

# **File Specifications for Donation Records – in Text File (.txt)**

## **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 [ICA\\_Data\\_Management@ica.gov.sg](mailto:ICA_Data_Management@ica.gov.sg).

2.2 Validation of Unique Entity Number (UEN) can be checked via the website [www.uen.gov.sg](http://www.uen.gov.sg).

### **3 Valid characters**

Only the following characters are to be used in the data entries (alphabets in Uppercase are valid as well):

a	b	c	d	e	f	g	h	i	j	k	l
m	n	o	p	q	r	s	t	u	v	w	x
y	z	1	2	3	4	5	6	7	8	9	0
(	)	_	-	+	=	.	:	;	{	}	#
[	]	\	/	@							

### **4 File size exceed 10 mega bytes**

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

Where the records to be transmitted exceed 10 megabytes (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*

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*Email : data\_mgmt@iras.gov.sg*

## 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: <b>0</b> = Header
2	Source	M	2	2	X (1)	Must be: <b>7</b> = IPC
3	Year of Information	M	3	6	X (4)	
4	Type of Information	M	7	8	X (2)	Must be: <b>07</b> = Donation
5	IPC's ID Type	M	9	9	X (1)	Must be: <b>0</b> = 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 <b>1</b> = Detail
2	ID Type	M	2	3	X (2)	<b>01</b> = NRIC <b>02</b> = FIN (Foreign Identification Number) <b>05</b> = UEN-Business Business Registration number issued by ACRA (formerly known as ROB) <b>06</b> = UEN-Local Company Local Company Registration number issued by ACRA (formerly known ROC) <b>08</b> = ASGD - Tax Reference number assigned by IRAS <b>10</b> = ITR - Income Tax Reference number assigned by IRAS <b>35</b> = 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 YYYNNNNNC Valid ASGD as ANNNNNNNNC Valid ITR as NNNNNNNNC 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
						000000102
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: <b>O</b> = Outright Cash <b>S</b> = Share/Unit Trust <b>A</b> = Artifact <b>L</b> = Land/Building <b>P</b> = Public Sculpture <b>C</b> = Computer
10	Naming Donation	M	220	220	X(1)	Must be one of the following values: <b>Z</b> = Non naming donation  <b>N</b> = Name IPC (Where the IPC (e.g. foundation) is named after the donor or his immediate and living family member.  <b>F</b> = 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