



भारत सरकार/GOVERNMENT OF INDIA  
आयुक्त का कार्यालय, सीमा शुल्क (निवारक) आयुक्तालय, सीमा शुल्क एवं केंद्रीय उत्पाद शुल्क, भुवनेश्वर  
OFFICE OF THE COMMISSIONER,  
CUSTOMS (PREVENTIVE) COMMISSIONERATE BHUBANESWAR  
केंद्रीय राजस्व भवन)जी एस टी भवन(, राजस्व विहार, भुवनेश्वर - 751007, ओडिशा.  
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C.No.VIII(48)60/CUS(P)/BBSR/2022/

812

Date: .02.2023

01/03

**PUBLIC NOTICE NO. 02/2023**

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

Please refer to the Public Notice No. 01/2023 dated 22.02.2023 issued by this office.

2. Pursuant to the aforesaid Public Notice, attention of all the Customs Brokers and other stakeholders working in Customs (Preventive) Commissionerate, Bhuvaneshwar is invited to the CB Profile created by the Customs Brokers on the Customs Brokers Licensing Management System (CBLMS) online portal (<https://cblms.gov.in>).
3. In this regard, it has been noticed that after validation of the CB Profile by the Parent Policy Section, Customs Brokers are inadvertently filing Application "Intimation under Form C" instead of 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 fall under a policy section other than the Parent Policy Section.

5. A snapshot of the difference between “Add OPS Employee” and “Intimation under Form C” functionalities is provided below for your immediate reference.

	<b>Add OPS Employee</b>	<b>Intimation under Form C</b>
<b>Applicable to</b>	Customs Brokers who were issued a license by a policy section other than <b>Bhubaneswar</b> and are already operating in <b>Bhubaneswar</b> based on intimation under Form C	Customs Brokers who were issued a license by a policy section other than <b>Bhubaneswar</b> and want to operate in <b>Bhubaneswar</b> by filing intimation under Form C
<b>How to access</b>	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
<b>SOP</b>	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 application in CBLMS, all the Customs Brokers working in **Customs(Preventive) Commissionerate, Bhubaneswar** under Form C intimation are requested to fill their “Other Policy Section” details in the CBLMS portal at the earliest. All the existing Customs Brokers who have submitted their profile on the CBLMS portal successfully and the said profile has been validated by the respective parent policy section will be able to add OPS employee details.



7. Any difficulties faced may be brought to the notice of **CBLMS Taskforce**, Mumbai Zone-I on the email id [cblms-helddesk@gov.in](mailto:cblms-helddesk@gov.in).

Encl:-

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



(Madhab C Mishra)  
**COMMISSIONER**  
**CUSTOMS (PREV) COMMISSIONERATE**  
**BHUBANESWAR**

Copy to:

1. The Chief Commissioner, GST, Central Excise & Customs, Bhubaneswar Zone, Bhubaneswar
2. All the Customs Brokers working in Customs (Preventive) Commissionerate, Bhubaneswar.
3. The Dy./Asstt. Commissioner, Paradeep/Dhamra/Gopalpur/ICD Jajpur. Road/ICD, JSG/Bhubaneswar Customs Division/BPI Airport/Air Cargo, Bhubaneswar.
4. The Assistant Commissioner/Superintendent (Systems), Bhubaneswar Zone for uploading the content in the Zonal website.
5. The Deputy Commissioner (EDI), Customs House, Vishakhapatnam.
6. Customs Brokers Association, Odisha
7. Notice Board
8. Guard File.



(Madhab C Mishra)  
**COMMISSIONER**  
**CUSTOMS (PREV) COMMISSIONERATE**  
**BHUBANESWAR**





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

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# Customs Brokers License Management System (CBLMS)

