

File Specifications for Donation Records

Important Notes

1 File Structure

The file contains one header record, multiple detail records and a trailer record. The header record is the first record in the file. The header record is mandatory. There must be at least one detail record. The trailer record is the last record in the file. Only one trailer record is allowed and it is mandatory.

2 Algorithm for the validation of Identification number

2.1 Algorithm for the validation of identification number eg. NRIC and FIN numbers is available for purchase from the Ministry of Home Affairs. Email to lim_chee_hoe@ica.gov.sg or call 6391 6313.

2.2 Algorithm for the validation of Unique Entity Number (UEN) is available upon request. Email to ipclink@iras.gov.sg to request for a copy of Letter of Undertaking.

3 Special Characters

The pipe character "|" and all other characters that are not found on the keyboard cannot be used in the file. The following characters cannot be used in the file:

Functions	Characters Code Number	Functions	Characters Code Number	Functions	Characters Code Number	Functions	Characters Code Number	Functions	Characters Code Number
	1		127	Ÿ	159	ı	191	ß	223
	2	€	128		160	À	192	à	224
	3	•	129	ı	161	Á	193	á	225
	4	,	130	¢	162	Â	194	â	226
	5	f	131	£	163	Ã	195	ã	227
	6	"	132	¤	164	Ä	196	ä	228
	7	...	133	¥	165	Å	197	å	229
	8	†	134	ı	166	Æ	198	æ	230
	9	‡	135	§	167	Ç	199	ç	231
	10	^	136	"	168	È	200	è	232
	11	%	137	©	169	É	201	é	233
	12	Š	138	ª	170	Ê	202	ê	234
	13	‹	139	«	171	Ë	203	ë	235
	14	Œ	140	¬	172	Ì	204	ì	236
	15	•	141	-	173	Í	205	í	237
	16	Ž	142	@	174	Î	206	î	238
	17	•	143	-	175	Ï	207	ï	239
	18	•	144	°	176	Ð	208	ð	240
	19	'	145	±	177	Ñ	209	ñ	241
	20	'	146	²	178	Ò	210	ò	242
	21	"	147	³	179	Ó	211	ó	243
	22	"	148	´	180	Ô	212	ô	244
	23	•	149	µ	181	Õ	213	õ	245
	24	-	150	¶	182	Ö	214	ö	246
	25	—	151	·	183	×	215	÷	247
	26	~	152	,	184	Ø	216	ø	248
	27	™	153	¹	185	Ù	217	ù	249
	28	§	154	º	186	Ú	218	ú	250
	29	›	155	»	187	Û	219	û	251
	30	œ	156	¼	188	Ü	220	ü	252
	31	•	157	½	189	Ý	221	ý	253
	124	ž	158	¾	190	Þ	222	þ	254
								ÿ	255

4 File size exceed 10 mega bytes

For successful transmission via myTaxPortal, each file must not exceed 10 mega bytes.

Where the records to be transmitted exceed 10 mega bytes (approximately 40,000 records), please output into separate files. Each file must contain one header, multiple detail records and a trailer record. The files to be uploaded must not have the same name. Please name the files in the following format:

DONS-YYYY-XXXX-NN

Where:

DONS : Donation

YYYY : Year of Submission *eg. 2011*

XXXX : IPC's abbreviation *eg. ABC Fund*

NN : File number *eg. 01,02*

For queries/ clarifications, contact us at

Helpline : 1800 3568015
Email : ipclink@iras.gov.sg
Fax : 6351 3302

FILE FORMAT – DONATION

* M/O M = Mandatory
 O = Optional

Header Record Format

Seq	Field Name	M/O*	Start Pos	End Pos	Field Length	Validation Rule
1	Record Type	M	1	1	X (1)	Must be: 0 = Header
2	Source	M	2	2	X (1)	Must be: 7 = IPC
3	Year of Information	M	3	6	X (4)	
4	Type of Information	M	7	8	X (2)	Must be: 07 = Donation
5	IPC's ID Type	M	9	9	X (1)	Must be: 0 = Others
6	IPC's ID No.	M	10	21	X (12)	Must be IPC's Tax Reference Number
7	Fillers		22	250	X(229)	Must be space

Detail Record Format

Seq	Field Name	M/O *	Start Pos	End Pos	Field Length	Validation Rule
1	Rec Type	M	1	1	X (1)	Must be 1 = Detail
2	ID Type	M	2	3	X (2)	01 = NRIC 02 = FIN (Foreign Identification Number) 05 = UEN-Business Business Registration number issued by ACRA (formerly known as ROB) 06 = UEN-Local Company Local Company Registration number issued by ACRA (formerly known ROC) 08 = ASGD - Tax Reference number assigned by IRAS 10 = ITR - Income Tax Reference number assigned by IRAS 35 = UEN-Others Unique Entity Number with TyyPQnnnnX format
3	ID Nos.	M	4	15	X(12)	Valid NRIC as SNNNNNNNC or TNNNNNNNC Valid FIN as FNNNNNNNC or GNNNNNNNC Valid UEN-Business as 'NNNNNNNNC' Valid UEN-Local Company as 'YYYYNNNNNC' Valid ASGD as ANNNNNNNNC Valid ITR as NNNNNNNNNC Valid UEN-Others as TYYPQNNNNC or SYYPQNNNNC or RYYPQNNNNC C = Check digit N = Numeric YYYY, TYY, SY, RYY = Year of issuance TYY = 'T' represents '20', e.g. T08 means year 2008 SY = 'S' represents '19', e.g. S99 means year 1999 RYY = 'R' represents '18', e.g. R00 means year 1800 ID no cannot be blank and must not have preceding space(s)
4	Name					
	Line 1	M	16	55	X (40)	Must not be blank
	Line 2	O	56	95	X (40)	
5	Address- Unformatted Address:					
	Line 1	O	96	125	X (30)	
	Line 2	O	126	155	X (30)	
	Line 3	O	156	185	X (30)	
	Postal Code	O	186	191	X (6)	
6	Donation Amount	M	192	200	9 (9)	Must not be blank and must not have space(s) Exclude decimal. Always round up the donation amount if the total has a decimal e.g. If the donation amount = \$101.20, then output as =

Seq	Field Name	M/O*	Start Pos	End Pos	Field Length	Validation Rule
						0000102
7	Date of donation:	M	201	208	X (8)	Must be in the format of YYYYMMDD and valid date
8	Receipt No.	O	209	218	X (10)	
9	Type of Donation	M	219	219	X (1)	Must be one of the following values: O = Outright Cash S = Share/Unit Trust A = Artifact L = Land/Building P = Public Sculpture C = Computer
10	Naming Donation	M	220	220	X(1)	Must be one of the following values: Z = Non naming donation N = Name IPC (Where the IPC (e.g. foundation) is named after the donor or his immediate and living family member. F = Name Facility (Where a facility belonging to an IPC has been named after the donor.)
11	Fillers		221	250	X(30)	Must be space

Trailer Record Format

Seq	Field Name	M/O*	Start Pos	End Pos	Field Length	Remarks
1	Rec Type	M	1	1	X (1)	Must be 2 = Trailer
2	No. of Rec	M	2	8	9 (7)	Must be equal to total number of Detail Records Must not be blank, must not have space(s)
3	Total amount of donation	M	9	20	9 (12)	Must be equal to the Total of item 6 (Donation Amount) in Detail Records Must not be blank and must not have space(s)
4	Fillers		21	250	X(230)	Must be space