMS, the process of management of the Customs Brokers will become completely online.

3. As a first step, it has been decided to implement the CB Profile module of the CBLMS project which entails the integration of data of existing Customs Brokers in the CBLMS portal. The pilot project of CB Profile module was successfully launched by Mumbai Customs Zone I and the same has gone live for other policy sections across India on 14.10.2022.

4. Therefore, all the Customs Brokers who were issued licenses by the Principal Commissioner of Customs, Hyderabad Customs Commissionerate,

Hyderabad are requested to create their profiles on CBLMS portal vide the Link: <https://cblms.gov.in>. Login ID and Password for logging in to the portal will be shared on the mobile number registered with ICEGATE.

4. A detailed user manual for creating Customs Brokers Profile is available on "Help Desk" Tab in the CBLMS portal. FAQs and List of Documents to be scanned(Color) and uploaded in CBLMS portal while creating CB Profile are enclosed to this Public Notice.

5. Creation of profile of the Customs Brokers on the CBLMS portal being of paramount importance for smooth transition into the online system of Customs Brokers management, a centralized CBLMS Helpdesk has been set up at 6th Floor, GST Bhavan, Basheer Bagh, Hyderabad to resolve any issues faced by the Customs Brokers on the CBLMS portal. Alternatively, the Customs Brokers may also send an email highlighting the specific issues being faced by them on the dedicated email id cblms.hyd@gmail.com or call the helpdesk number 040-2955 2127 / 94907 69385.

6. In light of the above, all the Customs Brokers working under Regulation 7(2) of CBLR 2018 and corresponding provisions of erstwhile regulations, under this office's jurisdiction, are requested to create their profile on the CBLMS portal latest by 22.10.2022.

Encl : As above.



(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.

List of documents to be scanned and uploaded in CBLMS portal while creating CB Profile		
Document No.	List of Documents	Format/Size Limit
(A) CB Primary Details		
1	Customs Broker License: For proof of CB License, attach the following document	pdf/1 MB
a	Scanned copy of CB License Booklet (All Pages)	
b	Public Notice granting CB License	
2	Nature of Customs Broker : For proof of Nature of Customs Broker, attach following documents	
a	GST Registration certificate (for Proprietorship firm)	pdf/20 MB
b	Partnership Deed (for Partnership firm)	
c	Incorporation Certificate or LLP Deed (for LLP)	
d	Incorporation certificate, Memorandum of Association (M.O.A), Article of Association (A.O.A) (for Pvt Ltd/Ltd Company)	
3	PAN Card : For copy of PAN Card, following documents may be attached	pdf/1 MB
a	PAN card of the proprietor (for proprietorship firm)	
b	PAN card of the partnership firm (for Partnership firm)	
c	PAN Card of the Company (for LLP/Pvt/ Pvt Ltd)	
4	GSTIN : GST Registration certificate	pdf/1 MB
5	Membership of the Association : Copy of the membership certificate from the Association recognized by the Pr.Commissioner/Commissioner in the Customs Station	pdf/1 MB
(B) Correspondence Address		
6	Proof of Address: For proof of Address, attach one of the following documents	pdf/10 MB
a	Water Bill	
b	Telephone Bill (landline or post paid mobile bill)	
c	Electricity bill	
d	Income Tax Assessment Order	
e	Election Commission Photo ID card	
f	Proof of Gas Connection	
g	Certificate from Employer of reputed companies on letter head	
h	Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder) (provided the applicant's present address matches the address mentioned in the spouse's passport)	
i	Aadhaar Card	
j	Rent Agreement	
k	Photo Passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only).	
(C) Security Deposit details		
7	AEO: For proof of AEO, attach the AEO certificate (tier 1,2 or 3)	pdf/1 MB
8	Security Deposit: For proof of security deposit, attach one of the following documents	pdf/1 MB
a	Bank Guarantee	
b	National Savings Certificate	
c	Fixed Deposit certificate (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only).	
d	Postal Security certificate	
(D) Authorised Person Details		
8	Present Address Proof: For proof of address of Authorised person, attach one of the documents in respect of present address of the Authorised person, out of the list of documents mentioned under 6(a) to 6(k) above.	pdf/10 MB
9	Permanent Address Proof: For proof of address of Authorised person, attach one of the documents in respect of permanent address of the Authorised person, out of the list of documents mentioned under 6(a) to 6(k) above.	pdf/10 MB
10	F Category Customs Pass: If the Authorised person is F-Category, then attach the copy of Customs Pass of the Authorised Person	pdf/1 MB
11	PAN Card of the Authorised Person	pdf/1 MB
12	Aadhar Card/e-Aadhaar Card (Acceptance of Aadhaar would be subject to successful validation from Aadhaar database)	pdf/1 MB
13	Educational Qualification: For proof of Educational Qualification, attach one of the following documents	pdf/1 MB
a	Degree of Graduation (Bachelors Degree)	
b	Masters or Equivalent Degree in Accounting, Finance or Management	
c	Degree of CA/CS/MBA/LLM/ACMA/FCMA	
d	Diploma in Customs clearance work	
14	Scanned copy of the photograph	jpg/500 KB
15	Scanned copy of Signature	jpg/100 KB