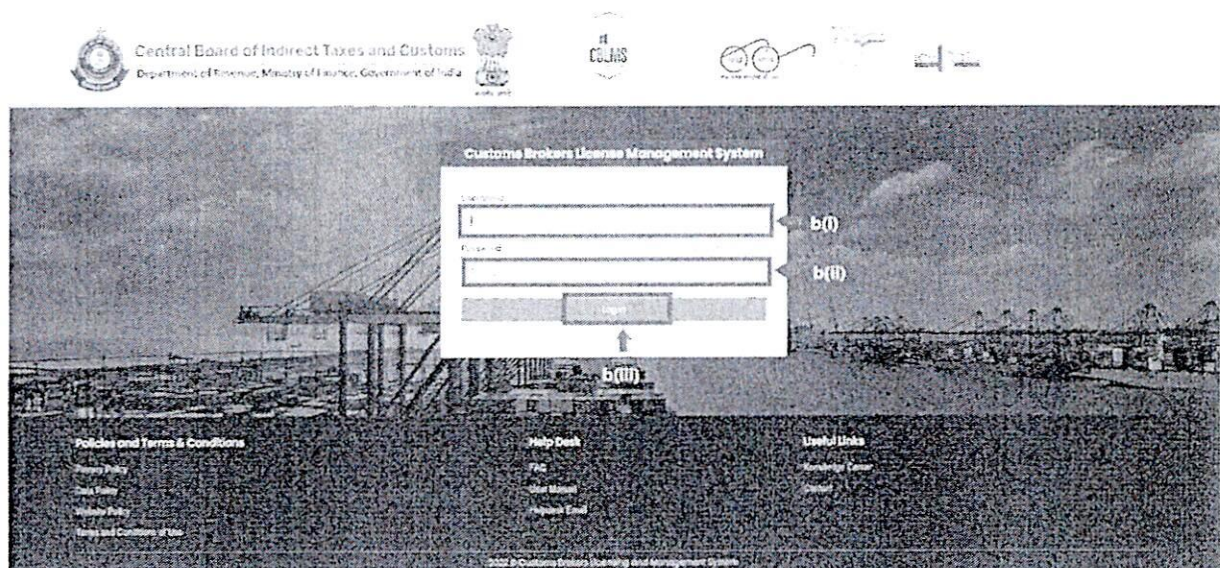
## User Manual for Intimation Under Form-C on CBLMS Portal

With the introduction of new functionalities in CBLMS, the Custom Broker can submit intimation under Form-C on CBLMS Portal. The process of submitting the intimation through CBLMS, is explained below.

The following module is only for fresh application for Intimation under Form-C for CBs, who are also starting to work in other policy section under reg 7(3) of CBLR 2018. For the CBs who already working under reg 7(3) of CBLR 2018 and its corresponding erstwhile regulations, they can add the details of employees of such offices in 'Add OPS detail' section.

### **1: LOGIN :**

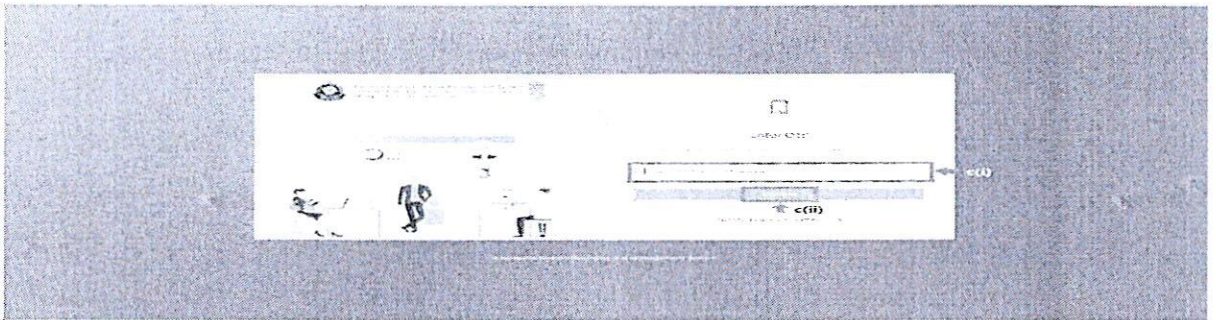
- a. The applicant needs to login into the portal for submitting intimation under Form -C.
- b. On clicking the login button on the homepage, the following page will be displayed.



