

Government of India, Ministry of Finance, Department of Revenue  
भारत सरकार, वित्त मंत्रालय, राजस्व विभाग  
Central Board of Indirect Taxes and Customs (CBIC)  
केंद्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड (सीबीआईसी)  
Office of the Additional Director General of Systems  
प्रणाली महानिदेशालय के अतिरिक्त महानिदेशक का कार्यालय  
GST and Central Excise, GST Bhavan, 1st and 5th floor,  
जीएसटी और केंद्रीय उत्पाद शुल्क, जीएसटी भवन, पहली और पांचवी मंजिल,  
No. 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai - 600034  
सं. 26/1, महात्मा गाँधी रोड, नुंगंबक्कम, चेन्नई - 600034

File No: DGSYS/APP/CZU/RGMO/1/2025-ACES/GST O/o-ADG-DGS-ZU-CHENNAI-Part(1)

Dated: as e-signed

**ADVISORY NO. 07/2026 – HSNS Declaration Filing Procedure**

Sub: HSNS Cess - HSNS Declaration (Addition, Change and Disposal of machines)  
Filing Procedure in the CBIC Taxpayer's portal – Regarding.

\*\*\*\*\*

Attention is invited to The Health Security *se* National Security Cess (HSNS Cess) Act, 2025 notified on 16.12.2025 and introduced with effect from 01.02.2026.

2. The HSNS Cess Application functionalities are developed and hosted on the designated Portal (cbic-gst.gov.in) (hereafter referred to as the 'Portal') and are functional from 01.02.2026.
3. In continuation of the Advisory no. 04/2026, the step-by-step procedure for filing Fresh Declaration for Addition of new machines/Change in machine details/ Disposal of machines in FORM HSNS DEC-01 on the portal with screenshots is detailed in Annexure-A.
4. The above advisory may be widely circulated to sensitize the field officers and trade.

**Digitally signed by  
Sahil Inamdar  
Date: 17-04-2026  
13:35:35**

साहिल इनामदार | Sahil Inamdar

अतिरिक्त महानिदेशक | Additional Director General,  
प्रणाली महानिदेशालय, चेन्नई | DG Systems, Chennai

To

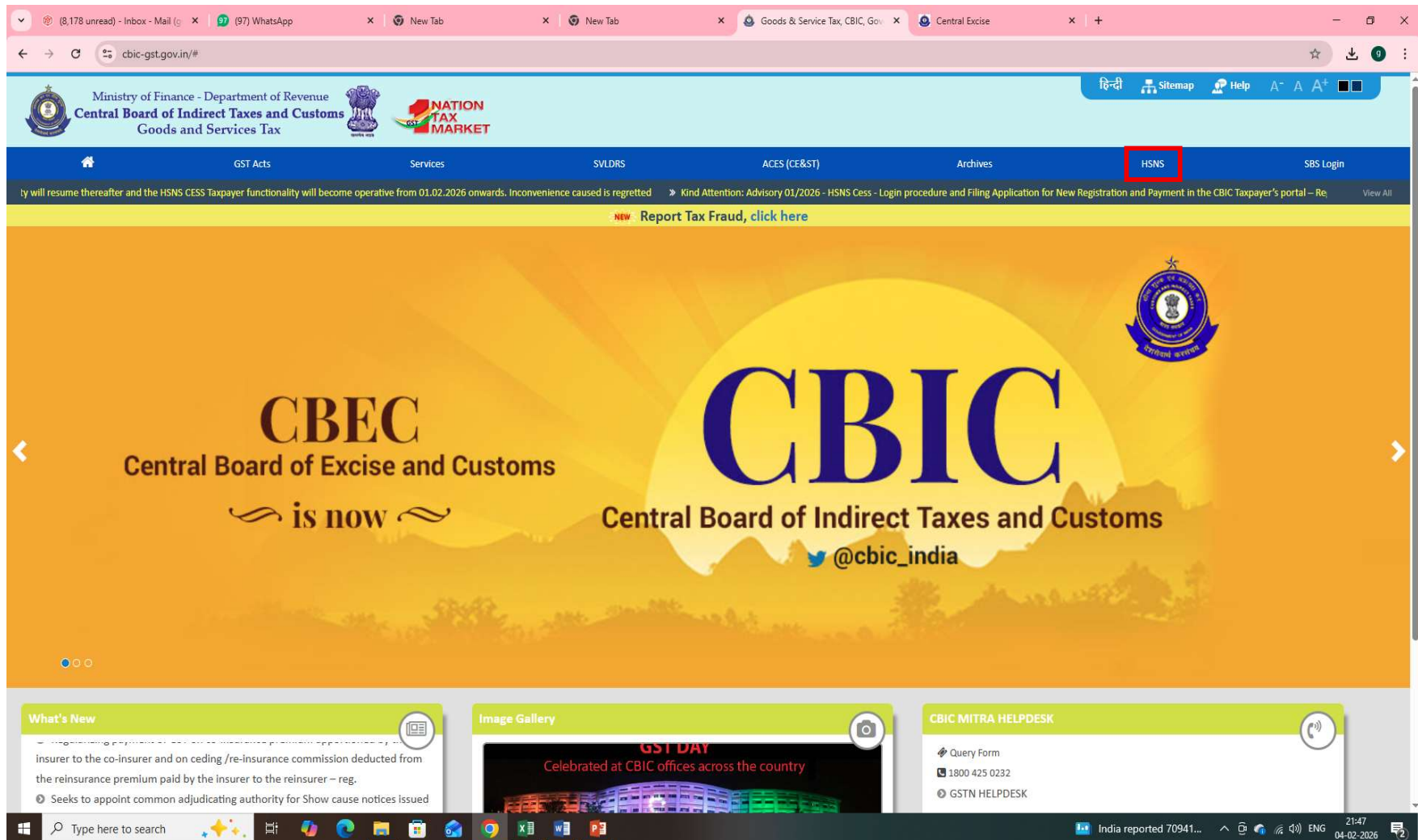
1. All the Pr. Chief Commissioners/Chief Commissioners of GST Zones.
2. The Pr. DG/DG, DGGI/DGGST/DG (Audit)/DG (TPS).
3. The Commissioner, GST (Policy Wing).
4. The Commissioner, Central Excise (Policy Wing).
5. All the Pr. Commissioners/Commissioners of GST.
6. The Pr. ADG /ADGs of Systems, New Delhi/ Bengaluru / Kolkata/ Mumbai
7. The Joint Secretary, TRU 1
8. The Joint Secretary, DOR.
9. Web master, CBIC

Copy submitted to.

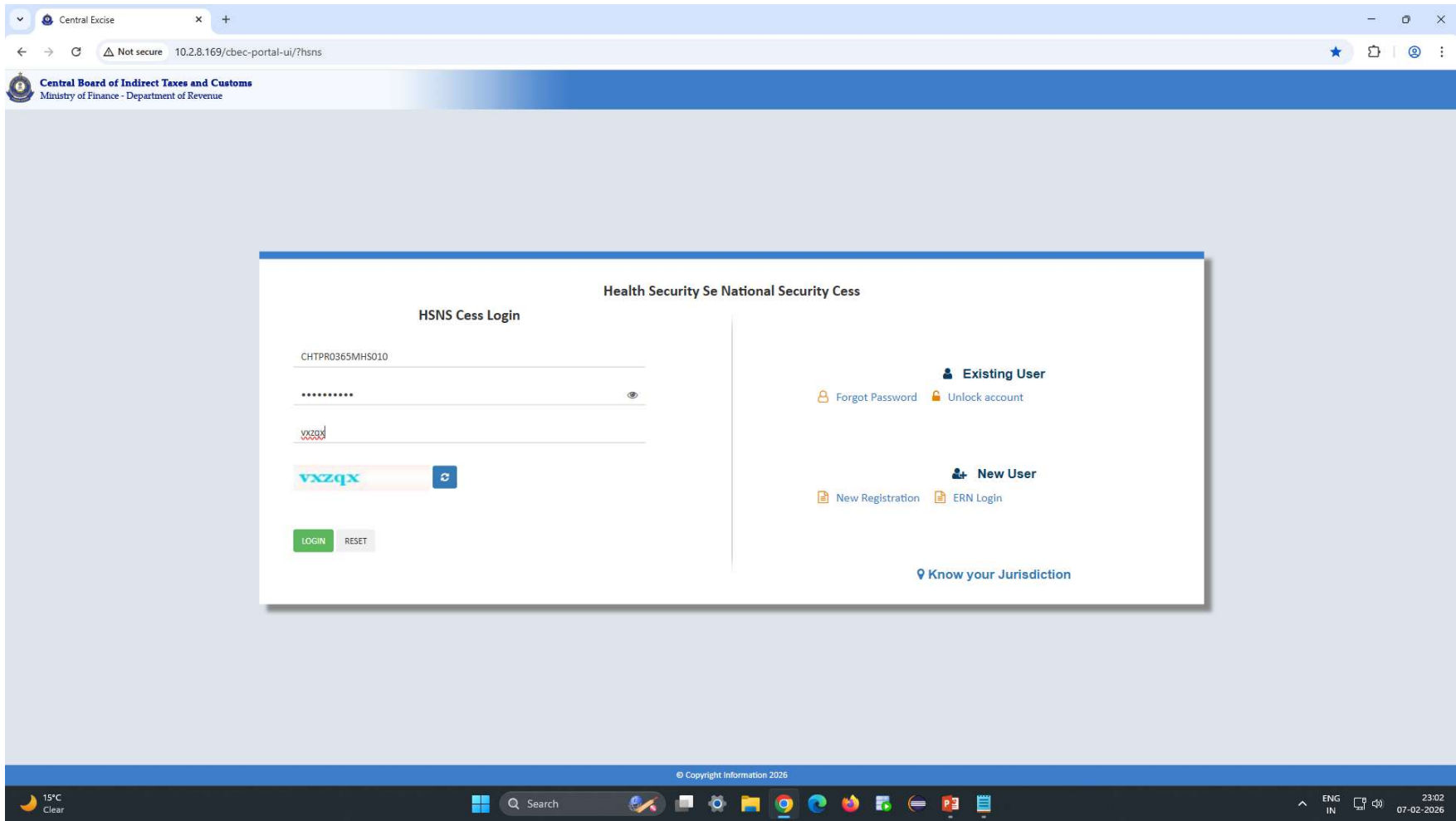
1. The Pr. Director General, Systems & Data Management, New Delhi -----for information
2. PS to the Member (IT) ----- for information.

