

# User Guide for “Donation Offline Validation Program v3.0”

(Version 1.1 – Dec 2011)



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# About Donation OVP v3.0

The Donation OVP v3.0 is used to validate the file format and data generated from IPC own application. It helps to flag out invalid data so that error(s) can be rectified before the file is transmitted to IRAS

## New features

- OVP v3.0 is now able to validate file in both .txt and .csv format **NEW**
- Data will be encrypted before file is transmitted to IRAS **NEW**

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# Hardware & Software Requirements

## Minimum Hardware and Software Requirements

1. Pentium II or higher (Pentium III – Class recommended)
2. Minimum 350MB of free hard disk space (600MB is recommended)
3. Minimum 128MB RAM
4. Operating System : Windows XP (Service Pack 2), Windows Vista, Windows 7
5. Microsoft .NET Framework v4.0

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# Download OVP v3.0 via myTax Portal

Go to IRAS website <<https://mytax.iras.gov.sg/>>

The screenshot shows the myTax Portal homepage. At the top, there is a navigation bar with the IRAS logo and the slogan "At myTax Portal, You Surf, We Serve". The main content area includes a welcome message, a GIRO promotion, and a "Log in to" section. A red box highlights the login options: "Step 1 - I am logging in for" (with radio buttons for Personal, Organisation's/Business', and Client's Tax Matters) and "Step 2 - I am logging in using" (with buttons for SingPass and IRAS PIN). A yellow box with a blue border contains the following instructions:

1. Select <My Organisation's/ Business' Tax Matters
2. Click <SingPass>

Other visible elements include a "Home" menu, a "Log in to" button with a right-pointing arrow, and a "Secured by" logo at the bottom.

# Download OVP v3.0 via myTax Portal

Singapore Personal Access  
**SingPass**  
Singapore Personal Access

Secure

[Terms of Use](#) | [FAQs](#) | [Help](#) | [About Us](#)

## Welcome

to SingPass Authentication Service

**SingPass ID**  Enter your **Identification Number**  
e.g. S1234567G, G1234567G

**SingPass**  3-24 characters, CASE-SENSITIVE

By clicking on the **Submit** button, you agree to be bound by the terms specified in the [Terms of Use](#) and [Important Notes](#) below.

[For tips on Online Security, Click here.](#)

3. Enter SingPass ID and SingPass
4. Click <Submit>

#### Important Notes

- You understand that SingPass is intended to help you authenticate yourself on the Internet. As there are inherent security risks on the Internet, you must carefully consider the degree to which you choose to rely on your SingPass.
- You will maintain secure possession of your SingPass. If you know or suspect that the security of your SingPass has been compromised, you must stop using SingPass and notify the SingPass operator immediately. If you disclose or share your SingPass with anyone else (regardless of whether you receive payment for it), and your SingPass is used for illegal purposes, you may be held liable.
- The Government of Singapore ("Government") does not warrant or endorse any goods, services, information, accuracy or the privacy practice associated with any non-public sector websites ("Private Website") even though the Private Website may require the use of SingPass.
- You will not hold the Government liable for any damage or loss of any kind caused as a result (direct or indirect) of the use of any Private Website, including but not limited to any damage or loss suffered as a result of reliance on the contents contained in or available from the Private Website.
- You shall under no circumstances submit, upload or transfer any unauthorised files, codes, scripts

# Download OVP v3.0 via myTax Portal



At *myTax Portal*,  
You Surf, We Serve



Home | About IRAS | News & Events | Careers | Ask IRAS | Useful Links | Technical FAQ

**Log in to myTax Portal**

**e-Services Authorisation System (EASY)**

**Request for SingPass/IRAS PIN**

- Request for SingPass
- Request for IRAS PIN

**Information On**

- Individual Income Tax
- Corporate Tax
- Goods & Services Tax
- Property Tax
- Others

**For Employers**

**Our e-Services**

**Payments & Refunds**

- Information on Payments & Refunds
- GIRO Application Forms

**Tax Resources**

- e-Tax Guides
- Downloadable Forms
- Average Exchange Rates
- Tax Treaties

**Other Information**

- About IRAS
- Press Statements
- Careers & Scholarships
- Sitemap
- Useful Links

**Contact IRAS**

I am logging in for my organisation's/business' tax matters

My Organisation Tax Reference Number

UEN-OTHERS T01CC1234C

Login Clear Cancel

With the implementation of Unique Entity Number (UEN), ROC/ROB has been removed from the "drop-down" selection list. Please see table below.

[Forgotten your PIN?](#)

5. Select the ID type and enter organisation Tax reference number  
6. Click <Login>

Please enter the correct Organisation Tax Reference Number as follows:

Local Companies with UEN (yyyynnnnX format)	Select "UEN-LOCAL CO" and enter the number (e.g. 200312345A) [previously known as "ROC"]
Foreign Companies with UEN (TyyPQnnnX format)	Select "UEN-OTHERS" and enter the number (e.g. T08FC1234A) [previously known as "ROC"]
Local Businesses (exclude sole-proprietorships for GST) /Partnerships with UEN (nnnnnnnX format)	Select "UEN-BUSINESS" and enter the number (e.g. 52912345A) [previously known as "ROB"]
Limited Liability Partnerships with UEN (TyyPQnnnX format)	Select "UEN-OTHERS" and enter the number (e.g. T08LL1234A)
Clubs, Associations, Societies, Government Agencies & Others with UEN (TyyPQnnnX format)	Select "UEN-OTHERS" and enter the number (e.g. T08SS1234A)
Others without UEN	Select "ASGD" and enter the number (e.g. A2500123J) or Select "ITR" and enter the number (e.g. 2001123456X)
Organisations under GST group registration	Select "GSTN" and enter the number (e.g. M91234567X or MR2345678A)
Organisations under GST divisional registration	Please login using respective individual member's Tax Reference Number for: - Apply for Declaration of Agents Select "GSTN" and enter the number (e.g. M91234567X or MB2345678A)
Sole Proprietorships own by individual person for GST	Please login using the Parent entity's Tax Reference Number for: - Apply for Major Exporter Scheme Select "GSTN" and enter the number (eg M91234567X or MX2345678A)

IRAS 19/09/2011-09P

# Download OVP v3.0 via myTax Portal

The screenshot displays the myTax Portal interface. At the top left is the Inland Revenue Authority of Singapore logo. The top center features the slogan "At myTax Portal, You Surf, We Serve". The top right shows the Singapore Government logo and the tagline "Integrity • Service • Excellence", along with links for "Contact Info / Feedback / Sitemap". A navigation bar contains links for "Home", "About IRAS", "News & Events", "Careers", "Ask IRAS", "Useful Links", and "Technical FAQ".

The main content area is divided into a left sidebar and a main panel. The sidebar includes a "Home" button, a "Log out from myTax Portal" button, a "Change IRAS PIN" button, a red-bordered box containing "e-Services For" and "e-Submission" (highlighted in yellow), a "General GST Services" section with sub-links for "Downloadable Forms", "Average Exchange Rates", and "Tax Treaties", and a "Contact IRAS" button. The main panel displays user information: "Name of Organisation : TEST IPC" and "Tax Reference No. : T01CC1234C". Below this is a "Messages" section with a link "What I Need To Do", and a "What's New" section. A red text notice at the bottom of the main panel reads: "Please remember to LOGOUT and CLOSE the browser after you have completed your filing." The footer of the page contains the text "IRAS 19/09/2011-32R".

# Download OVP v3.0 via myTax Portal



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At *myTax Portal*,

*You Surf, We Serve*

[Home](#) | [About IRAS](#) | [News & Events](#) | [Careers](#) | [Ask IRAS](#) | [Useful Links](#) | [Technical FAQ](#)

- **Home**
- **Log out from *myTax Portal***
- **Change IRAS PIN**
- **e-Services For**
  - e-Submission
- **General GST Services**
- **Tax Resources**
  - e-Tax Guides
  - Downloadable Forms
  - Average Exchange Rates
  - Tax Treaties
- **Contact IRAS**

e-Submission Menu

I want to perform e-Submission of

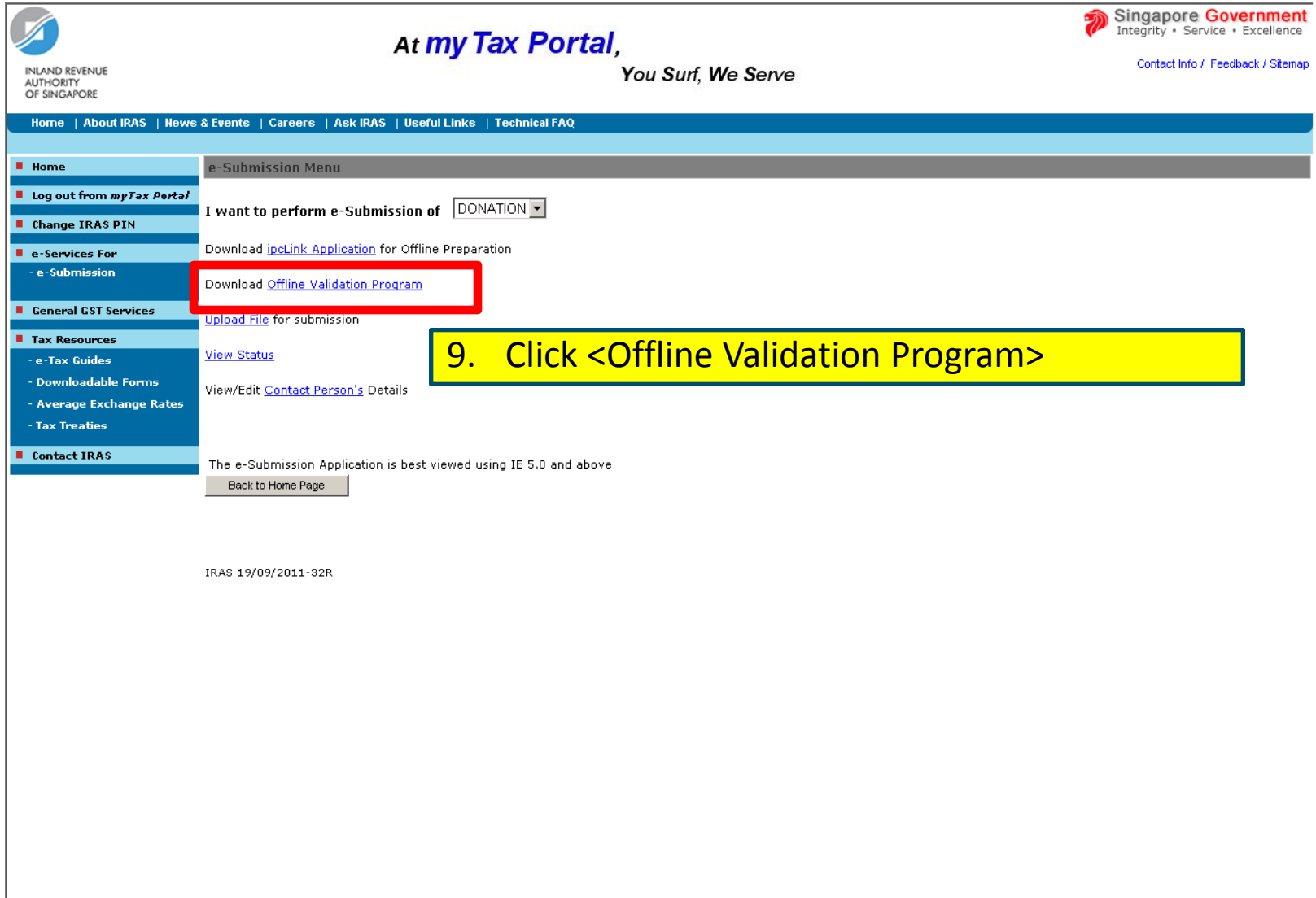
The e-Submission Application is best viewed [here](#) and above

[Back to Home Page](#)

8. Select <Donation>

IRAS 19/09/2011-32R

# Download OVP v3.0 via myTax Portal



The screenshot shows the myTax Portal interface. At the top left is the Inland Revenue Authority of Singapore logo. The main header features the slogan "At my Tax Portal, You Surf, We Serve" and the Singapore Government logo with the tagline "Integrity • Service • Excellence". A navigation bar includes links for Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ. The left sidebar contains a menu with categories like Home, Log out from myTax Portal, Change IRAS PIN, e-Services For (with sub-items e-Submission and General GST Services), Tax Resources (with sub-items e-Tax Guides, Downloadable Forms, Average Exchange Rates, and Tax Treaties), and Contact IRAS. The main content area is titled "e-Submission Menu" and includes a dropdown menu for "I want to perform e-Submission of" set to "DONATION". Below this, there are links for "Download ipclink Application for Offline Preparation", "Download Offline Validation Program" (highlighted with a red box), and "Upload File for submission". A yellow callout box with a black border contains the text "9. Click <Offline Validation Program>". At the bottom, there is a "Back to Home Page" button and the reference number "IRAS 19/09/2011-32R".

# Download OVP v3.0 via myTax Portal

At *myTax Portal*,  
You Surf, We Serve

Ask IRAS INLAND REVENUE AUTHORITY OF SINGAPORE

**Download Offline Validation Program**  
DONATION

Please click on the link below to download the program for offline validation.

Offline Validation Program  
Please note [Terms of Use](#)

**1. Offline Validation Program**

System Requirements

**Supported Operating System**  
Windows XP Service Pack 2 (SP2 can be

Back to e-Submission Menu

IRAS 04/10/2011-34R

**File Download - Security Warning**

Do you want to run or save this file?