- i. Username i.e PAN card of the Customs Broker
- ii. Password



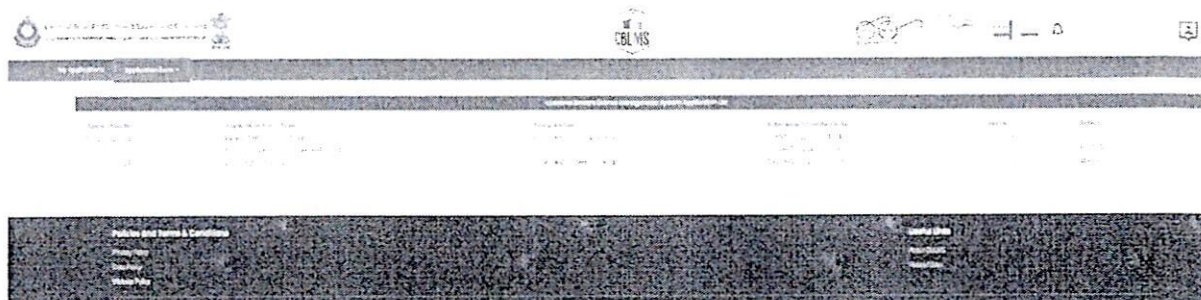
- iii. Press Log In button after entering the Username and Password to log into the account.
- c. After clicking on the “Log In” button, an OTP will be sent via SMS to the registered mobile number of the applicant and the following OTP page will be shown



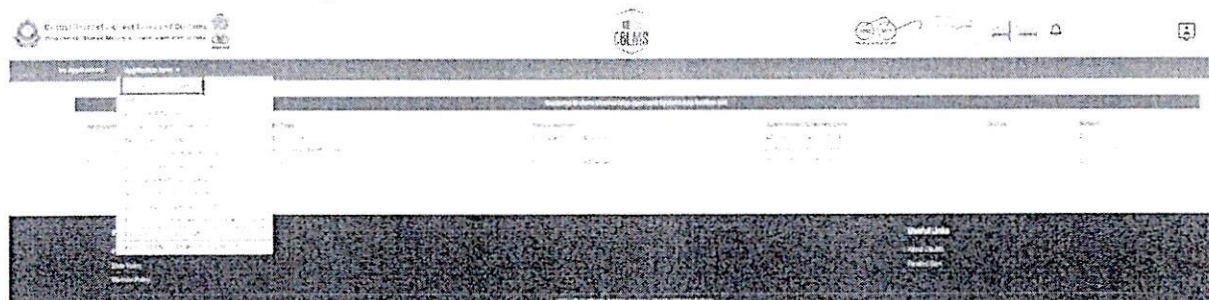
- i. Enter the 6-digit OTP as received on the registered mobile number of the Customs Broker.
- ii. Click on the Confirm button to confirm the login.

## 2. APPLICATION:

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



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



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





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

The screenshot shows the CBLMS Portal interface. At the top, there is a header bar with the CBLMS logo and navigation links. Below the header, there is a large rectangular area containing a dropdown menu. The dropdown menu is currently open, displaying a list of policy sections. The user is instructed to select their 'Other Policy Section' from this list.

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

The screenshot shows the CBLMS Portal interface. Below the header bar, there is a form titled 'Correspondence Address Detail'. The form contains several input fields for entering address information. The user is instructed to enter the correspondence address details for their respective selected policy section.

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

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

- b. **Address Line 2:** Enter the second line of the address of the applicant.
- c. **District:** Enter the district of the correspondence of the applicant.
- d. **State:** Select the state of the correspondence address of the applicant from the drop-down menu.
- e. **E-mail Id:** Enter the E-mail Id on the correspondence address of the applicant.
- f. **Pincode:** Enter the pincode of the correspondence address of the applicant.
- g. **Contact No.:** Enter the contact no. on the correspondence address of the applicant.
- h. **Upload Address Proof:** Upload the scanned copy of the address proof of the correspondence address of the applicant. The list of acceptable documents is available in the i-button of the head of the column. (Format: pdf; Max. size: 10 MB)
- i. Click on the **"Add Address"** button to add the address details in the table given below.

The screenshot displays the CBLMS Portal interface. At the top, there are logos for the Government of India, Ministry of Labour and Employment, and the Central Board of Secondary Education (CBSE). Below the logos, there is a navigation bar with the text 'CBLMS Portal' and 'Add Address'.

The main content area shows a form titled 'Add Address' with the following fields:

- Name:** [Text input field]
- Address Line 1:** [Text input field]
- Address Line 2:** [Text input field]
- District:** [Dropdown menu]
- State:** [Dropdown menu]
- Pincode:** [Text input field]
- Contact No.:** [Text input field]
- E-mail Id:** [Text input field]
- Upload Address Proof:** [File upload button]

Below the form, there is a table with the following columns:

S.No.	Name	Address Line 1	Address Line 2	District	State	Pincode	Contact No.	E-mail Id	Address Proof
1	[Name]	[Address Line 1]	[Address Line 2]	[District]	[State]	[Pincode]	[Contact No.]	[E-mail Id]	[Address Proof]
2	[Name]	[Address Line 1]	[Address Line 2]	[District]	[State]	[Pincode]	[Contact No.]	[E-mail Id]	[Address Proof]

At the bottom of the table, there is a button labeled 'Add Address'.

