



**USER MANUAL FOR F CATEGORY EXAM AND
LICENSE APPLICATION (PART I)**

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Customs Brokers License Management System (CBLMS) USER MANUAL TO APPLY FOR F CATEGORY EXAM AND LICENSE APPLICATION (PART 1)

With the introduction of new functionalities in CBLMS, an applicant can apply for the Examination in Form-A as per Regulation 4 of the Customs Brokers Licensing Regulations, 2018 and on successfully passing the said examination (both written and oral) conducted under Regulation 6 of the Customs Brokers Licensing Regulations, 2018 subsequently apply for a Customs Broker license with QR Code on the CBLMS. The step by step process of applying for the Regulation 6 examination on the CBLMS is as follows:

One-time Registration

1. All applicants who want to submit an application on CBLMS must first register themselves on the CBLMS portal. It is a one-time registration process only.

Note - The applicants who are already registered on the CBLMS portal are not required to register again.

2. Only the registered applicants can fill and submit an application on the CBLMS portal.

3. The registration process is explained in the following steps:

- a. Open the CBLMS portal vide the URL “<https://cblms.gov.in>” in the web browser. The following page will appear (see Image 1 below) :

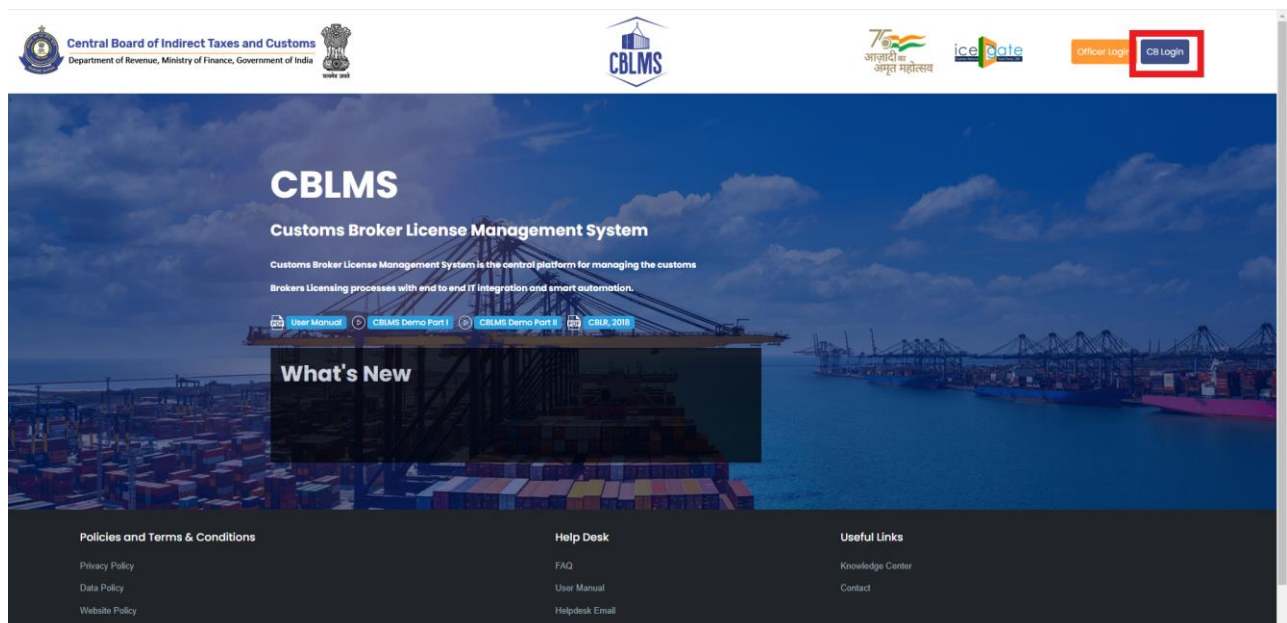


Image 1

For registering on the portal from this page, click on the ‘**CB Login**’ button on the top right-hand corner of the page. (As highlighted in the Image 1 above)

- b. On clicking the “**CB login**” button on the homepage, the following page (See Image 2 below) will appear:

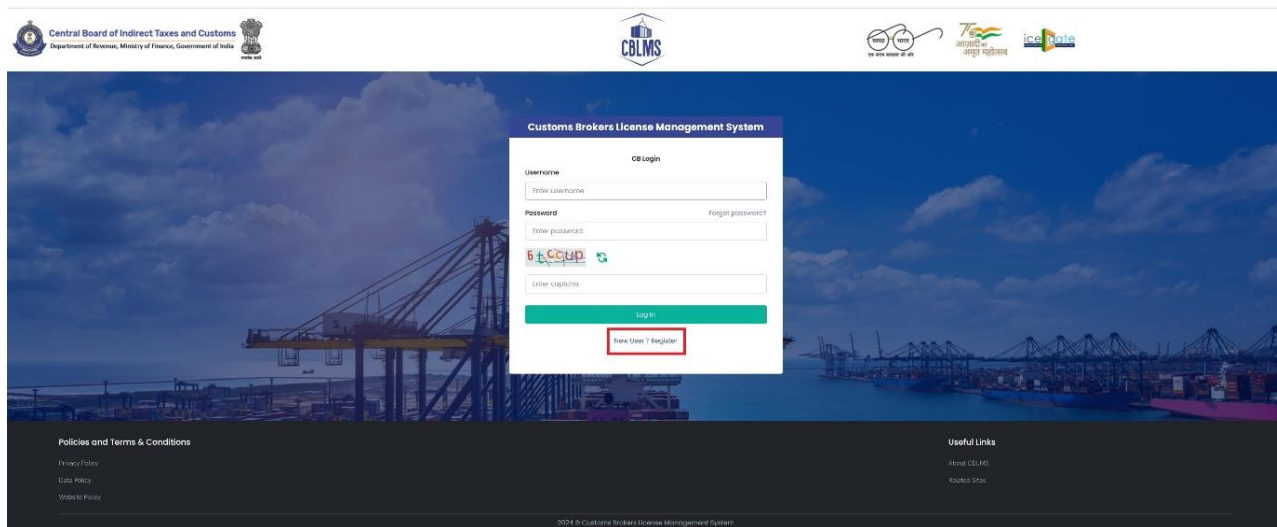


Image 2

- c. Click on **“New user? Register”** as highlighted in the Image 2 above.
- d. On clicking the **“New user? Register”**, the following screen of New User Registration will be displayed on the screen (See Image 3 below)

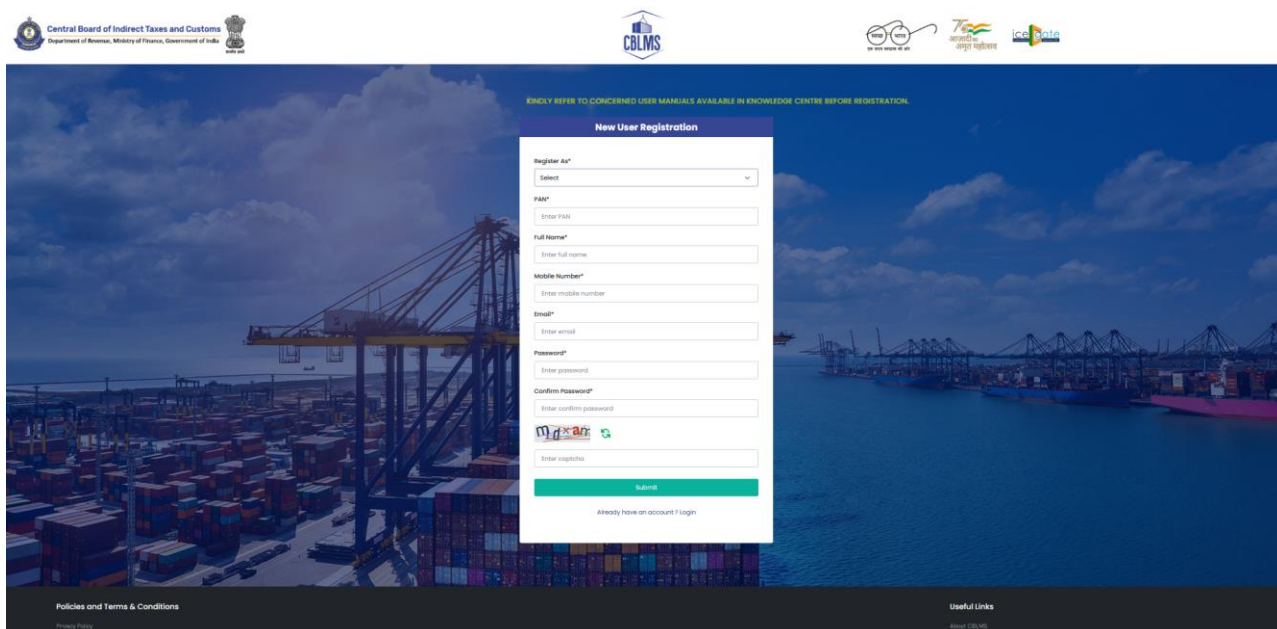


Image 3

- e. **Please fill the details on the “New User Registration”** page as per the below instructions:
 - i. **Register as :** Select the option “CB applicant” from the drop-down menu.
 - ii. **PAN:** Enter the Permanent Account Number (PAN) of the applicant i.e. the PAN of the Individual / Proprietorship Concern or the Partnership Firm or the Company, as the case may be. This PAN will be the Username/Login ID of the applicant for logging into the CBLMS portal. **Note that the PAN details cannot be changed after registration. Therefore, recheck the PAN details before submitting for registration.**
 - iii. **Full Name:** Enter the full name of the applicant. It is important to note that, the **“Applicant”** can be an Individual or Proprietorship Concern or

the Partnership Firm or a Company. Therefore, the applicant's full name is the name of the Individual / Proprietorship Concern or the name of the Partnership Firm or name of the Company (Private Limited/Limited Liability Partnership/Limited), as the case may be, that intends to seek the Customs Broker License.