**ANNEXURE-A: STEP BY STEP PROCEDURE FOR FILING FRESH DECLARATION IN FORM HSNS DEC-01**

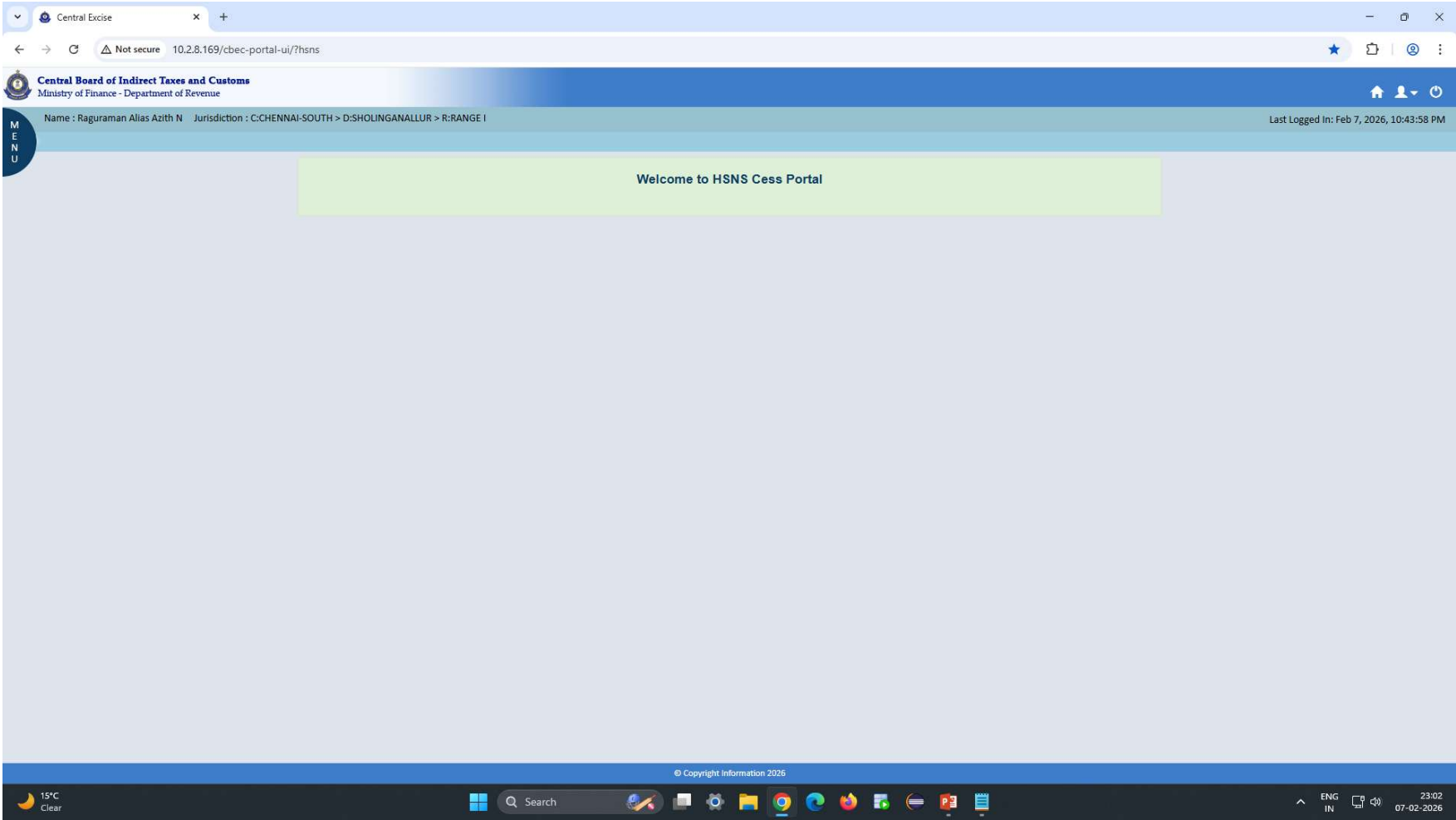
1. The portal for HSNS Cess is <https://cbic-gst.gov.in>.



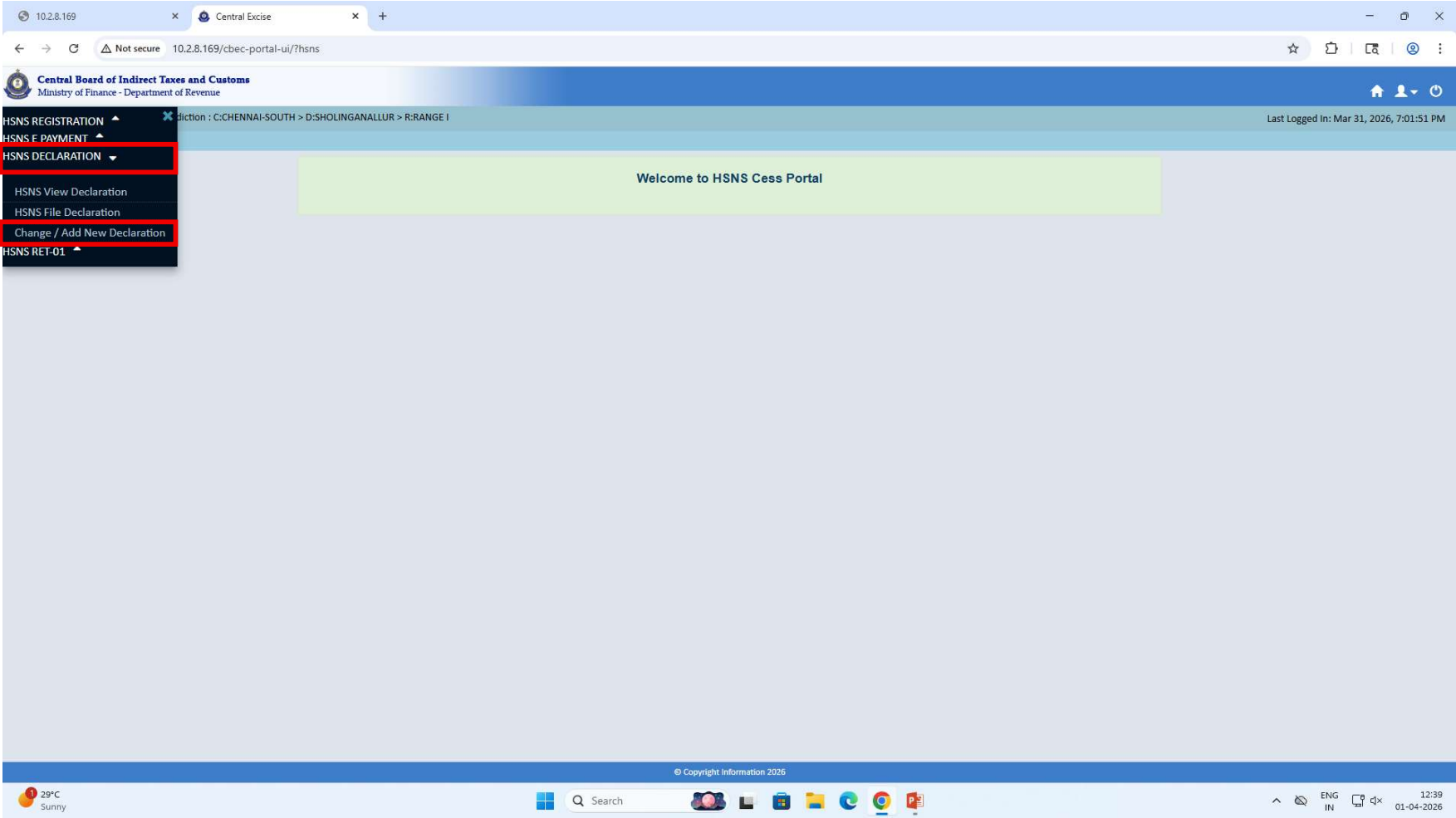
2. Click on HSNS> HSNS CESS Login which leads to the relevant Taxpayer Login page.



3. Taxpayer needs to enter login credentials and click on the 'Submit' button after which the Taxpayer dashboard appears.



4. Under Menu>HSNS DECLARATION>Change/ Add New Declaration.



5. On clicking “Change/Add New Declaration” the following page is displayed on the screen. Declaration Options are available for the taxpayer for selection through radio buttons.

The screenshot displays the user interface of the Central Board of Indirect Taxes and Customs portal. At the top, the header includes the organization's name, "Central Board of Indirect Taxes and Customs", and "Ministry of Finance - Department of Revenue". The user's name, "abhinav bokade", and jurisdiction, "C:CHENNAI-SOUTH > D:SHOLINGANALLUR > R:RANGE I", are shown in the top navigation bar. The main content area features a central form titled "Declaration Options (Please select appropriate option)". This form contains two radio button options: "Change in Declaration (Section 9(2))" and "New Installation / Addition / Commencement of operation of any machine or process (Section 9(3))". A "Proceed" button is located below the options. The footer of the page contains the copyright information "© Copyright Information 2026".