- j. Once the address details are populated in the address table at the bottom of the page, click on the **"Add Contact Person Details"** button appearing in the Action column of the table, as displayed in the screenshot below.

The screenshot shows a web application interface with a table containing address details. The table has columns for various fields, and the 'Add Contact Person Details' button is highlighted in the Action column. The interface includes a header with navigation links and a footer with a 'Select State' dropdown.

- k. On clicking "Add Contact Person" button, a form named **"Add Contact Person Details"** is displayed on the screen overshadowing the correspondence address details page as displayed below

The screenshot shows a modal form titled 'Add Contact Person Details' overlaying the address details page. The form contains fields for Name, Father's Name, Date of Birth, Gender, Address, and other personal details. A 'Save' button is visible at the bottom right of the form.



1. Add Contact Person Details page:

- **Name:** Enter the name of the contact person at the correspondence address (Contact Person)
- **Fathers Name:** Enter the father's name of the Contact Person
- **Date of Birth:** Enter the date of birth of the Contact Person
- **Upload Photograph:** Upload the photograph of the Contact Person (Format: jpg/jpeg; Max. size: 500 KB)
- **Upload Signature:** Upload the scanned copy of the signature of the Contact Person (Format: jpg/jpeg; Max. size: 100 KB)
- **Pan Card:** Enter the PAN number of the Contact Person
- **Upload Pan Card:** Upload the scanned copy of the pan card of the Contact Person (Format: pdf; Max. size: 1 MB)
- **Mobile No:** Enter the mobile number of the Contact Person
- **Email id:** Enter the Email id of the Contact Person
- **Personal Address:** Enter the personal address of the Contact Person
- **Upload present address proof:** Upload the scanned copy of the proof of present personal address of the Contact Person. (Format: pdf; Max. size: 10 MB)
- Click on "**Save**" button to save the details and go back to the correspondence address details page.

- m. Once all the above mentioned details have been populated, the applicant will have to tick the check-box "I/We hereby solemnly affirm that the particulars provided by me/us are true and correct and I/we have not suppressed or misrepresented any facts. I/We further affirm that I/we have read the Customs Broker Licensing Regulations, 2018 and agree to abide by them." and then click on Submit button to submit the details.

n. Confirmation Page:

After filling all details of Intimation under Form-C, CB will see the following screen which will give him the application no.

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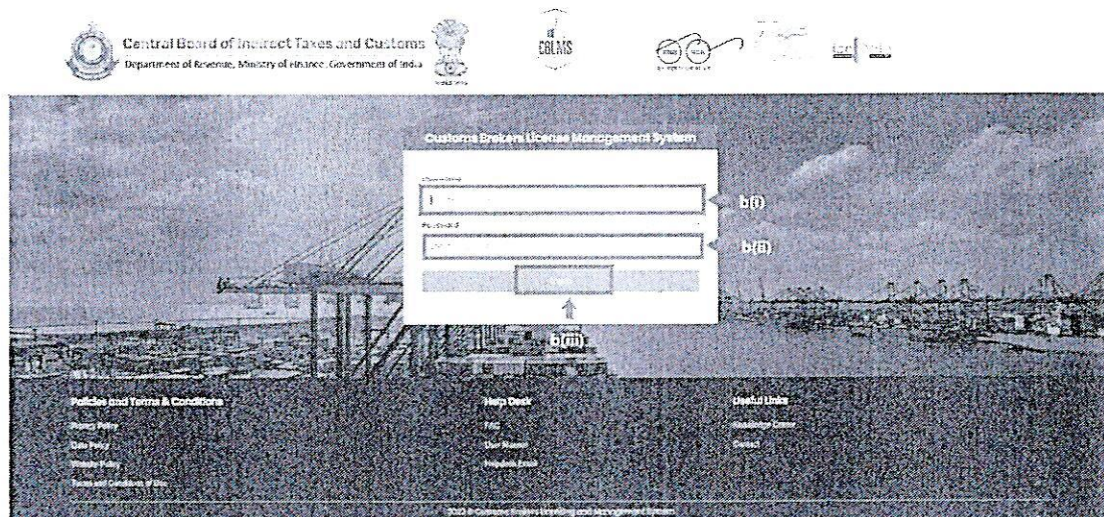
# Customs Brokers License Management System (CBLMS)