- iv. **Mobile Number:** Enter the correct and active mobile number of the applicant who is to be registered on CBLMS and on which the applicant wishes to receive OTP/correspondence in respect of this application.
Note that the mobile number cannot be changed after registration. Therefore, recheck the mobile number before submitting for registration.
- v. **Email:** Enter the email address of the applicant who is to be registered on CBLMS and on which the applicant wishes to receive OTP/correspondence from the CBLMS portal in respect of this application.
Note that the email address cannot be changed after registration. Therefore, recheck the email address before submitting for registration.
- vi. **Password:** The password must be at least 8 characters in length, have at least one number, one upper case letter, one lower case letter and one special character.
- vii. **Confirm Password:** Re-enter the password created in the previous step.
- viii. Enter the displayed CAPTCHA and click on Submit.
- ix. On clicking Submit, a 6-digit One Time Password (OTP) will be sent on the mobile number and the email address provided during registration. The user is required to enter the OTP received on the Mobile Number and Email address and click on 'Confirm' (see Image 4 below)

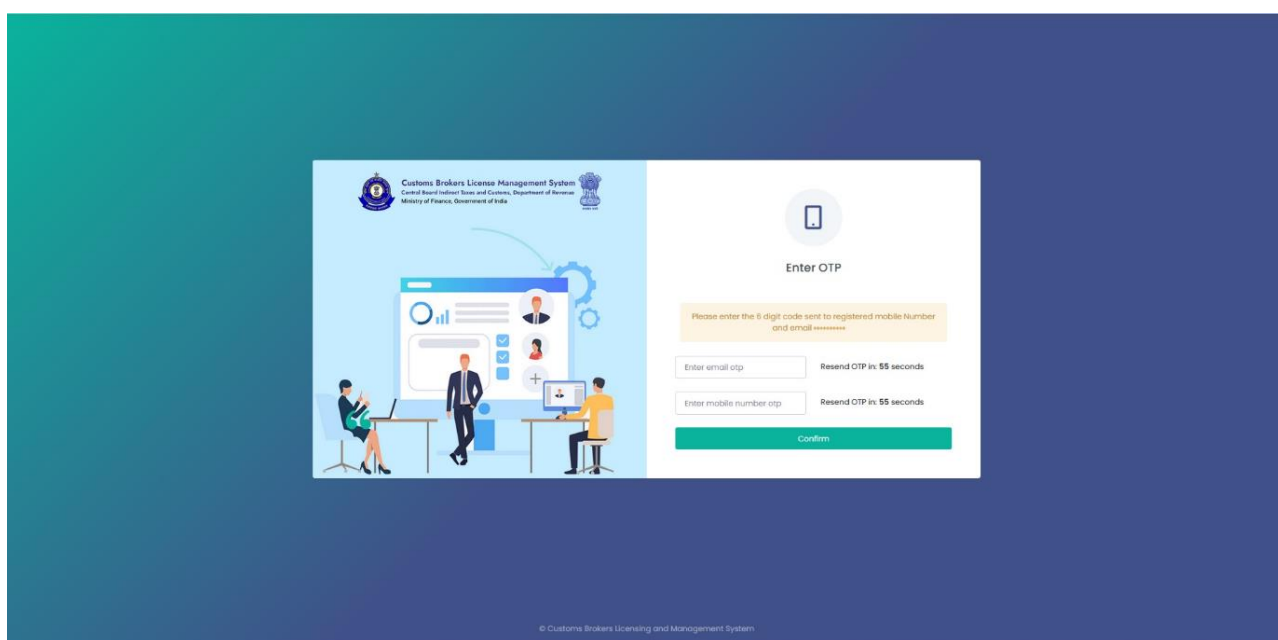


Image 4

The applicant has been successfully registered and can now log in the CBLMS portal using Username (PAN), Password and OTP received on the Mobile Number provided at the time of registration.

Process-II : Filling of F-Category Exam and License Application Part – I

1. Login:

- a. After successfully registering on CBLMS as explained in Section 1 above, the applicant needs to login into the portal to fill and submit the application form.
- b. On clicking the CB login button on the homepage as shown in Image 1 above, the login page will appear (See Image 5 below). Please provide details as per the instructions below:

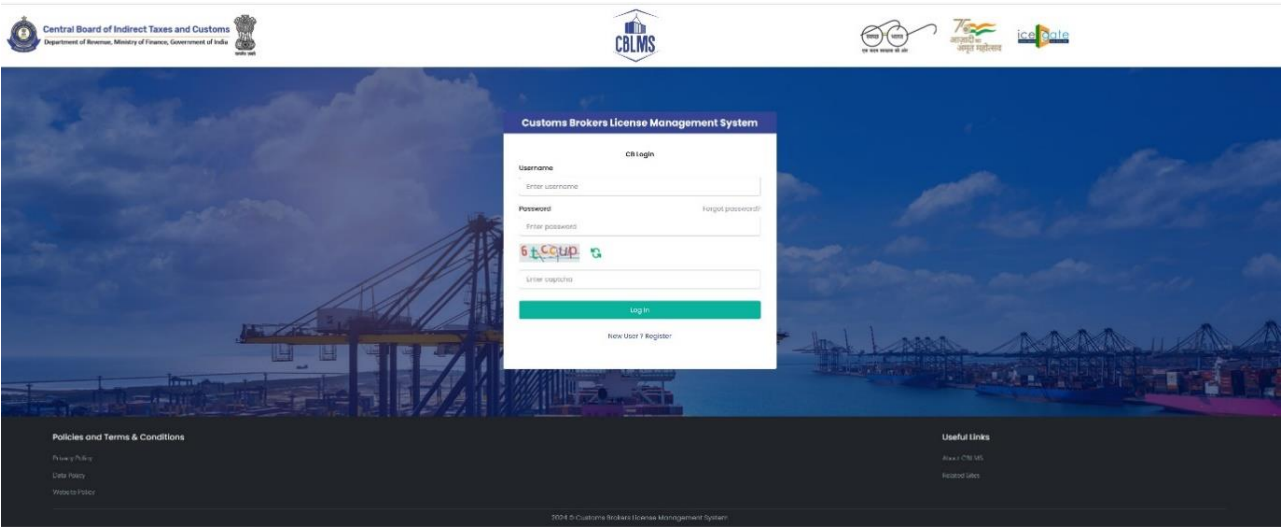


Image 5

- i. **Username :** Enter the username as PAN of the applicant provided during registration.
- ii. **Password :** Enter the password set during registration.
- iii. Enter the displayed CAPTCHA and click on **Login** button.
- iv. The One Time Password (OTP) page will appear (See Image 6 below) and a 6-digit OTP will be sent on the mobile number provided during registration.

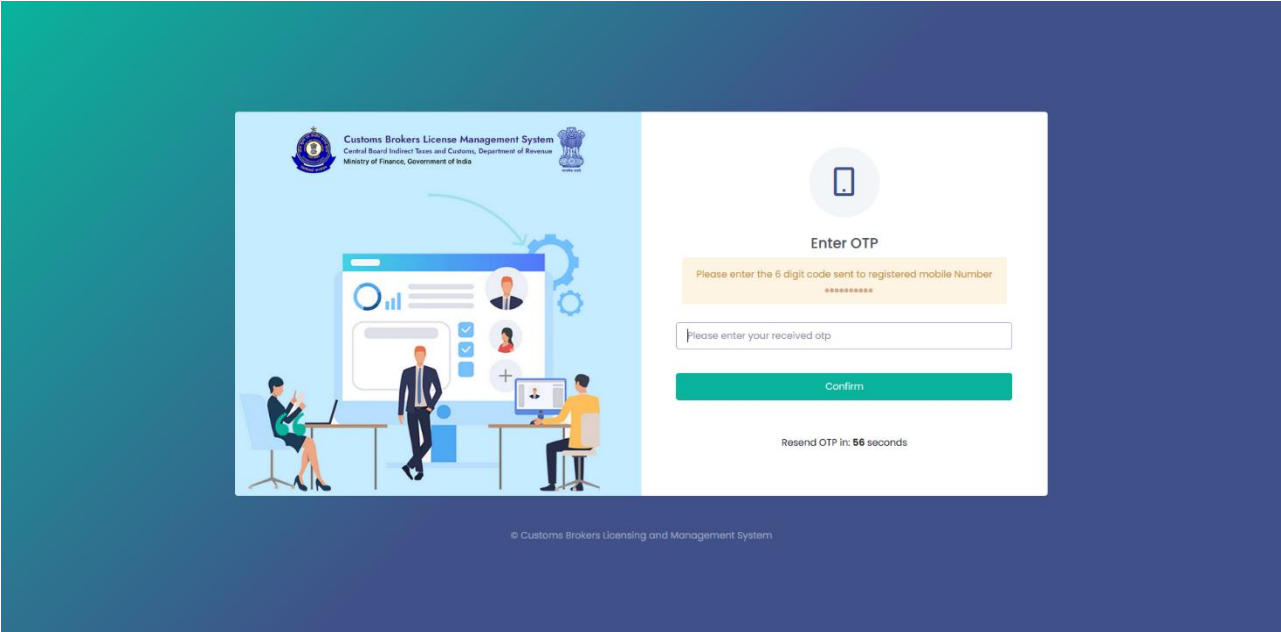


Image 6

- v. Enter the 6-digit OTP received on the Mobile Number and click on the **Confirm** button to login.
2. Now, on successful login, the following page (see Image 7 below) will appear:

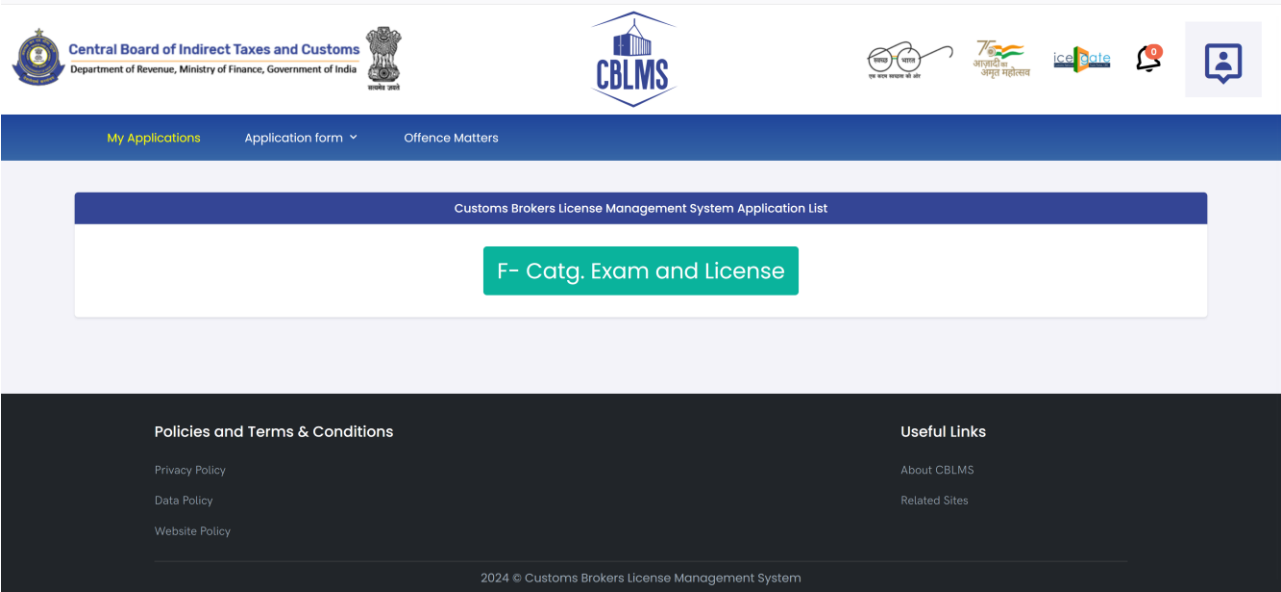


Image 7

3. **Filling Application Form:**

- a. Click on Application Form → Exam and License button (see Image 8 below).

