



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

# User Guide

## Donation Offline Validation Program



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## About Donation Offline Validation Program (OVP)

1. The Donation Offline Validation Program (OVP) is a free software provided by IRAS for IPCs/ Grantmakers under e-Submission of Donation to prepare and submit their donation records to IRAS electronically.
2. It allows IPCs/ Grantmakers who are using a customised payroll software to validate files (.txt or .csv) generated from their customised payroll software before submitting to IRAS.

## Hardware and Software Requirements

Ensure your computer fulfils the minimum hardware/ software requirements:

### Operating System

- Windows 7 and above

### Hardware Requirements

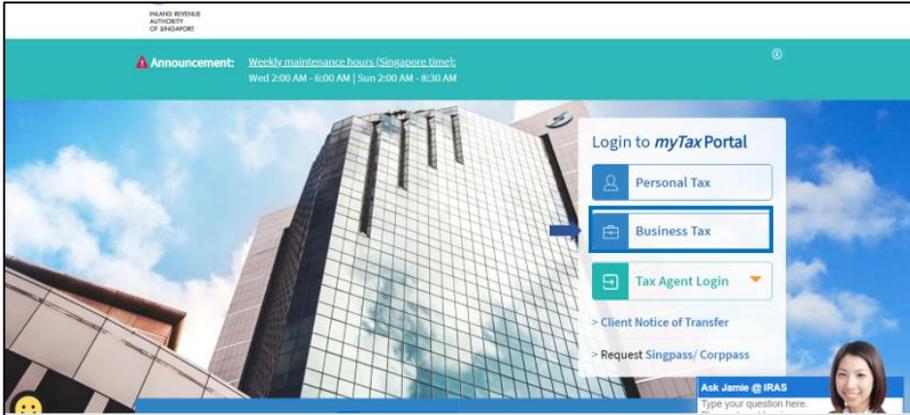
- Minimum 350 MB of free hard disk space (600 MB is recommended)