Central Board of Indirect Taxes and Customs  
Ministry of Finance - Department of Revenue

Name : abhinav bokade Jurisdiction : C:CHENNAI-SOUTH > D:SHOLINGANALLUR > R:RANGE I Last Logged In: Apr 1, 2026, 3:53:10 PM

**Declaration Options (Please select appropriate option)**

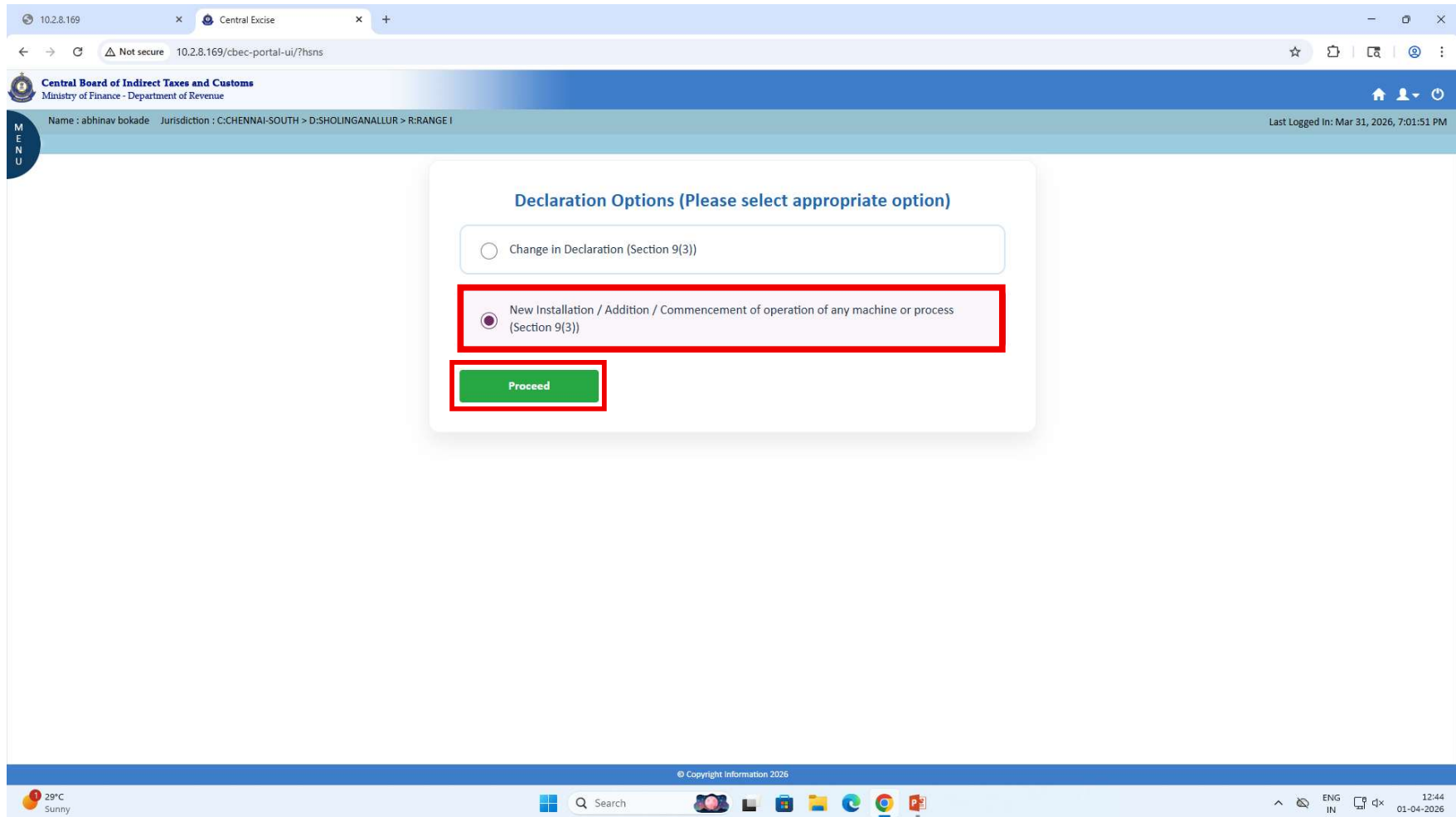
Change in Declaration (Section 9(2))

New Installation / Addition / Commencement of operation of any machine or process (Section 9(3))

Proceed

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6. The Taxpayer needs to select the relevant button “Change in Declaration (Section 9(2))” OR “New installation/ Addition/ Commencement of operation of any machine or process (Section 9(3))” from options as below and then click on ‘Proceed’ button.



7. **New installation/Addition/Commencement of operation of any machine or process (Section 9(3)):**

In case the Taxpayer needs to add one or more machines, Taxpayer shall select the option namely “New installation/Addition/Commencement of operation of any machine or process (Section 9(3))” and then click on the “proceed” button. Then the following page appears. The Taxpayer needs to enter the details of Goods manufactured under table 3 i.e. Details of specified goods manufactured and click on the ‘Save’ button.

Central Board of Indirect Taxes and Customs  
Ministry of Finance - Department of Revenue

Name : abhinav bokade Jurisdiction : C:CHENNAI-SOUTH > D:SHOLINGANALLUR > R:RANGE I Last Logged In: Apr 1, 2026, 12:39:03 PM



### FORM HSNS DEC-01

Machine-based Processes

HSNS Registration No. CGRPB2175GHS029  
Legal Name abhinav bokade  
Trade Name, if any New demo  
Address of the Factory / Premises Shree royal apartment,A501,akshara int.school,chennai,Tamil Nadu - 600006  
GSTIN  
Date of Filing 01/04/2026

Goods Manufactured | Newly Added Machine | Intimation of Machines | Documents Uploaded | Verification

3. Details of specified goods manufactured as per Table below:

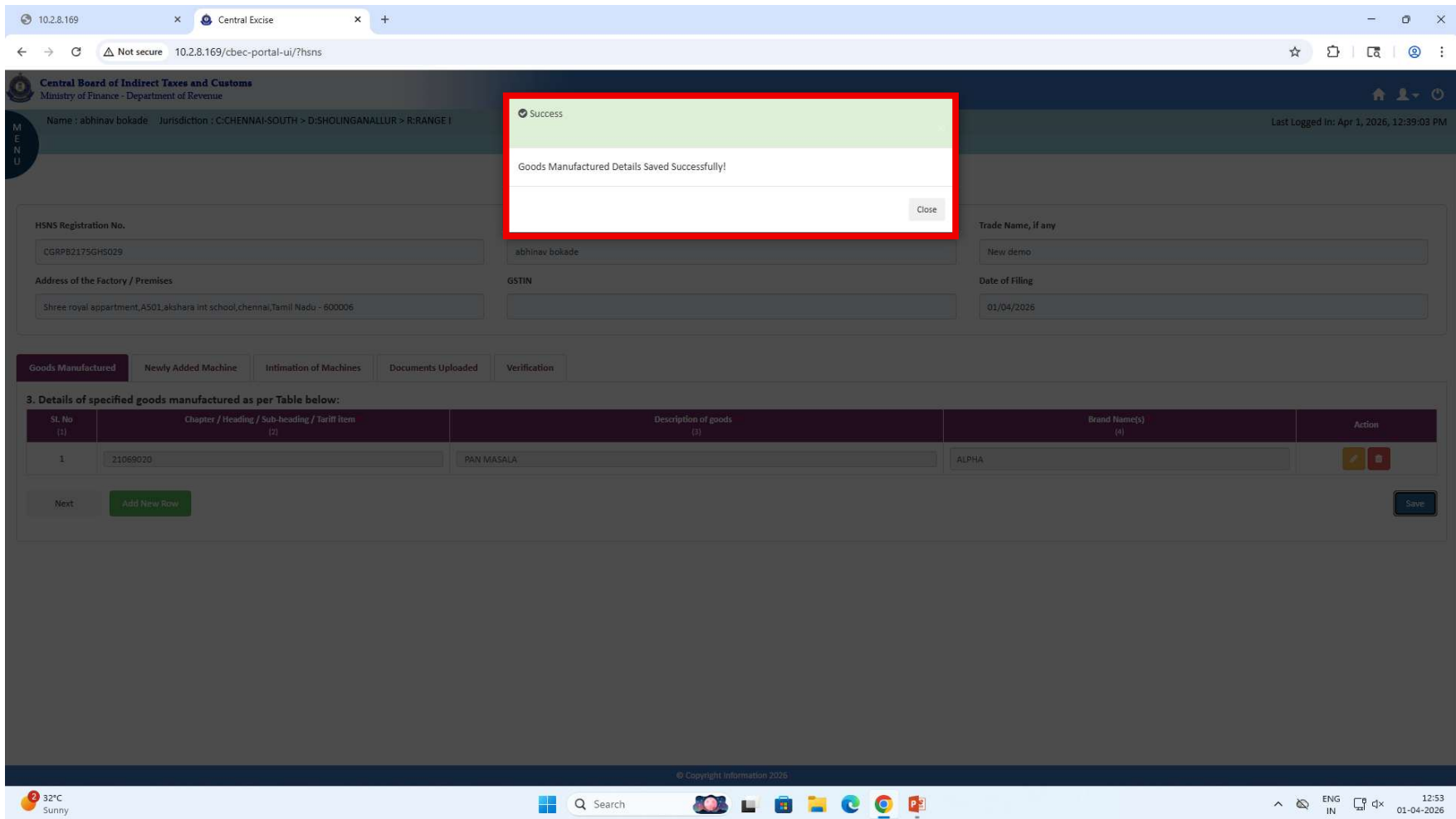
Sl. No (1)	Chapter / Heading / Sub-heading / Tariff item (2)	Description of goods (3)	Brand Name(s) (4)	Action
1	21069020	PAN MASALA	ALPHA	 

Next Add New Row Save

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32°C Sunny 12:53 01-04-2026

7.1. Taxpayer should click on the save button before proceeding to the next page. Then the message namely “Goods Manufactured details saved Successfully” appears as shown below.



8. **NEWLY ADDED MACHINE:**

8.1. The **Newly Added Machines** Details should be furnished in Table 4B as below.

The registered person can enter the details of machines such as Make, Model no of the machines, Name of manufacturer, Machine no, Address of the factory or premises, Date of purchase and Electricity Consumption capacity of the machine per hour (KWH). For Machine working Status, taxpayer has to select Yes or No from the dropdown menu.

**Central Board of Indirect Taxes and Customs**  
Ministry of Finance - Department of Revenue

Name : abhinav bokade Jurisdiction : C:CHENNAI-SOUTH > D:SHOLINGANALLUR > R:RANGE I Last Logged In: Apr 1, 2026, 12:39:03 PM

### FORM HSNS DEC-01

Machine-based Processes

HSNS Registration No. CGRPB2175GH5029 Legal Name abhinav bokade Trade Name, if any New demo

Address of the Factory / Premises Shree royal appartment,AS01,akshara int school,chennai,Tamil Nadu - 600006 GSTIN Date of Filing 01/04/2026

Goods Manufactured **Newly Added Machine** Intimation of Machines Documents Uploaded Verification

#### 4B. Newly Added Machines

Sl. No (1)	Make (if available) (2)	Model No. (if available) (3)	Name of Manufacturer (4)	Machine No. (5)	Date of Purchase (6)	Electricity Consumption capacity of the machine per hour (KWH) (15)	Machine Working status (Y/N) (17)	Action
1	123456@ABC	TATA256	BAJAJ	123456ASDFGF	01/04/2026	256	YES	Add cup/funnel

Add cup/funnel Details (Existing Machine)

Type of Tracks (7)	No. of cups (only for vertical machines) (7)	Gear Box Ratio of the Machine (8)	Revolution Per Minute of main motor (9)	Number of Funnels (only for horizontal machines) (10)	Weight of Packages that can be Packed on the machine (in grams) (11)	Nature of Packing (e.g., Pouch / Tin / Container) (12)	Packing capacity of each cup or funnel (13)	Total Packing Capacity (14)	Track Working status(Y/N) (17)	Action
Vertical	35	15:20	250		56	POUCH	100	3500.00	YES	

Add New cup/funnel

Add Machine To List Cancel

Please ensure that all relevant details for all machines and tracks are ready and accurately compiled before proceeding with filling in the Declaration form. The Unique Machine Registration Number will be generated after Submission only. Once submitted, the Declaration cannot be added to, modified, or deleted. Further, no new Declaration or modification to an existing Declaration can be initiated until the previously submitted Declaration is approved. Kindly proceed with due care and caution.