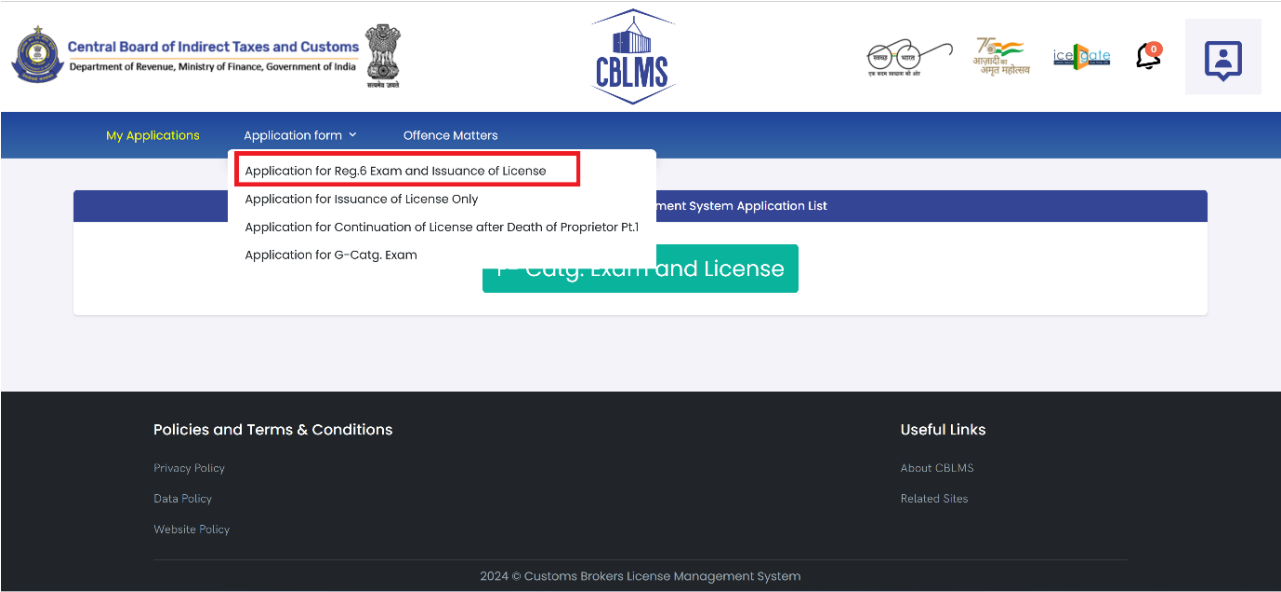


Image 8

- b. On clicking on the ‘Application for Reg.6 Exam and Issuance of License’ button, the following page (see Image 9 below) will appear:

Image 9

- c. This application form will capture all details of the applicants as well as the candidate who will be appearing in the examination required under Form-A to ascertain their qualification for appearing in the examination and subsequent issuance of a Customs Broker license under Customs Brokers Licensing Regulations, 2018.
- d. The form is divided into 7 sections/tabs which are displayed on the left-hand side of the screen. These 7 sections are, namely, Applicant Details, Correspondence Address, Individual/Proprietor Details or Partner(s) Details or Director(s) Details, Candidate Details, More Information, Declaration and Make Payment.

I. Instructions for filling the **Applicant Details** section:

- a. This first section captures the details of the Applicant i.e. the Individual / Proprietorship Concern or the Partnership Firm or Limited Liability Partnership or the Company (Private Limited/ Limited), as the case may

be, that intends to seek a Customs Broker license. The fields are to be filled as per below instructions:

- i. Select the Examination schedule from the drop down menu.
- ii. **Applicant Name:** Enter the full name of the applicant as provided during the registration.
- iii. **Mobile Number:** Enter the mobile number of the applicant as provided during the registration.
- iv. **Email id:** Enter the email address of the applicant as provided during the registration.
- v. **Parent Policy Section:** Select the Parent Policy Section, from the drop-down menu, having the jurisdiction over the area from where the applicant intends to carry on his business. The Parent Policy Section is the Policy Section that issues a license to the Customs Broker under Regulation 7(2) of the Customs Brokers Licensing Regulations, 2018. The applications made to this Parent Policy Section are deemed to be made under Regulation 4 of the Customs Brokers Licensing Regulations, 2018 to the Principal Commissioner of Customs or Commissioner of Customs, as the case may be, of the selected Parent Policy Section having jurisdiction over the area where the applicant intends to carry on his business.
- vi. **Nature of the Applicant:** Select the nature of the applicant, Individual/Proprietorship or Partnership or Limited Liability Partnership or Private Limited Company or Limited Company, as the case may be, from the drop-down menu.
- vii. **Upload proof:** Based on the nature of the applicant selected above, upload scanned copies of the proof of existence of Proprietorship or Partnership or Company, as the case may be. In case the nature of the applicant selected is Individual / Proprietorship this section is optional.
 - For Partnership Firm, the applicant must upload a clear and legible scanned copy of the notarised Partnership Deed;
 - For Private Limited Company or Limited Liability Partnership or Limited Company, the applicant must upload a clear and legible scanned copy of the notarised Incorporation Certificate;
 - For Individual / Proprietorship, the applicant can upload a self-attested, clear and legible scanned copy of either GST Registration or MSME Registration or Shops and Establishment Act License. However, the same is optional for Individual / Proprietorship.
 - The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **20 MB**.

- viii. **Date of incorporation of the Applicant:** Enter the date of incorporation of the applicant. In case the nature of the applicant selected is Individual / Proprietorship this section is optional.
- ix. **PAN:** This field is auto-populated with the Permanent Account Number of the applicant provided during registration.
- x. **Upload PAN Card:** Upload a self-attested, clear and legible scanned copy of the PAN card of the applicant. The scanned copy must be uploaded in pdf format only. The size of the scanned copy must not exceed 1 MB.
- xi. **GSTIN:** Enter the GSTIN of the applicant i.e. the above selected Individual / Proprietorship or Partnership Firm or Company. In case the nature of the applicant selected is Individual / Proprietorship this section is optional.
- xii. **Upload GSTIN:** Upload a self-attested, clear and legible scanned copy of the GSTIN Registration certificate of the applicant. The scanned copy must be uploaded in pdf format only. The size of the scanned copy must not exceed 1 MB. In case the nature of the applicant selected is Individual / Proprietorship this section is optional.
- xiii. Click on the **Save** button to save the details entered in this section and move to the next section.
- xiv. The next section page, the **Correspondence Address** Section page (see Image 10 below) will appear:

Image 10

- II. Instructions for filling the **Correspondence Address** section:
 - a. This second section captures the details of the Office address(es) of the applicant at which the applicant wants to receive correspondence. The fields are to be filled as per below instructions:

- i. **Address Line 1:** Enter the first line of the office correspondence address of the applicant.
- ii. **Address Line 2:** Enter the second line of the office correspondence address of the applicant.
- iii. **District:** Enter the district of the office correspondence address of the applicant.
- iv. **State:** Select the state of the office correspondence address of the applicant from the drop-down menu.
- v. **Pincode:** Enter the pincode of the office correspondence address of the applicant.
- vi. **Contact Number:** Enter the contact number of the office of the applicant. It is advised that a number other than the mobile number provided during the registration may be provided here as office contact number.
- vii. **Upload Address Proof:** Upload a self-attested, clear and legible scanned copy of the proof of the office correspondence address. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **10 MB**.
- viii. Click on the “**Add Address**” button. On clicking on the “**Add Address**” button, the correspondence address will be added and tabulated on the page (see Image 11) as shown below:

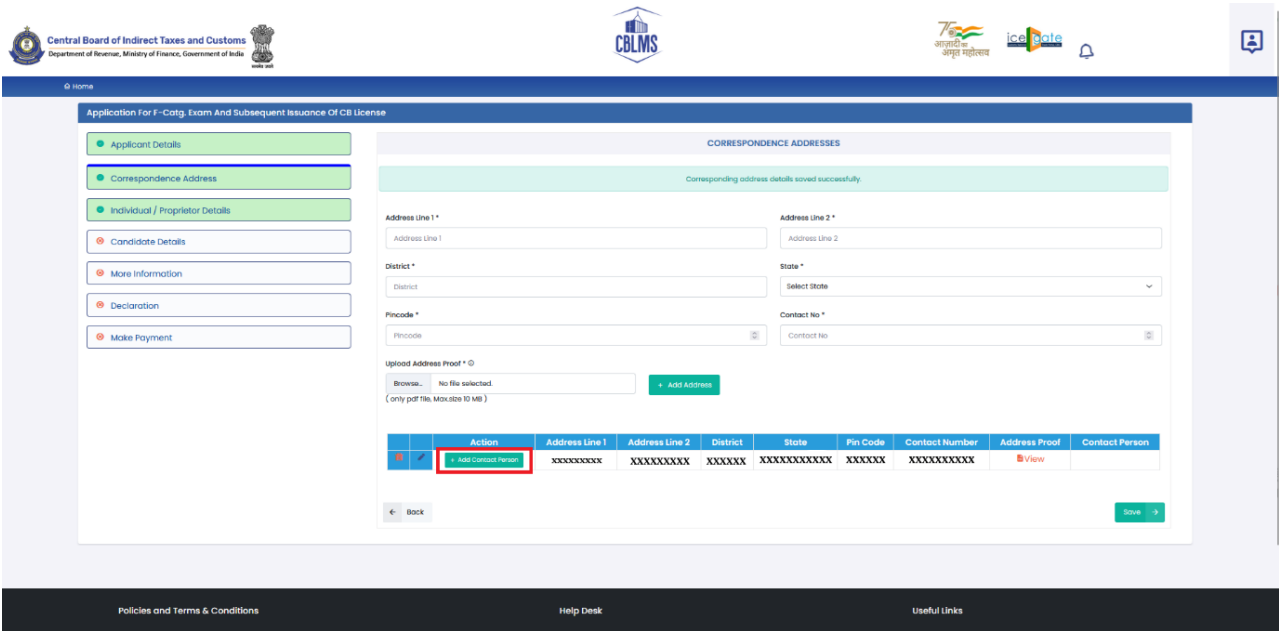


Image 11

- ix. Now, click on the “**Add Contact Person**” button as shown in the first column of the table (see Image 11 above). On clicking “**Add Contact Person**” button, a pop-up form named “Add Contact Person Details” will appear over the correspondence address details page (see Image 12 below) as shown below:

Image 12

- b. In this form, the contact person is the person who may be contacted at the above added correspondence address for any communication. This contact person could be the person who manages or supervises the office work at the above added correspondence address. The details of the contact person must be added as per below instructions:
 - i. **Full Name:** Enter the full name (First name, middle name and last name) of the Contact Person.
 - ii. **Father's Name:** Enter the full name (First name, middle name and last name) of the Father of the Contact Person.
 - iii. **Date of Birth:** Enter the date of birth in DDMMYYYY format of the contact person.
 - iv. **Upload Photograph:** Upload a latest, clear and proper photograph of the Contact Person. The photograph must be uploaded in **jpg/jpeg** format only. The size of the photograph must not exceed **500 KB**. **Please refer to the instructions of allowed photographs attached at the end of this user manual.**
 - v. **Upload Signature:** Upload a clear and legible scanned copy of the signature of the Contact Person. The scanned copy must be uploaded in **jpg/jpeg** format only. The size of the scanned copy must not exceed **100 KB**.
Please refer to the instructions of allowed signatures attached at the end of this user manual.
 - vi. **PAN Card:** Enter the PAN of the Contact Person.
 - vii. **Upload PAN Card:** Upload a self-attested, clear and legible scanned copy of the PAN Card of the Contact Person. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.
 - viii. **Mobile Number:** Enter the mobile number of the Contact Person.
 - ix. **Email id:** Enter the email address of the Contact Person.

