



## **CFS PASS MANUAL**

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# CFS PASSES

## USER MANUAL

Open your browser and type : <https://www.bchaa.com/>

BCBA

BRIHANMUMBAI CUSTOM BROKERS ASSOCIATION

Login

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WELCOME TO OUR WEBSITE

"Brihanmumbai Custom Brokers Association" popularly known as BCBA is an Association of Custom house Agents, licensed by the Commissioner of Customs, Mumbai, under the provisions of the Customs Act 1962. Read More...

BCBA

BRIHANMUMBAI CUSTOM BROKERS ASSOCIATION

Formely known as Bhrihanmumbai Custom House Agent's Association

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BCBA Smart

Click on Login on the top Right corner highlighted.



Enter your **BCBA** Username & Password.

News Ticker

NOTICE OF EXTRA-ORDINARY

## LOGIN

Member Login\*

Password\*

LOGIN

[Forgot Password ?](#)



Once login, you would get this menu.

Click on CFS Passes or Edit Profile and have your details updated.

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BCBA Smart Cards (CFS PASS) and Accident Insurance Coverage |

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MY ACCOUNT

→ Edit Profile

→ CFS Passes

→ Insurance

→ Knowledge bank

→ Contact Manager

→ Change Password



When you click on the **CFS passes** the system for the very first time would fall back on edit profile.

- 1) You will have to edit your profile.
- 2) Provide the corrent information to BCBA which would be matched with your registration details.
- 3) While your details are verified, you would not be able to **LOGIN** or use the **website**.
- 4) We shall esnure that we dont take much time for this. We want to ensure that all the data you provide is correct.
- 5) Once approved you can then start the process to apply for CFS passes.
- 6) We also request you to please keep all the files that would be required handly so that your session time expires and you didnt refill the complete form.



Please fill the profile information correctly and ensure it matches your membership form.  
In case of any change like telephone etc, please make the same.

### EDIT PROFILE

#### COMPANY DETAIL'S

Company Name*	<input type="text" value="M/s A.B.AGENCIES"/>
Type of Company*	<input type="text" value="Proprietary"/>
Authorize Person Name*	<input type="text" value="MR. VIRAL M.GORADIA"/>
Designation*	<input type="text" value="Manager"/>
Authorized Person Email *	<input type="text" value="abmumbai@viraj.net.in"/> @ ( This would be your default USERNAME for BCHAA login )

#### Reg Office Details

Reg Office room/flat no *	<input type="text"/>
Reg Office Building/House name *	<input type="text"/>
Reg Office Road name *	<input type="text"/>
Reg Office Area/locality *	<input type="text"/>
Reg Office Pincode*	<input type="text"/>

#### Correspondence Office Address

Correspondence room/flat no *	<input type="text"/>
Correspondence Building/House name *	<input type="text"/>
Correspondence office Road name *	<input type="text"/>
Correspondence office Area/locality *	<input type="text"/>



<input type="checkbox"/> Patna	<input type="checkbox"/> Rajasthan	<input type="checkbox"/> Tuticorin
<input type="checkbox"/> Pune	<input type="checkbox"/> Thiruvanthapuram	<input type="checkbox"/> Visakhapatnam
<input type="checkbox"/> Dubai		

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Parent Custom Station\* Mumbai

Member of Association

<input type="checkbox"/> FFFAI	<input type="checkbox"/> MANSA	<input type="checkbox"/> CSLA
<input type="checkbox"/> FIEO	<input type="checkbox"/> FIATA	<input type="checkbox"/> ACAAI
<input type="checkbox"/> AMTOI		
<input checked="" type="checkbox"/> CAI		

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**Submit**

Once done with filling the correct informaton

## PRESS SUBMIT

The system would validate your data, and would send this for BCBA staff approval. Please wait while that approve your and verify your records.

In case of any issue you may contact the BCBA office anytime for the same.



Once your information is Verified and Approved you may now start to apply for the CFS pass.

**CFS PASSES**

Add

<input type="checkbox"/>	Date	Application No	Type of application	No of Cards	Status	Action
No record found						

Add

- Click on add as highlighted.
- In this area it would also show you the status of your previous application.
- You can also view the information of your any prevrious cards here.