8.2. Then the Taxpayer should click on “Add Cup/Funnel” button under action column to fill further details of the machine. Then the following 11 columns appear to enable the taxpayer to fill details of the machine. The procedure for filling the details is the same as done for the “Initial Declaration”.

**Central Board of Indirect Taxes and Customs**  
Ministry of Finance - Department of Revenue

Name : abhinav bokade Jurisdiction : C:CHENNAI-SOUTH > D:SHOLINGANALLUR > R:RANGE I Last Logged In: Apr 1, 2026, 12:39:03 PM

### FORM HSNS DEC-01

Machine-based Processes

HSNS Registration No. CGRPB2175GHS029 Legal Name abhinav bokade Trade Name, if any New demo

Address of the Factory / Premises Shree royal apartment\_A501\_akshara int school,chennai,Tamil Nadu - 600006 GSTIN Date of Filing 01/04/2026

Goods Manufactured **Newly Added Machine** Intimation of Machines Documents Uploaded Verification

#### 4B. Newly Added Machines

Sl. No (1)	Make (if available) (2)	Model No. (if available) (3)	Name of Manufacturer (4)	Machine No. (5)	Date of Purchase (6)	Electricity Consumption capacity of the machine per hour (KWH) (15)	Machine Working status (Y/N) (17)	Action
1	123456@ABC	TATA256	BAJAJ	123456ASDFGF	01/04/2026	256	YES	<b>Add cup/funnel</b>

Add cup/funnel Details (Existing Machine)

Type of Tracks (7)	No. of cups (only for vertical machines) (7)	Gear Box Ratio of the Machine (8)	Revolution Per Minute of main motor (9)	Number of Funnels (only for horizontal machines) (10)	Weight of Packages that can be Packed on the machine (in grams) (11)	Nature of Packing (e.g. Pouch / Tin / Container) (12)	Packing capacity of each cup or funnel (13)	Total Packing Capacity (14)	Track Working status(Y/N) (17)	Action
Vertical	35	15:20	250		56	POUCH	100	3500.00	YES	

[Add New cup/funnel](#) [Add Machine To List](#) [Cancel](#)



Please ensure that all relevant details for all machines and tracks are ready and accurately compiled before proceeding with filling in the Declaration form. The Unique Machine Registration Number will be generated after Submission only. Once submitted, the Declaration cannot be added to, modified, or deleted. Further, no new Declaration or modification to an existing Declaration can be initiated until the previously submitted Declaration is approved. Kindly proceed with due care and caution.

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8.3. Once the details are entered in respect of the machines which are intended to be added in the declaration, the Taxpayer should click on “Save all Machine Details” button before proceeding to the next page. Then the message namely “All Machine Details Saved Successfully” appears as below.

The screenshot displays the Central Board of Indirect Taxes and Customs (CBIC) portal. A success message is highlighted in a red box, stating "All Machine Details Saved Successfully!". Below the message, a table titled "4B. Newly Added Machines" is visible. The table has the following columns: Sl. No, Make, Model No., Name of Manufacturer, Machine No., Date of Purchase, Electricity Consumption capacity of the machine per hour (KWH), Machine Working status (Y/N), and Action. The table contains one row of data.

Sl. No (1)	Make (if available) (2)	Model No. (if available) (3)	Name of Manufacturer (4)	Machine No. (5)	Date of Purchase (6)	Electricity Consumption capacity of the machine per hour (KWH) (15)	Machine Working status (Y/N) (17)	Action
1	123456@ABC	TATA256	BAIAJ	123456ASDFGF	01/04/2026	256	YES	 

Below the table, there are navigation buttons: "Previous", "Next", "Save All Machine Details", and "Add Existing Machine". A disclaimer at the bottom states: "Please ensure that all relevant details for all machines and tracks are ready and accurately compiled before proceeding with filling in the Declaration form. The Unique Machine Registration Number will be generated after Submission only. Once submitted, the Declaration cannot be added to, modified, or deleted. Further, no new Declaration or modification to an existing Declaration can be initiated until the previously submitted Declaration is approved. Kindly proceed with due care and caution."

8.4. The procedure for filling 1. Details of intimation of the machines furnished to other departments (Table 6), 2. Documents Uploaded (Table 9) and 3. Verification (table 10) are to be followed as detailed for the “Initial Declaration”.

8.4.1. Details of intimation of the machines furnished to other departments (Table 6)

**Central Board of Indirect Taxes and Customs**  
Ministry of Finance - Department of Revenue

Name : abhinav bokade Jurisdiction : C.CHENNAI-SOUTH > D.SHOLINGANALLUR > R.RANGE I Last Logged In: Apr 1, 2026, 12:39:03 PM

### FORM HSNS DEC-01

Machine-based Processes

HSNS Registration No. CGRPB2175GHS029 Legal Name abhinav bokade Trade Name, if any New demo

Address of the Factory / Premises Shree royal appartment, A501, akshara int school, chennai, Tamil Nadu - 600006 GSTIN Date of Filing 01/04/2026

Goods Manufactured Newly Added Machine **Intimation of Machines** Documents Uploaded Verification

**6. Details of the intimation of the machines furnished to other departments as per Table below:**

Sl. No (1)	Date of Intimation (2)	Name of Govt. department / any other agency or organisation. (3)	Details of declaration (Proof to be uploaded as pdf under section 9) (4)	Action
1	30/03/2026	GST	Refer to section 'Documents Upload (Table 9) and Sl. No. 4'	

Previous Next Add New Row Save

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## 8.4.2. Documents Uploaded (Table 9)

10.2.8.169 x Central Excise x +

← → ↻ Not secure 10.2.8.169/cbec-portal-ui/?hsns

**Central Board of Indirect Taxes and Customs**  
Ministry of Finance - Department of Revenue

Name : abhinav bokade Jurisdiction : C:CHENNAI-SOUTH > D:SHOLINGANALLUR > R:RANGE I Last Logged In: Apr 1, 2026, 12:39:03 PM

### FORM HSNS DEC-01

Machine-based Processes

HSNS Registration No. CGRPB2175GHS029 Legal Name abhinav bokade Trade Name, if any New demo

Address of the Factory / Premises Shree royal apartment,AS01,akshara int.school,chennai,Tamil Nadu - 600006 GSTIN Date of Filing 01/04/2026

Goods Manufactured Newly Added Machine Intimation of Machines **Documents Uploaded** Verification

**9. Documents Uploaded (Maximum 5 documents, 2mb each (pdf))**

Sl.No (1)	Description of Documents (2)	Document Upload (PDF only) (3)
1	Technical specification sheet machines (Manufacturer's manual)	✓ SAKSHAM DASHBOARD.url
2	Certificate from Chartered Engineer	Choose File No file chosen
3	Layout plan of the factory indicating machine locations	✓ Saksham Seva Webform Portal.url
4	Other Department Intimation Declaration	Choose File No file chosen
5	Others	Choose File No file chosen

Previous Next Save

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### 8.4.3. Verification (table 10)

10.2.8.169 x Central Excise x +

← → ↻ Not secure 10.2.8.169/cbec-portal-ui/7hsns ☆ 🗄️ 📄 📧 ⋮

**Central Board of Indirect Taxes and Customs**  
Ministry of Finance - Department of Revenue

Name : abhinav bokade Jurisdiction : C:CHENNAI-SOUTH > D:SHOLINGANALLUR > R:RANGE I Last Logged In: Apr 1, 2026, 12:39:03 PM

**FORM HSNS DEC-01**  
Machine-based Processes

HSNS Registration No. CGRPB2175GHS029  
Legal Name abhinav bokade  
Trade Name, if any New demo  
Address of the Factory / Premises Shree royal appartment,A501,akshara int school,chennai,Tamil Nadu - 600006  
GSTIN  
Date of Filing 01/04/2026

Goods Manufactured Newly Added Machine Intimation of Machines Documents Uploaded **Verification**

**10. Verification**

I, SHAKTHI (Name of Authorised Signatory), son/daughter of LINGAM, hereby solemnly affirm and declare that the information given hereinabove is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom. I understand that any false declaration is loable for penal action under Chapter VI of the Health Security se National Security Cess Act, 2025