- x. **Personal Address:** Enter the personal address of the Contact Person where he/she is residing.
- xi. **Upload Personal Address Proof:** Upload a self-attested, clear and legible scanned copy of the proof of present address of the Contact Person. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **10 MB**.
- xii. Click on the **Save** button to save the details.
- xiii. On clicking this Save button, the Correspondence Address section page will appear again and the name of the above added Contact Person will be displayed in the rightmost column in the table (see Image 13 below).

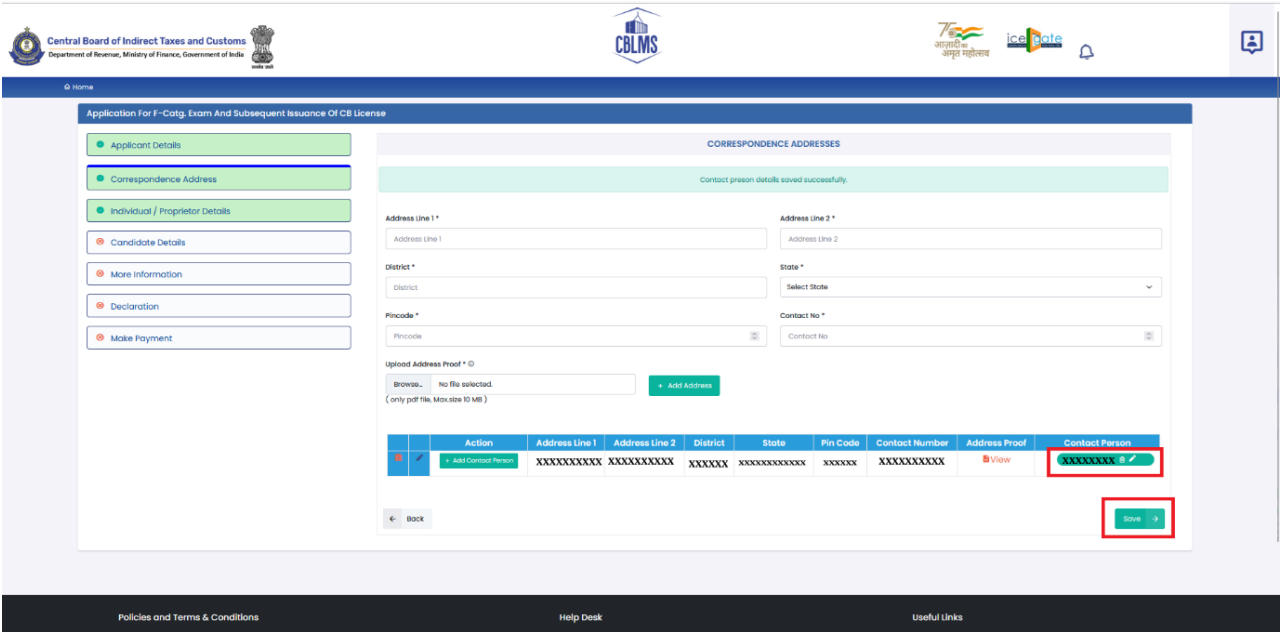


Image 13

- c. If there are more than one office, the applicant can add the correspondence addresses of the other offices as well following the above steps. It is important to note that it is mandatory to add contact person details for each correspondence address.
- d. Once all the office correspondence addresses and their contact persons are added such that they appear in the table on the Correspondence Address Section page (see Image 13 above).
- e. Click the **Save** button on this page to save the details entered in this section and move to the next section.
- f. The next section page, Individual / Proprietor Details or Partner Details or Directors Details section page, will appear depending on the Nature of the Applicant selected in the First Section. That is, if the nature of the applicant was selected as ‘Individual / Proprietorship’, then the ‘Individual / Proprietor details page will appear (Image 14), if ‘Partnership’ was selected then the ‘Partners Details’ will appear (Image 15) and if ‘Private Limited’/ ‘Limited Liability Partnership’/ ‘Limited’ was selected then the ‘Director Details’ will appear (Image 16) :

← Back

- iv. **Email id:** Enter the email address of the Individual / Proprietor.
- v. **Date of Birth:** Enter the date of birth of the Individual / Proprietor
- vi. **Gender:** Select the gender from the drop down menu (Male or Female or Other) of the Individual / Proprietor.
- vii. **PAN No:** Enter the PAN number of the Individual / Proprietor.
- viii. **Upload PAN Card:** Upload a self-attested, clear and legible scanned copy of the PAN Card of the Individual / Proprietor. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.
- ix. **Checkbox :** I hereby voluntarily submit my self-certified physical copy of Aadhaar Card as per Regulation 5 of Customs Brokers Licensing Regulations, 2018. The Individual / Proprietor (Candidate) is required to check the box.
- x. **Upload Aadhaar Card:** After checking the box as indicated in point ix above, upload a self-attested, clear and legible scanned copy of the Candidate's Aadhaar Card. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.
- xi. **Upload Photograph:** Upload a latest, clear and proper photograph of the Individual / Proprietor. The photograph must be uploaded in **jpg/jpeg** format only. The size of the photograph must not exceed **500 KB**. **Please refer to the instructions of allowed photographs attached at the end of this user manual.**
- xii. **Upload Signature:** Upload a clear and legible scanned copy of the signature of the Individual / Proprietor. The scanned copy must be uploaded in **jpg/jpeg** format only. The size of the scanned copy must not exceed 100 KB. **Please refer to the instructions of allowed signatures attached at the end of this user manual.**
- xiii. **Permanent Address:** Enter the permanent address details of the Individual / Proprietor, in the Address Line 1, Address Line 2, District, State and Pincode fields. Follow the above instructions for filling details in these fields.
- xv. **Upload Permanent Address proof:** Upload a self-attested, clear and legible scanned copy of the proof of the permanent address of the Individual / Proprietor. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **10 MB**.
- xvi. **Present Address:**
 - a. **Checkbox - Present address is same as permanent address:** If the present address is the same as the permanent address of the Individual

- / Proprietor then check this box and the details provided for the permanent address will automatically fill in the present address fields.
- b. **Present address is not same as permanent address:** If the present address is different from the permanent address, then enter the details of present address of the Individual / Proprietor as per the instructions given for address fields above.
- xvii. **Upload Present Address proof:** If the checkbox – ‘Present address is same as permanent address’ has not been checked, then upload a self-attested, clear and legible scanned copy of the proof of the present address of the Individual / Proprietor. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **10 MB**.
- xviii. **Educational Qualifications:** Enter the educational qualification details of the Individual / Proprietor. It is important to note that in case of Individual / Proprietor, the education qualification must be as required under Regulation 5 of the Customs Brokers Licensing Regulations, 2018.
- xix. **Upload Educational Certificates:** Upload a self-attested, clear and legible scanned copy of the proof of the education qualification of the Individual / Proprietor. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.
- xx. To add more than one education qualification click on the **Add Educational Qualification** button (see Image 17 below)
- xxi. Click on **Save** button to save the details entered in this section. (see Image 17 below)

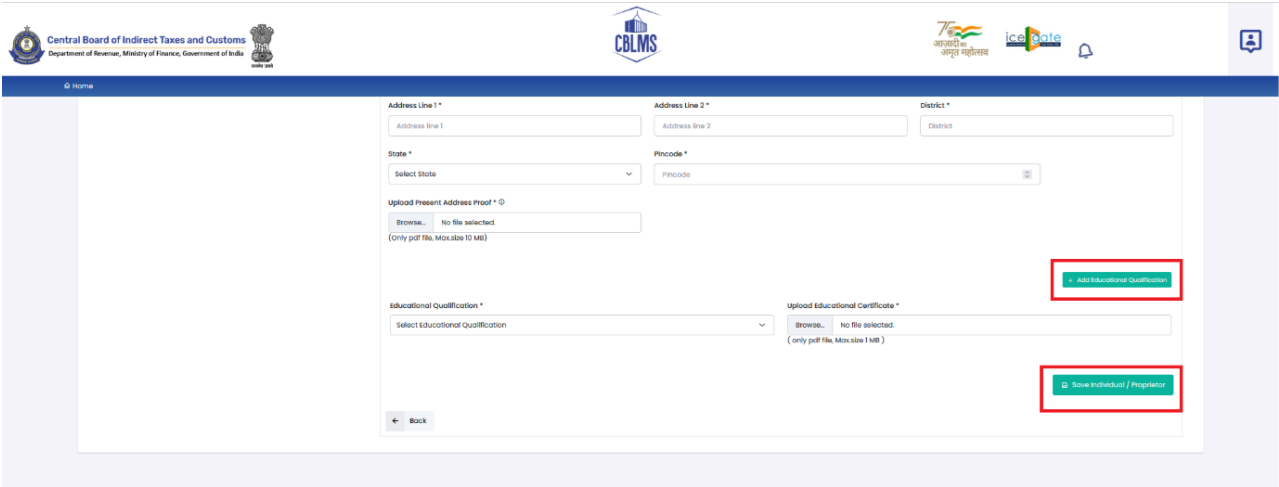
The image is a screenshot of the CBLMS (Customs Brokers License Management System) web application. The header shows the Central Board of Indirect Taxes and Customs logo and the CBLMS logo. The main content area is a form for entering address and educational details. The form has two columns. The left column contains 'Address Line 1', 'State' (a dropdown menu), 'Upload Present Address Proof' (a file upload button), and 'Educational Qualification' (a dropdown menu). The right column contains 'Address Line 2', 'District' (a dropdown menu), 'Pincode', and 'Upload Educational Certificate' (a file upload button). At the bottom right, there are two buttons highlighted with red boxes: 'Add Educational Qualification' and 'Save Individual / Proprietor'. A 'Back' button is at the bottom left.

Image 17

- xxii. On clicking on the **Save** button, the next section page i.e. **the Candidate Details** Section page will appear (see Image 18 below).