Name: OfflineValidationProgram.msi  
Type: Windows Installer Package, 718 KB  
From: 192.168.116.21

Run Save Cancel

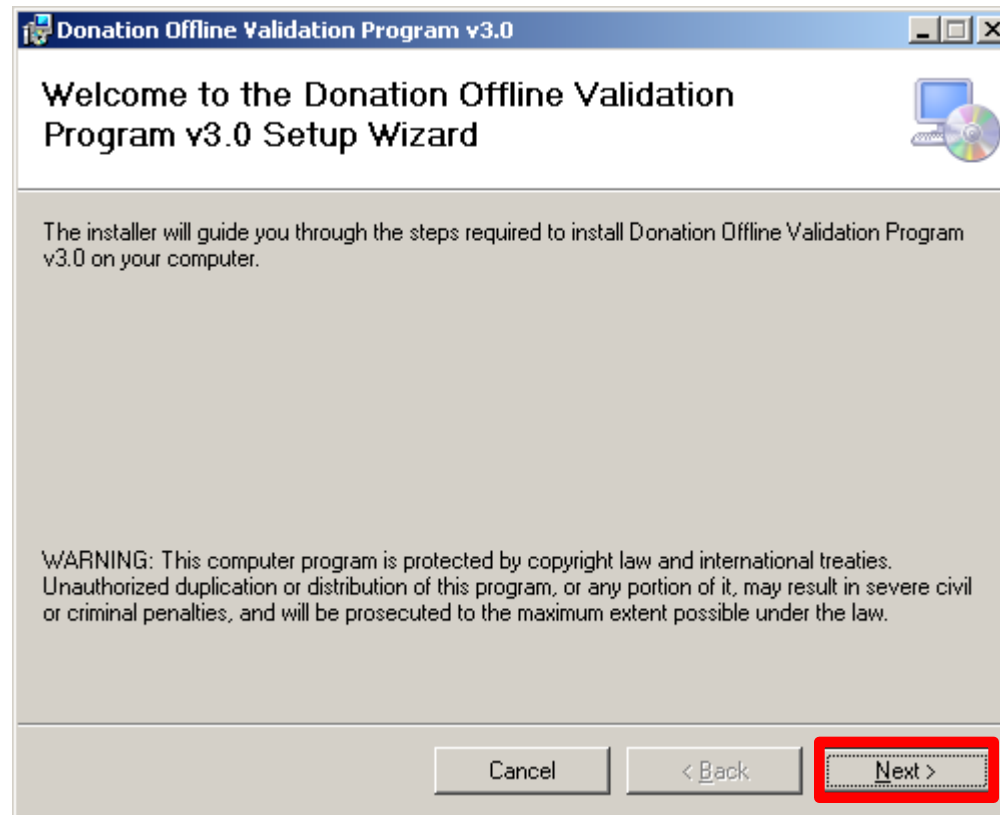
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. [What's the risk?](#)

10. Click <Offline Validation Program>  
11. Click <Run>

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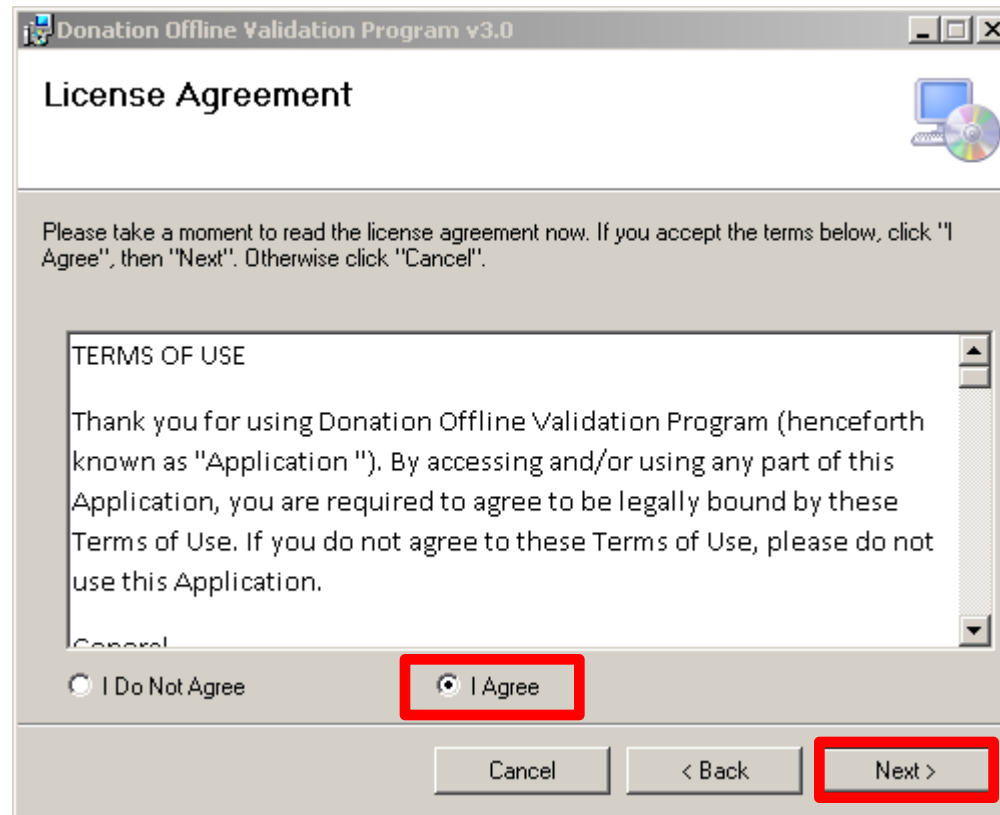
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# Install OVP v3.0



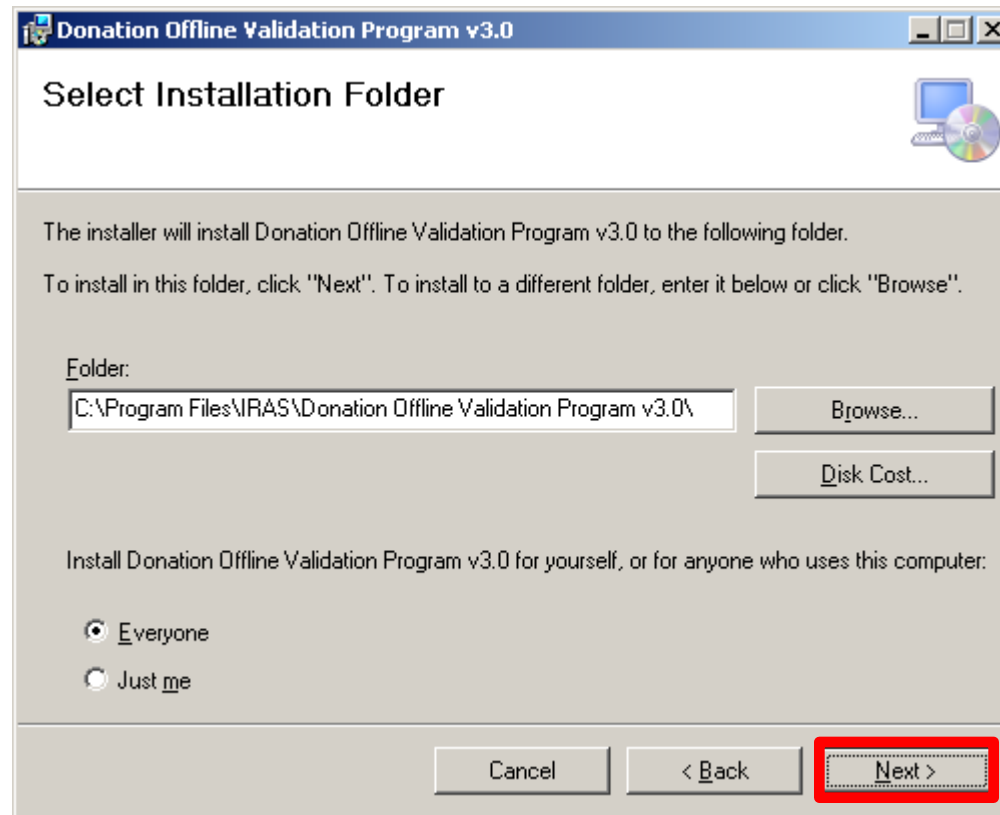
1. Click <Next>

# Install OVP v3.0



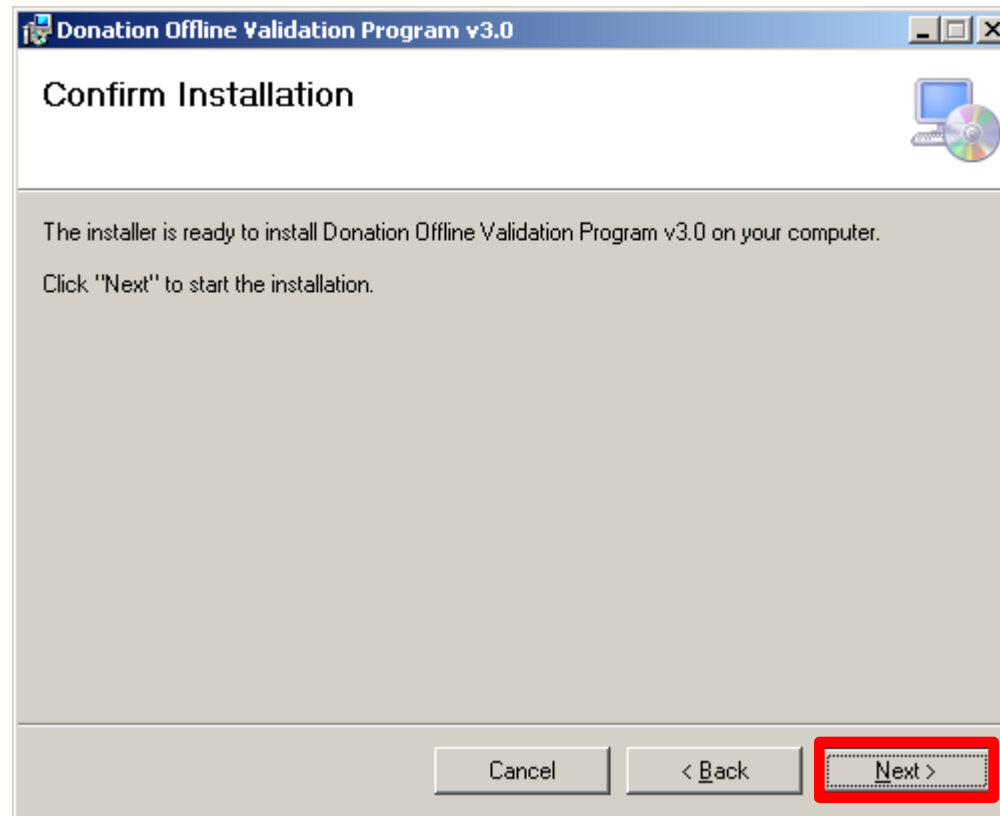
2. Read the Terms of Use. Select <I Agree> and Click <Next>

# Install OVP v3.0



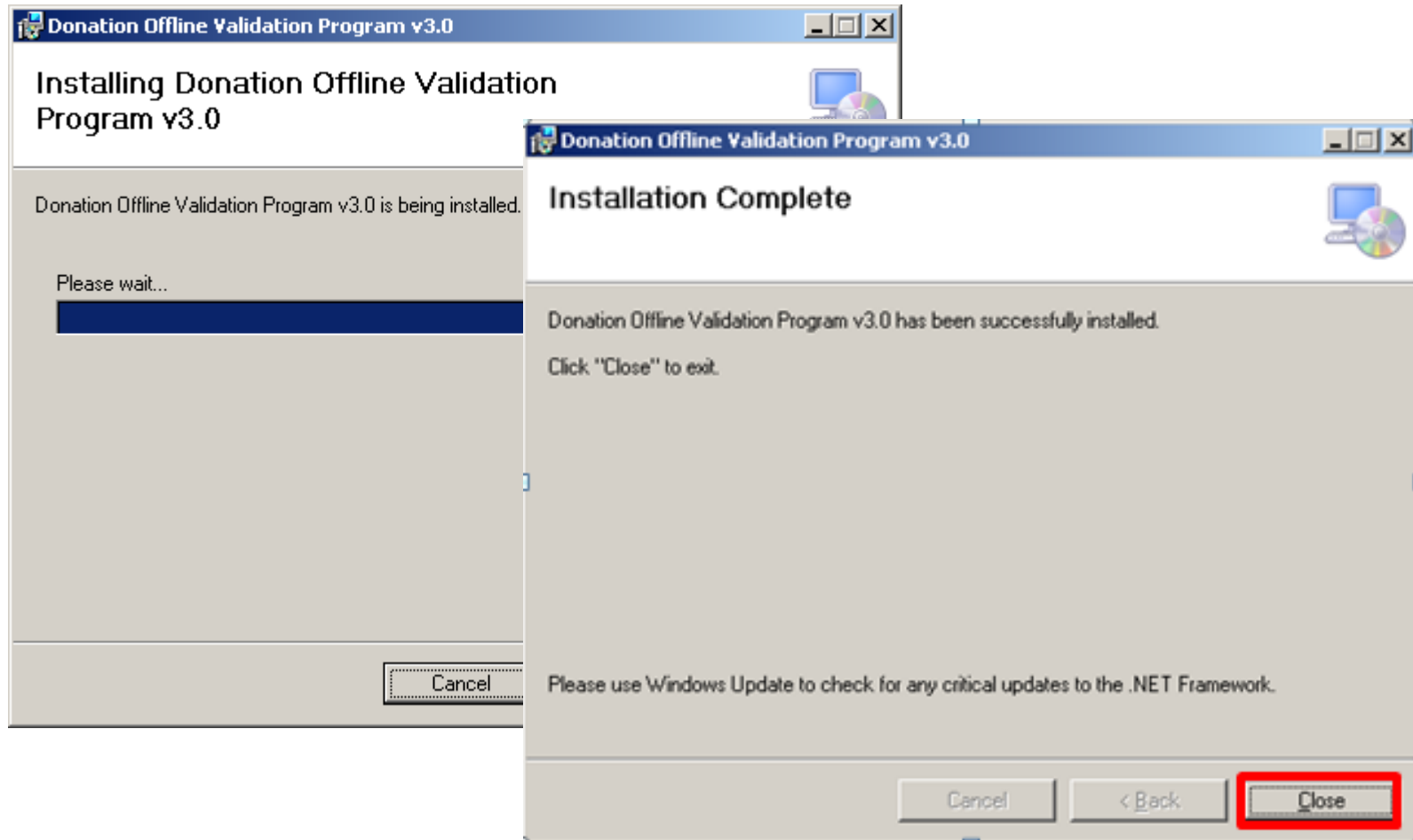
3. Browse for the designated folder and click <Next>