# CFS PASSES

## USER MANUAL

### CFS PASSES

[Back](#)[Cancel](#)

Note: The total length of first name, middle name, last name should be 22 character's including space.

<b>First Name*</b> <input type="text"/>	<b>Middle Name</b> <input type="text"/>	<b>Last Name*</b> <input type="text"/>	<b>Gender*</b> <input type="text" value="Select Gender"/>
<b>Date of Birth*</b> <input type="text"/>	<b>Blood Group</b> <input type="text" value="Select Blood Group"/>	<b>Landline No of the applicant</b> <input type="text"/>	<b>Mobile No of the applicant*</b> <input type="text"/>
<b>Identity Proof*</b> <input type="text" value="Select Id. Proof"/>	<b>Selected Identity Number*</b> <input type="text"/>	<b>Attach scanned identity copy*</b> <input type="text" value="Click here to upload Document"/>	<b>Attach Photograph of applicant*</b> <input type="text" value="click here to upload image"/>
<b>Application Type*</b> <input type="text" value="Select Application Type"/>	<b>Designation of applicant*</b> <input type="text"/>	<b>Flat/Plot/Wing no*</b> <input type="text"/>	<b>Building Name*</b> <input type="text"/>
<b>Road Name</b> <input type="text"/>	<b>Area/Locality*</b> <input type="text"/>	<b>City*</b> <input type="text"/>	<b>Pincode*</b> <input type="text"/>

Add

- Fill the information correctly.
- \* marked fields are compulsory. Please provide the information.



- Please make sure you only attach a PDF file.
- Please ensure the file you are about to attach is less than 1MB in total size.
- Please compress your PDF file in case if the same is on a higher than 1MB size.

UPLOAD File

### Upload Document File:

Note: Please browse PDF file only.

Browse...

Incredible India logo (2) (1).pdf

UPLOAD

- Click upload when you are done for the upload to start.
- Please wait for the window to close after successful upload.



- Please upload your passport size picture.
- Please dont upload anything JPG or PNG.
- Please ensure you have teh correct croped size and the file size is below 1MB.

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UPLOAD File

Upload Photograph File:

Note: Please browse jpeg, jpg, png file only.

Browse... bchaa.jpg

UPLOAD

- Click upload when you are done for the upload to start.
  - Please wait for the window to close after successull upload.
-



Click on ADD once you are done with filling the correct informaton.

Note: The total lenth of first name, middle name, last name should be 22 character's including space.

First Name*	Middle Name	Last Name*	Gender*
<input type="text" value="John"/>	<input type="text" value="P"/>	<input type="text" value="Dsouza"/>	<input type="text" value="MALE"/>
Date of Birth*	Blood Group	Landline No of the applicant	Mobile No of the applicant*
<input type="text" value="02-03-1910"/>	<input type="text" value="A +ve"/>	<input type="text" value="27207732"/>	<input type="text" value="9820098200"/>
Identity Proof*	Selected Identity Number*	Attach scanned identity copy*	Attach Photograph of applicant*
<input type="text" value="Aadhar card"/>	<input type="text" value="1001200110012001"/>	<input type="text" value="Incredible India logo (2) (1).pdf"/>	<input type="text" value="bchaa.jpg"/>
Application Type*	Designation of applicant*	Flat/Plot/Wing no*	Buliding Name*
<input type="text" value="New"/>	<input type="text" value="Manager"/>	<input type="text" value="101"/>	<input type="text" value="Maker Tower"/>
Road Name	Area/Locality*	City*	Pincode*
<input type="text" value="Nariman Road"/>	<input type="text" value="Nariman Point"/>	<input type="text" value="Mumbai"/>	<input type="text" value="400071"/>

Click on ADD to continue

Add

Here the screen would move down, allowing you to add more records or scroll down to HIT the continue button.