Image 18

- b. **In case of Partners:-** This third section captures the details of the Partners (in case the nature of the applicant is a Partnership firm) (See Image 15). The fields are to be filled as per below instructions:
- i. **Full Name:** Enter the full name (First name, middle name and last name) of the Partner.
 - ii. **Father's Name:** Enter the full name (First name, middle name and last name) of the Father of the Partner.
 - iii. **Mobile No.:** Enter the mobile number of the Partner.
 - iv. **Email id:** Enter the email address of the Partner.
 - v. **Date of Birth:** Enter the date of birth of the Partner.
 - vi. **Gender:** Select the gender from the drop down menu (Male or Female or Other) of the Partner.
 - vii. **PAN No:** Enter the PAN number of the Partner.
 - viii. **Upload PAN Card:** Upload a self-attested, clear and legible scanned copy of the PAN Card of the Partner. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.
 - ix. **Upload Photograph:** Upload a latest, clear and proper photograph of the Partner. The photograph must be uploaded in **jpg/jpeg** format only. The size of the photograph must not exceed **500 KB**. **Please refer to the instructions of allowed photographs attached at the end of this user manual.**
 - x. **Upload Signature:** Upload a clear and legible scanned copy of the signature of the Partner. The scanned copy must be uploaded in **jpg/jpeg** format only. The size of the scanned copy must not exceed 100 KB. **Please refer to the instructions of allowed signatures attached at the end of this user manual.**

- xi. **Date of Appointment:** Enter the date of appointment of the Partner.
- xii. **Whether This Person Will Be Engaged In Customs Broker Work?:** Yes /No - This indicates whether this Partner will be engaged in Customs clearance work or not.
- xiii. **Permanent Address:** Enter the permanent address details of the Partner, in the Address Line 1, Address Line 2, District, State and Pincode fields. Follow above instructions for filling details in these fields.
- xxiii. **Upload Permanent Address proof:** Upload a self-attested, clear and legible scanned copy of the proof of the permanent address of the Partner. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **10 MB**.
- xxiv. **Present Address:**
 - a. **Checkbox - Present address is same as permanent address:** If the present address is the same as the permanent address of Partner then check this box and the details provided for the permanent address will automatically fill the present address fields.
 - b. **Present address is not same as permanent address :** If the present address is different from the permanent address, then enter the details of present address of the Partner as per the instructions given for address fields above.
- xxv. **Upload Present Address proof:** If the checkbox – ‘Present address is same as permanent address’ has not been checked, then upload a self-attested, clear and legible scanned copy of the proof of the present address of the Partner. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **10 MB**.
- xxvi. **Educational Qualifications:** Enter the educational qualification details of the Partner.
- xxvii. **Upload Educational Certificates:** Upload a self-attested, clear and legible scanned copy of the proof of the education qualification of the Partner. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.
- xxviii. To add more than one education qualification click on **the Add Educational Qualification** button. (see Image 19 below)
- xxix. **Save Partner button :** Click on this button to add the Partner mentioned in the form. This button will save and tabulate the current partner details and will allow the user to fill more partner details in the form. (See Image 19 below)

xxx. **Save button** : Once all the Partners have been added, click on **Save** button to save the details entered in this section and move to the next section. (see Image 19 below)

The screenshot shows the 'Add Educational Qualification' form in the CBLMS system. The form is divided into several sections: 'State' and 'Pincode' dropdowns, 'Upload Present Address Proof' with a file browser, 'Educational Qualification' dropdown, and 'Upload Educational Certificate' with a file browser. Below these is a table for adding partners with columns for Name, Father's Name, Mobile, and Email ID. At the bottom right, there are three buttons highlighted with red boxes: 'Add Educational Qualification', 'Save Partner', and 'Save'.

Image 19

xxxi. On clicking on the **Save** button, the next section page i.e. **the Candidate Details** Section page will appear. (see Image 20)

The screenshot shows the 'Candidate Details' form in the CBLMS system. The form is divided into two main sections: 'Applicant Details' on the left sidebar and 'CANDIDATE DETAILS' on the right. The sidebar includes links for Applicant Details, Correspondence Address, Partner Details, Candidate Details (highlighted), More Information, Declaration, and Make Payment. The main form area contains fields for Designation, Full Name, Father's Name, Mobile No., Email Id, Date of Birth, Gender, PAN, Upload PAN Scan Copy, Upload Aadhaar Card, Upload Photograph, and Upload Signature. A checkbox for 'I hereby voluntarily submit my self-certified physical copy of Aadhaar Card as per Regulation 5 of Customs Brokers Licensing Regulations, 2018' is also present.

Image 20

- c. **In case of Director:-** This third section captures the details of the Director(s) (in case the nature of the applicant is a Limited Liability Partnership, Company (Private Limited) or Company (Limited) (See Image 16). The fields are to be filled as per below instructions:
- Full Name:** Enter the full name (First name, middle name and last name) of the Director.
 - Father's Name:** Enter the full name (First name, middle name and last name) of the Father of the Director.

- iii. **Mobile No.:** Enter the mobile number of the Director.
- iv. **Email id:** Enter the email address of the Director.
- v. **Date of Birth:** Enter the date of birth of the Director.
- vi. **Gender:** Select the gender from the drop down menu (Male or Female or Other) of the Director.
- vii. **PAN No:** Enter the PAN number of the Director.
- viii. **Upload PAN Card:** Upload a self-attested, clear and legible scanned copy of the PAN Card of the Director. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.
- ix. **Upload Photograph:** Upload a latest, clear and proper photograph of the Director. The photograph must be uploaded in **jpg/jpeg** format only. The size of the photograph must not exceed **500 KB**. **Please refer to the instructions of allowed photographs attached at the end of this user manual.**
- x. **Upload Signature:** Upload a clear and legible scanned copy of the signature of the Director. The scanned copy must be uploaded in **jpg/jpeg** format only. The size of the scanned copy must not exceed 100 KB. **Please refer to the instructions of allowed signatures attached at the end of this user manual.**
- xi. **Date of Appointment:** Enter the date of appointment of the Director.
- xii. **Whether This Person Will Be Engaged In Customs Broker Work?:** Yes /No - This indicates whether this Director will be engaged in customs clearance work or not.
- xiii. **Permanent Address:** Enter the permanent address details of the Director, in the Address Line 1, Address Line 2, District, State and Pincode fields. Follow above instructions for filling details in these fields.
- xiv. **Upload Permanent Address proof:** Upload a self-attested, clear and legible scanned copy of the proof of the permanent address of the Director. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **10 MB**.
- xv. **Present Address:**
 - a. **Checkbox - Present address is same as permanent address:** If the present address is the same as the permanent address of Director then check this box and the details provided for the permanent address will automatically fill the present address fields.
 - b. **Present address is not same as permanent address:** If the present address is different from the permanent address, then enter the details

of present address of the Director as per the instructions given for address fields above.

- xviii. **Upload Present Address proof:** If the checkbox – ‘Present address is same as permanent address’ has not been checked, then upload a self-attested, clear and legible scanned copy of the proof of the present address of the Director. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **10 MB**.
- xix. **Educational Qualifications:** Enter the educational qualification details of the Director.
- xx. **Upload Educational Certificates:** Upload a self-attested, clear and legible scanned copy of the proof of the education qualification of the Director. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.
- xxi. To add more than one education qualification click on the **Add Educational Qualification** button. (see Image 21 below)
- xxii. **DIN:** Enter the Director Identification Number (DIN) of the Director.
- xxiii. **Upload DIN Proof:** Upload the PDF scanned copy of the proof wherein DIN of the director is allotted. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.
- xxiv. **Save Director button:** Click on this button to add the Director mentioned in the form. This button will save and tabulate the current Director details and will allow the user to fill more Director details in the form. (see Image 21 below)
- xxv. **Save button:** Once all the Director(s) have been added, click on **Save** button to save the details entered in this section and move to the next section. (see Image 21 below)

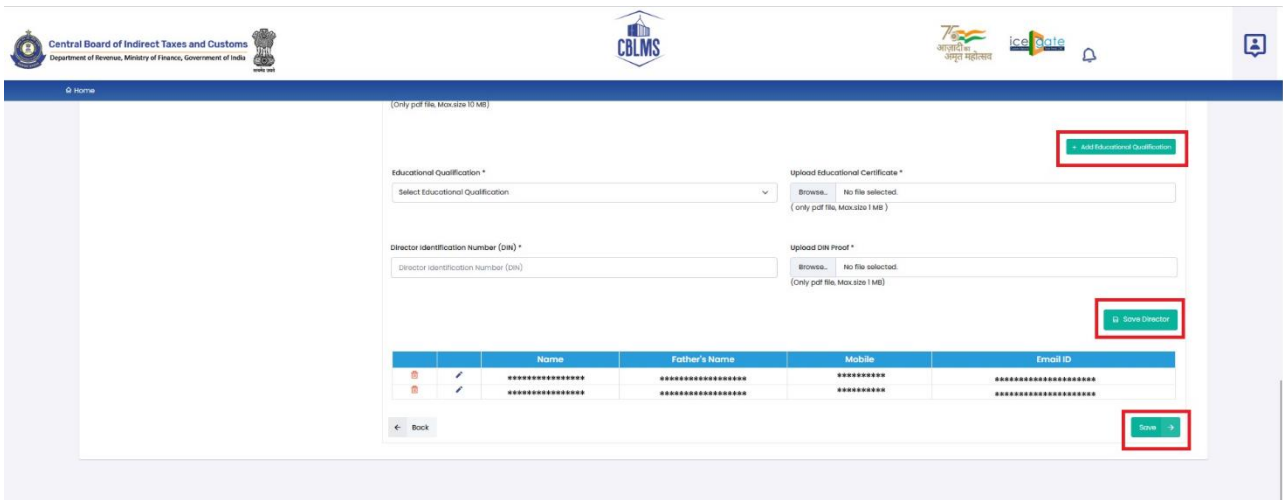


Image 21

- xxvi. On clicking on the **Save** button, the next section page i.e. **the Candidate Details** Section page will appear. (see Image 22 below)

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

CBLMS

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असतो मा सद्गमय

ice gate

Application For F-Catg. Exam And Subsequent Issuance Of CB License

Applicant Details

Correspondence Address

Director Details

Candidate Details

More Information

Declaration

Make Payment

CANDIDATE DETAILS

Designation *
Select Designation

Full Name *
Full Name

Father's Name *
Father's Name

Mobile No. *
Mobile No.

Email Id *
Email Id

Date Of Birth *
dd / mm / yyyy

Gender *
Select Gender

PAN *
PAN

Upload PAN Scan Copy *
Browse... No file selected.
(only pdf file, Max.size 1 MB)

Upload Aadhaar Card *
Browse... No file selected.
(Only pdf file, Max.size 1 MB)

Upload Photograph *
Browse... No file selected.
(only jpg/png file, Max.size 500 KB)

Upload Signature *
Browse... No file selected.

Date Of Appointment
dd / mm / yyyy

I hereby voluntarily submit my self-certified physical copy of Aadhaar Card as per Regulation 5 of Customs Brokers Licensing Regulations, 2018 *

Image 22

- IV. **Instructions for filling the Candidate Details section:** This fourth section captures the details of the Candidate. A Candidate is a person who will be appearing in the Regulation 6 examination and on the strength of whom the applicant is seeking the Customs Broker License. Based on the nature of applicant selected in this First Section, either of the following two sections will appear:
- In the first case where the nature of the applicant was selected as 'Individual / Proprietorship' (see Image 14), since the Individual/ Proprietor is also the Candidate who will appear in the exam, the Candidate Details Section page will be auto-filled with the details of the Individual / Proprietor entered in the previous section. The applicant is required to verify the auto-filled details and click **Save** button to move to the next section.
 - In the second case where the nature of the applicant was selected as either 'Partnership' or 'Limited Liability Partnership' or Company (Pvt. Ltd.) or Company (Ltd)', the applicant is required to fill in the details of the Candidate as per below instructions:
 - Designation:** Select the designation of the candidate in the applicant firm or company, as the case may be, from the drop down menu.
 - Director or Partner Details :** If the selected applicant's designation is 'Director' or 'Partner', as the case may be, select the name of the 'Director' or 'Partner' from the drop down menu. **It is important to note that the names of only those 'Partners' or 'Directors' will appear in the drop down menu whose details have been saved in the previous Partner / Director section.**
 - On choosing the name of the candidate from the drop down menu certain details of the respective Partner or Director entered in the previous section will be auto filled in this section. The Candidate will be required to fill in certain details as per below instructions :

- iv. **Checkbox** : I hereby voluntarily submit my self-certified physical copy of Aadhaar Card as per Regulation 5 of Customs Brokers Licensing Regulations, 2018. The Candidate will be required to check the box.
- v. **Upload Aadhaar Card:** After checking the box as indicated in point iv above, the candidate is required upload a self-attested, clear and legible scanned copy of his/her Aadhaar Card. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.
- vi. **It is important to note that the education qualification of the Candidate must be as required under Regulation 5 of the Customs Brokers Licensing Regulations, 2018.**
- vii. Verify the details in this section and click **Save** button to move to the next section.