# Install OVP v3.0



4. Click <Next>

# Install OVP v3.0

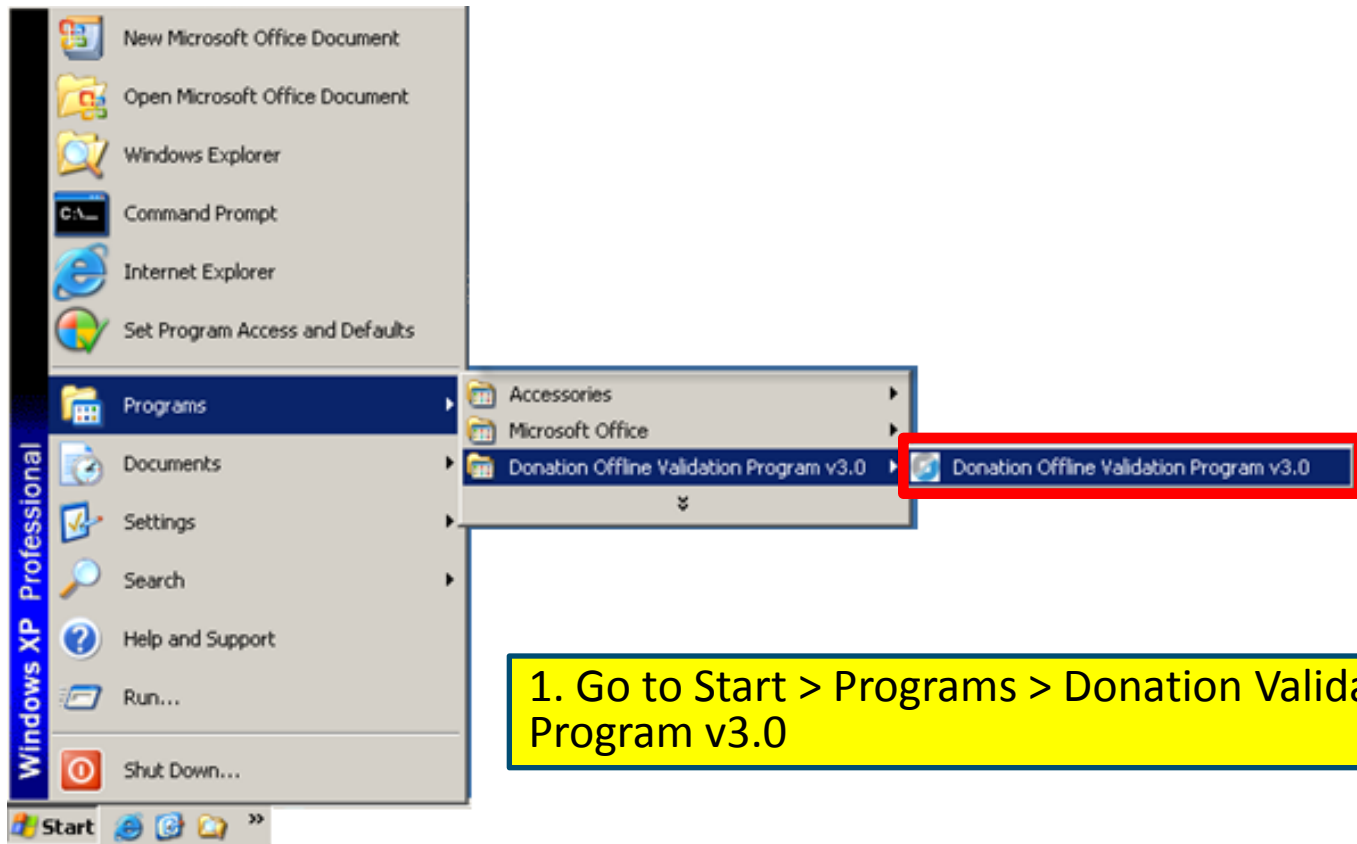


5. Click <Close>

# Contents

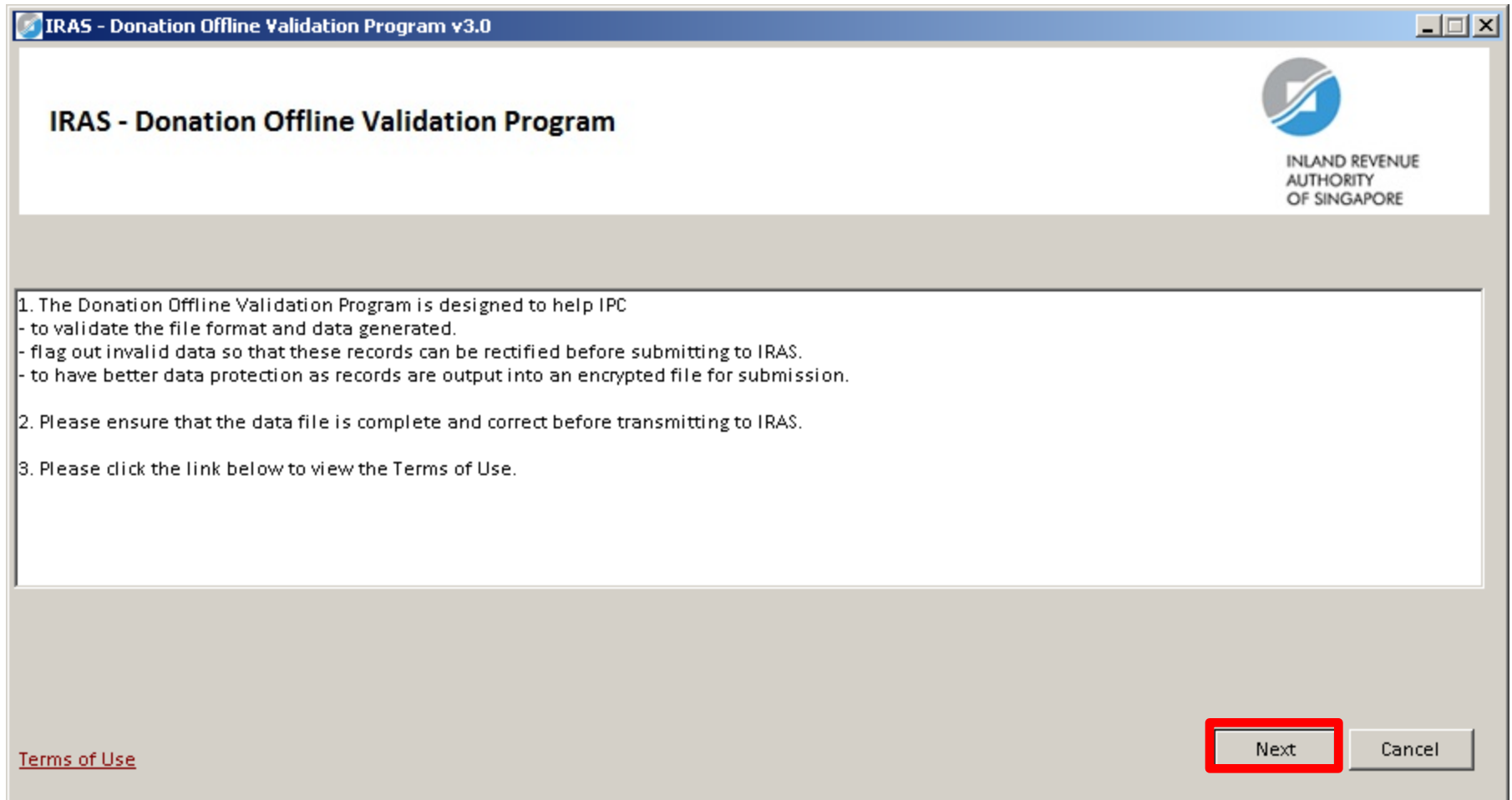
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# Validate Files



1. Go to Start > Programs > Donation Validation Program v3.0

# Validate file with .txt extension



2. Click <Next>

# Validate file with .txt extension

IRAS - Donation Offline Validation Program v3.0

IRAS - Donation Offline Validation Program

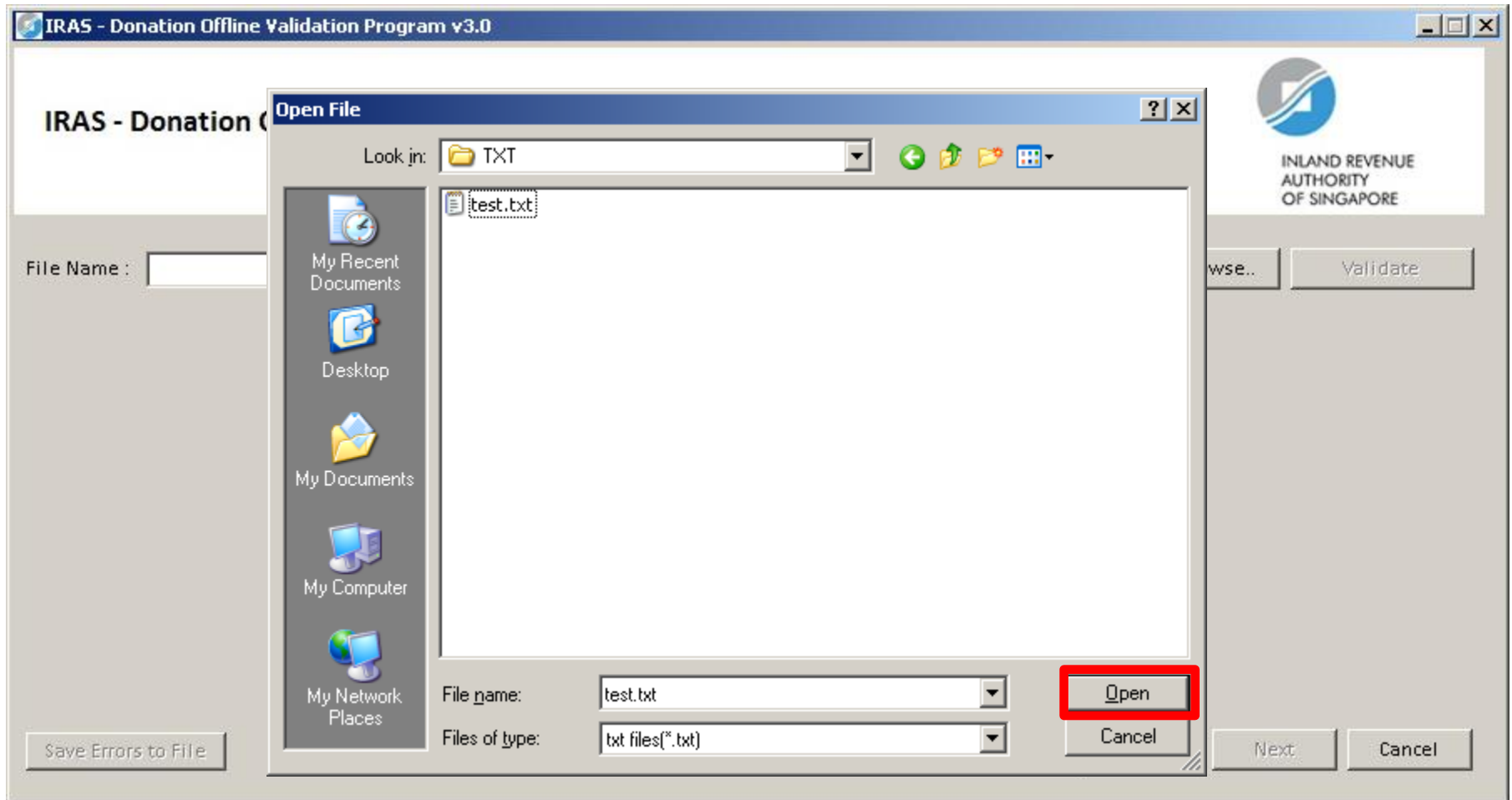
INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

File Name :  **Browse..** Validate

Save Errors to File Back Next Cancel

3. Click <Browse>

# Validate file with .txt extension



4. Select the .txt file\* to be validated


5. Click <Validate>

\*file extension must be in .txt (lower case)