16	If the authorised person is G /PA, then attach the following documents pertaining to the F-Category Customs Pass holder	pdf/1 MB
a	Death Certificate	
b	Retirement Certificate	
17	Customs Pass of G/PA customs pass holder	pdf/1 MB
18	Copy of Power of Attorney	pdf/10 MB
19	PAN Card of G/PA	pdf/1 MB
20	Aadhar Card/e-Aadhaar Card of G/PA (Acceptance of Aadhaar would be subject to successful validation from Aadhaar database)	pdf/1 MB
21	Educational Qualification of G/PA: For proof of Educational Qualification, attach 10+2 certificate or above qualifications (as described in 13(a) to 13 (d)) in respect of G/PA	pdf/1 MB
22	Scanned copy of the photograph of G/PA	jpg/500 KB
23	Scanned copy of Signature of G/PA	jpg/100 KB
(E) Proprietor/Partner(s)/ Director(s) Details		
24	Present Address Proof: Attach one of the documents in respect of present address of the firm, out of the list of documents mentioned under 6(a) to 6(k) above.	pdf/10 MB
25	Permanent Address Proof: Attach one of the documents in respect of permanent address of the firm, out of the list of documents mentioned under 6(a) to 6(k) above.	pdf/10 MB
26	If Proprietor is not the Authorised Person due to death/retirement , then following documents of Authorised person to be uploaded:	
a	PAN card	pdf/1 MB
b	Aadhaar card	pdf/1 MB
c	Scanned copy of the photograph	jpg/ 500 KB
d	Scanned copy of Signature	jpg/100 KB
e	F Category Customs Pass: If the Authorised person is F-Category, then attach the copy of Customs Pass of the Authorised Person	pdf/1 MB
f	Copy of Power of Attorney	pdf/10 MB
g	Educational Qualification of F or F/PA: For proof of Educational Qualification, attach one of the documents out of the list of documents mentioned under 13(a) to 13(d) above.	pdf/1 MB
h	Other than F Category Customs Pass: If persons other than the F-category pass holder follow the applicable instructions of 26(a) to 26(g) in respect of that person	
27	If nature of CB is Partnership firm, documents to be uploaded as per the instructions in 26(a) to 26(h) in respect of Partnership firm as applicable	
(F) Employee Details		
28	Present Address Proof: Attach one of the documents in respect of present address of the Employee, out of the list of documents mentioned under 6(a) to 6(k) above.	pdf/10 MB
29	Permanent Address Proof: Attach one of the documents in respect of permanent address of the Employee, out of the list of documents mentioned under 6(a) to 6(k) above.	pdf/10 MB
30	PAN card	pdf/1 MB
31	Aadhaar card	pdf/1 MB
32	Scanned copy of the photograph	jpg/500 KB
33	Scanned copy of Signature	jpg/100 KB
34	If the Employee is F-Category, then attach the copy of Customs Pass of the Authorised Person	pdf/1 MB
35	Copy of Power of Attorney	pdf/10 MB
36	Educational Qualification of F or F/PA:For proof of Educational Qualification, attach one of the documents out of the list of documents mentioned under 13(a) to 13(d) above.	pdf/1 MB
37	If Employee is G-Category or H-Category pass holder, follow the instruction of Sr no 34 to 36 in respect of G-Pass holder or H-Pass holder respectively as applicable	

FAQs for Registration under CB Profile on CBLMS

1. What is CBLMS?

Ans. Customs Brokers License Management System (CBLMS) is a central platform for managing the Customs Broker's licensing processes with end-to-end IT integration and smart automation. The project aims to minimize the physical interface between Customs Brokers and the department, bring uniformity in procedures, process applications in time and bring accountability. With the implementation of CBLMS, the process of management of the Customs Brokers will become completely online.