If the Designation of the applicant is selected as 'Employee', the following details will be required to be filled as per the below instructions:
- viii. **Full Name:** Enter the full name (First name, middle name and last name) of the Candidate.
- ix. **Father's Name:** Enter the full name (First name, middle name and last name) of the Father of the Candidate.
- x. **Mobile No.:** Enter the mobile number of the Candidate.
- xi. **Email id:** Enter the email address of the Candidate.
- xii. **Date of Birth:** Enter the date of birth of the Candidate.
- xiii. **Gender:** Select the gender from the drop down menu (Male or Female or Other) of the Candidate.
- xiv. **PAN No:** Enter the PAN number of the Candidate.
- xv. **Upload PAN Card:** Upload a self-attested, clear and legible scanned copy of the PAN Card of the Candidate. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.
- xvi. **Checkbox** : I hereby voluntarily submit my self-certified physical copy of Aadhaar Card as per Regulation 5 of Customs Brokers Licensing Regulations, 2018. The Candidate will be required to check the box.
- xvii. **Upload Aadhaar Card:** After checking the box as indicated in point xvi above, the candidate is required to upload a self-attested, clear and legible scanned copy of his / her Aadhaar Card. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.

- xviii. **Upload Photograph:** Upload a latest, clear and proper photograph of the Candidate. The photograph must be uploaded in **jpg/jpeg** format only. The size of the photograph must not exceed **500 KB**. **Please refer to the instructions of allowed photographs attached at the end of this user manual.**
- xix. **Upload Signature:** Upload a clear and legible scanned copy of the signature of the Candidate. The scanned copy must be uploaded in **jpg/jpeg** format only. The size of the scanned copy must not exceed **100 KB**. **Please refer to the instructions of allowed signatures attached at the end of this user manual.**
- xx. **Date of Appointment:** Enter the date of appointment of the Candidate.
- xxi. **Permanent Address:** Enter the permanent address details of the Candidate, in the Address Line 1, Address Line 2, District, State and Pincode fields. Follow above instructions for filling details in these fields.
- xxii. **Upload Permanent Address proof:** Upload a self-attested, clear and legible scanned copy of the proof of the permanent address of the Candidate. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **10 MB**.
- xxiii. **Present Address:**
- a. **Checkbox - Present address is same as permanent address:** If the present address is the same as the permanent address of Candidate then check this box and the details provided for the permanent address will automatically fill the present address fields.
- b. **Present address is not same as permanent address :** If the present address is different from the permanent address, then enter the details of present address of the Candidate as per the instructions given for address fields above.
- xvi. **Upload Present Address proof:** If the checkbox – ‘Present address is same as permanent address’ has not been checked, then upload a self-attested, clear and legible scanned copy of the proof of the present address of the Candidate. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **10 MB**.
- xvii. **Educational Qualifications:** Enter the educational qualification details of the Candidate. It is important to note that the education qualification must be as required under Regulation 5 of the Customs Brokers Licensing Regulations, 2018.
- xviii. **Upload Educational Certificates:** Upload a self-attested, clear and legible scanned copy of the proof of the education qualification of the Candidate. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.

- xix. To add more than one education qualification click on the **Add Educational Qualification** button. (see Image 23 below)
- xx. Click on the **Save** button to save the details entered in this section and move to the next section. (see Image 23 below)

The screenshot shows the 'Add Educational Qualification' section of the CBLMS application form. The form includes fields for State, Pincode, Address, and Educational Qualification. A red box highlights the 'Add Educational Qualification' button, and another red box highlights the 'Save' button.

Image 23

- xxi. On clicking on the **Save** button, the next section page, the **More Information** Section page (see Image 24 below) will appear:

The screenshot shows the 'More Information' section of the CBLMS application form. The form includes fields for Whether the candidate is a retired Group A Officer from Indian Revenue Service (Customs & Indirect Taxes), Proof of Sound Mind, I have working knowledge of English, I have working knowledge of Hindi, I have working knowledge of Local Language, Total number of attempts the applicant has made in the examination referred to in regulation 9 of the Custom House Agents Licensing Regulation, 1984 or regulation 8 of the Custom House Agents Licensing Regulation, 2004 or regulation 8 of the Customs Brokers Licensing Regulations, 2013 or regulation 8 of the Customs Brokers Licensing Regulations, 2018, Upload proof of Financial Viability (Certificate), Financial Viability Certificate No., Financial Viability Certificate Issue Date, and Upload duly filled & signed Form-A of Customs Brokers Licensing Regulations, 2018. A red box highlights the 'More Information' section.

Image 24

- V. **Instructions for filling the More Information section:** This fifth section captures the remaining important details. The fields are to be filled as per below instructions:
 - i. **Whether the candidate is a retired Group A officer from Indian Revenue Service (Customs and Indirect Taxes):** Select the applicable answer, Yes or No. If Yes then,
 - a. Indicate the Number of Years of experience in Group ‘A’ post.

- b. **Upload Proof of experience in Group 'A' post :** Upload a clear and legible scanned copy of the proof of experience in Group 'A' post. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.
- iii. **Upload Proof of Sound Mind:** Upload a clear and legible scanned copy of the proof of sound mind of the candidate. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.
- iv. **I have working knowledge of English:** Select the applicable answer, Yes or No.
- vi. **I have working knowledge of Hindi:** Select the applicable answer, Yes or No.
- vii. **I have working knowledge of the Local Language:** Select the local language from the drop-down menu.
- viii. **Total number of attempts the applicant has made in the examination referred to in Regulation 9 of the Custom House Agents Licensing Regulation, 1984 or Regulation 8 of the Custom House Agents Licensing Regulation, 2004 or Regulation 6 of the Customs Brokers Licensing Regulations, 2013 or Regulation 6 of the Customs Brokers Licensing Regulations, 2018:** Since in cases where the nature of the applicant is Partnership or Company, it is the candidate who attempts the examination and in the case where the nature of the applicant is Individual / Proprietorship, the Proprietor is also the candidate, therefore, in all cases select the number of attempts made by the Candidate.
- ix. **Upload proof of Financial Viability (Certificate):** Upload a self-attested, clear and legible scanned copy of the proof of the financial viability certificate of the Candidate issued by a scheduled bank or such other proof acceptable to Pr. Commissioner of Customs or Commissioner of Customs, as the case may be, in terms of possession of the assets of the value not less than five lakhs rupees. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.
- x. **Financial Viability Certificate No.:** Enter the number of the financial viability certificate uploaded above.
- xi. **Financial Viability Certificate Issue Date:** Enter the date of issuance of the financial viability certificate uploaded above.
- xii. **Upload Duly Filled and Signed FORM-A:** Upload a clear and legible scanned copy of the completely and accurately filled and signed (in blue ink only) FORM-A of Customs Brokers Licensing Regulations, 2018. Take note of below instructions in this regard:

- a. Applicants should download and print the FORM-A of Customs Brokers Licensing Regulations, 2018 (Annexure - A). This FORM-A must be carefully filled and signed.
- b. In case the applicant is a Partnership Firm or a Company:
 - i. For the field “Aadhaar Number”, the Aadhaar number of the person appearing in the examination should be provided in the FORM-A.
 - ii. At the place of “Signature of the applicant”, the signature of the Partner or Director or Authorised Person, as the case may be, as well as the signature of the person appearing in the examination should be provided. Name and designation of the person should also be provided immediately below his/her signature.
- c. It should be ensured that the information filled in the scanned copy of FORM-A should be the same as the information filled by the applicant in the online application form. In case of any discrepancies in the digitally provided information and the information provided in the scanned copy of the FORM-A, the application is liable for rejection.
- d. A clear and legible scanned copy should be uploaded by the applicants in the “Upload Duly Filled and Signed FORM-A” field in the online application form.
- e. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **1 MB**.
- f. **Applicants should NOT send this signed FORM-A to the Policy Section. It is only required to be uploaded in the application form.**
- xiii. Click on the **Save** button to save the details entered in this section and move to the next section.
- xiv. The next section page, the Declaration Section page (see Image 25 below) will appear:

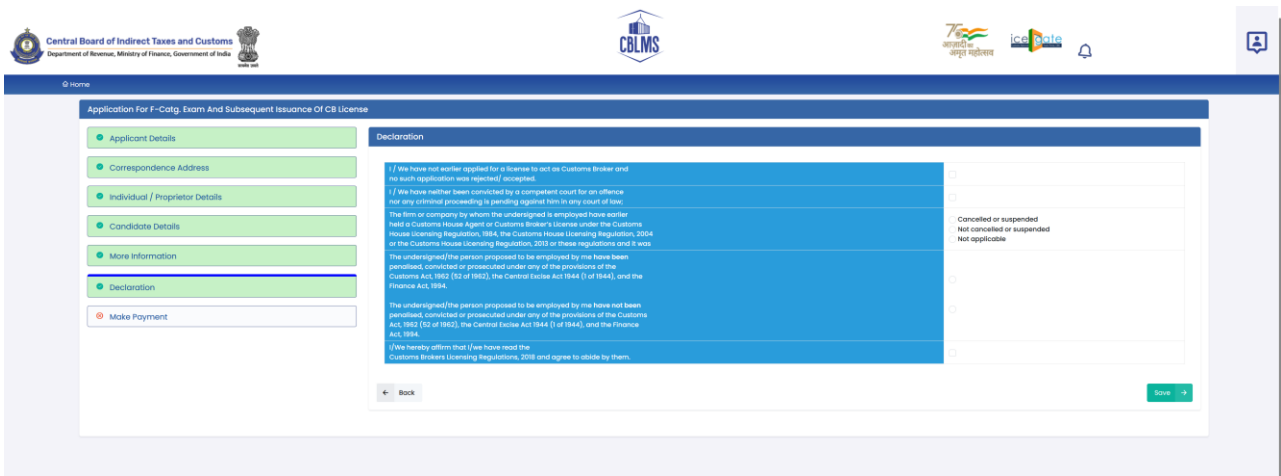


Image 25

VI. **Instructions for filling the Declaration section:** This is the sixth section which captures the mandatory declarations to be provided by the applicant. The fields are to be filled as per below instructions:

- i. I/We have not earlier applied for a license to act as Customs Broker and no such application was rejected/accepted: Check the box.
- ii. I/We have neither been convicted by a competent court for an offence nor any criminal proceeding is pending against him in any court of law: Check the box.
- iii. The firm or company by whom the undersigned is employed have earlier held a Customs House Agent or Customs Broker’s License under the Customs House Licensing Regulation, 1984, the Customs House Licensing Regulation, 2004 or the Customs House Licensing Regulation, 2013 or these Regulations and it was cancelled or suspended/not cancelled or suspended.: Check the applicable box.
- iv. The undersigned/the person proposed to be employed by me have been penalised 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 1994
Or
The undersigned/the person proposed to be employed by me have not been penalised 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 1994: Check the applicable box.
- v. I/We hereby affirm that I/we have read the Customs Brokers Licensing Regulations, 2018 and agree to abide by them: Check the box.
- vi. Click on the Save button to save the details entered in this section and move to the next section.
- vii. The next section page, the Make Payment Section page (see Image 26 below) will appear:

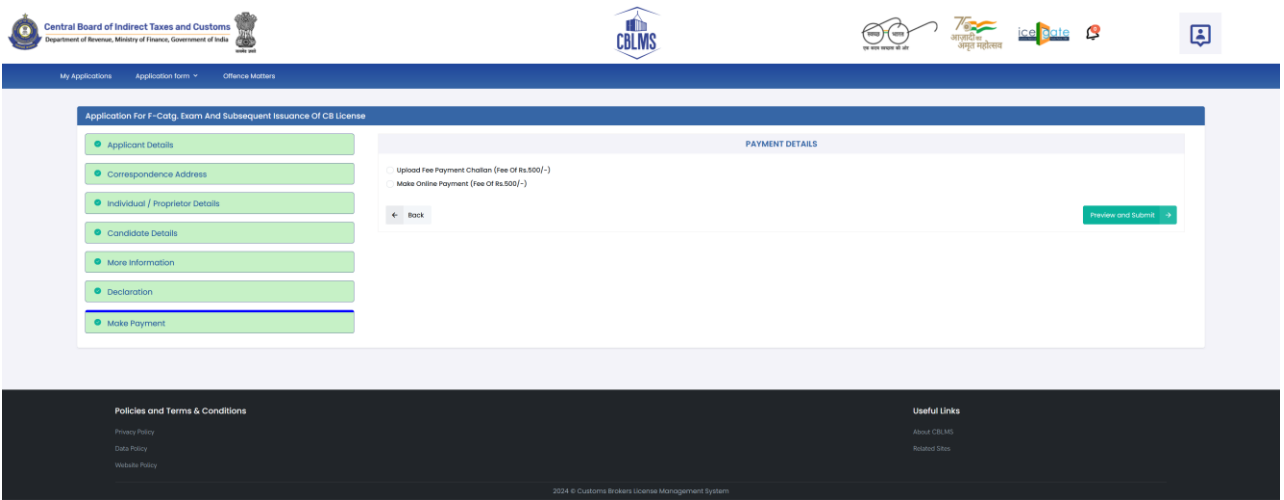


Image 26

VII. Instructions for filling the Make Payment section: This is the seventh and last section which captures the payment. The payment can be made in both offline as well as online mode. The fields are to be filled as per below instructions:

- a. **Offline Payment** (see Image 27 below): In this mode the steps to be followed are as below:

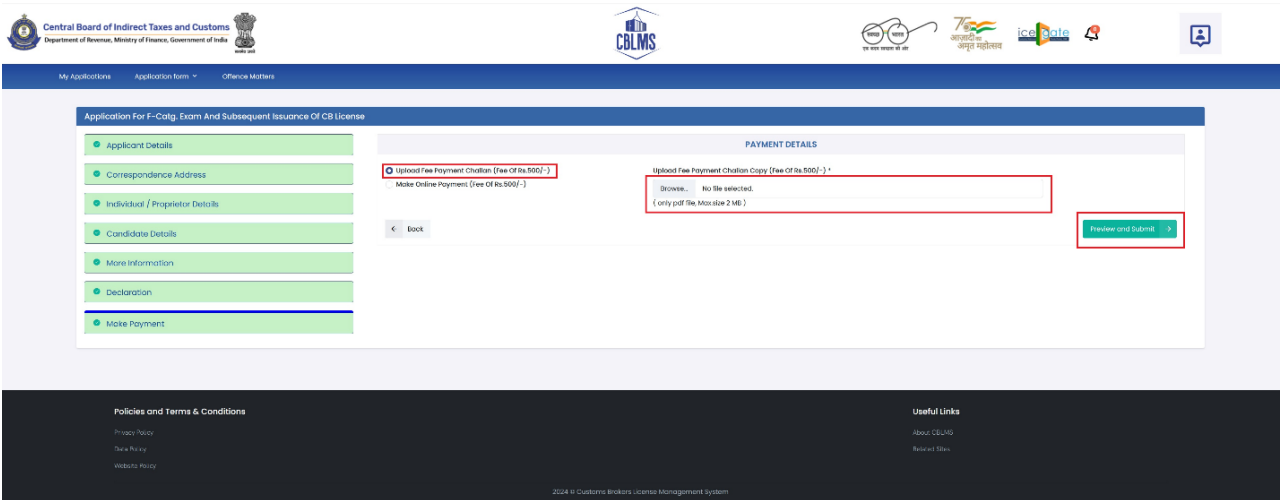


Image 27

- a. The applicant has to first physically make the payment of Rs.500 (Rupees Five Hundred Only) at the concerned Policy Section and collect the Fee Payment Challan.
- b. Select Upload Fee Payment Challan (Fee of Rs.500/-) button and upload a clear and legible scanned copy of the Fee Payment Challan. The scanned copy must be uploaded in **pdf format** only. The size of the scanned copy must not exceed **2 MB**.
- b. **Online Payment** (see Image 28 below): In this mode the steps to be followed are as below:

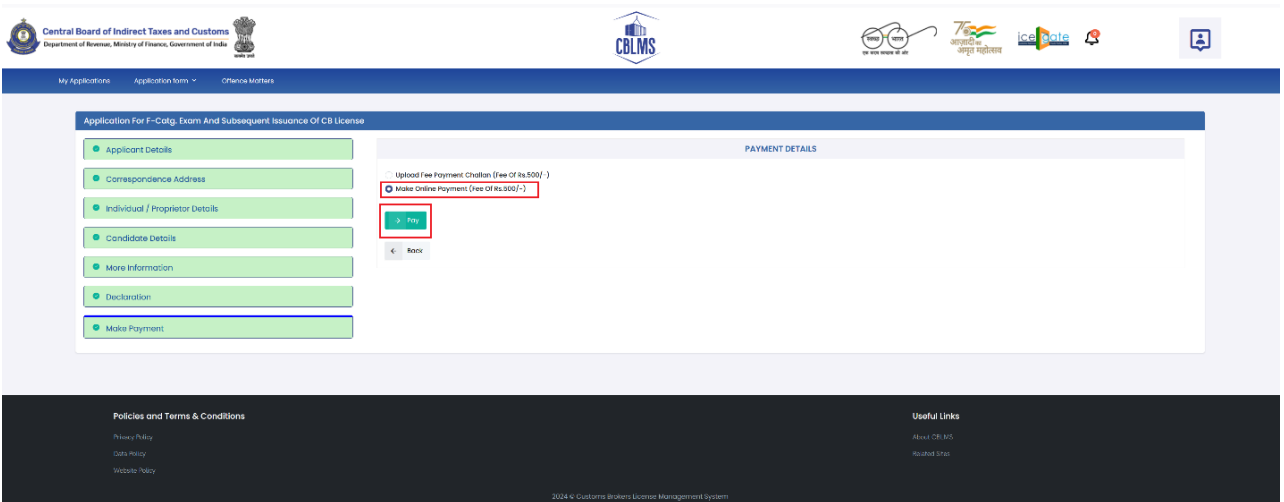


Image 28

- i. Select Make Online Payment (Fee of Rs.500/-) button.
- ii. Click on Pay button and it will take you to Online Payment Form page.
- iii. On clicking on the pay button an “Online Payment Form” page (See Image 29 below) will appear. Enter the details in the Online Payment

Form and click on **Pay** to be directed to the Bharatkosh Payment Gateway page.

The screenshot shows the 'Online Payment Form' interface. At the top, there are logos for the Central Board of Indirect Taxes and Customs, CBLMS, and the 75th anniversary of India's independence. Below the logos is a navigation bar with 'My Applications', 'Application form', and 'Offence Matters'. The form itself contains several input fields: 'First Name', 'Last Name', 'PAN', 'Email', 'Address 1', 'Address 2', 'Postal Code', 'City', 'District', 'State' (a dropdown menu), 'Mobile Number', and 'Remark'. The 'Remark' field is pre-filled with 'Application for F Category Exam And License Form'. The 'Amount (Rs.)' field is pre-filled with '500'. At the bottom right of the form, there is a green 'Pay' button with a right-pointing arrow, which is highlighted by a red rectangular box. A small disclaimer at the bottom left of the form states: '*Please make sure the payment is approved, before expiry, as per timelines specified by the Bank.'

Image 29

- iv. Make payment as per instructions on the page. Download the online payment challan and keep it for future reference.
- c. After successfully making the payment either offline or online, click on the **Preview and Submit** button to save the details entered in this section and move to the Preview Page.

VIII. The Preview page as shown below (see Image 30 below) will appear:

The screenshot shows the 'Preview' page. At the top, there are logos for the Central Board of Indirect Taxes and Customs, CBLMS, and the 75th anniversary of India's independence. Below the logos is a navigation bar with 'Home', 'APPLICANT DETAILS', 'CORRESPONDENCE ADDRESS', 'INDIVIDUAL / PROPRIETOR DETAILS', 'CANDIDATE DETAILS', 'MORE INFORMATION', 'DECLARATION', and 'PAYMENT DETAILS'. Each of these sections has a blue bar with a white '+' sign on the right side, indicating that they can be expanded. At the bottom left of the page, there is a 'Back' button. At the bottom right, there is a green 'Final Submit' button with a right-pointing arrow. The footer of the page contains links for 'Policies and Terms & Conditions', 'Help Desk', and 'Useful Links'. The footer also includes the text '2024-02-22 © Customs Brokers Licensing and Management System'.

Image 30

- a. The **Preview** page:
 - i. The Preview page displays section-wise details filled by the applicant in above seven sections.
 - ii. An applicant can check and verify the details by expanding each section on the preview page by clicking on + sign on each section tab.