## User Manual for Adding OPS (Other Policy Section) details on CBLMS Portal

With the introduction of new functionalities in CBLMS, the Customs Broker can add the details of the OPS (Other Policy Section) on CBLMS Portal. The process of adding the OPS details on CBLMS, is explained below:

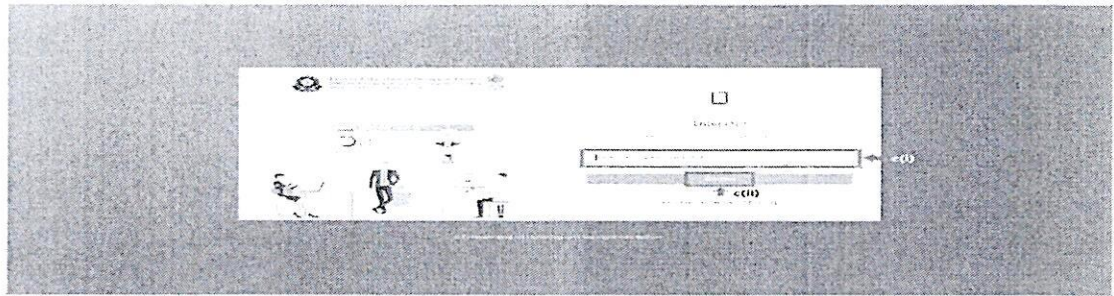
### **1: LOGIN :**

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



- i. Username i.e PAN card of the Customs Broker
- ii. Password
- iii. Press Log In button after entering the Username and Password to log into the account.

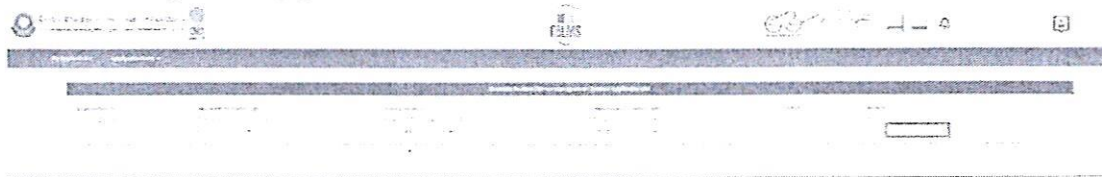
- c. After clicking on the “Log In” button, an OTP will be sent via SMS to the registered mobile number of the applicant and the following OTP page will be shown



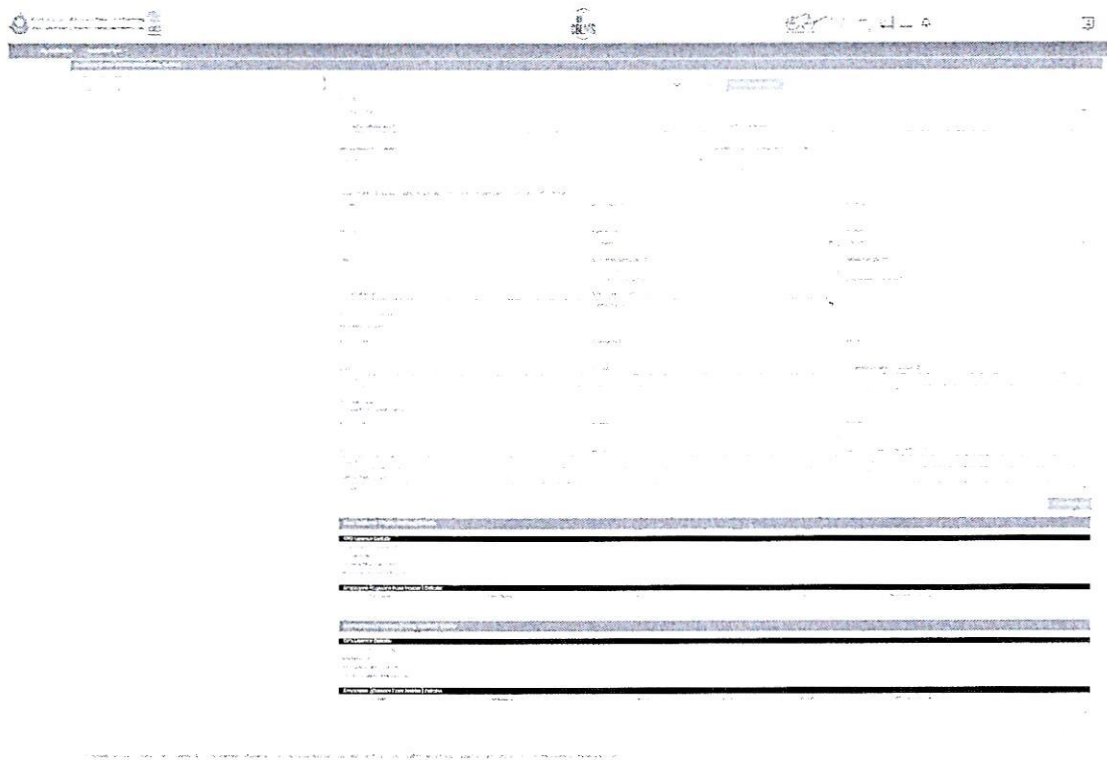
- i. Enter the 6-digit OTP as received on the registered mobile number of the Customs Broker.
- ii. Click on the “Confirm” button to confirm the login.