2. What is CB Profile?

Ans. CB Profile in CBLMS captures complete data in respect of existing Customs Brokers (License Details, Concern/Firm/Company Details, Employee Details etc.) at all Customs Stations where it is transacting business under CBLR, 2018 to integrate them in CBLMS portal. This data has to be entered by all the existing Customs Brokers which will then be validated by officers of Customs of respective Policy Sections (Customs Broker Section).

3. Who are eligible for registration under CB Profile?

Ans. All the Customs Brokers who were issued Customs Brokers licenses by the Pr. Commissioner/Commissioner of Customs and who have been working under Regulation 7(2) of CBLR 2018 or corresponding provisions of erstwhile Regulations.

4. Is the registration on CB Profile mandatory for every Customs Broker?

Ans. Yes. CBLMS is being developed as part of CBIC's endeavor to digitize its business processes and enhance trade facilitation. After the implementation of CBLMS, all the processes related to CB Section viz Issuance of CB License/Pass, Offence management, Intimation, Issuance of Notices etc., will be carried out through the CBLMS only.

5. What are the pre-requisites for registering on CB Profile?

Ans. Following are the pre-requisites for registering on CB Profile module of CBLMS:

A) A Customs Broker must have a valid CB License issued under Regulation 7(2) of CBLR 2018 and respective provisions of erstwhile Regulations.

B) A Customs Broker must have received the SMS from CBLMS containing their respective login credentials on their ICEGATE registered mobile number.

6. What documents need to be uploaded in CB Profile?

Ans. Customs Brokers have to upload the following documents

- i. CB License.
- ii. Proprietorship Deed (Notarized) / Partnership Deed (Notarized) / Incorporation Certificate along with Memorandum of Association and Article of Association.
- iii. Security Deposit.
- iv. Lease agreement and Electricity Bill submitted as Address proof of the office.
- v. Photo, Educational Certificate, Result of F-Category exam of the Authorised person on the strength of whom a license has been obtained
- vi. Photo, PAN Card, Aadhaar Card of the Proprietor/Partner(s)/Director(s).
- vii. Power of Attorney, Result of F/G-Category exam, PAN Card, Aadhaar Card, Educational Qualification Certificates of the Employees.

7. What details are to be filled in CB Primary Details section of CB Profile Module?

Ans. The primary details of the Customs Brokers license are CB License number, Date of Issuance, Validity of the CB License, Proprietorship Deed Copy / Partnership Deed Copy / Copy of Incorporation Certificate along with Copy of Memorandum of Association and Copy of Article of Association, PAN Card no., GSTIN no., etc. A copy of the Customs Broker License has to be uploaded as well.

8. What details are to be filled in the Security Deposit section of CB Profile Module?

Ans. Details of the Security Deposit, submitted by the Customs Brokers to the Customs viz mode of security deposit, reference numbers, date of issuance and validity of the mode of security deposit, submitted by the Customs Broker, etc. are to be filled under this section.

9. What details are to be filled in the Authorized Person Details section of CB Profile Module?

Ans. These are the details of the authorized person on the strength of which Customs Broker License has been issued. These are copy of the F Card exam result, Mobile no, Email id, PAN Card no, Aadhaar Card no., educational qualification etc. A copy of result of F Category exam and proof of educational qualification is to be uploaded as well.

10. What details are to be filled in the Proprietor/Partner/Director Details section of CB Profile Module?

Ans. Details of Proprietor/Partner/Director of the Customs Broker firm/company such as Designation, Email id, mobile no., PAN card, Aadhaar Card details, etc. are to be filled under this section. In case of partnership/company, details of all the partners/directors should be filled/populated.

