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PUBLIC NOTICE NO. 06/2023

Subject: Launch of 'Manage CB Profile' functionality of CBLMS to add OPS details by Nodal Officers in wrongly filed and validated CB profiles – Reg

Attention of all the Customs Brokers working in Bangalore Customs under regulation 7(2) of CBLR, 2018 or its erstwhile regulations is invited to the functionality of the 'Manage CB Profile' of Customs Brokers Licensing Management System (CBLMS) online portal (<https://cblms.gov.in>).

2. This functionality was envisaged and implemented in the portal pursuant to several representations received in the CBLMS helpdesk from CBs and Policy sections wherein it was mentioned that CBs have inadvertently filled incorrect details in the 'Other Policy Section' while registering their CB Profiles and the same was incorrectly validated by respective policy sections, which in turn was affecting the uploading of OPS profile details on CBLMS.

3. With the introduction of this functionality in CBLMS, the Nodal Officer (Assistant Commissioner / Deputy Commissioner) of the Parent Policy Section can edit the OPS details of the CB Profile which have been wrongly validated. This functionality is only to be used in cases where the OPS details of the CB were wrongly filled and validated/approved by parent policy sections.

4. At the outset, all the Customs brokers are requested to visit their respective validated CB Profiles on the CBLMS portal and verify the details appearing in the 'Other Policy Section' of the CB profile (Section 7). If any discrepancy is found viz.

- No office (in OPS) details are listed.
- All the OPS office details are not listed
- Details listed in the OPS office details are incorrect, etc.

the same needs to be informed, in the form of a requisition to amend the incorrect details, to the Nodal officer of the Bengaluru Customs policy section via Email at commrcity-cusblr@nic.in.

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The requisition for the addition/amendment of office details in the 'Other Policy Section' needs to incorporate the following details:

Details pertaining to parent CB Profile

- i. CBLMS Number
- ii. PAN Number
- iii. Custom Broker Name

Details pertaining to the office (in OPS)

- i. Policy Section Name
- ii. Complete office address (including District, State, and Pin Code)
- iii. Office Email id
- iv. Contact Number of the office
- v. Scanned copy of the Address Proof of the office (only pdf file/max size 10 MB). A list of acceptable documents is available on the CBLMS portal.

Details pertaining to the Contact Person, corresponding to the office details mentioned above:

- i. Name
- ii. Fathers Name
- iii. Date of Birth (in dd-mm-yyyy format)
- iv. Scanned copy of the photograph (only JPG/JPEG file, max size 100KB)
- v. PAN number of the contact person
- vi. Scanned copy of the PAN number (only pdf file/max size 1 MB)
- vii. Mobile Number
- viii. Email id
- ix. Complete Personal address of the contact person
- x. Scanned copy of the Address Proof of the personal address of the contact person (only pdf file/max size 10 MB). A list of acceptable documents is available on the CBLMS portal.

5. If the CB wants to add/amend more than one office detail in the 'Other Policy Section' details, then the aforementioned details in para 4 need to be mentioned in the requisition letter for all such offices.

6. It is imperative to mention that under the 'Manage CB Profile' functionality, the Nodal officer can add the OPS office details and only 01 contact person of the corresponding offices. After the addition/amendment is done by the Nodal officer, the details of all of the employees working in those respective OPS offices need to be updated by Customs Brokers under the 'Add OPS details' application on CBLMS which will be subsequently validated by respective policy sections.

7. In a related scenario, representations were also received wherein during their original CB Profile registration, CBs have added details of all of their employees (even employees working in Other Policy Sections) under the 'Employee Details' tab of parent CB Profile and the said profiles is also

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wrongly validated by Parent Policy Sections. Such CBs need to apply for the cancellation of passes for the employees whose details are added incorrectly in the Parent Policy Section. Once the cancellation of such passes is approved by the Parent Policy section, CBs need to add the details of these employees in the Other Policy Section offices in the 'Add OPS details' application on CBLMS.

8. A detailed user manual explaining the process flow of the aforementioned new functionality will be available under the "Knowledge Centre" Tab in the CBLMS portal.

Commissioner of Customs
City Customs, Bengaluru

Copy to: -

1. The Chief Commissioner of Customs, Bengaluru Customs Zone
2. All Field Formations
3. Bangalore Customs House Agents Association Ltd