### Software Requirements

- Microsoft .NET Framework 4.0

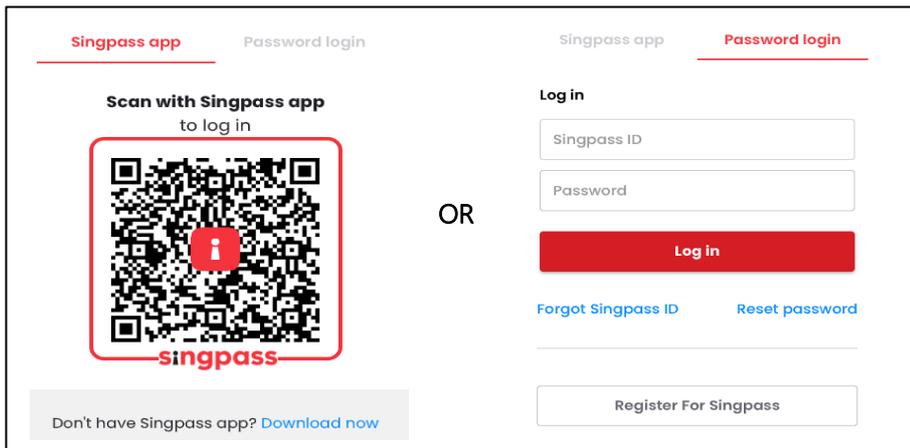
# Step 1: Download Donation OVP

1. Download Donation OVP > 2. Install Donation OVP > 3. Preparation > 4. Submission



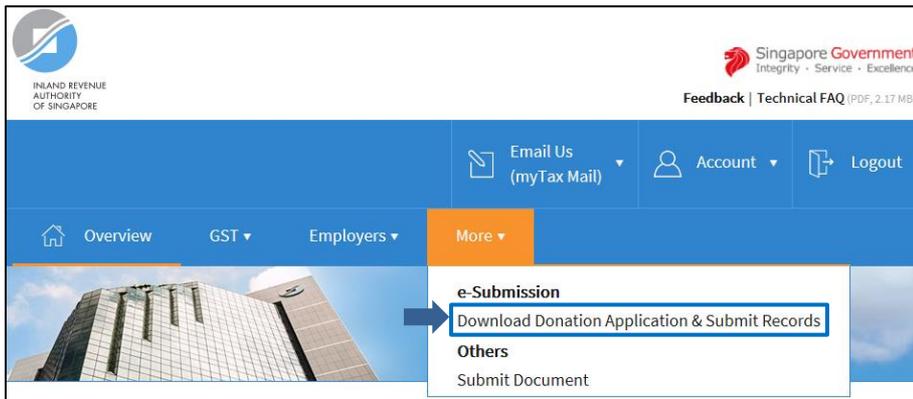
At [myTax Portal](#),

- Select Log in for <Business Tax Matters with Corppass>.



Login using:

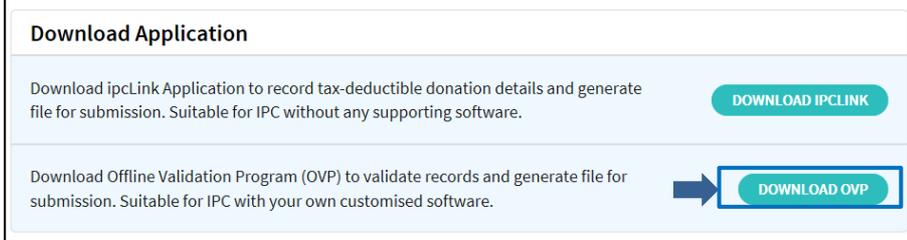
- Singpass App, or
- Password login



- Mouse over to <More>.
- Click <Download Donation Application & Submit Records>.

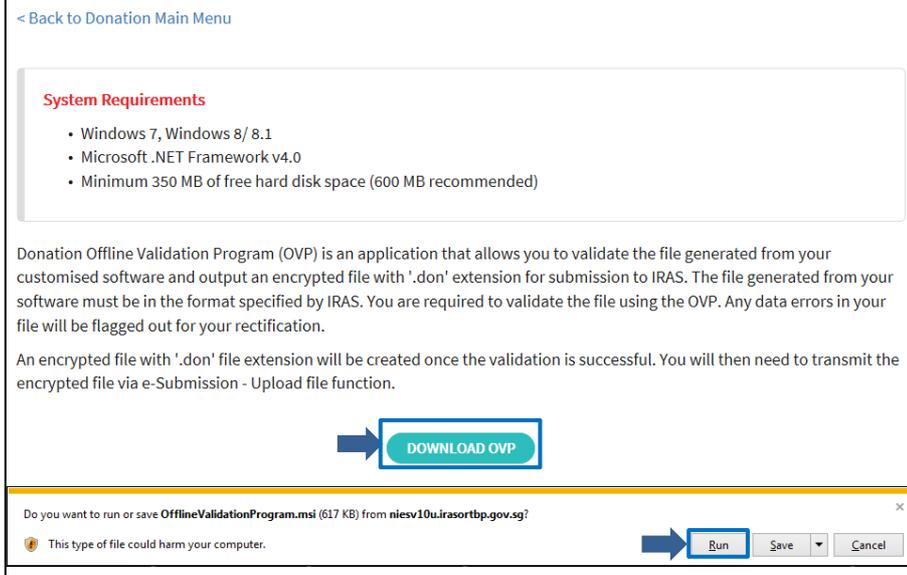
Note:  
Only staff authorised with the "Approver"(AP) or "Preparer"(PR) role for SUBMISSION OF DONATION RECORDS at the [Corppass](#) can download the application. Authorisation must be done via [Corppass](#). [Learn how to authorise staff via the Corppass systems](#).