# File with Error(s)

IRAS - Donation Offline Validation Program v3.0

IRAS - Donation Offline Validation Program



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

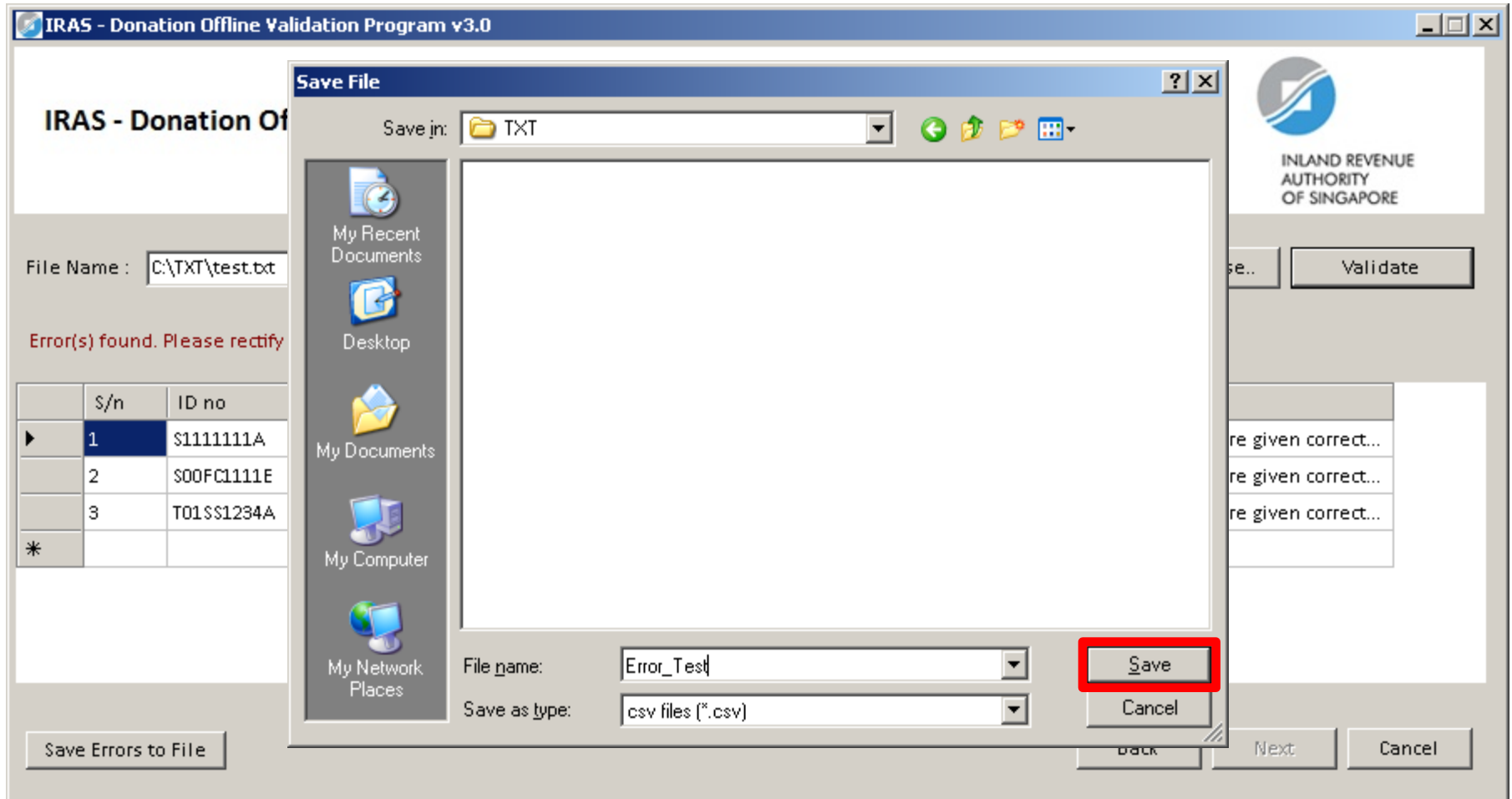
File Name : C:\TXT\test.txt

Error(s) found. Please rectify and validate the input file again.

	S/n	ID no	Receipt no	Line no	Start pos	End pos	Error description
▶	1	S1111111A	005539	2	4	15	Invalid. Pls ensure both ID Type and ID no. are given correct...
	2	S00FC1111E	004778	7	4	15	Invalid. Pls ensure both ID Type and ID no. are given correct...
	3	T01SS1234A	A001	12	4	15	Invalid. Pls ensure both ID Type and ID no. are given correct...
*							

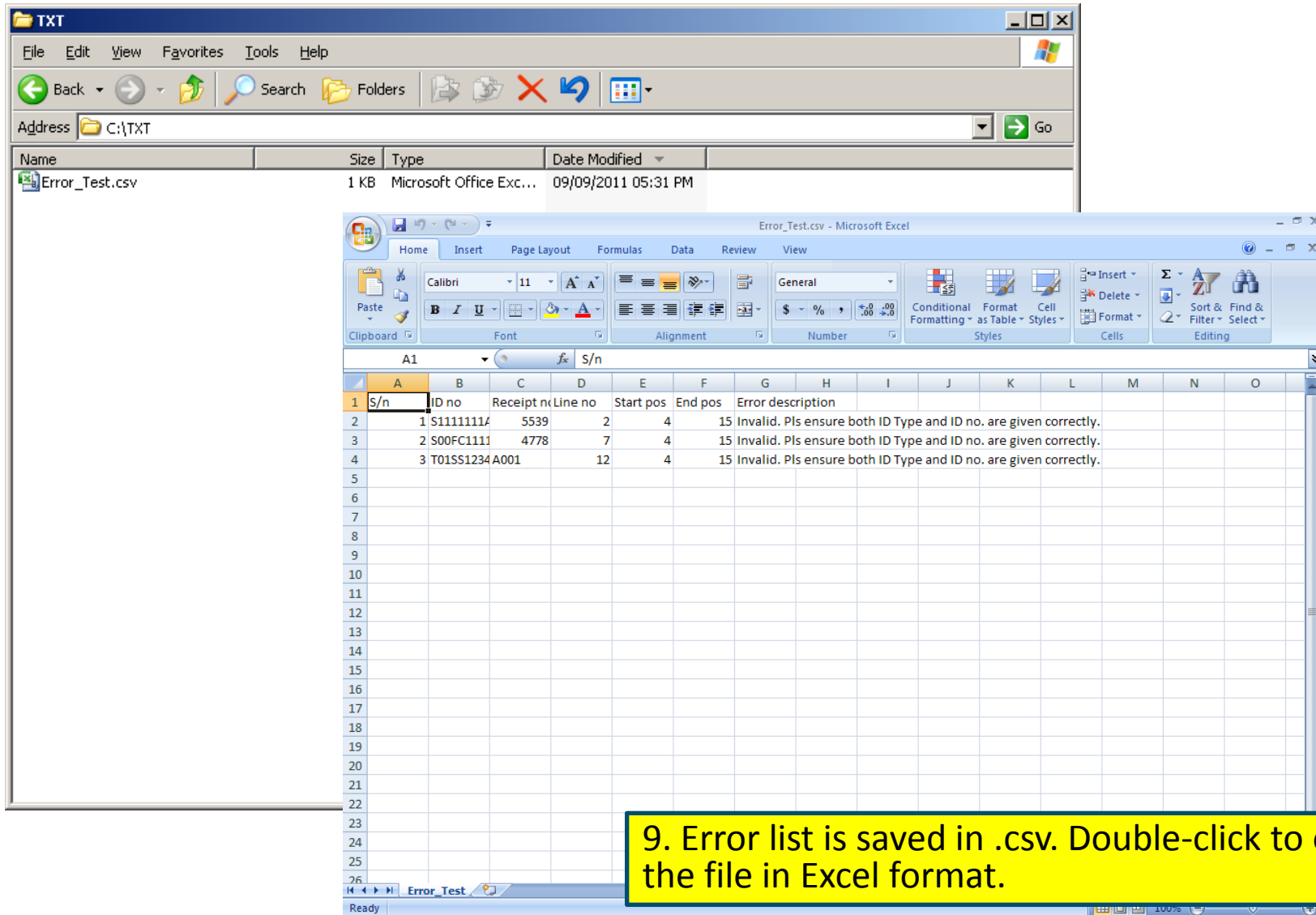
6. Error(s) will be listed for your rectification.
7. To save the error list, click <Save Errors to File>

# Save Errors to File



8. Save the error list to the designated drive

# Save Errors to File

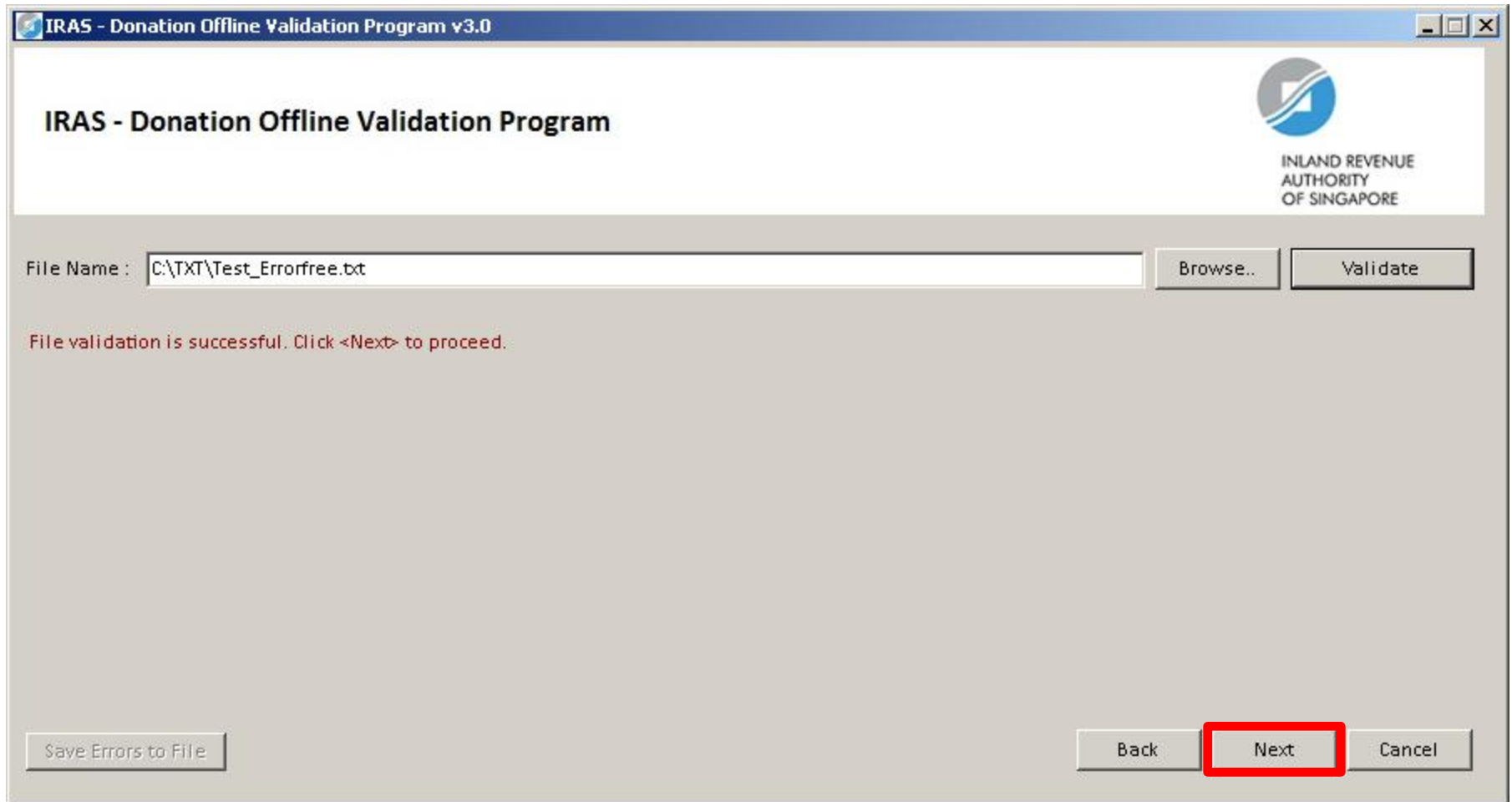


The screenshot shows a Windows File Explorer window with the address bar set to 'C:\TXT'. The file list contains one entry: 'Error\_Test.csv' (1 KB, Microsoft Office Excel format, modified 09/09/2011 05:31 PM). The file is open in Microsoft Excel, displaying a table with the following data:

S/n	ID no	Receipt n	Line no	Start pos	End pos	Error description
1	S11111111	5539	2	4	15	Invalid. Pls ensure both ID Type and ID no. are given correctly.
2	S00FC1111	4778	7	4	15	Invalid. Pls ensure both ID Type and ID no. are given correctly.
3	T01SS1234A001		12	4	15	Invalid. Pls ensure both ID Type and ID no. are given correctly.