- iii. If the applicant wants to edit any detail entered in any of the sections, he/she can use the Back button at the bottom left of the page to go to the desired section and edit the detail.
- iv. Once all the details are checked and verified, click on the Final Submit button. (see Image 31 below)

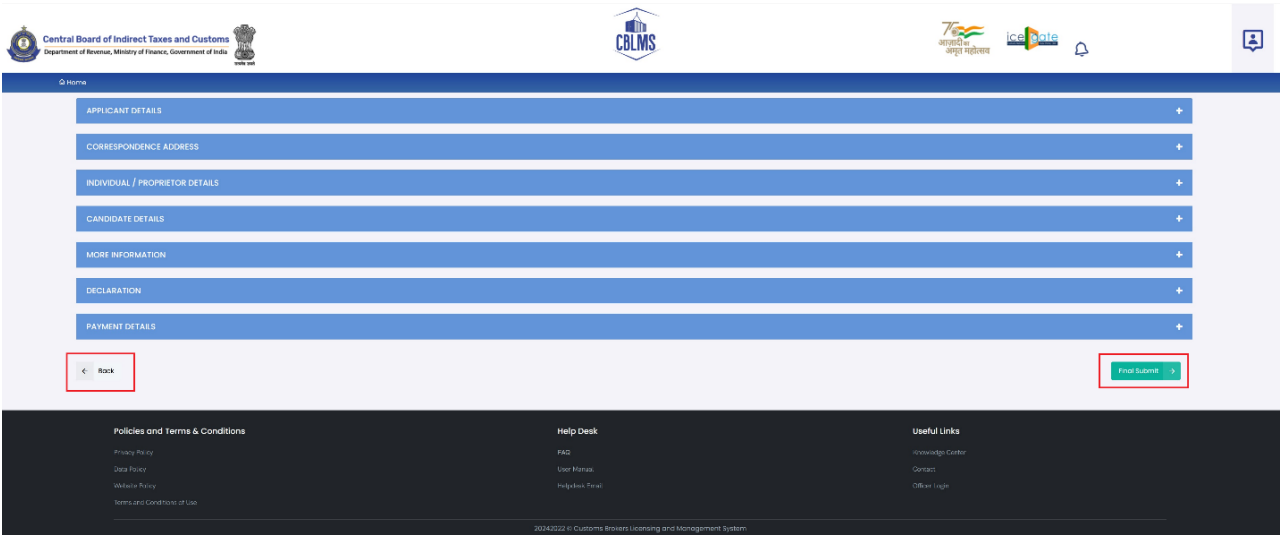


Image 31

- v. On clicking the Final Submit button, a last reconfirmation box for submission of application will appear (see Image 32 below).

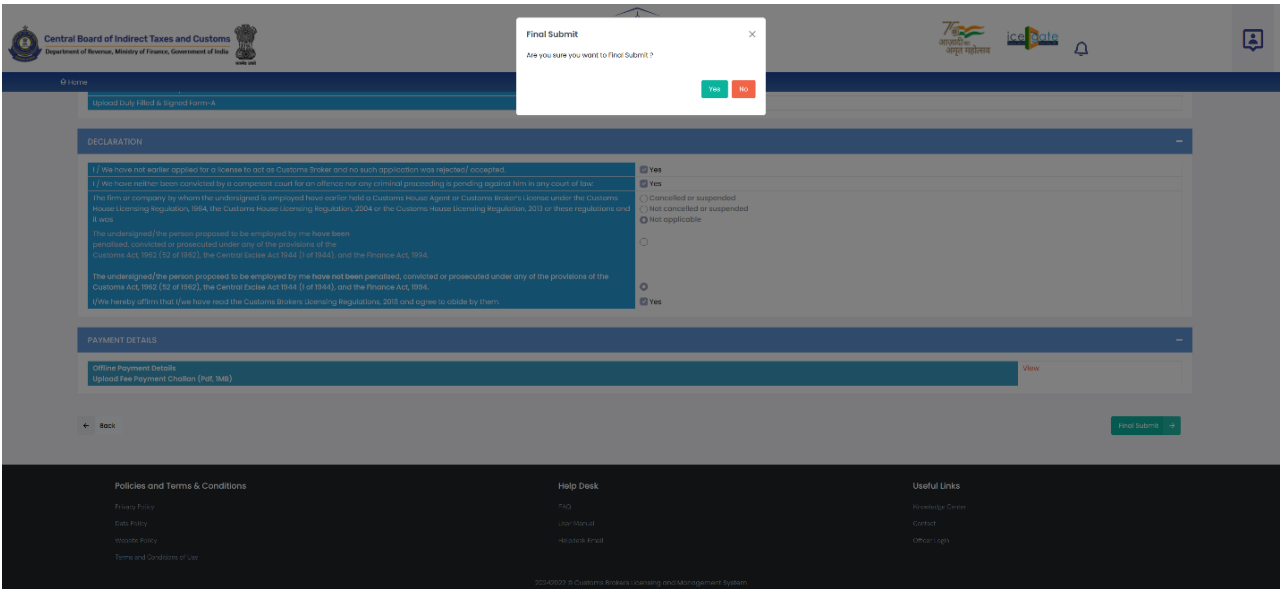


Image 32

- vi. If the applicant wishes to finally submit the application, then click on the **Yes** button. However, if the applicant wishes to re-visit the application before final submission, click on the **No** button and Preview page will appear.
- vii. On clicking Yes on the re-confirmation box, the application gets successfully submitted to the respective Policy Section and an application number will be generated and displayed in the Home Page. **It is important to note that on clicking the “YES” button and successfully submitting the application, the applicant /**

candidate will not be allowed to file a second application during the same examination schedule.

- viii. On successful submission of the application, the status of the application changes from ‘Draft’ to ‘Submitted’ on the Home Page. (See Image 33 below)

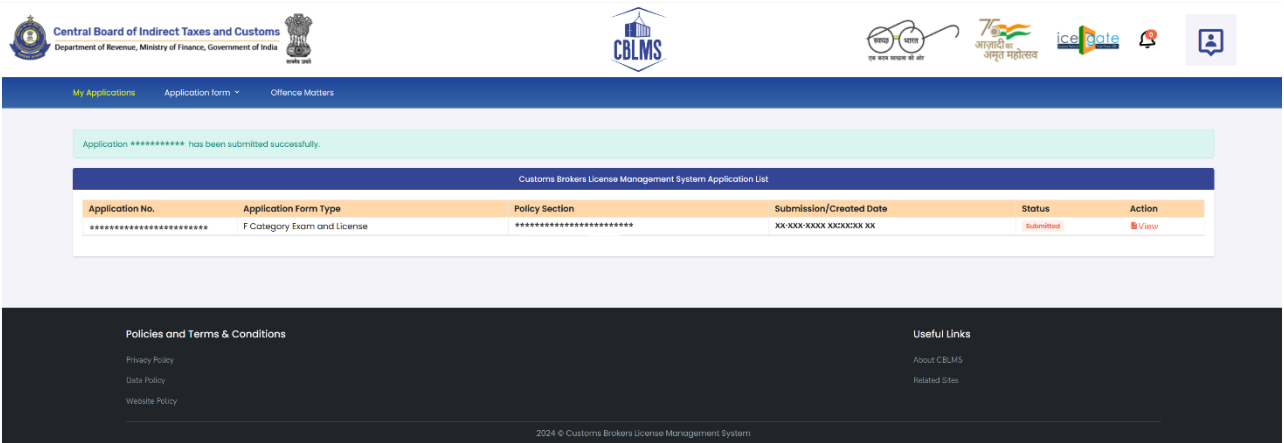


Image 33

- ix. Use this **application number** for all future references.













SPECIFICATIONS FOR PHOTOGRAPH

- 1) Resolution for Photograph:
Minimum: 350 pixels (Width) X 350 pixels (Height)
Maximum: 1000 pixels(Width) X 1000 pixels (Height)
- 2) File size should be between 20 KB to 100 KB.
- 3) Photo quality: Clear and continuous-tone.
- 4) The image must have adequate brightness and contrast.
- 5) The skin tone should be natural. In case of over-exposure or under exposure of the photo, the skin shows up as either too dark or too light. Such photos will not be acceptable.
- 6) It should show a close up of the head and (partial) shoulders.
- 7) The image should be straight looking, centred with neutral expression.
- 8) Face should be in sharp focus and clear with no ink marks/creases/lines.
- 9) The face (from forehead edge to bottom of chin) should be 70% to 80% of the photo or one-inch height.
- 10) The eyes must be open and hair should not obscure the face.
- 11) Prescription glasses if worn should be clear and thin framed and should not have flash reflection or obscure the eyes.
- 12) Head coverings, hair, head-dress or facial ornaments should not obscure the face.
- 13) The photo must have plain light background.
- 14) There must be no other people or object in the photo.
- 15) The lighting must be uniform with no shadows on the face or behind.
- 16) Red eye photos are not allowed.
- 17) No lines are allowed.

Acceptable Photograph



Samples of Incorrect Photograph formats:

 <p>Extra Colour</p>	 <p>Too close</p>	 <p>With hat/cap, No plain background</p>
 <p>Blur</p>	 <p>Blur</p>	 <p>Blur</p>
 <p>Inverted</p>	 <p>Too dark</p>	 <p>With goggles, No plain background</p>
 <p>Facing Sideways, No plain background</p>	 <p>Too Small</p>	 <p>Glare on Spectacles, too dark background</p>

SPECIFICATIONS FOR SIGNATURE


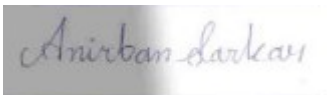






- 1. Signatures may be made on white paper with Black or Blue Ink.
- 2. Resolution for signature:

Minimum: 350 pixels (Width) X 350 pixels (Height)
Maximum: 1000 pixels (Width) X 1000 pixels (Height)
- 3. Size of the uploaded signature file should be between 20 KB to 50 KB.
- 4. Preferred Signature Dimensions: 3.5 cm (width) x 1.5 cm(height).
- 5. Signature file should be in JPG/JPEG format.
- 6. A signature with only CAPITAL LETTERS, only Initials or in a colour other than black and blue will NOT be accepted.
- 7. The signature must not contain anything else such as the date etc.
- 8. Signature should not be blurred. It should be clearly visible.

Acceptable Signature



Samples of incorrect signature formats:

 Too Small	 Too hazy / multiple backgrounds	 Signature cropped / incomplete
 Signature not in black / blue ink	 Signature not horizontal	 Too hazy
 Signature with date	 Signature with dark background	

FORM – A

[see sub-Regulation (2) of Regulation 4]

Application Form for Grant of Customs Broker's License under section 146 of the Customs Act, 1962.

1	Name of the applicant :-
2	Full address of the applicant :-
3	Aadhaar Number :-
4	Names, Permanent Account Numbers (PAN) and address of each of the partners of the firm or the directors of the company, as the case may be, in case the applicant is a firm or a company :-
5	Name and Permanent Account Numbers (PAN) of its partner/partners or director/directors who will actually be engaged in the work as Customs Broker, in case the applicant is a firm or a company:-
6	Educational qualification of each of the persons, who may be engaged as Customs Broker :-
7	Total number of attempts the applicant has made in the examination referred to in Regulation 9 of the Custom House Agents Licensing Regulation, 1984 or Regulation 8 of the Custom House Agents Licensing Regulation, 2004 or Regulation 6 of the Customs Brokers Licensing Regulations, 2013 or Regulation 6 of the Customs Brokers Licensing Regulations, 2018:-
	Declaration :
(a)	I have working knowledge of English/local language (.....)/Hindi.
(b)	I have not earlier applied for a license to act as Customs Broker and no such application was rejected/accepted.
(c)	The firm or company by whom the undersigned is employed have earlier held a Customs House Agent or Customs Broker's License under the Customs House Licensing Regulation, 1984, the Customs House Licensing Regulation, 2004 or the Customs House Licensing Regulation, 2013 or these Regulations and it was cancelled or suspended/not cancelled or suspended.
(d)	The undersigned/the person proposed to be employed by me have been/have not been penalised, 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, 1994.

List of documents furnished in accordance with Regulation 6 of Customs Brokers Licensing Regulations, 2018:

S. No.	Educational	Financial
1.		
2.		
3.		
4.		

I/We hereby affirm that I/we have read the Customs Brokers Licensing Regulations, 2018 and agree to abide by them.

Date :

Signature of applicant