In case if you are done with the application then click on CONTINUE

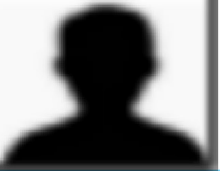
First Name John	Middle Name P	Last Name Dsouza	Gender MALE
Date of Birth 02-03-1910	Blood Group A +ve	Landline No 27207732	Mobile No 9820098200
Identity Proof Aadhar card	Identity Id 1001200110012001	Document Incredible India logo (2) (1).pdf	Photo bchaa.jpg
Applicant Type New	Designation Manager	Flat/wing no 101	Buliding Name Maker Tower
Road Name Nariman Road	Area/Locality Nariman Point	City Mumbai	Pincode 400071

Continue

In case if you wish to continue adding more applicant you may do so by going on Adding.



### CFS PASSES

Heading				
	Name		John	
	Middle Name		P	
	Last Name		Dsouza	
	Gender		MALE	
Date of Birth		2nd Mar 1910	Blood Group	A +ve
Landline No of the card holder		27207732	Mobile Number	9820098200
Identity Proof		Aadhar card	Identity Id	1001200110012001
Application Type		New	Designation	Manager
Flat/Wing no		101	Building Name	Maker Tower
Road Name		Nariman Road	Area/Localityt	Nariman Point
City/District		Mumbai	Pincode	400071
<input type="checkbox"/> Add to contact manager				

I/We hereby declare and confirm that we shall be responsible and liable for the conduct of the above named Individuals when they enter various CFS on our behalf.  
We confirm that for the conduct and act of above named Individuals in whatsoever manner, Brihanmumbai Custom House Agents' Association shall not be held responsible.

☐ I agree to BCBA terms & service policy.

I agree with the terms

- 1) Select Add to Contact manager in case if you want this in your address book.
- 2) Read the Terms & Condition and select I Agree to BCBA Terms & Services policy.
- 3) Click on I agree button to continue with the payment update information.



Fill the correct Payment information through which you intend to proceed.

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CFS PASSES ACCOUNT DETAIL'S

payment method\*

☒ Cheque

☐ Online

Cheque number\*

Bank\*

Branch\*

Date of cheque\*

Amount\*

900

continue

Member Of

Once your payment information is done, click continue.

The BCBA team would then start the payment followup with bank and update you when they get the payment and process your application.



Click on the download pdf button.

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Profile

CFS PASS APPLICATION DETAILS

Thank you,

We have received your application for CFS passes, the application is subjected to approval from Secretariat/Managing committee.

We request you to download the below PDF and print on your letter head

Download PDF

Please send along with your cheque to:

BRIHAN MUMBAI CUSTOM BROKERS ASSOCIATION

73-74, Mittal Tower, "C" Wing, 7th Floor, Nariman Point, Mumbai - 400 021

☎ - +91 22 43119100 (B) / +91 22 431191012

Fax - +91 22 2285 2561 / +91 22 2282 4619

✉ Email Id - [infoweb@bchaa.com](mailto:infoweb@bchaa.com)

🌐 [www.bchaa.com](http://www.bchaa.com)

Activate Windows

Go to Settings to activate Windows.

Take a print of the PDF file which you have downloaded. (Application request letter)

Sign the print out and send this to BCBA along with your payment advice.



## Minimum System Requirement:

- Min win 7 home edition or higher, Ubuntu 12.04 or higher, Mac Sierra
- IE 11, Chrome, Firefox, Opera, Safari on Mac only.
- Min 2GB of ram on the system.
- Min 512KBPS internet speed or higher.

## Notes:

- 1) Please ensure you keep all the requirement like Photo scanned, identity proof etc in digital format.
- 2) Please ensure you fill the correct information, else your application is subject to rejection.
- 3) Ensure your system is without any virus or malware so that it can connect normally to BCBA CFS pass system.

**Please note system with Windows XP would face issues, also with old browser, we recommend you to upgrade your OS.**



Once the mentioned steps are done, hard copies of the application along with copy of your CHA License & Cheque to be sent to BCBA office for further process.

➤ You can track your application status by logging into <https://www.bchaa.com> → Login  
-> My account -> CFS Passes.

➤ In case of any issue, please send us an email to [info@bcbaind.com](mailto:info@bcbaind.com)

# THANK YOU.....