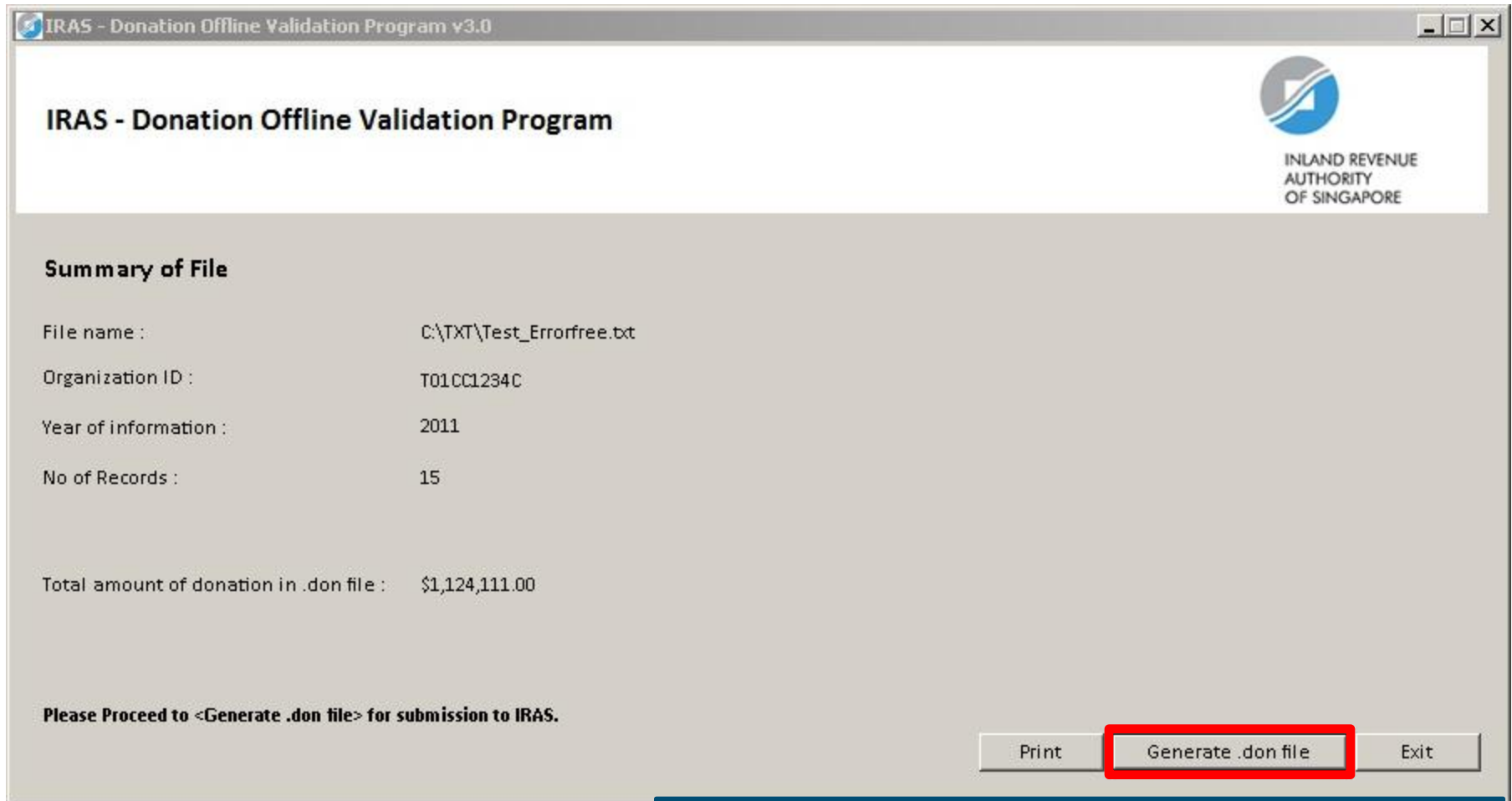
9. Error list is saved in .csv. Double-click to open the file in Excel format.

# Successful Validation



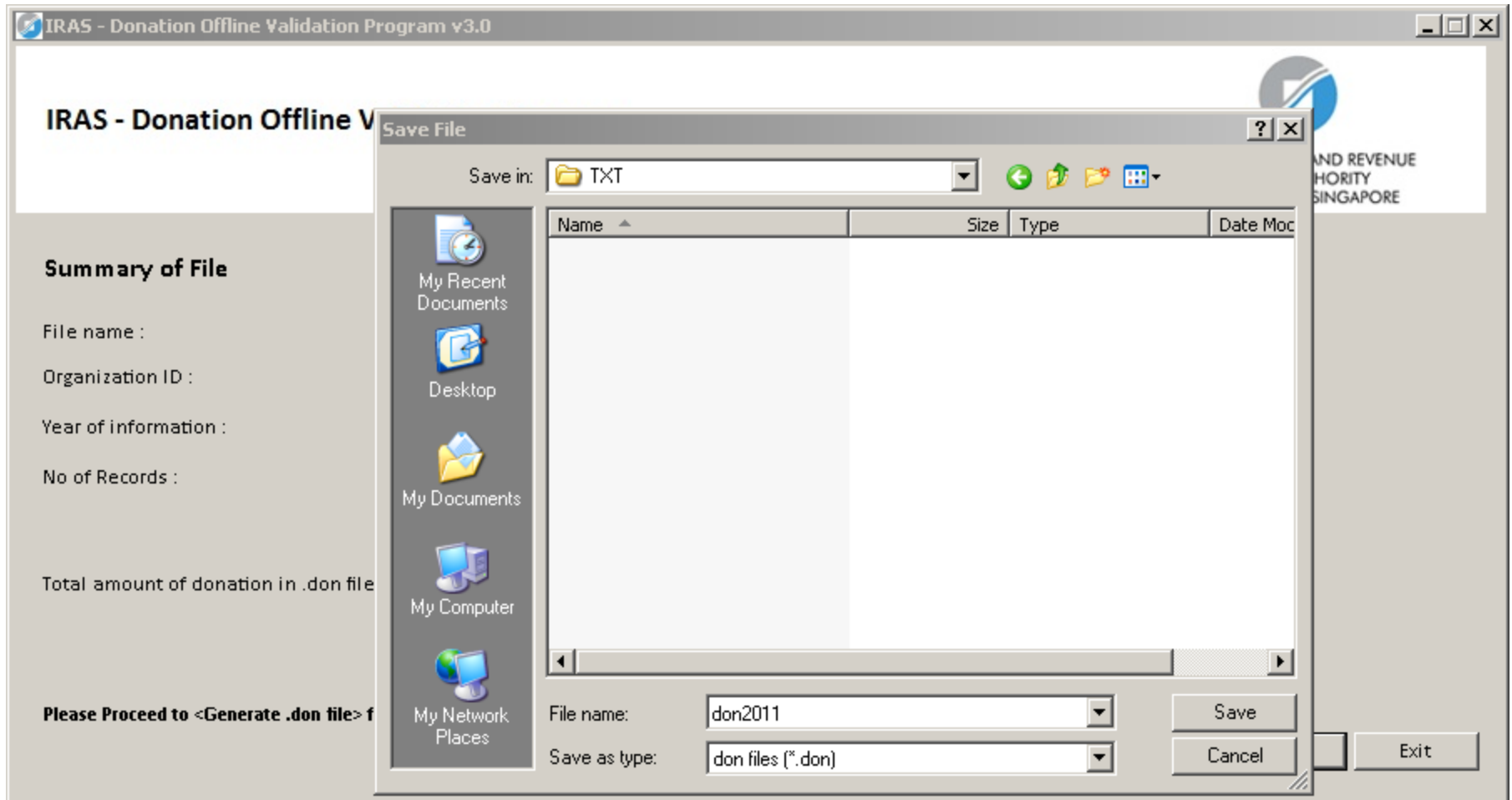
10. Once the errors are rectified, proceed to validate the file again.
11. Click <Next> once the validation is successful.

# Summary of File



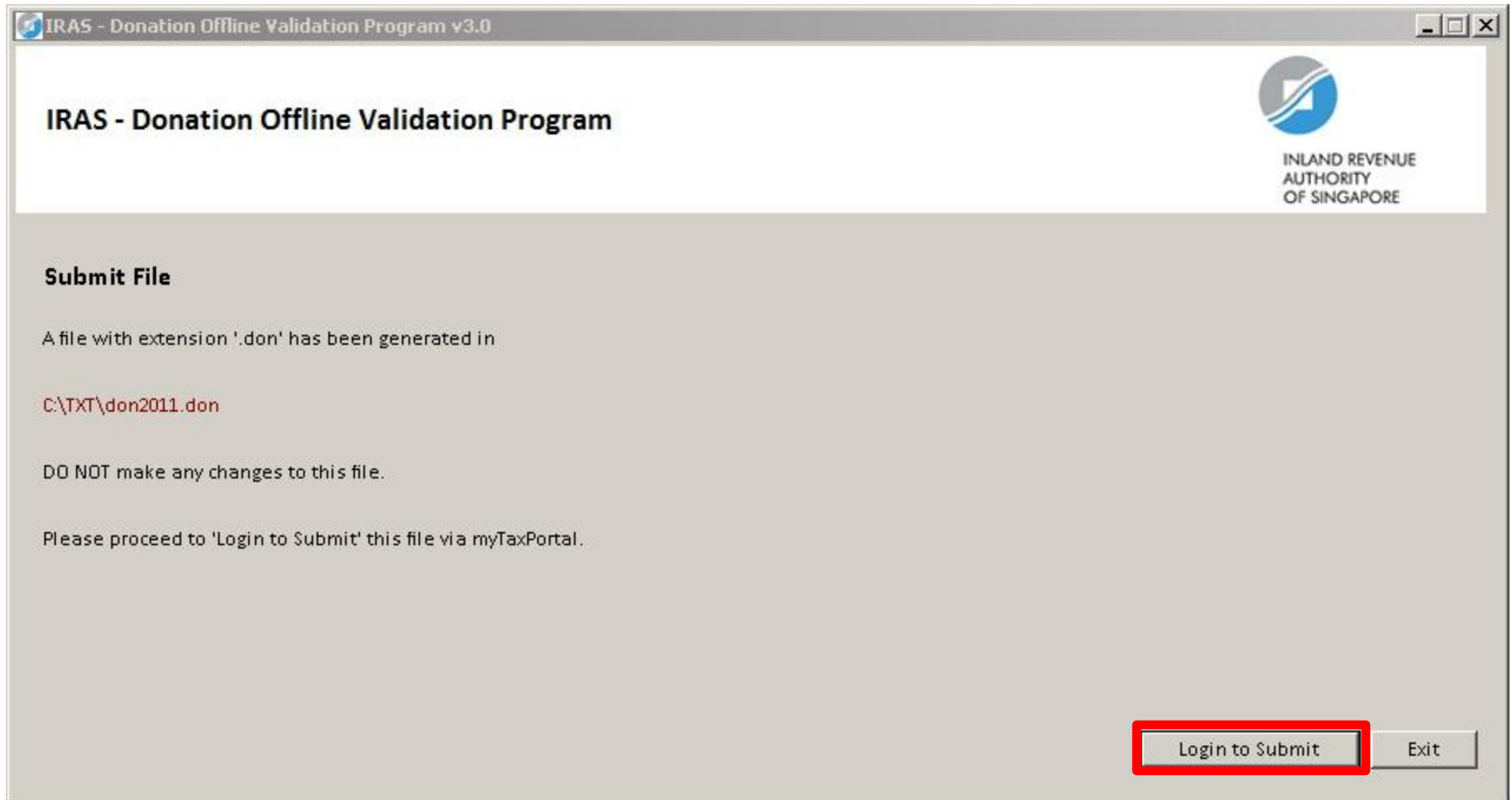
12. Summary of file is displayed. To verify if the Organisation ID, Year of Donation, No of records and amount are correct.
13. Proceed to click <Generate .don file>

# Generate .don File



14. Save the .don file to the designated drive.

# Submit File



15. Proceed to upload the .don file to IRAS via myTax Portal by clicking <Login to Submit>.

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# Error Messages (.txt file)

## List of error messages

S/n	Error Message	Rectification
1	Invalid header record type	Header record type must be '0'
2	Invalid source	The source must be '7'
3	Invalid year of Information	The year must be in YYYY format and must be the year of donation records
4	Invalid type of information	The type of information must be '07'
5	Invalid IPC's ID type	The type of IPC's ID must be '0'
6	Invalid IPC's ID no	IPC's ID must be valid and both prefix and check digit must be in CAPS. eg. T01CC1234A
7	Invalid Trailer record type	Trailer record type must be '2'
8	Total number of records cannot be reconciled	Total number of records in Trailer must equal to total number of detail records
9	Total amount of donation cannot be reconciled	Total donation amount in Trailer must equal to total sum of donation amount of detail records

# Error Messages (.txt file)

## List of error messages

S/n	Error Message	Rectification																
10	Invalid Detail record type	Detail record type must be '1'																
11	Invalid. Please ensure both ID Type and ID no. are given correctly	Both ID type and ID no must be correct. Both prefix and check digit must be in CAPS																
		<table border="1"> <thead> <tr> <th>ID type</th> <th>ID format</th> </tr> </thead> <tbody> <tr> <td>01 (NRIC)</td> <td>SNNNNNNNC, TNNNNNNNC</td> </tr> <tr> <td>02 (FIN)</td> <td>FNNNNNNNC, GNNNNNNNC</td> </tr> <tr> <td>05 (UEN-Business)</td> <td>NNNNNNNNC</td> </tr> <tr> <td>06 (UEN-Local Co)</td> <td>YYYYNNNNNC</td> </tr> <tr> <td>35 (UEN-Others)</td> <td>TYYPQNNNNX,SYYPQNNNNC, RYYPQNNNNC</td> </tr> <tr> <td>10 (ITR)</td> <td>NNNNNNNNNC</td> </tr> <tr> <td>08 (ASGD)</td> <td>ANNNNNNNC</td> </tr> </tbody> </table>	ID type	ID format	01 (NRIC)	SNNNNNNNC, TNNNNNNNC	02 (FIN)	FNNNNNNNC, GNNNNNNNC	05 (UEN-Business)	NNNNNNNNC	06 (UEN-Local Co)	YYYYNNNNNC	35 (UEN-Others)	TYYPQNNNNX,SYYPQNNNNC, RYYPQNNNNC	10 (ITR)	NNNNNNNNNC	08 (ASGD)	ANNNNNNNC
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06 (UEN-Local Co)	YYYYNNNNNC																	
35 (UEN-Others)	TYYPQNNNNX,SYYPQNNNNC, RYYPQNNNNC																	
10 (ITR)	NNNNNNNNNC																	
08 (ASGD)	ANNNNNNNC																	
12	Name must not be blank	Donor's name must not be blank																