11. What details are to be filled in the Employee Details section of CB Profile Module?

Ans. Details of the employees under the Customs Brokers License such as details of G-Card and H-, Pass holders of Customs Broker, Details of the exam passed, educational qualifications, personal details such as PAN Number, Aadhaar Number, etc. are to be filled under this section

12. What details are to be filled in the Other Branch Details section of CB Profile Module?

Ans. Details of all Customs Stations where the Customs Broker is transacting business under Regulation 7(3) of CBLR, 2018 or corresponding provisions of erstwhile Regulations are to be uploaded under this section

13. On populating the data in a particular field, how to move onto the next field to fill the data?

Ans. Once the data is populated in a certain field, the Customs Broker can move the cursor to the next field by clicking on 'TAB' key on keyboard or by using mouse and moving the cursor on the next field.

14. What is 'Save and Continue' Button used for?

Ans. The 'Save and Continue' Button is used for saving the data populated in that particular screen and continue to the next page/section wherein further details are to be populated.

15. Once the save and continue button on a page is clicked, can the same page be visited afterwards to review/amend the information submitted?

Ans. Yes

16. What is Reset Button used for?

Ans. The Reset Button is used to reset the application form and erase all the data entered, if any, in the given fields. Once 'Reset' button is clicked, the Registration form needs to be filled again by the Customs Broker.

17. What details from the physical copy of the license are to be updated?

Ans. Following details from the physical copy of CB License are to be uploaded on CB Profile:

- i. Name of the Customs Broker
- ii. CB License Number
- iii. Issuance date of the CB License
- iv. Validity of the CB License i.e. Date till which license is valid or Life Time Validity

18. In which format should the documents be uploaded?

Ans. Customs Brokers have to upload the relevant documents in PDF or JPG/JPEG format based on the specification prescribed on the CBLMS portal.

19. Which Email id and mobile number are to be filled/populated in the Primary Details Section of the CBLMS?

Ans. The Email ID and Mobile numbers, registered against the subject CB License on ICEGATE, are to be updated in this section of CB Profile module.

20. Can any other mobile number and/or email id be used while registering the license?

Ans. No.

21. What is Parent Policy Section?

Ans. Parent Policy Section is the Customs Brokers Section of the Commissionerate of Customs which has granted the Customs Brokers License under Regulation 7(2) of CBLR, 2018 or under the respective provisions of the Customs House Agents Licensing Regulations, 1984 or the Customs House Agents Licensing Regulations, 2004 or the Customs Brokers Licensing Regulations, 2013. Parent Policy section is generally mentioned on the CB license copy.

22. Can a Customs Broker upload Proprietorship Deed / Partnership Deed copy that is not notarized?

Ans. No. Only a notarized copy of the Proprietorship Deed / Partnership Deed can be uploaded.

23. What is Date of incorporation?

Ans. Date of incorporation is the date on which the Company has been registered under the Companies Act, 2013.

24. Which PAN no. is to be filled/populated/uploaded?

Ans. PAN no. under which the Customs Broker of the subject license is registered.

25. Which GSTIN no. is to be filled/populated/uploaded?

Ans. GSTIN no. under which the Customs Broker of the subject license is registered with GST authorities.

26. What is Security Deposit type?

Ans. Any of the following security types that have been deposited by the Customs Broker

- (i) Bank guarantee
- (ii) Postal Security
- (iii) National Savings Certificate
- (iv) Fixed deposit receipt issued by a nationalized bank

27. Which Account no. is to be updated?

Ans. In case of Bank Guarantee – The Bank Guarantee No. issued by the Bank.

In case of Postal Security or National Saving Certificate or Fixed Deposit – The Account number as mentioned on the Postal Security or National Savings Certificate or Fixed Deposit.

28. What is Auto-Renewal and how to select the option out of Yes/No?

Ans. If a Bank Guarantee has auto-renewal clause then it will automatically get renewed on or before the last date of validity. If such clause appears on the Bank Guarantee, then CB needs to select option 'Yes', otherwise 'No'

29. Can we add more than one mode of security deposit?

Ans. No.

30. Who is an Authorised person?

Ans. A Person (Proprietor/Partner/Director/Employee) who has passed the Examination under Regulation 6 of CBLR, 2018 (or the corresponding

provisions of erstwhile Regulations) and on strength of whom the Customs Broker License has been issued.