2. **APPLICATION:**

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



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



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





- i. **Policy Section :-** This is the Policy Section under which the CB currently has permission to work under regulation 7(3) of CBLR, 2018 or its erstwhile corresponding regulations. The CB needs to select the Other Policy Section from the drop down list.
  - ii) **Policy Section EDI License No. :-** This license no. is in the format <PAN of CB>CH002 and so on. Customs Brokers can find this number in their ICEGATE account.
  - iii) **Policy Section Reference No. :-** This is the license number provided by the Customs Broker Section of that Policy Section. For Example :- 11/1111.
  - iv) **Membership of Association :-** As per CBLR, 2018 Customs Broker must be a member of the Customs Brokers' Association, if there is one registered in the Customs Station and recognised by the Principal Commissioner of Customs or Commissioner of Customs. CB should select the name of his Customs Brokers' Association in this field.
  - v) **Upload Membership of Association :** CB should upload the scanned copy of the certificate of his membership with the Customs Brokers' Association (all pages) which he selected in the above field "Membership of Association". File should be in PDF format and its size should be less than 1 MB.
- 
- d) After filing the primary details of the Other Policy Section, the CB has to inform whether they have any employee (Customs Pass Holder other than Authorized Person / Partner / Director) in the said Other Policy Section
  - i) If the answer to the above question is "NO" then check the radio button  
*"I/ We hereby solemnly affirm that the particulars provided by me/us are true and correct and I/we have not suppressed or misrepresented any facts. I/We further affirm that I/we have read the Customs Broker*

*Licensing Regulations, 2018 and agree to abide by them” and then click “SAVE” Button.*

After clicking on the “SAVE” Button. If the CB is operating in any more “Other Policy Section”, the above procedure may be repeated for that policy section. After filling all the details of the other policy section, the CB has to click Final Submit button and proceed further.

ii) If the answer to the above question at point ‘d’ above is “YES” then the CB has to fill the following details of the said employee :

I. **Full Name** : Full name of the person.

II. **Father's Name** : Father's name of the person.

- III. **Mobile No.** : Mobile number of the person.
- IV. **Email ID** : Email Id of the person.
- V. **Date of Birth** : Date of Birth of the person.
- VI. **Gender** : Gender (male / Female / other) of person
- VII. **PAN** : Permanent Account Number (PAN) of person
- VIII. **Upload PAN Scan Copy** : In this field CB should upload the scanned copy of the PAN card (both sides) of the employee in PDF format. Its size should be less than 1 MB.
- IX. **Upload Photograph** : In this field CB should upload the scanned copy of the photograph of the person in JPG/JPEG format. Its size should be less than 500 KB.
- X. **Upload Signature** : In this field CB should upload the scanned copy of the signature of Proprietor in JPG/JPEG format. Its size should be less than 100 KB.
- XI. **Date of Appointment** : This is the date of appointment of this person in the CB concern.
- XII. **Permanent Address** : Details of this field are the same as mentioned in the earlier part of this user manual.
  - A. Address Line 1
  - B. Address Line 2
  - C. District
  - D. State
  - E. Pin Code
  - F. Upload Permanent Address Proof
- XIII. **Same as Permanent Address** : Details of this field are the same as mentioned in the earlier part of this user manual.