### Download Donation Application & Submit Records



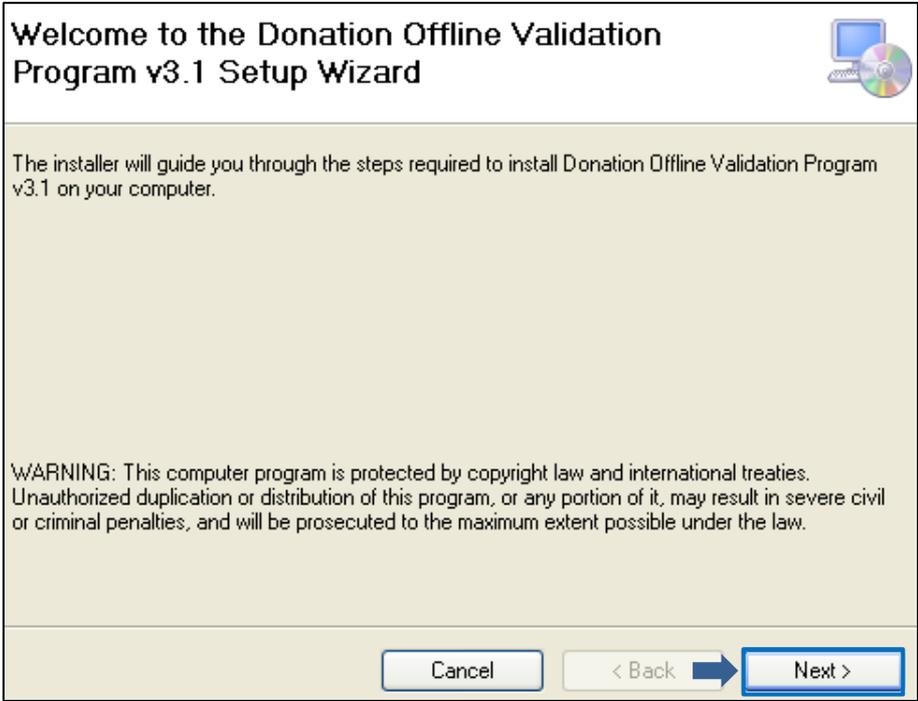
- Under Download Donation Application, click <DOWNLOAD OVP> to download and install the application.

### Download Donation Offline Validation Program

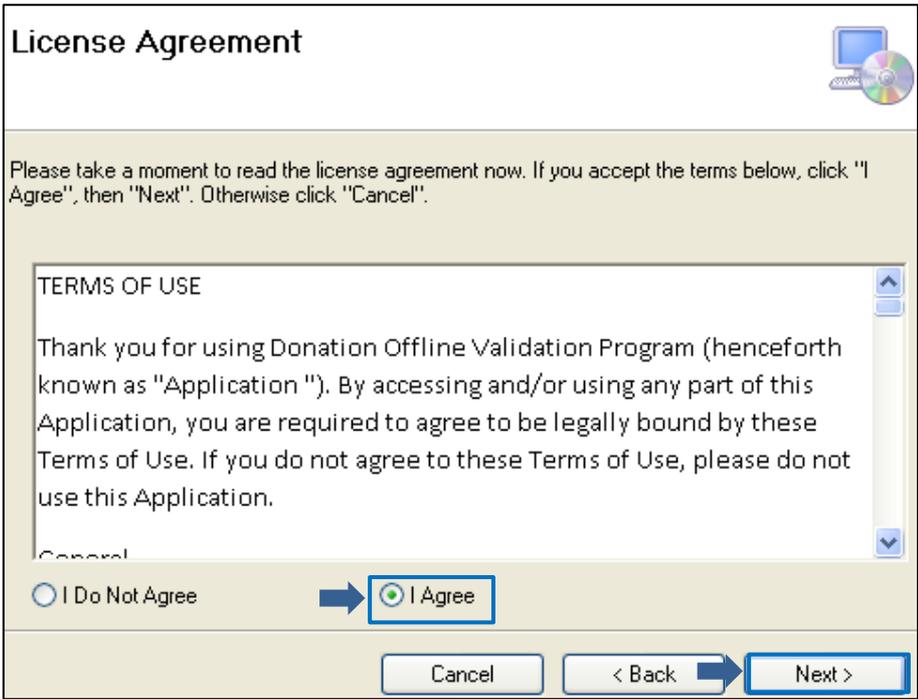


- Click <DOWNLOAD OVP>.
- A dialog box will appear, click <Run> to begin the download. If you are using Google Chrome, click <Keep>.