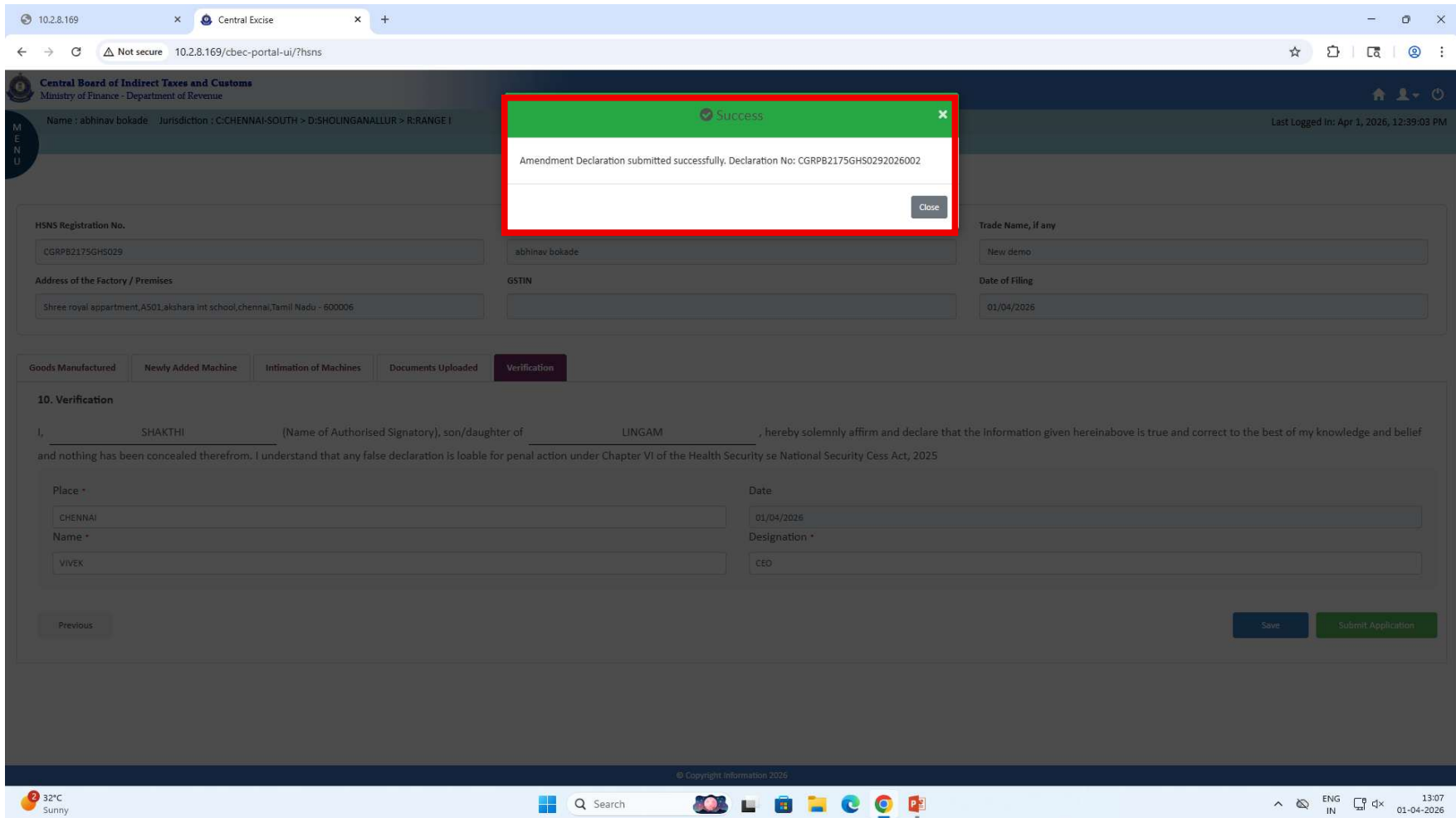
Place \* CHENNAI  
Name \* VIVEK  
Date 01/04/2026  
Designation \* CEO

Previous Save **Submit Application**

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8.5. Now the Taxpayer can submit the Declaration form by clicking on “Submit Application” Button. Then, a message of successful filing of the form along with the “Declaration Number” is displayed on the screen. Declaration Number is based on the number of Declarations filed.



## 9. CHANGE IN DECLARATION:

In case the Taxpayer needs to amend any details submitted in the previous declaration(s), the Taxpayer shall select the option namely “Change in Declaration (Section 9(2))” and then click on “Proceed” button.

The screenshot displays the user interface of the Central Board of Indirect Taxes and Customs portal. At the top, the header includes the organization's name, 'Ministry of Finance - Department of Revenue', and user information such as 'Name : abhinav bokade' and 'Jurisdiction : C:CHENNAI-SOUTH > D:SHOLINGANALLUR > R:RANGE I'. A 'MENU' button is visible on the left side. The main content area features a central box titled 'Declaration Options (Please select appropriate option)'. This box contains two radio button options: 'Change in Declaration (Section 9(2))', which is selected and highlighted with a red border, and 'New Installation / Addition / Commencement of operation of any machine or process (Section 9(3))'. Below these options is a green 'Proceed' button, also highlighted with a red border. The footer of the page contains the copyright notice '© Copyright Information 2026'.

9.1. Once the 'Proceed' button is clicked on, the following page appears where the taxpayer cannot amend any details of the Goods manufactured.

Central Board of Indirect Taxes and Customs  
Ministry of Finance - Department of Revenue

Name : abhinav bokade Jurisdiction : C:CHENNAI-SOUTH > D:SHOLINGANALLUR > R:RANGE I Last Logged In: Apr 1, 2026, 2:52:41 PM



### FORM HSNS DEC-01

Machine-based Processes

HSNS Registration No. CGRPB2175GHS033  
 Legal Name abhinav bokade  
 Trade Name, if any New demo  
 Address of the Factory / Premises Shree royal appartment,A501,akshara int school,chennai,Tamil Nadu - 600006  
 GSTIN  
 Date of Filing 01/04/2026

Goods Manufactured | Change in details | Intimation of Machines | Disposal of packing machines | Documents Uploaded | Verification

3. Details of specified goods manufactured as per Table below:

Sl. No (1)	Chapter / Heading / Sub-heading / Tariff item (2)	Description of goods (3)	Brand Name(s) (4)	Action
1	21069020	PAN MASALA	Maani Chand	 

Next

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33°C Partly sunny | Search | ENG IN | 14:57 01-04-2026

9.2. **CHANGE IN DETAILS:** On clicking “Change in details” tab, the page with table 5 appears. In case the taxpayer needs to amend machine details, Registration Number of the relevant machine should be selected from the dropdown menu under column 2.

The screenshot shows the 'FORM HSNS DEC-01' interface for 'Machine-based Processes'. The user is logged in as 'abhinav bokade' from 'C:CHENNAI-SOUTH > D:SHOLINGANALLUR > R:RANGE I'. The 'Change in details' tab is active, showing a table with the following columns:

SL No (1)	Registration No. of the machine (Generated in column 16 of Table III or Table IV during submission) (2)	Make (3)	Model No. (4)	Machine No. (5)	Location of installation (6)	Name of Manufacturer (7)	Electricity Consumption capacity of the machine per hour (KWH) (12)	Machine Working status (Y/N) (13)	Date of change in any parameter (14)	Action
1	<input type="text" value="Select Registration No."/> CGRPB2175GHS033001								dd/mm/yyyy	

The dropdown menu for the 'Registration No. of the machine' column is open, showing the selected value 'CGRPB2175GHS033001'.

9.3. Once the Registration Number of the machine is selected from the dropdown menu, relevant machine details submitted in a previous declaration get displayed. Details can be amended by clicking on 'edit' button (yellow in colour) under "Action" column which then changes into green tick. After entering/amending the details, the taxpayer needs to save the details by clicking on the Green tick.

**Central Board of Indirect Taxes and Customs**  
Ministry of Finance - Department of Revenue

Name : abhinav bokade Jurisdiction : C:CHENNAI-SOUTH > D:SHOLINGANALLUR > R:RANGE I Last Logged In: Apr 1, 2026, 2:52:41 PM

### FORM HSNS DEC-01

Machine-based Processes

HSNS Registration No. CGRPB2175GHS03  
 Legal Name abhinav bokade  
 Trade Name, if any New demo  
 Address of the Factory / Premises Shree royal apartment,A501,akshara int school,chennai,Tamil Nadu - 600006  
 GSTIN  
 Date of Filing 01/04/2026

Goods Manufactured **Change in details** Intimation of Machines Disposal of packing machines Documents Uploaded Verification

**5. Change in details [For declaration under section 9(2)] as per Table below:**

Sl No (1)	Registration No. of the machine (Generated in column 16 of Table III or Table IV during submission) (2)	Make (3)	Model No. (4)	Machine No. (5)	Location of installation (6)	Name of Manufacturer (7)	Electricity Consumption capacity of the machine per hour (KWH) (12)	Machine Working status (Y/N) (13)	Date of change in any parameter (14)	Action
1	CGRP2175GHS033001	GHTRS854624	HYURTF42368	6547896545		HYRRTG5864	1700	YES	dd/mm/yyyy	

Add Track Details

Track Registration No.	Type of Machines	No. of cups (only for vertical machines) (5)	Gear Box Ratio of the Machine (6)	Revolution Per Minute of main motor (7)	Number of Funnels (only for horizontal machines) (8)	Weight of Packages that can be Packed (in grams) (9)	Nature of Packing (e.g., Pouch, Tin, Container) (10)	Packing capacity of each track or Funnel (11)	Total Packing Capacity of the machine for a specific weight of package to be packed in a minute (12)	Track/Funnel Installed Status	Action
CGRP2175GHS033001TKC	Horizontal		20:5	1500	10	65	Pouch	540	5400	YES	

Add New Track

Previous Next

Add Machine To List Cancel

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33°C Partly sunny 14:59 01-04-2026

9.4. The complete machine details are saved on clicking “Add to machine list” button.

The screenshot displays the 'FORM HSNS DEC-01 Machine-based Processes' web application. The interface includes a header with the Central Board of Indirect Taxes and Customs logo and navigation tabs. The main form area contains fields for HSNS Registration No., Legal Name, Trade Name, Address of the Factory / Premises, GSTIN, and Date of Filing. Below the form are tabs for 'Goods Manufactured', 'Change in details', 'Intimation of Machines', 'Disposal of packing machines', 'Documents Uploaded', and 'Verification'. The 'Change in details' tab is active, showing a table for machine declarations. The table has columns for SL No, Registration No. of the machine, Make, Model No., Machine No., Location of installation, Name of Manufacturer, Electricity Consumption capacity, Machine Working status, and Date of change in any parameter. Below the table is an 'Add Track Details' section with a table for machine specifications, including Track Registration No., Type of Machines, No. of cups, Gear Box Ratio, Revolution Per Minute, Number of Funnels, Weight of Packages, Nature of Packing, Packing capacity, and Total Packing Capacity. At the bottom right of the 'Add Track Details' section, the 'Add Machine To List' button is highlighted with a red box, and a 'Cancel' button is also visible.

