CFS PASS MANUAL

Powered by

www.mahalasa.co.in

Open uour browser and type : https://www.bchaa.com/

Click on Login on the top Right cornet highlighted.

Enter your **BCBA U**sername & Password.

News Ticker |

NOTICE OF EXTRA-ORDINA

LOGIN

Member Login* | Enter Username

Password* | Enter Password

LOGIN

Forgot Password ?

Once login, you would get this menu.

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

BRIHANMUMBAI CUSTOM BROKERS ASSOCIATION
Formely known as Bhrihanmumbai Custom House Agent's Association

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ack

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*	M/s A.B.AGENCIES
Type of Company*	Propritary
Authorize Person Name*	MR. VIRAL M.GORADIA
Designation*	Manager
Authorized Person Email *	abmumbai@viraj.net.in @

(This would be your default USERNAME for BCHAA login)

Reg Office Details

Reg Office room/flat no *	
Reg Office Building/House name *	
Reg Office Road name *	
Reg Office Area/locality *	
Reg Office Pincode*	

Correspondence Office Address

Correspondence room/flat no *	
Correspondence Building/House name *	
Correspondence office Road name *	
Correspondence office Area/locality *	

Patna ☐   Rajasthan ☐   Tuticorin ☐
Pune ☐   Thiruvanthapuram ☐   Visakhapatnam ☐
Dubai ☐

Parent Custom Station*   [Mumbai ▼]

Member of Association

☐ FFFAI   ☐ MANSA   ☐ CSLA
☐ FIEO   ☐ FIATA   ☐ ACAAI
☐ AMTOI
☑ CAI

[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

	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

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*
			Select Gender
Date of Birth*	**Blood Group**	**Landline No of the applicant**	**Mobile No of the applicant***
	Select Blood Group		
Identity Proof*	**Selected Identity Number***	**Attach scanned identity copy***	**Attach Photograph of applicant***
Select Id. Proof		Click here to upload Doument	click here to upload image
Application Type*	**Designation of applicant***	**Flat/Plot/Wing no***	**Buliding Name***
Select Application Type			
Road Name	**Area/Locality***	**City***	**Pincode***

Add

-- Fill the information correctly.

-- * marked fields are compulsary. Please provide the information.

.

-- Please make sure you only attach a PDF file.
-- Please esnure 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 igher 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 successull 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.

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.

First Name*	Middle Name	Last Name*	Gender*
John	P	Dsouza	MALE

Date of Birth*	Blood Group	Landline No of the applicant	Mobile No of the applicant*
02-03-1910	A +ve	27207732	9820098200

Identity Proof*	Selected Identity Number*	Attach scanned identity copy*	Attach Photograph of applicant*
Aadhar card	1001200110012001	Incredible India logo (2) (1).pdf	bchaa.jpg

Application Type*	Designation of applicant*	Flat/Plot/Wing no*	Buliding Name*
New	Manager	101	Maker Tower

Road Name	Area/Locality*	City*	Pincode*
Nariman Road	Nariman Point	Mumbai	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	Middle Name	Last Name	Gender
John	P	Dsouza	MALE

Date of Birth	Blood Group	Landline No	Mobile No
02-03-1910	A +ve	27207732	9820098200

Identity Proof	Identity Id	Document	Photo
Aadhar card	1001200110012001	Incredible India logo (2) (1).pdf	bchaa.jpg

Applicant Type	Designation	Flat/wing no	Buliding Name
New	Manager	101	Maker Tower

Road Name	Area/Locality	City	Pincode
Nariman Road	Nariman Point	Mumbai	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

☐ 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.

CFS PASSES ACCOUNT DETAIL'S

payment method*	⦿ Cheque
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.

BRIHANMUMBAI CUSTOM BROKERS ASSOCIATION
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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
🌐 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 our 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

THANK YOU.....