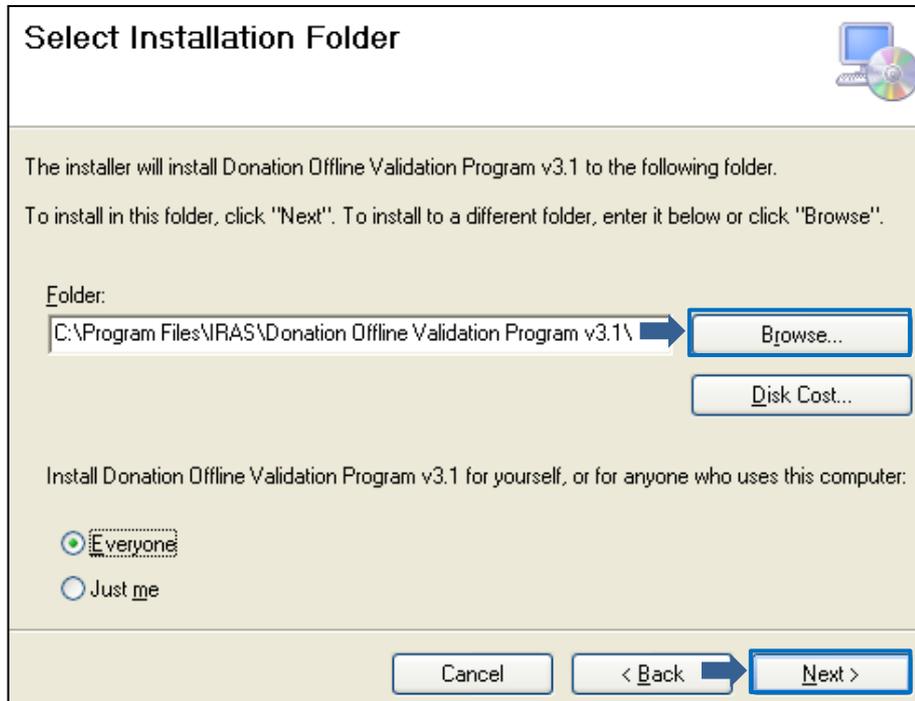
# Step 2: Install OVP



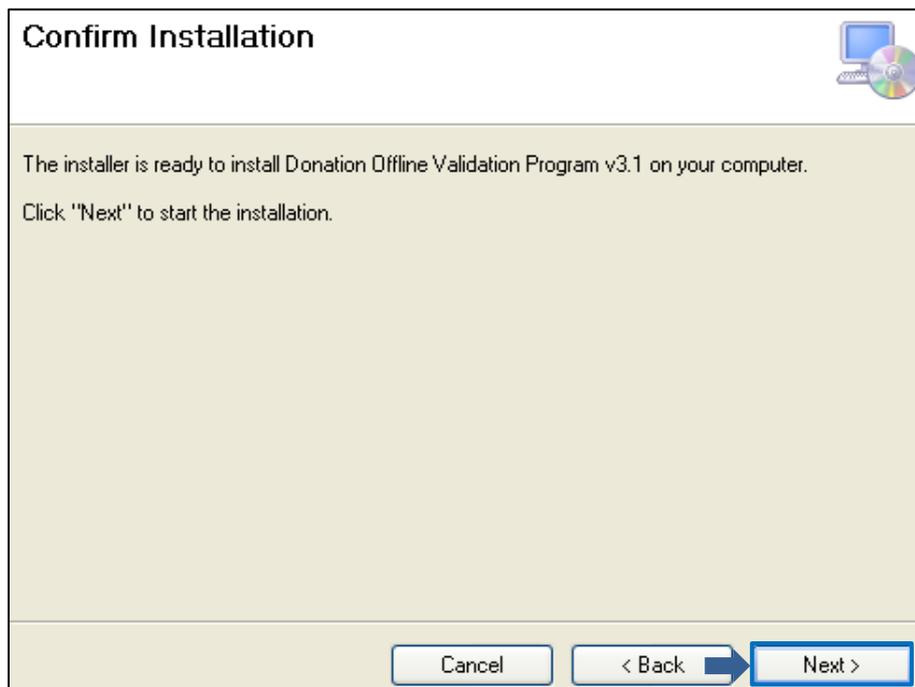
- Click <Next>.