31. Who is the Authorised person, in case of death of any partner or director or an authorized employee of a firm/company, who has passed the examination referred to in Regulation 6 and there is no other person who has passed Regulation 6 examination?

Ans. As per Section 11(3) of CBLR, 2018 such firm or company may authorize any other partner, director or authorised employee who is a G card holder to pass the examination referred to in Regulation 6 within a period of two years from the date of the demise or retirement of such person. The firm or company may be permitted to carry on the business of a Customs Broker with the approval of the Principal Commissioner of Customs or Commissioner of Customs, as the case may be till such time the aforesaid partner, director or authorized employee passes the said examination.

32. Who is the Authorised person, in case of death of a proprietor, who has passed the examination referred to in Regulation 6 and there is no other person in the who has passed Regulation 6 examination?

Ans. As per Section 12(2) of CBLR, 2018 the legal heir of such demised person, who is a major and a G-card holder may be permitted to work as a Customs Broker with the approval of the Principal Commissioner of Customs or Commissioner of Customs and such legal heir shall be required to pass the examination referred to in Regulation 6 within a period of two years from the date of demise of the original licensee

33. Who is an F-Card Holder?

Ans. "F card holder" is a person who has passed the examination referred to in Regulation 6 of CBLR, 2018 (or the corresponding provisions of erstwhile Regulations) and has been issued a photo identity card in Form F.

34. In which format should the photo be uploaded?

Ans. Customs Brokers are required to upload the photo in JPG/JPEG format based on the specification prescribed on the CBLMS portal.

35. Which documents can be used as Educational certificates?

Ans. Education certificates issued by a recognized university/educational board as per the educational qualification stipulated under Regulation 5 of CBLR, 2018 or its corresponding provisions of erstwhile Regulations.

36. Should the details of all the partners/directors be added in CBLMS?

Ans. Yes. Details of all the partners/directors should be filled.

37. What are the different categories of cards/passes?

Ans. Different categories of cards/passes are

- (i) 'F' Category – Means an individual who has been issued a Customs Card / Pass under Form 'F'.
- (ii) 'F with POA' Category – Means an individual who has been issued a Customs Card / Pass under Form 'F' and holds a valid Power of Attorney of the Custom Broker.
- (iii) 'G' Category – Means an individual who has been issued a Customs Card / Pass under Form 'G'.
- (iv) 'G with POA' Category – Means an individual who has been issued a Customs Card / Pass under Form 'G' and holds a valid Power of Attorney of the Custom Broker.
- (v) 'H' Category – Means an Individual who has been issued a Customs Card / Pass under Form 'H'.

38. What is Power of Attorney?

Ans. Power of Attorney refers to a legal document executed by either a Proprietor, Partners or Directors of a Customs Broker to give a designated employee ('F' or 'G' Category Customs Pass Holder) the power to act on behalf of a said Customs Broker.

39. What is the issue date and validity of a Customs Pass?

Ans. Issue Date means the date of issue of the Customs Pass. Validity means the date till which a Customs Pass is valid or date till which a CB license, under which he is employed, is valid whichever is earlier.

40. What is exam passed year?

Ans. Exam Passed Year means the Year in which the employee has passed the Customs Brokers exam prescribed under Rule 6 or Rule 13(5) of CBLR, 2018 or corresponding provisions of erstwhile Regulations, as the case may be.

41. What are Other Policy Sections?

Ans. Other Policy Sections for a Customs Broker are those Policy Sections (other than Parent Policy Section) where he is transacting business as a Customs Broker under Regulation 7(3) of CBLR, 2018 or under the corresponding provisions of the erstwhile regulations.

Can we submit the information without selecting the undertaking checkbox?

Ans. No. Undertaking is mandatory.

42. After submitting the data successfully, can we amend the data already provided in the registration form?

Ans. Once the form is completely filled and the form is successfully submitted by the Customs Broker, the application form gets logged in the system and a unique application reference number is generated. The Customs Broker can no longer edit the form unless the form is sent back by the validating officer.

43. Is there any helpdesk number to resolve queries related to CBLMS?

Ans. Yes. Helpdesk No. 022-22757921 is available during working hours i.e. between 9.30 am to 6 pm from Monday to Friday.