# Error Messages (.txt file)

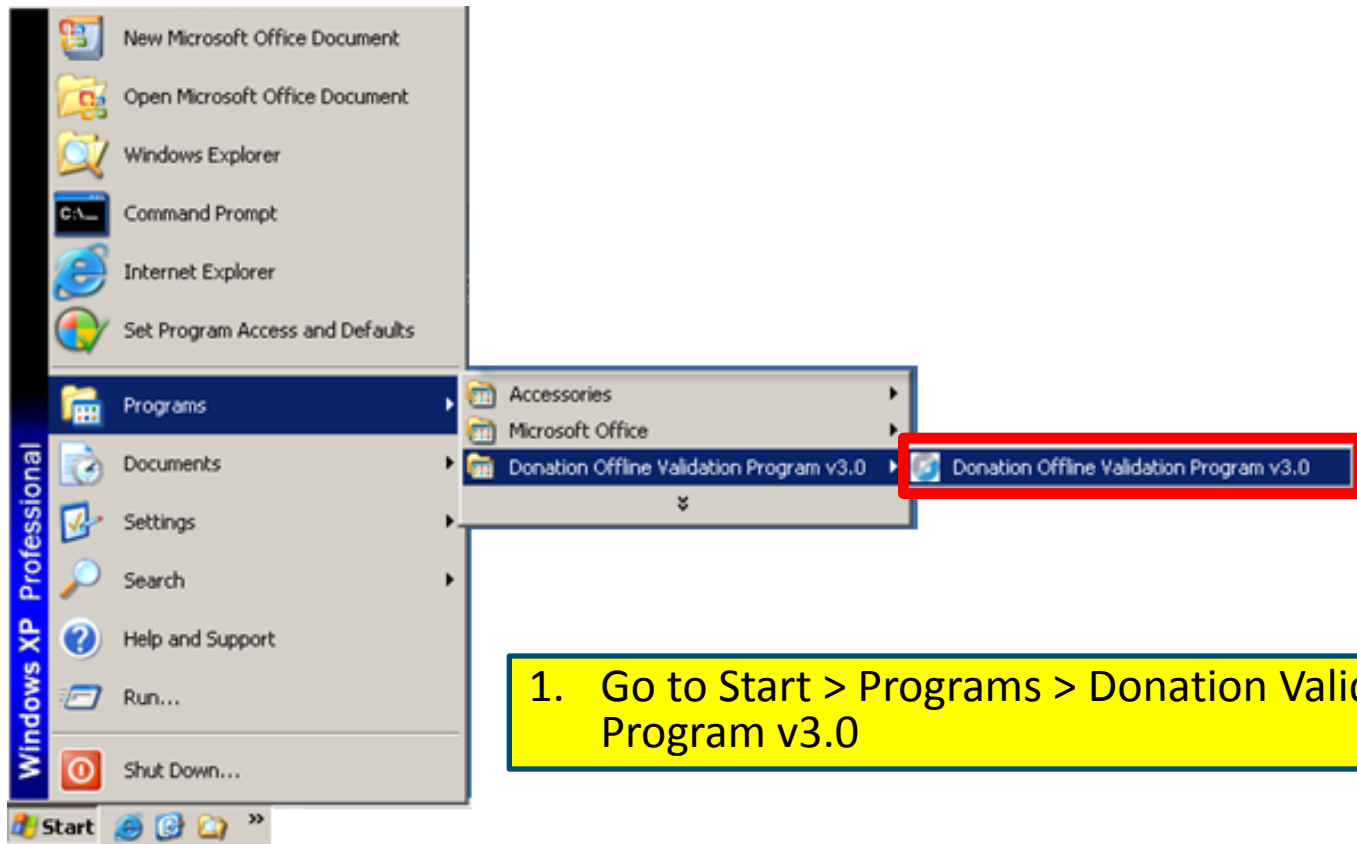
## List of error messages

S/n	Error Message	Rectification
13	Invalid amount	Donation amount must not be blank or zero value
14	Please ensure the year of donation is matched with year of information in the header record	Year of donation in detail record must be the same as year of information in header record
15	Invalid type of donation	The type of donation must be one of the following and should be in CAPS: O – Outright Cash S – Shares/Unit Trust A – Artifact L – Land/ Building P – Public sculpture C - Computer
16	Invalid naming donation	The type of donation must be one of the following and should be in CAPS: Z – Non-naming donation N – Name IPC F – Name facility
17	Illegal characters found	To remove invalid characters used

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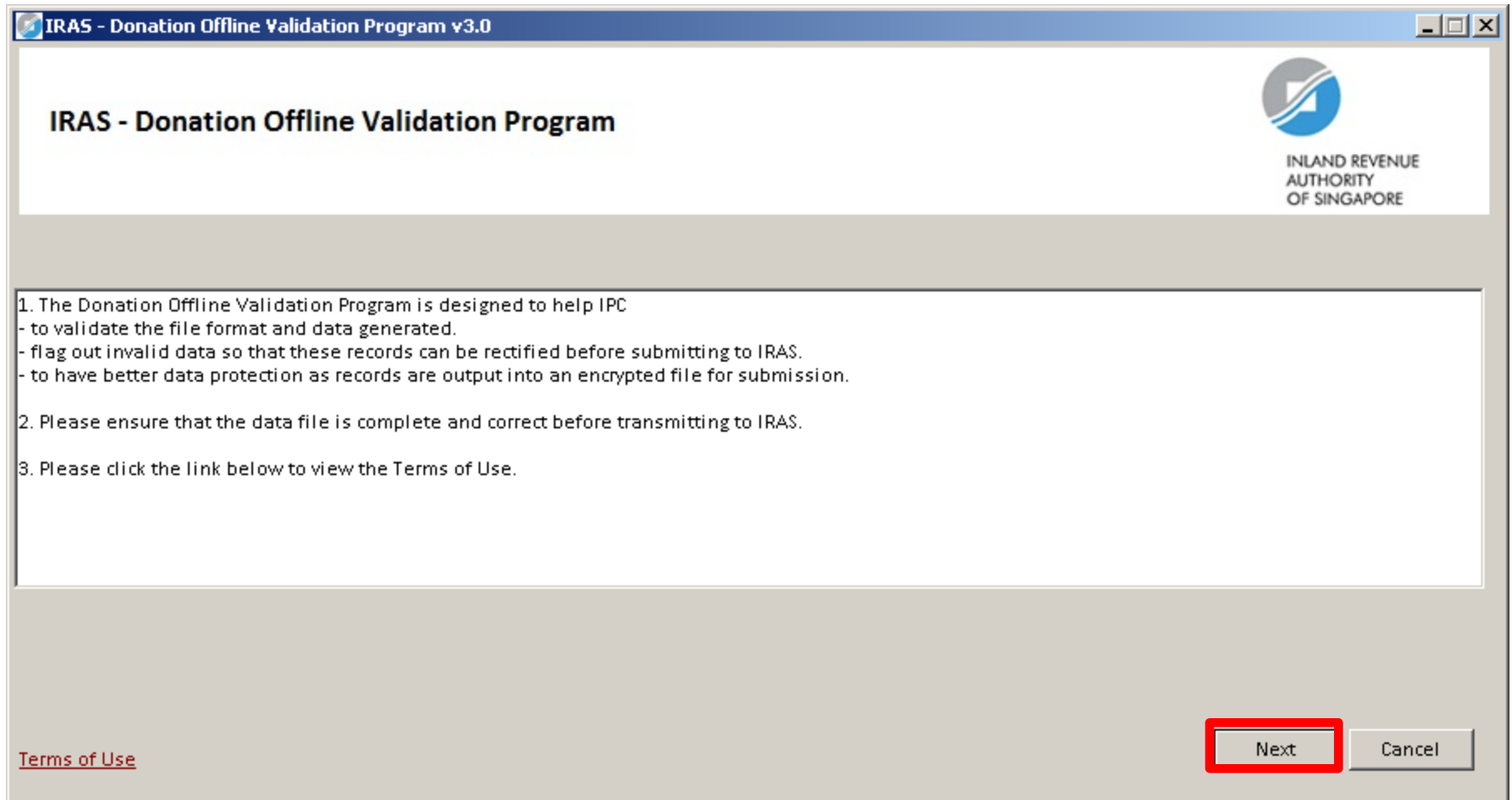
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# Validate Files



1. Go to Start > Programs > Donation Validation Program v3.0

# Validate file with .csv extension



2. Read the Terms of Use. To proceed, click <Next>

# Validate file with .csv extension

IRAS - Donation Offline Validation Program v3.0

IRAS - Donation Offline Validation Program

INLAND REVENUE AUTHORITY OF SINGAPORE

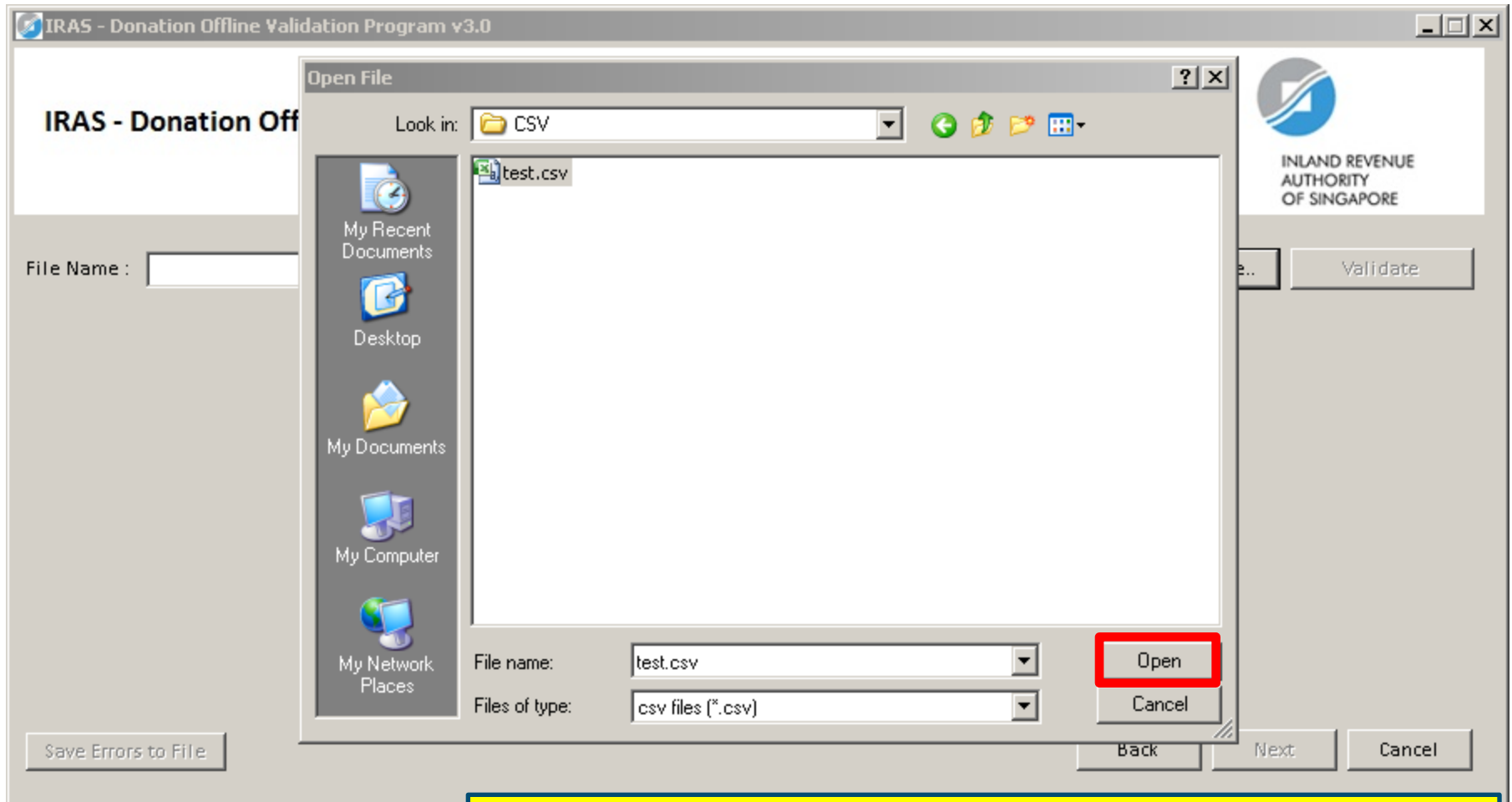
File Name :  **Browse..** Validate

Save Errors to File

Back Next Cancel

3. Click <Browse>

# Validate file with .csv extension




4. Select the .csv file\* to be validated
5. Click <Validate>

\*file extension must be in .csv (lower case)