XIV. **Present Address** : Details of this field are the same as mentioned in the earlier part of this user manual.

- A. Address Line 1
- B. Address Line 2
- C. District
- D. State
- E. Pin Code
- F. Upload Permanent Address Proof

XV. **Customs Pass Category** :

a) **'F' Category** :

1. **Customs Pass No.** : This is the Customs Pass number of the person as printed on his Customs pass.
2. **Date of Issuance of Customs Pass** : This is the date of issuance of the Customs pass of the person as printed on his Customs pass.
3. **Validity of Customs Pass** : This is the date of issuance of the Customs pass of the person as printed on his Customs pass. It can be either Life time or a specific date.
4. **Validity Date of Customs Pass** : In this field CB should enter the date of validity of the Customs pass of the person.
5. **Scanned Copy of Customs Pass** : In this field CB should upload the scanned copy of the Customs Pass of person in PDF format. Its size should be less than 1 MB.
6. **Year of Passing of Regulation 6 Exam** : This is the year in which the person passed the Regulation 6, CBLR, 2018 examination i.e. F Category examination.
7. **Education Qualification** : In this field CB should select the education qualification of the person.

8. **Upload Educational Certificate** : In this field CB should upload the certificate i.r.o. of the education qualification selected in the "Education Qualification" field. File format should be PDF and its size should be less than 1 MB.

9. **Add Education Certificate Button** : CB can add multiple Educational qualifications using this button. After pressing this button new fields for Educational Qualification will come where in CB can fill more Education Qualifications.

b. **'F-PA' Category :**

1. **Customs Pass No** : This is the Customs Pass number of the person as printed on his Customs pass.

2. **Date of Issuance of Customs Pass** : This is the Customs Pass number of the person as printed on his Customs pass.

3. **Validity of Customs Pass** : This is the date of issuance of the Customs pass of the person as printed on his Customs pass. It can be either Life time or a specific date.

4. **Validity Date of Customs Pass** : Validity Date of Customs Pass: In this field CB should enter the date of validity of the Customs pass of the person.

5. **Scanned Copy of Customs Pass** : In this field CB should upload the scanned copy of the Customs Pass of person in PDF format. Its size should be less than 1 MB.

6. **Date of Issuance of Power of Attorney** : It is the date on which the Power of Attorney was issued to 'F' category person.

7. **Validity of Power of Attorney** : This field indicates the validity of the Power of Attorney issued to 'F' category person. It can either be Life time or a specific date.

8. **Validity Date of Power of Attorney** : In this field CB should enter the validity date i.e. till what date the Power of Attorney is valid.

9. **Scanned of Power of Attorney** : In this field CB should upload the scanned copy of the Power of Attorney in PDF format. Its size should be less than 10 MB.

10. **Year of Passing of Regulation 6 Exam** : In this field, CB should enter the year in which this 'F' category person of passed the Regulation 6 of CBLR, 2018 examination i.e. 'G' category examination.

11. **Education Qualification** : In this field CB should select the education qualification of the person.

12. **Upload Educational Certificate** : In this field CB should upload the certificate i.r.o of the education qualification selected in the "Education Qualification" field. File format should be PDF and its size should be less than 1 MB.

13. **Add Education Certificate Button** : CB can add multiple Educational qualifications using this button. After pressing this button new fields for Educational Qualification will come where in CB can fill more Education Qualifications.

c) **'G' Category :**

1. **Customs Pass No** : This is the Customs Pass number of the person as printed on his Customs pass.

2. **Date of Issuance of Customs Pass** : This is the date of issuance of the Customs pass of the person as printed on his Customs pass.

3. **Validity of Customs Pass** : This is the date of issuance of the Customs pass of the person as printed on his Customs pass. It can be either Life time or a specific date.

4. **Validity Date of Customs Pass** : In this field CB should enter the date of validity of the Customs pass of the person.

5. **Scanned Copy of Customs Pass** : In this field CB should upload the scanned copy of the Customs Pass of person in PDF format. Its size should be less than 1 MB.



6. **Year of Passing of Regulation 6 Exam:** It is the date on which the Power of Attorney was issued to 'G' category person.

7. **Education Qualification :** In this field CB should select the education qualification of the person.

8. **Upload Educational Certificate:** In this field CB should upload the certificate i.r.o of the education qualification selected in the "Education Qualification" field. File format should be PDF and its size should be less than 1 MB.