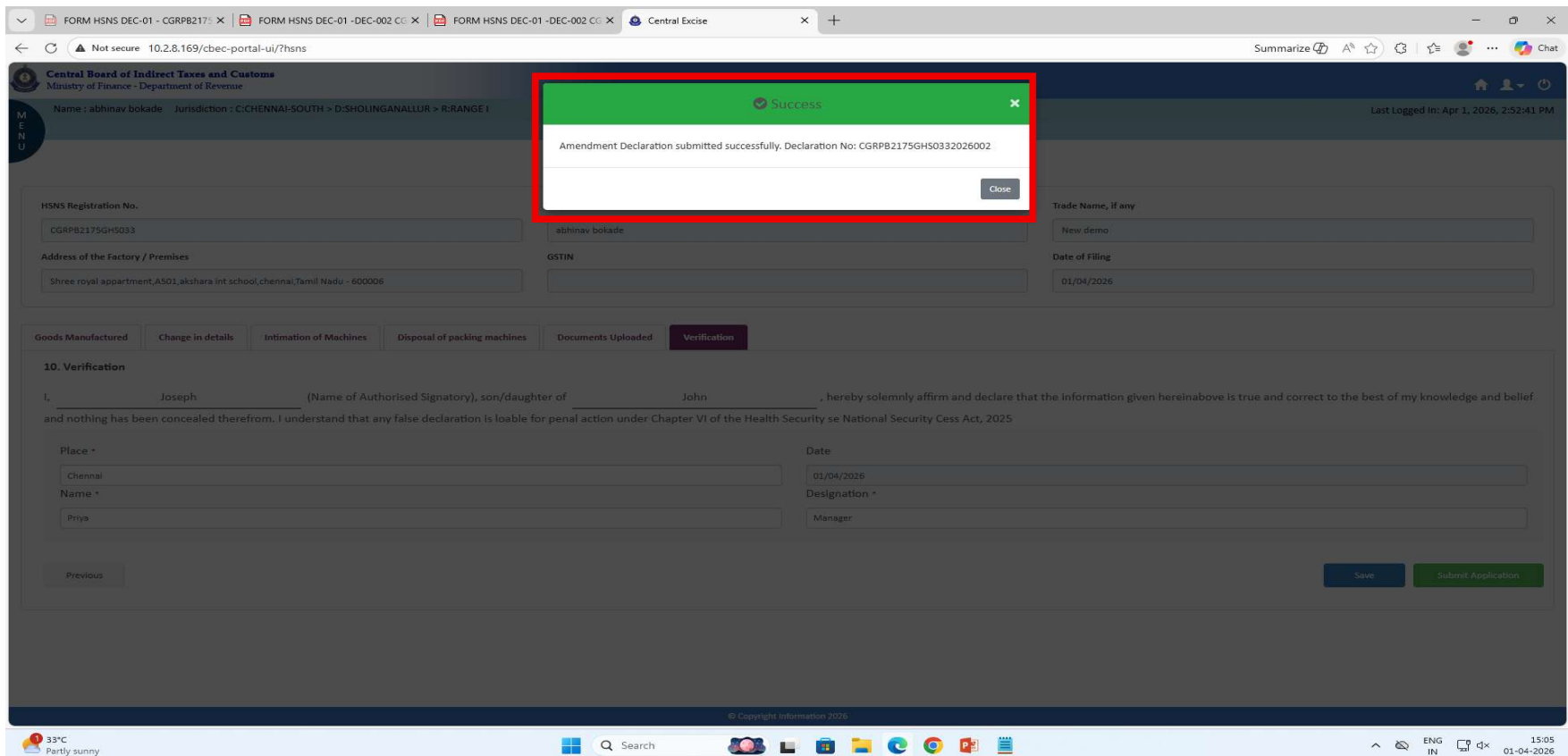
9.5. On clicking “Save Change in Details” button, all the changes entered get saved and the following page with the message “Change in Machine Details Saved Successfully” appears.

The screenshot shows a web application interface for the Central Board of Indirect Taxes and Customs. A success message is displayed in a green box: "Success Change in Machine Details Saved Successfully!". Below the message, there is a form with various fields for machine registration details. The "Change in details" tab is selected, and a table is shown with one row of data.

Sl. No (1)	Registration No. of the machine (Generated in column 16 of Table III or Table IV during submission) (2)	Make (3)	Model No. (4)	Machine No. (5)	Location of installation (6)	Name of Manufacturer (7)	Electricity Consumption capacity of the machine per hour (KWH) (12)	Machine Working status (Y/N) (13)	Date of change in any parameter (14)	Action
1	CGRP2175GH503001	GHRS5854624	HYURTF42368	6547896545	THIRD FLOOR	HYRGRGS864	1700	YES	01/04/2026	

Buttons: Previous, Next, Save Change in Details, Add New Row

9.6. While amending the details of the existing machines, entering details in the columns under the tabs “Intimation of machines” and “Disposal of packing Machines” are not applicable. Taxpayer can skip those two tabs. Once the relevant documents are uploaded and ‘Verification’ is done, the taxpayer needs to save the details by clicking on “Save” button and can submit the application by clicking on “Submit Application” button. Then the following page with the message “Amendment Declaration submitted successfully” with Declaration number appears (Declaration number ends with the digit >1 which is based on the number of the Declarations filed).



## 10. Disposal of Packing Machines:

For Disposal of packing machines, the taxpayer needs to click on the Declaration option namely “change in Declaration (Section 9(3))”.

The screenshot displays the Central Board of Indirect Taxes and Customs (CBIC) portal. The header includes the organization's name, Ministry of Finance - Department of Revenue, and user details: Name: Raguraman Alias Azith N, Jurisdiction: C:CHENNAI-SOUTH > D:SHOLINGANALLUR > R:RANGE 1, and Last Logged In: Apr 1, 2026, 12:33:47 PM. The main content area is titled "Declaration Options (Please select appropriate option)" and contains two radio button options. The first option, "Change in Declaration (Section 9(3))", is selected and highlighted with a red rectangular box. The second option is "New Installation / Addition / Commencement of operation of any machine or process (Section 9(3))". Below the options is a green "Proceed" button. The footer of the page shows "© Copyright Information 2026". The Windows taskbar at the bottom indicates a temperature of 34°C, weather of "Mostly sunny", and the date 01-04-2026.

10.1. On clicking the option “Change in Declaration”, the following page appears. For Disposal of packing machines, the taxpayer can directly click on the “Disposal of Packing machines” tab.

The screenshot displays the 'FORM HSNS DEC-01' interface for 'Machine-based Processes'. The user is logged in as 'Raguraman Alias Azith N' with jurisdiction 'C:CHENNAI-SOUTH > D:SHOLINGANALLUR > R:RANGE I'. The interface includes a menu on the left and a header with the CBIC logo and 'Ministry of Finance - Department of Revenue'.

The main form contains the following fields:

- HSNS Registration No.:** DQRPA1211RHS003
- Legal Name:** Raguraman Alias Azith N
- Trade Name, if any:** Bosco & Co
- Address of the Factory / Premises:** test,test,test,Tamil Nadu - 609606
- GSTIN:** 19ABCDE1234F129
- Date of Filing:** 01/04/2026

Below the form, there are several tabs: 'Goods Manufactured', 'Change in details', 'Intimation of Machines', 'Disposal of packing machines' (highlighted with a red box), 'Documents Uploaded', and 'Verification'.

The 'Disposal of packing machines' tab leads to a section titled '3. Details of specified goods manufactured as per Table below:'. This section contains a table with the following data:

Sl. No (1)	Chapter / Heading / Sub-heading / Tariff item (2)	Description of goods (3)	Brand Name(s) (4)	Action
1	21069020	PAN MASALA	Vimal	[Edit] [Delete]
2	21069020	PAN MASALA	test12345	[Edit] [Delete]

A 'Next' button is located below the table.

The footer of the page shows the copyright information '© Copyright Information 2026' and the system tray with weather information (34°C, Mostly sunny), search bar, and system clock (15:34, 01-04-2026).

10.2. On clicking the “Disposal of Packing machines” tab, the following page with table 7 appears. The taxpayer needs to select the machine registration number from the dropdown menu under the “Registration No. of Machine” column and details such as “Date of Disposal” and “Reason of Disposal” are to be entered. In case of more than one machine, the details can be entered by clicking on “Add New Row”. For saving the entries made in respect of machines, the taxpayer needs to click on Green Tick against every machine under action column.

**FORM HSNS DEC-01**  
Machine-based Processes

HSNS Registration No. CGRPB2175GHS033  
 Legal Name abhinav bokade  
 Trade Name, if any New demo  
 Address of the Factory / Premises Shree royal apartment,A501,akshara int school,chennai,Tamil Nadu - 600006  
 GSTIN  
 Date of Filing 01/04/2026

Goods Manufactured Change in details Intimation of Machines **Disposal of packing machines** Documents Uploaded Verification

**7. Disposal of Packing Machines** (To be filed as an amendment)

Sl.No	Registration No. of Machine	Date of Disposal	Reason of Disposal	Action
1	Select Registration No.	dd/mm/yyyy	Reason	<input checked="" type="checkbox"/>



Previous Next **Add New Row** Save

10.3. On clicking the “Save” button, all the entries made will be saved and the following page with the message “Disposal of Machine Saved Successfully” appears.

The screenshot displays the Central Board of Indirect Taxes and Customs portal. A success message is highlighted with a red box, stating "Disposal of Machines Saved Successfully!". The message includes a "Close" button. The background shows a form for "Disposal of packing machines" with the following details:

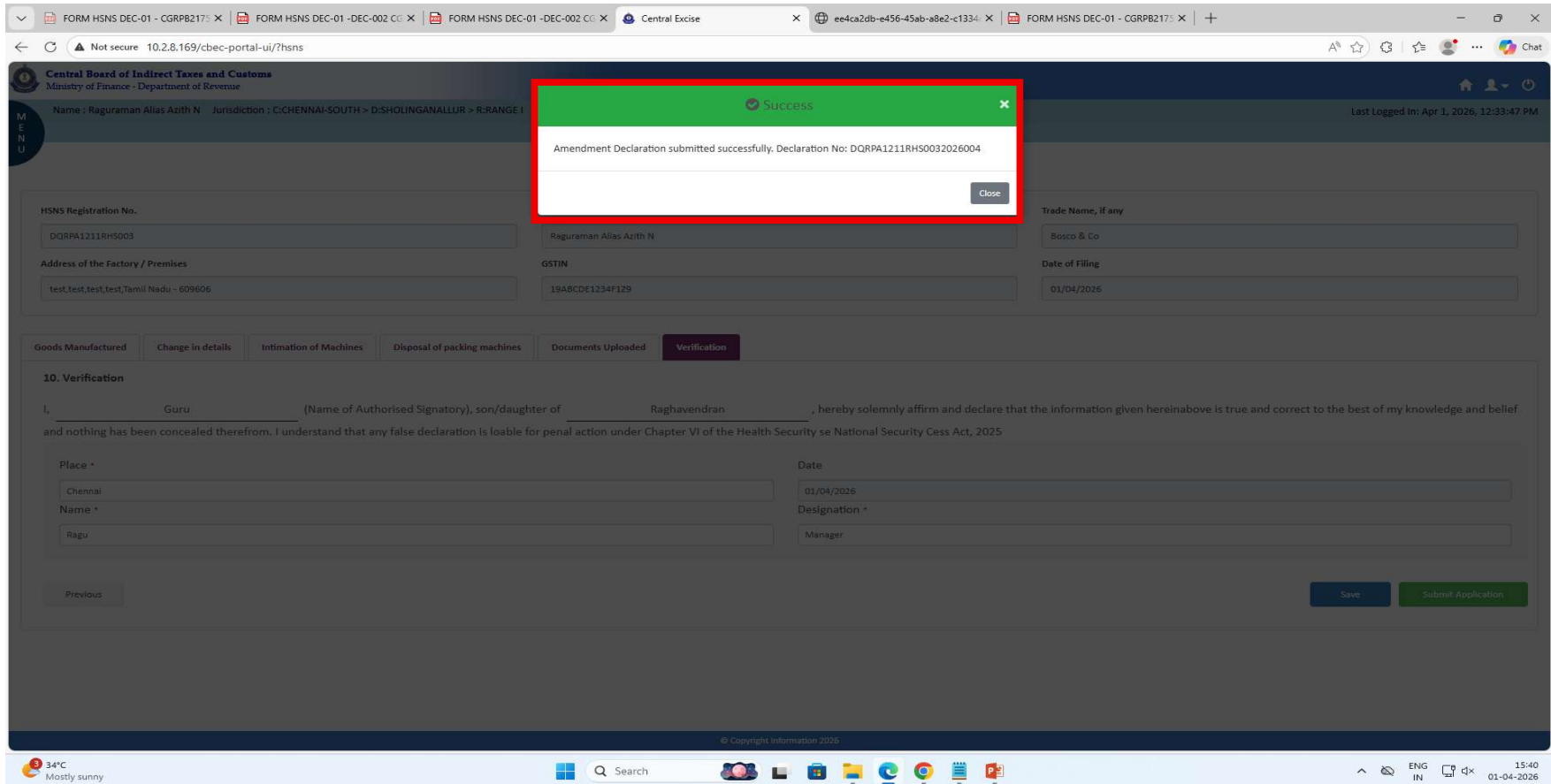
- HSNS Registration No.: DQRPA1211RH5003
- Name: Raguraman Alias Azith N
- Address of the Factory / Premises: test\_test\_test,Tamil Nadu - 609606
- GSTIN: 19ABCFE1234F129
- Trade Name, if any: Bosco & Co
- Date of Filing: 01/04/2026