# File with Error(s)

IRAS - Donation Offline Validation Program v3.0

**IRAS - Donation Offline Validation Program**



INLAND REVENUE  
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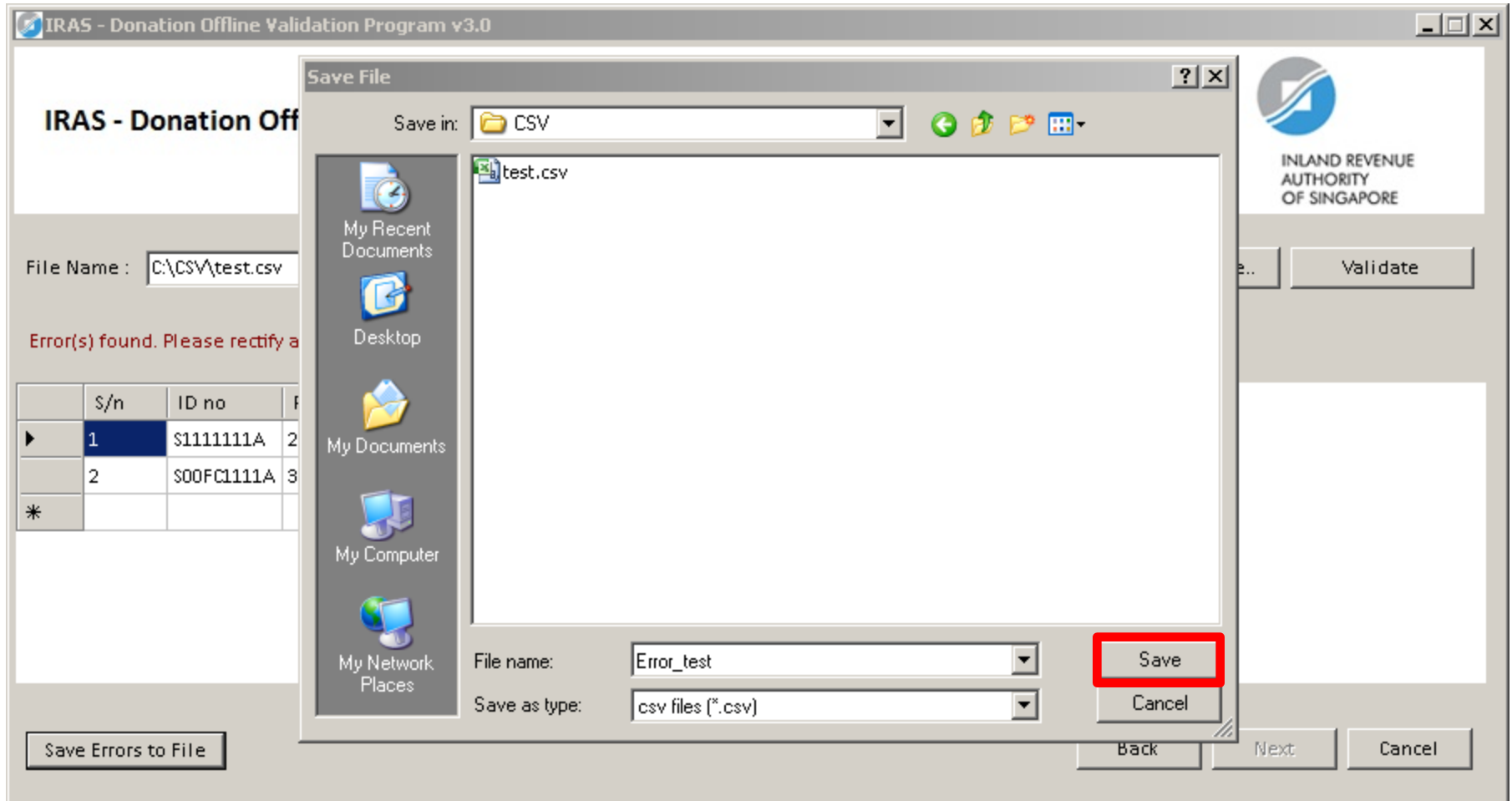
File Name : C:\CSV\test.csv

Error(s) found. Please rectify and validate the input file again.

	S/n	ID no	Row no	Column no	Error description
▶	1	S1111111A	2	C	Invalid. Pls ensure both ID Type and ID no. are given correct...
	2	S00FC1111A	3	C	Invalid. Pls ensure both ID Type and ID no. are given correct...
*					

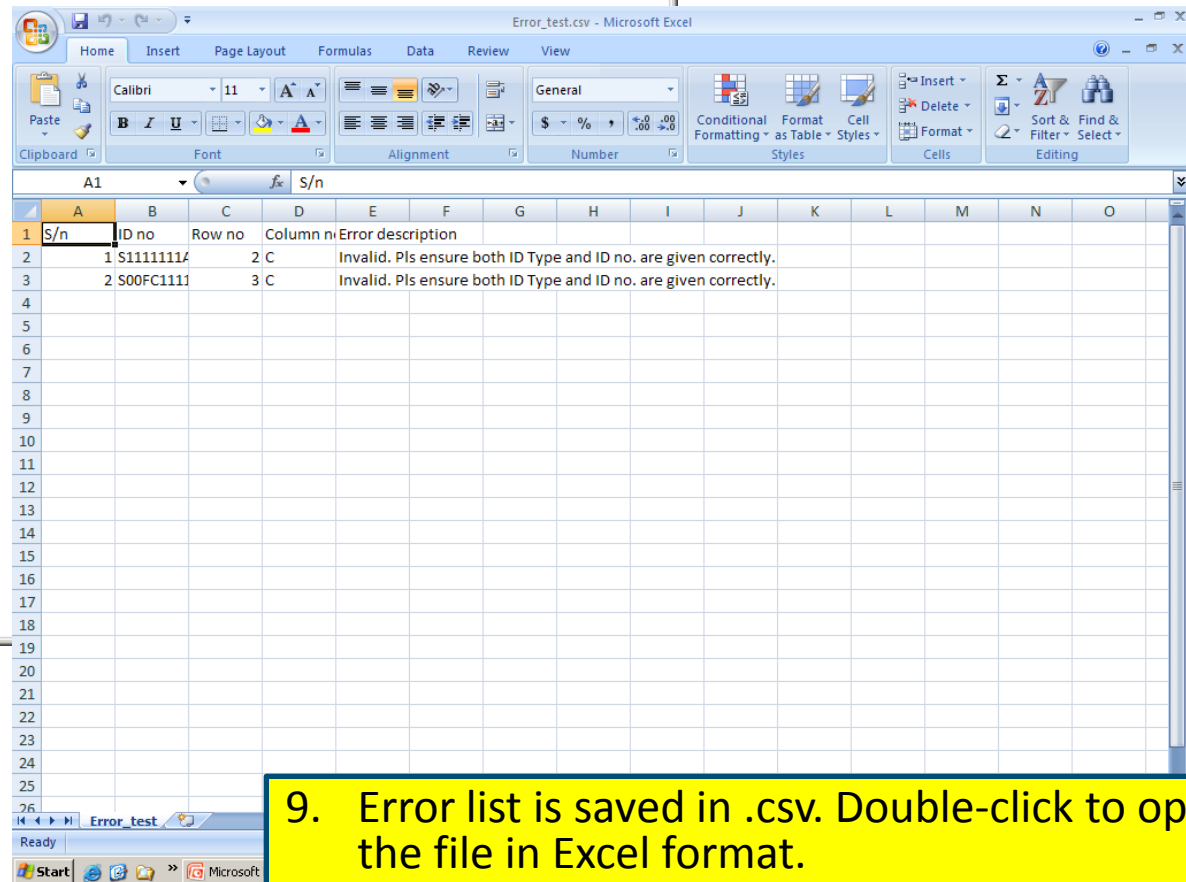
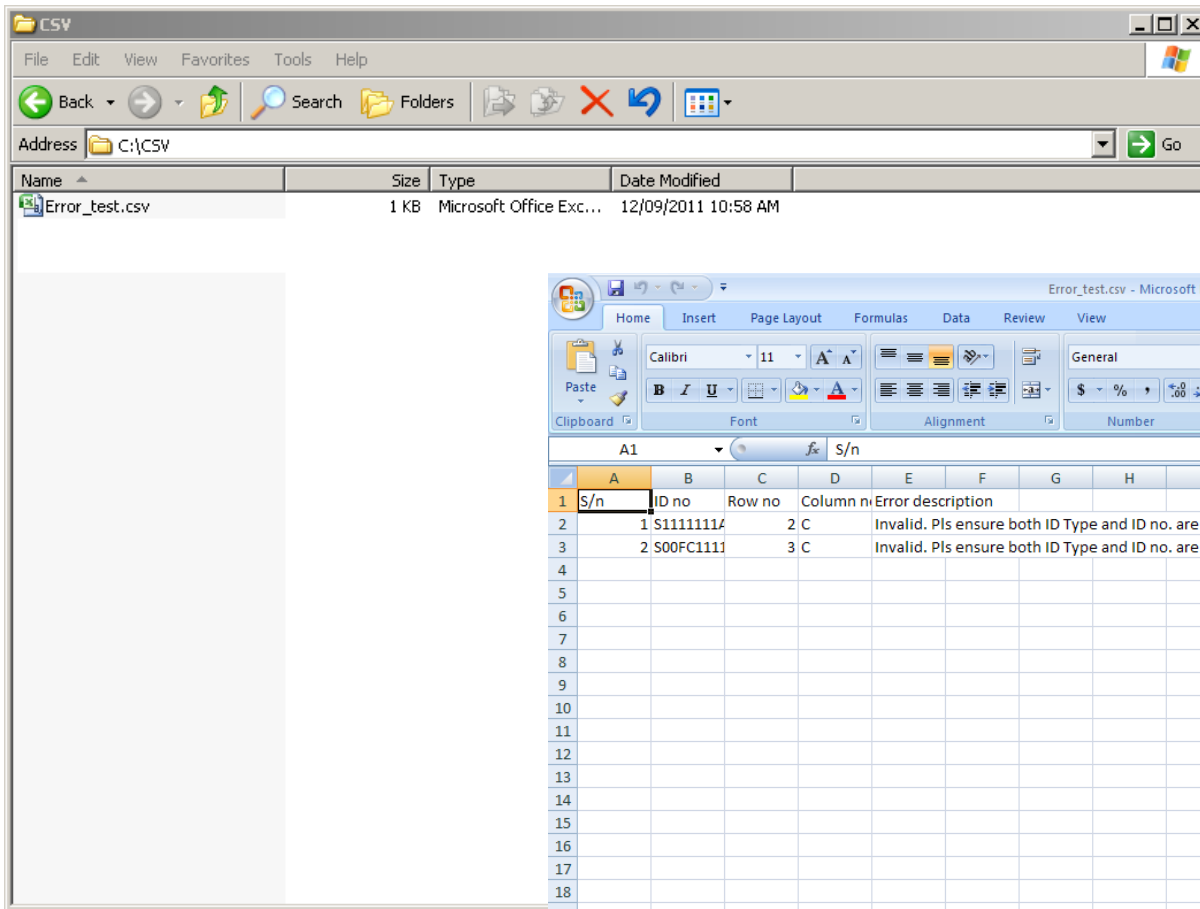
6. Error(s) will be listed for your rectification.
7. To save the error list, click <Save Errors to File>

# Save Errors to File



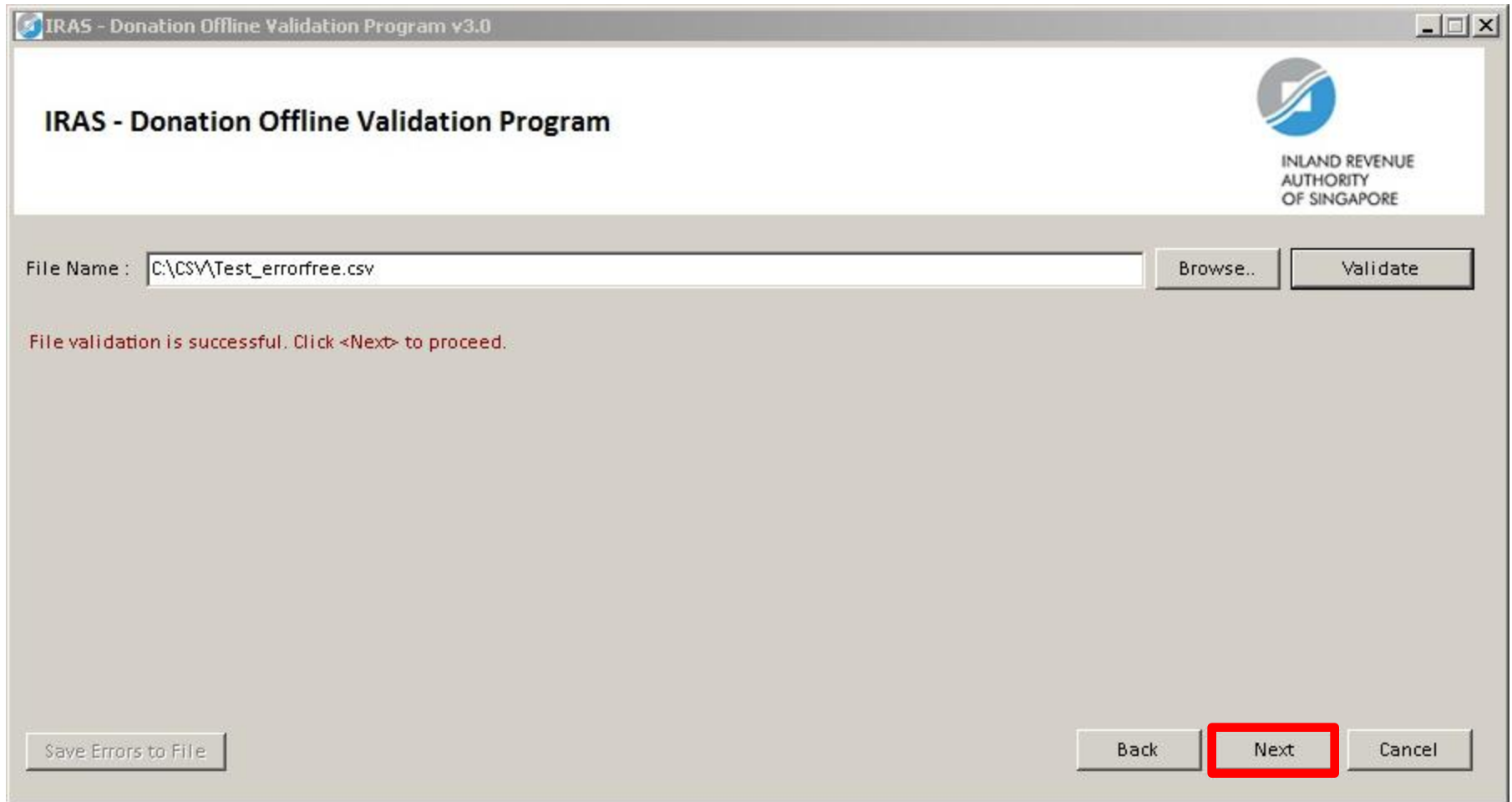
8. Save the error list to the designated drive

# Save Errors to File



9. Error list is saved in .csv. Double-click to open the file in Excel format.

# Successful Validation



10. Once the errors are rectified, proceed to validate the file again.
11. Click <Next> once the validation is successful.