- Read the Terms of Use. Select <I Agree> and click <Next>.

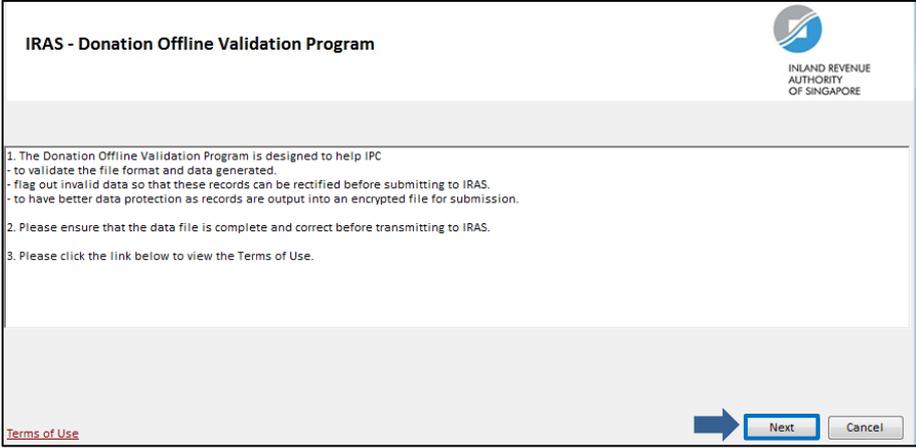


- To install to a different folder, click <Browse>.
- Click <Next>.

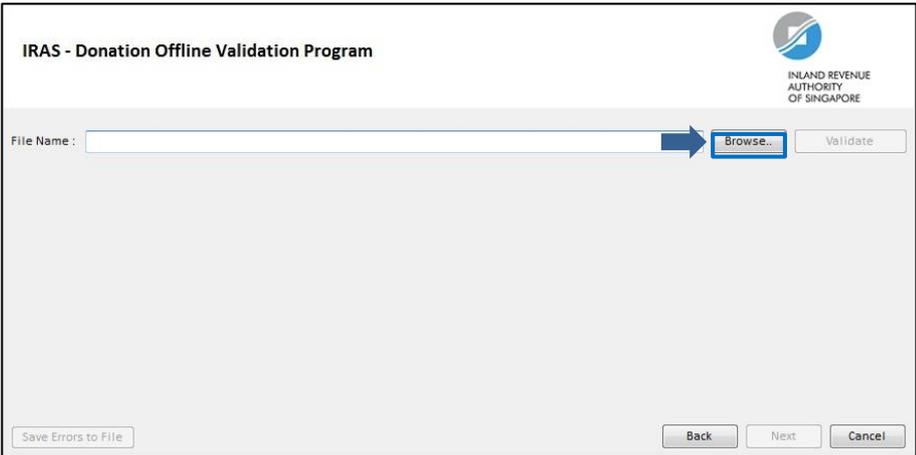


- Click <Next> to start the installation.
- Once the installation is completed, click close to exit the installation.

