



सीमा शुल्क (निवारक) के आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOMS (PREVENTIVE)
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PUBLIC NOTICE NO. 3/2023

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

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Please refer to the Public Notice No. 02/2023 dated 15.02.2023 issued by
this office.

2. Pursuant to the aforesaid Public Notice, attention of all the Customs Brokers
and other stakeholders working in Customs Commissionerate (Preventive),
Vijayawada 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](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

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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 Vijayawada Customs and are already operating in Vijayawada Customs based on intimation under Form C.	Customs Brokers who were issued a license by a policy section other than Vijayawada Customs and want to operate in Vijayawada 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 drop-down menu.	On successful login into the portal, click on the "Application Form" button and select "Intimation under Form-C" application from the drop-down menu.
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 Vijayawada 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 Task force, 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".

**(K.ENGINEER)
COMMISSIONER**

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Copy to

1. The Additional Commissioner of Customs, Krishnapatnam Custom House / Kakinada Custom House, for information with a direction to give wide publicity among the stakeholders under their jurisdiction.
2. The Deputy / Assistant Commissioner of Customs, ICD, MARRIPALEM — 522 233, for information with a direction to give wide publicity among the stakeholders under the jurisdiction of ICD, Marripalem.
3. The Superintendent (Computers), CPC, Hqrs. Office, Vijayawada for display on CPC, Vijayawada website www.apcustoms.gov.in.
4. All the Customs Brokers Associations in Customs Commissionerate (Preventive), Vijayawada through the jurisdictional Additional Commissioner of Customs, Krishnapatnam Custom House / Kakinada Custom House.
5. Notice Board.