# Summary of File

IRAS - Donation Offline Validation Program v3.0

**IRAS - Donation Offline Validation Program**

INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

**Summary of File**

File name : C:\CSV\Test\_errorfree.csv

Organization ID : T01CC1234C

Year of information : 2011

No of Records : 2

Total amount of donation in .csv file : \$1,500.50

Total amount of donation in .don file : \$1,501.00  
(Donation amount of record with decimal is rounded up to the nearest dollar)

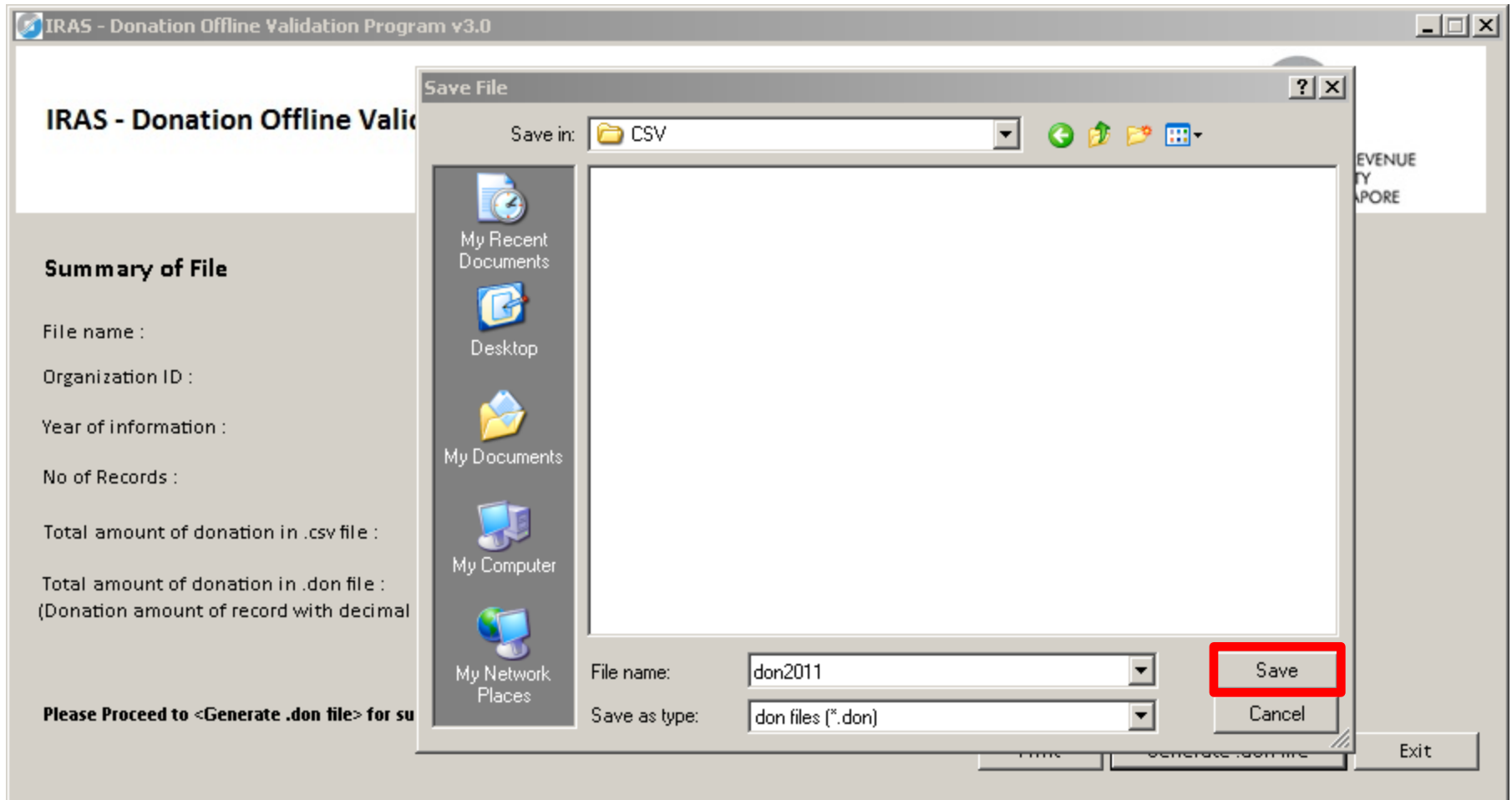
**Note:**  
Each donation record with amount with cents (decimal places) will be rounded up to the nearest dollar.  
eg. one record with amount = 100.50, the amount to be updated in our system will be 101

Please Proceed to <Generate .don file> for submission to IRAS.

Print Generate .don file Exit

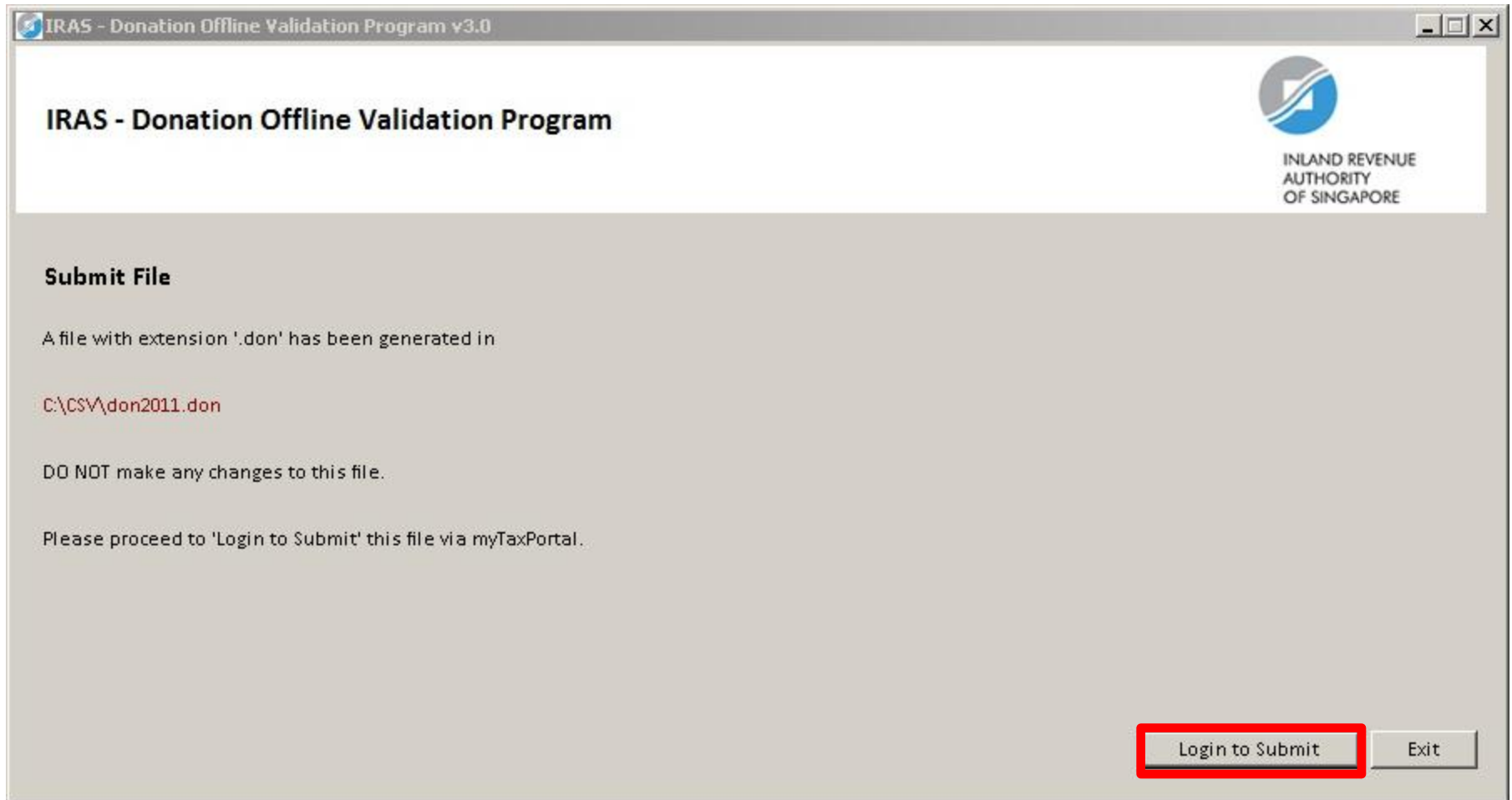
12. Summary of file is displayed. To verify if the Organisation ID, Year of Donation, No of records and amount are correct.
13. Proceed to click <Generate .don file>

# Generate .don File



14. Save the .don file to the designated drive.

# Submit File



15. Proceed to upload the .don file to IRAS via myTax Portal by clicking <Login to Submit>.

# Contents

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# Error Messages (.csv file)

## List of error messages

S/n	Error Message	Rectification
1	Invalid file format. Please ensure there are only 6 columns in the header	Column G to N of header record (first row) must be blank
2	Invalid file format. Please ensure there are only 14 columns in the detail record(s)	There should be only 14 columns (A to N) in the file. Any extra value after column N is to be removed
3	Comma(s) are not allowed. Please remove from this particular row	To remove comma(s) found in the records
4	Invalid file format. Please ensure there are only 3 columns in trailer	Column D to N of trailer record (last row) must be blank
5	Invalid header record type	Header record type must be '0'
6	Invalid source	The source must be '7'
7	Invalid year of Information	The year must be in YYYY format and must be the year of donation records
8	Invalid type of information	The type of information must be '7'
9	Invalid IPC's ID type	The type of IPC's ID must be '0'
10	Invalid IPC's ID no	IPC's ID must be valid and both prefix and check digit must be in CAPS. eg. T01CC1234A

# Error Messages (.csv file)

## List of error messages

S/n	Error Message	Rectification																
11	Invalid Trailer record type	Trailer record type must be '2'																
12	Total number of records cannot be reconciled	Total number of records in Trailer must equal to total number of detail records																
13	Total amount of donation cannot be reconciled	Total donation amount in Trailer must equal to total sum of donation amount of detail records																
14	Invalid Detail record type	Detail record type must be '1'																
15	Invalid. Pls ensure both ID Type and ID no. are given correctly	Both ID type and ID no must be correct. Both prefix and check digit must be in CAPS																
		<table border="1"> <thead> <tr> <th>ID type</th> <th>ID format</th> </tr> </thead> <tbody> <tr> <td>1 (NRIC)</td> <td>SNNNNNNNC, TNNNNNNNC</td> </tr> <tr> <td>2 (FIN)</td> <td>FNNNNNNNC, GNNNNNNNC</td> </tr> <tr> <td>5 (UEN-Business)</td> <td>NNNNNNNNC</td> </tr> <tr> <td>6 (UEN-Local Co)</td> <td>YYYYNNNNNC</td> </tr> <tr> <td>35 (UEN-Others)</td> <td>TYYPQNNNNX,SYYPQNNNNC, RYYPQNNNNC</td> </tr> <tr> <td>10 (ITR)</td> <td>NNNNNNNNNC</td> </tr> <tr> <td>8 (ASGD)</td> <td>ANNNNNNNNC</td> </tr> </tbody> </table>	ID type	ID format	1 (NRIC)	SNNNNNNNC, TNNNNNNNC	2 (FIN)	FNNNNNNNC, GNNNNNNNC	5 (UEN-Business)	NNNNNNNNC	6 (UEN-Local Co)	YYYYNNNNNC	35 (UEN-Others)	TYYPQNNNNX,SYYPQNNNNC, RYYPQNNNNC	10 (ITR)	NNNNNNNNNC	8 (ASGD)	ANNNNNNNNC
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# Error Messages (.csv file)

## List of error messages

S/n	Error Message	Rectification
16	Name must not be blank	Donor's name must not be blank
17	Invalid amount	Donation amount must not be blank or zero value
18	Please ensure the year of donation is matched with year of information in the header record	Year of donation in detail record must be the same as year of information in header record
19	Invalid type of donation	The type of donation must be one of the following and should be in CAPS: O – Outright Cash S – Shares/Unit Trust A – Artifact L – Land/ Building P – Public sculpture C - Computer
20	Invalid naming donation	The type of donation must be 'Z' and should be in CAPS
21	Illegal characters found	To remove invalid characters used