The table below shows the disposal entry:

Sl.No	Registration No. of Machine	Date of Disposal	Reason of Disposal	Action
1	DQRPA1211RH5003	01/04/2026	Scrap	 

At the bottom of the table, there are "Previous" and "Next" buttons, and "Add New Row" and "Save" buttons.

10.4. Once the relevant documents are uploaded and 'Verification' is done, the taxpayer needs to save the details by clicking on "Save" button and can submit application by clicking on "Submit Application" button. Then the following page with the message "Amendment Declaration submitted successfully" with Declaration number appears (Declaration number ends with the digit >1 which is based on the number of the Declarations filed).



**11. View Declaration:** After submitting the application, the taxpayer can view the amendment declaration by navigating to the Menu>HSNS DECLARATION>HSNS View Declaration. The following page appears with the details of the declarations filed so far. By clicking on the Declaration Number (which is hyperlinked), the taxpayer can view the relevant declaration and can also download the same by clicking on 'download' button.

The screenshot shows a web browser window with the URL [10.2.8.169/cbec-portal-ui/?hsns](https://10.2.8.169/cbec-portal-ui/?hsns). The page header identifies the user as 'abhinav bokade' with jurisdiction 'C:CHENNAI-SOUTH > D:SHOLINGANALLUR > R:RANGE I'. The main heading is 'LIST OF HSNS DECLARATIONS'. Below this is a table with the following data:

Sl No.	Declaration No.	Date of Submission	Declaration Status
1	<a href="#">CGRP B2175GHS0332026002</a>	01-04-2026	Pending Confirmation
2	<a href="#">CGRP B2175GHS0332026001</a>	31-03-2026	Order of Confirmation

Navigation links: « Previous 1 Next »

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System tray: 33°C Partly sunny, Search, Taskbar icons, ENG IN, 15:06, 01-04-2026

4/1/26, 3:07 PM FORM HSNS DEC-01 - CGRPB2175GHS033

**5. Change in details [For declaration under section 9(2)] as per Table below:**

Sl. No(1)	Registration No. of the machine(2)	Make(3)	Model No.(4)	Machine No.(5)	Location of installation(6)	Name of Manufacturer(7)	Electricity Consumption capacity(12)	Working status (Y/N) (13)	Date of change(14)
1	CGRP2175GHS033001	GHTRS854624	HYURTF42368	6547896545	THIRD FLOOR	HYRGRTG5864	1700	YES	01/04/2026

**Track Details for Machine Reg No: CGRPB2175GHS033001**

Cup or funnel Reg No.	Type of Machines	No. of cups(5)	Gear Box Ratio(6)	RPM(7)	No. of Funnels(8)	Weight of Packages (g)(9)	Nature of Packing(10)	Packing Capacity(11)	Total Capacity(12)	Track Installed Status
CGRP2175GHS033001TK001	Horizontal		50:3	1500	20	65	Pouch	540	10800	YES

**7. Disposal of Packing Machines**

Sl.No(1)	Registration No. of Machine(2)	Date of Disposal(3)	Reason of Disposal(4)
No disposal records found.			

**6. Details of the intimation of the machines furnished to other departments as per Table below:**

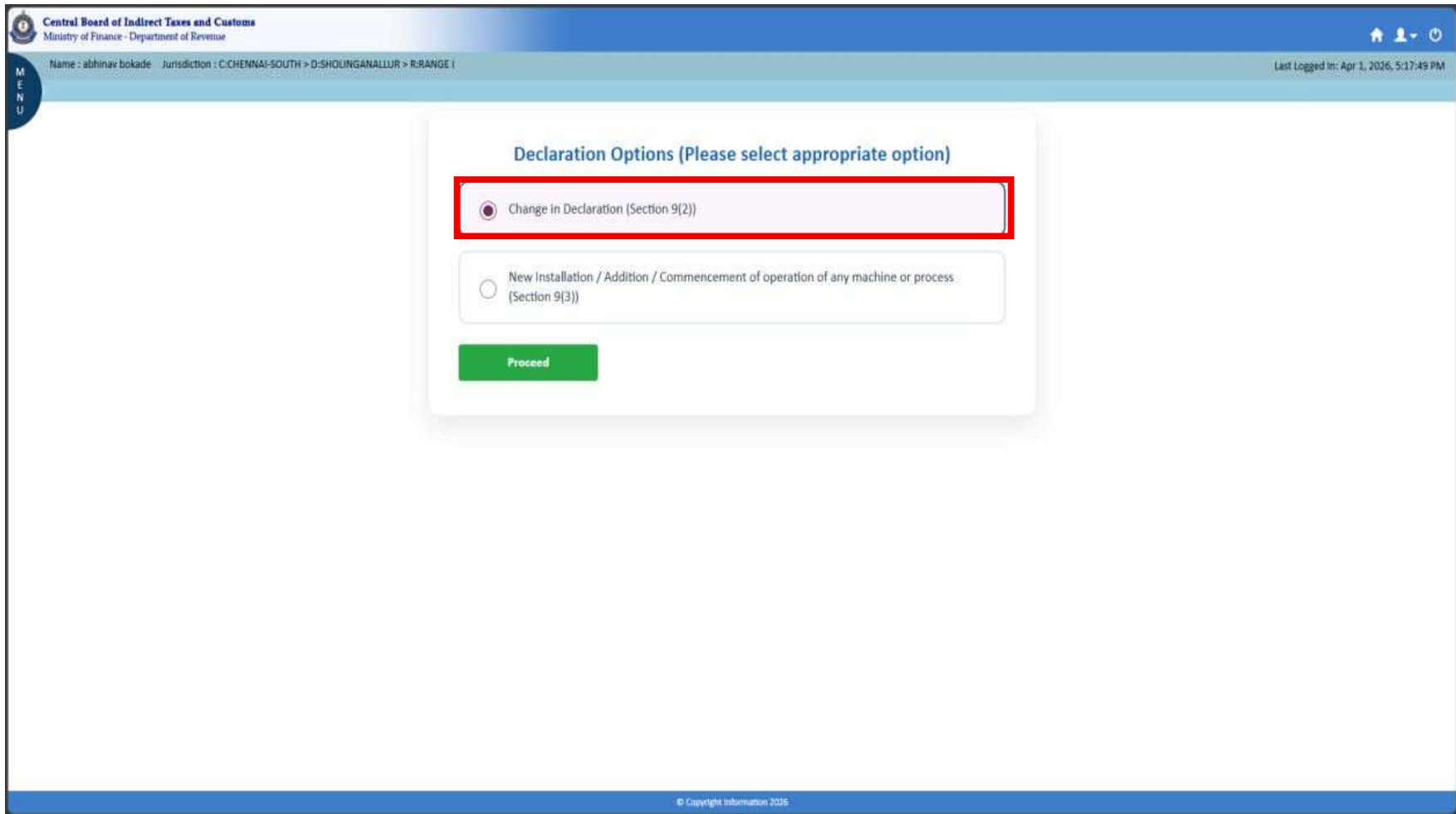
Sl. No(1)	Date of Intimation(2)	Name of Department(3)	Details of declaration(4)
No records found			

about:blank 2/4

4/1/26, 3:07 PM FORM HSNS DEC-01 - CGRPB2175GHS033

## 12.CHANGE IN DECLARATION: MANUAL PROCESS

If the Taxpayer having factory with manual process intends to make changes in Declaration, he/she needs to select the option namely “Change in Declaration (Section 9(2))”.



The screenshot displays the user interface of the Central Board of Indirect Taxes and Customs portal. At the top, the header includes the organization's name, 'Ministry of Finance - Department of Revenue', and user information such as 'Name : abhinav bokade' and 'Jurisdiction : C:CHENNAI-SOUTH > D:SHOLINGANALLUR > R:RANGE I'. A 'Last Logged In' timestamp is also present. The main content area features a 'Declaration Options (Please select appropriate option)' section with two radio button options. The first option, 'Change in Declaration (Section 9(2))', is selected and highlighted with a red rectangular border. The second option is 'New Installation / Addition / Commencement of operation of any machine or process (Section 9(3))'. Below the options is a green 'Proceed' button. A 'MENU' button is visible on the left side of the page.

12.1 On clicking “Proceed” button after selecting the option “Change in Declaration (Section 9(2))”, the following page will appear where the taxpayer cannot edit the details under “Goods Manufactured”.