9. **Add Education Certificate Button:** CB can add multiple Educational qualifications using this button. After pressing this button new fields for Educational Qualification will come where in CB can fill more Education Qualifications.

d). **'G-PA' Category :**

1. **Customs Pass No:** This is the Customs Pass number of the person as printed on his Customs pass.

2. **Date of Issuance of Customs Pass:** This is the Customs Pass number of the person as printed on his Customs pass.

3. **Validity of Customs Pass:** This is the date of issuance of the Customs pass of the person as printed on his Customs pass. It can be either Life time or a specific date.

4. **Validity Date of Customs Pass:** Validity Date of Customs Pass: In this field CB should enter the date of validity of the Customs pass of the person.

5. **Scanned Copy of Customs Pass:** In this field CB should upload the scanned copy of the Customs Pass of person in PDF format. Its size should be less than 1 MB.

6. **Date of Issuance of Power of Attorney :** It is the date on which the Power of Attorney was issued to 'G' category person.

7. **Validity of Power of Attorney** : This field indicates the validity of the Power of Attorney issued to 'G' category person. It can either be Life time or a specific date.

8. **Validity Date of Power of Attorney** : In this field CB should enter the validity date i.e. till what date the Power of Attorney is valid.

9. **Scanned Copy of Power of Attorney** : In this field CB should upload the scanned copy of the Power of Attorney in PDF format. Its size should be less than 10 MB.

10. **Year of Passing of Regulation 13 Exam** : In this field, CB should enter the year in which this 'G-PA' category person of passed the Regulation 13 of CBLR, 2018 examination i.e. 'G' category examination.

11. **Education Qualification** : In this field CB should select the education qualification of the person.

12. **Upload Educational Certificate** : In this field CB should upload the certificate i.r.o of the education qualification selected in the "Education Qualification" field. File format should be PDF and its size should be less than 1 MB.

13. **Add Education Certificate Button**: CB can add multiple Educational qualifications using this button. After pressing this button new fields for Educational Qualification will come where in CB can fill more Education Qualifications.

E. 'H' Category

1. **Customs Pass No**: This is the Customs Pass number of the person as printed on his Customs pass.

2. **Date of Issuance of Customs Pass**: This is the date of issuance of the Customs pass of the person as printed on his Customs pass.

3. **Validity of Customs Pass**: This is the date of issuance of the Customs pass of the person as printed on his Customs pass. It can be either Life time or a specific date.

4. **Validity Date of Customs Pass:** In this field CB should enter the date of validity of the Customs pass of the person.

5. **Scanned Copy of Customs Pass:** In this field CB should upload the scanned copy of the Customs Pass of person in PDF format. Its size should be less than 1 MB.

6. **Education Qualification:** In this field CB should select the education qualification of the Person.

7. **Upload Educational Certificate:** In this field CB should upload the certificate i.r.o of the education qualification selected in the "Education Qualification" field. File format should be PDF and its size should be less than 1 MB.

8. **Add Education Certificate Button:** CB can add multiple Educational qualifications using this button. After pressing this button new fields for Educational Qualification will come where in CB can fill more Education Qualifications.

\* After filing all the details of each employee, the CB is required to click on "Add Employee" Button before proceeding to the next employee or section.

The screenshot shows a web form with the following fields and controls:

- Customs Pass No.:** A text input field.
- Date Of Issuance Of Customs Pass:** A date picker.
- Validity Of Customs Pass:** A date picker.
- Scanned Copy Of Customs Pass:** A file upload area with a 'Choose File' button and a note '(only pdf file, Max size 1 MB)'. There is a 'Remove' button next to the upload area.
- Education Qualification:** A dropdown menu with 'Select Qualification' as the placeholder.
- Upload Education Qualification Certificate/Proof:** A file upload area with a 'Choose File' button and a note '(only pdf file, Max size 1 MB)'. There is a 'Remove' button next to the upload area.
- Final Submit:** A large blue button at the bottom right.

After the details of all the employees are filled for each policy section, the CB is required to check the radio button *"I/ We hereby solemnly affirm that the particulars provided by me/us are true and correct and I/we have not suppressed or misrepresented any facts. I/We further affirm that I/we have read the Customs Broker Licensing Regulations, 2018 and agree to abide by them."* and then click "FINAL SUBMIT" Button.