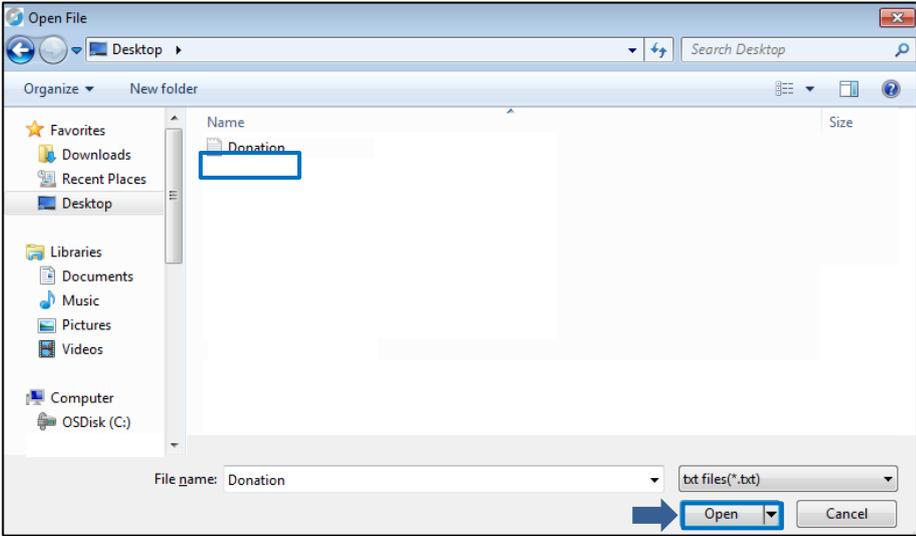
# Step 3: Preparation



- Launch the application via Start > All Programs > Donation Offline Validation Program 3.1 or the shortcut on your desktop.
- Click <Next>.



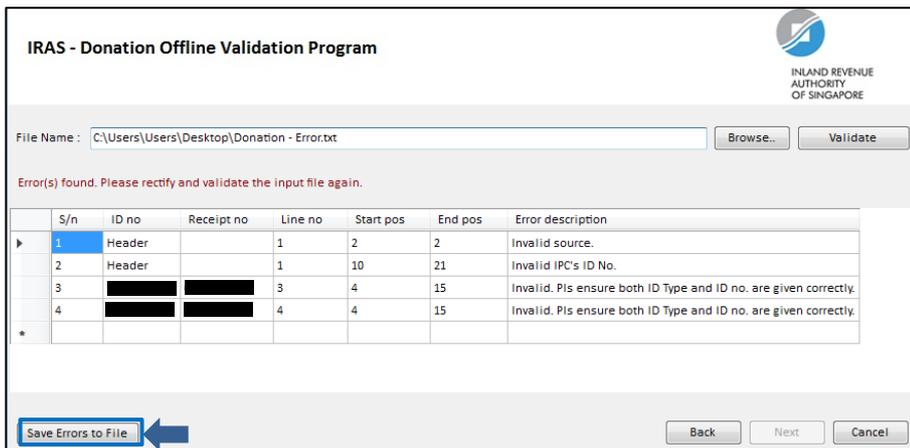
- Click <Browse>.



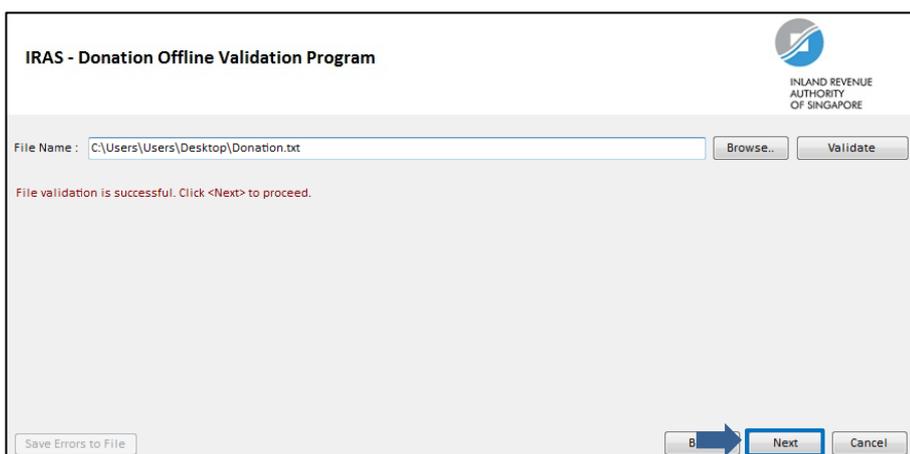
- Select the relevant file to validate.
  - Click <Open>.
- Note:  
The file generated should be either in a text (.txt) or Comma delimited (.csv) file format.