**Central Board of Indirect Taxes and Customs**  
Ministry of Finance · Department of Revenue

Name : abhinav bokade | Jurisdiction : C:CHENNAI-SOUTH > D:SHOLINGANALLUR > R:RANGE I | Last Logged in: Apr 1, 2026, 5:17:49 PM

### FORM HSNS DEC-01



Manual Processes

HSNS Registration No. : CGRPB2175GHS031 | Legal Name : abhinav bokade | Trade Name, if any : N/A

Address of the Factory / Premises : Shree royal apartment,AS01,akshara int school,chennai,tamil Nadu - 600006 | GSTIN : | Date of Filing : 09/04/2026

**Goods Manufactured** | Manual Process | Documents Uploaded | Verification

3. Details of specified goods manufactured as per Table below:

Sl. No (1)	Chapter / Heading / Sub-heading / Tariff Item (2)	Description of goods (3)	Brand Name(s) (4)	Action
1	21069020	PAN MASALA	Vimal	 

Next

© Copyright Information 2026

12.2 On clicking “Manual Process” tab, the following page will appear with the details entered in the previous declaration and the taxpayer can edit/amend the details in respect of the columns wherever applicable except “Description of Process”.

Central Board of Indirect Taxes and Customs  
Ministry of Finance - Department of Revenue

Name : abhinav bokade Jurisdiction : C:CHENNAI-SOUTH > D:SHOLINGANALLUR > H:RANGE I Last Logged in: Apr 1, 2026, 5:17:49 PM

### FORM HSNS DEC-01

Manual Processes

HSNS Registration No. CGRP62175GHS001

Legal Name abhinav bokade

Trade Name, if any N/A



Address of the Factory / Premises Shree royal apartment,AS01,akshara int school,chennai,Tamil Nadu - 600006

GSTIN

Date of Filing 09/04/2025

Goods Manufactured **Manual Process** Documents Uploaded Verification

B. Details of Manual Processes (If applicable), as per Table below:

S. No (1)	Description of Process (2)	Location / Section within Factory (3)	Nature of Packing (e.g., Pouch, Tin, Container) (4)	Weight of Specified Goods Packed (in Grams) (5)	Average Daily Production Capacity (Units) (6)	Date of Commencement of Process (7)	Action
1	Manual	First Floor	Pouch	25	32	30/03/2026	 

Previous Next Save

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### 13. New installation/Addition/Commencement of operation of any machine or process (Section 9(3)): MANUAL PROCESS

If the Taxpayer having factory with manual process intends to Add any process in Declaration, he/she needs to select the option namely “New installation/ Addition/Commencement of operation of any machine or process (Section 9(3))” as below:

The screenshot displays the user interface of the Central Board of Indirect Taxes and Customs portal. At the top, the header includes the organization's name, 'Central Board of Indirect Taxes and Customs, Ministry of Finance - Department of Revenue', and user information such as 'Name : abhinav bokade' and 'Jurisdiction : C:CHENNAI-SOUTH > D:SHOLINGANALLUR > R:RANGE'. A 'MENU' button is visible on the left side. The main content area features a central box titled 'Declaration Options (Please select appropriate option)'. This box contains two radio button options: 'Change in Declaration (Section 9(2))' and 'New Installation / Addition / Commencement of operation of any machine or process (Section 9(3))'. The second option is selected and highlighted with a red rectangular border. Below the options is a green 'Proceed' button. The footer of the page contains the copyright notice '© Copyright Information 2016'.

13.1 On clicking “Proceed” button after selecting the option “New installation/ Addition/ Commencement of operation of any machine or process (Section 9(3))”, the following page will appear where the taxpayer can add the details under the column “Brand Name”. Once it is added, the details will be saved on clicking “Save” button.

Central Board of Indirect Taxes and Customs  
Ministry of Finance - Department of Revenue

Name : abhinav bokade Jurisdiction : C:CHENNAI-SOUTH > D:SHOLINGANALLUR > R:RANGE I Last Logged In: Apr 1, 2026, 3:17:49 PM

### FORM HSNS DEC-01

Manual Processes

HSNS Registration No. CGRPB2175GH5031

Legal Name abhinav bokade

Trade Name, if any N/A

Address of the Factory / Premises Shree royal apartment\_A501\_akshata int school\_chennai,Tamil Nadu - 600006

GSTIN

Date of Filing 05/04/2026

Goods Manufactured | Manual Process | Documents Uploaded | Verification

3. Details of specified goods manufactured as per Table below:

Sl. No (1)	Chapters / Heading / Sub-heading / Tariff item (2)	Description of goods (3)	Brand Name(s) (4)	Action
1	Select	Auto-populated	Brand Name	<input type="checkbox"/> <input type="checkbox"/>

Next Save

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13.2 On clicking “Manual Process” tab the following page will appear with Table 8 having columns namely Description of the Process, Location/Section within Factory, Nature of Packing, Weight of Specified Goods Packed(in grams), Average Daily Production Capacity and Date of Commencement of Process where the taxpayer has to enter the details in all the columns. The data entered can be saved by clicking the “Save” Button.

**Central Board of Indirect Taxes and Customs**  
Ministry of Finance - Department of Revenue

Name : abhinav bokade Jurisdiction : C:CHENNAI-SOUTH > D:SHOLINGANALLUR > R:RANGE I Last Logged in: Apr 10, 2026, 3:48:17 PM

### FORM HSNS DEC-01

Manual Processes

HSNS Registration No. CGRPB2175GHS031 Legal Name abhinav bokade Trade Name, if any N/A

Address of the Factory / Premises Shree royal appartment,A501,akshara int school,chennai,Tamil Nadu - 600006 GSTIN Date of Filing 15/04/2026

Goods Manufactured **Manual Process** Documents Uploaded Verification

**8. Details of Manual Processes (If applicable), as per Table below:**

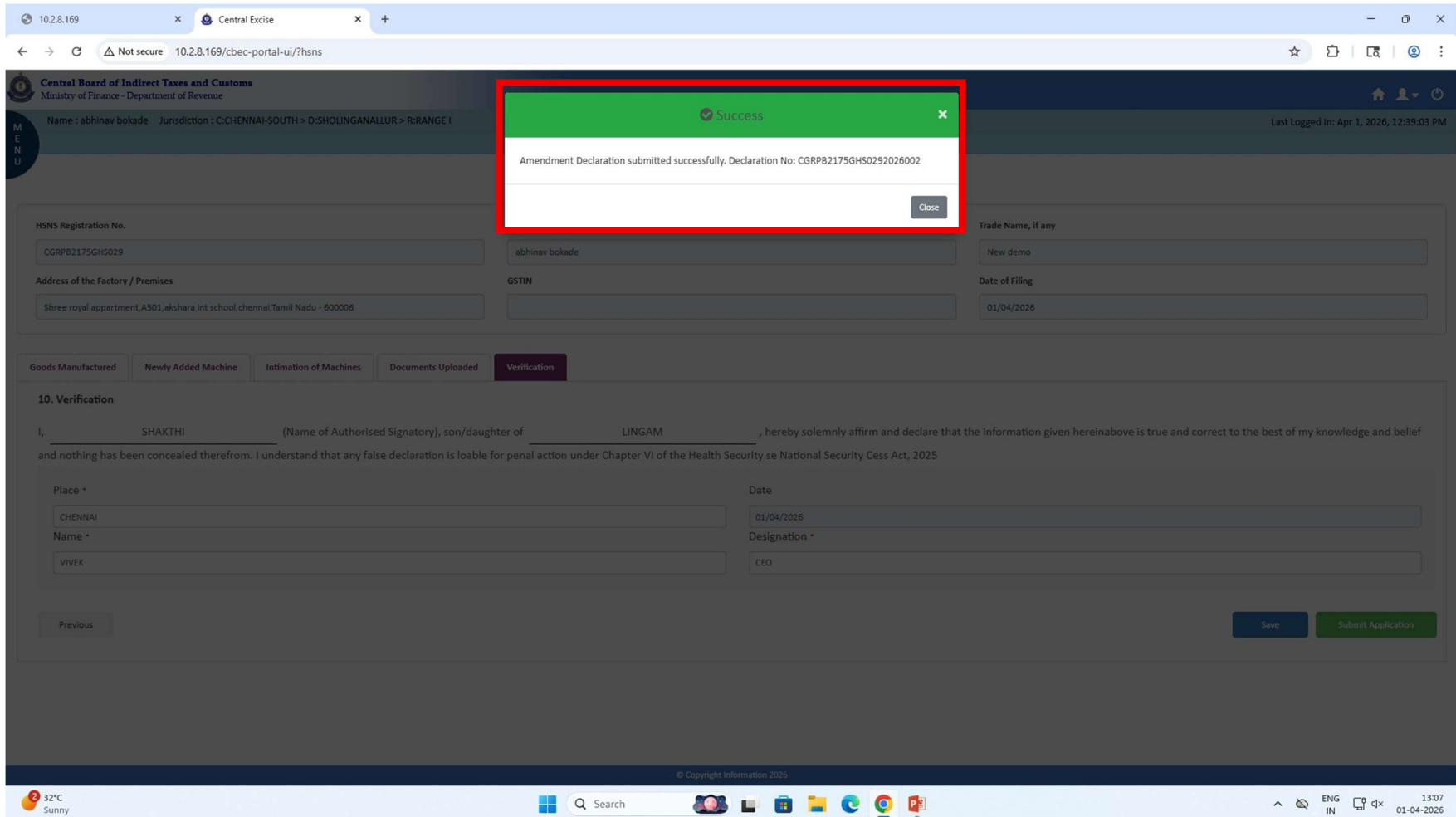
S. No (1)	Description of Process (2)	Location / Section within Factory (3)	Nature of Packing (e.g.,Pouch, Tin, Container) (4)	Weight of Specified Goods Packed (in Grams) (5)	Average Daily Production Capacity (Units) (6)	Date of Commencement of Process (7)	Action
1	Manual	First Floor	Tin	25	1200	15/04/2026	
2	Manual	Second Floor	Pouch	35	1300	15/04/2026	

Previous Next Add New Row **Save**

© Copyright information 2026

39°C Sunny Search 14:48 15-04-2026

13.3 Once the relevant documents are uploaded and 'Verification' is done, the taxpayer needs to save the details by clicking on "Save" button and can submit the application by clicking on "Submit Application" button. Then the following page with the message "Amendment Declaration submitted successfully" with Declaration number appears (Declaration number ends with the digit >1 which is based on the number of the Declarations filed).



**14. NOTE:**

The Taxpayer should ensure the correctness while filling the details in the declaration form, as details once filled and submitted cannot be altered or edited later. **It is pertinent to mention here that as per Rule 11(3) of the HSNS Rules 2026**, no fresh declaration shall be filed under sub-rule (2) of rule 9 until an order of confirmation has been passed by the proper officer **in respect of the declaration filed earlier**.

In case the registered person tries to file another declaration before approval of the earlier declaration filed, the following message appears.