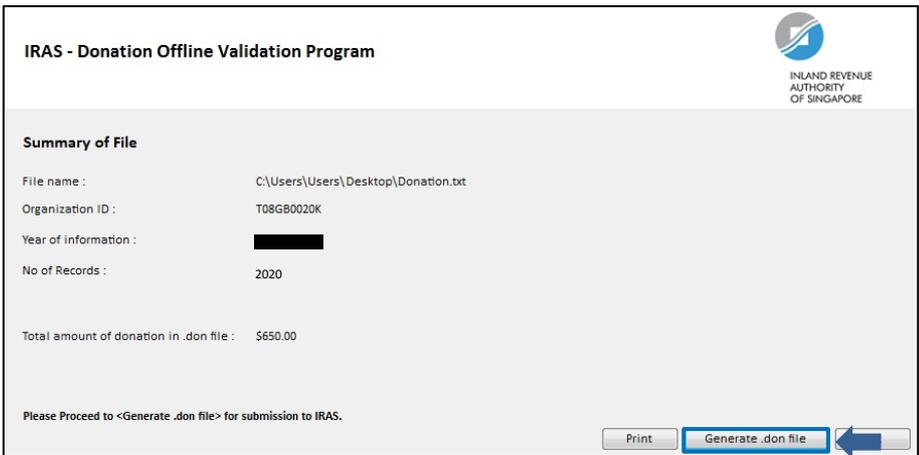
- Click <Validate>.



- If errors are detected  
Errors will be listed. Rectify the error(s) within your customised payroll software before re-generating a new file for validation.
- To save the list of errors in spreadsheet for easy reference, click <Save Errors to File>.



- If no error is detected  
The application will display 'File validation is successful'.
- Click <Next> to proceed to summary.

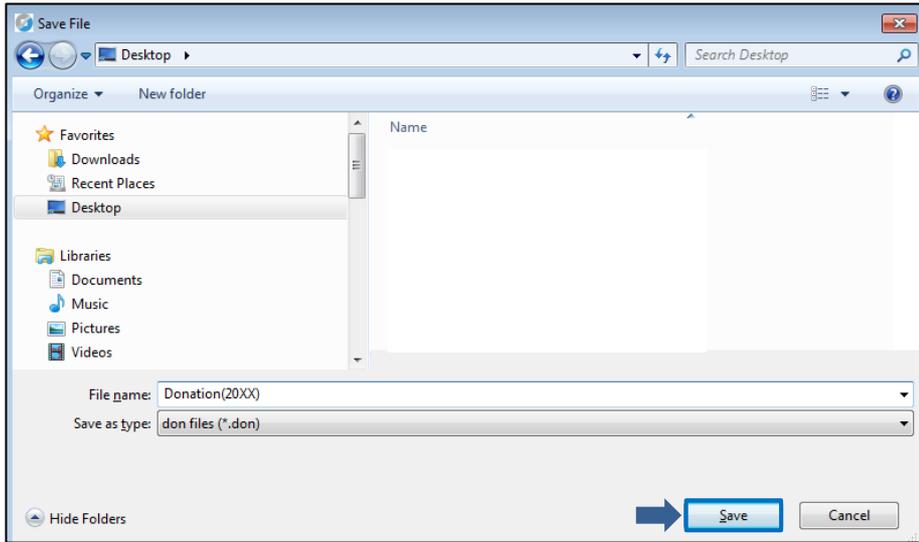


Ensure Organisation ID, Year of information, No. of Records and Total amount of donation are correct.

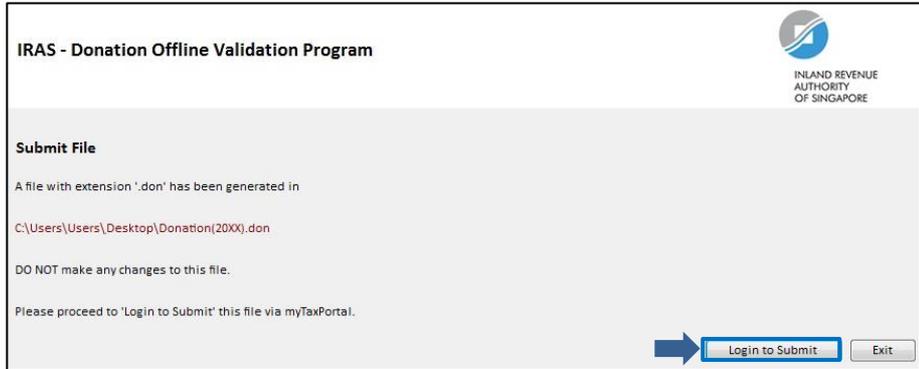
- To print the summary, click <Print>.
- Click <Generate .don file> if you are ready to submit.

Note:  
Donation amounts that contain cents (i.e. decimal places) will be rounded up to the nearest dollar.

E.g. Amount = \$100.50 will be rounded up to \$101.00.



- Enter the file name and click <Save>.

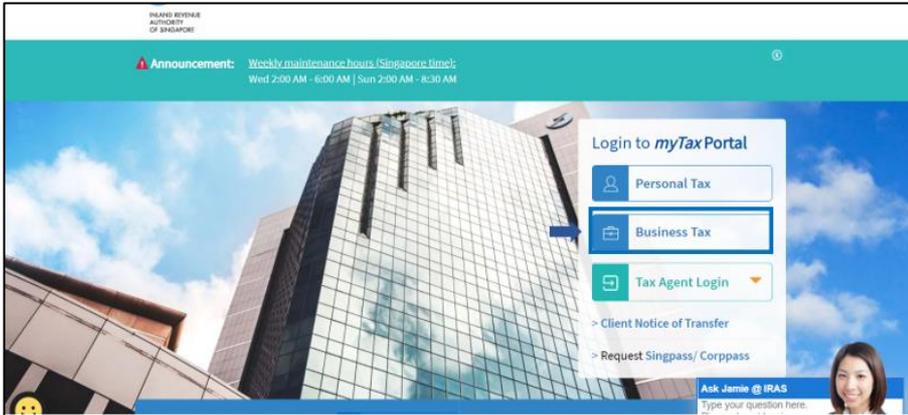


A file with extension '.don' has been generated.

- Click <Login to Submit> if you are ready to submit.

## Step 4: Submission

1. Download Donation OVP > 2. Install Donation OVP > 3. Preparation > 4. Submission

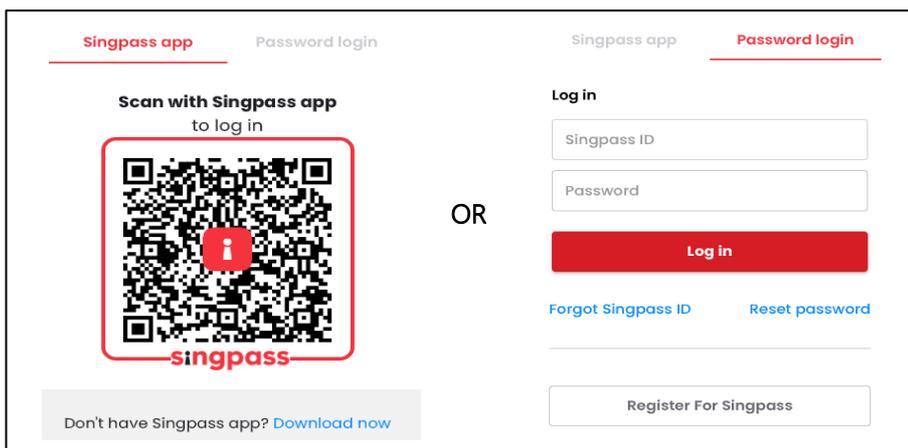


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- Select Log in for <Business Tax Matters with Corppass>.

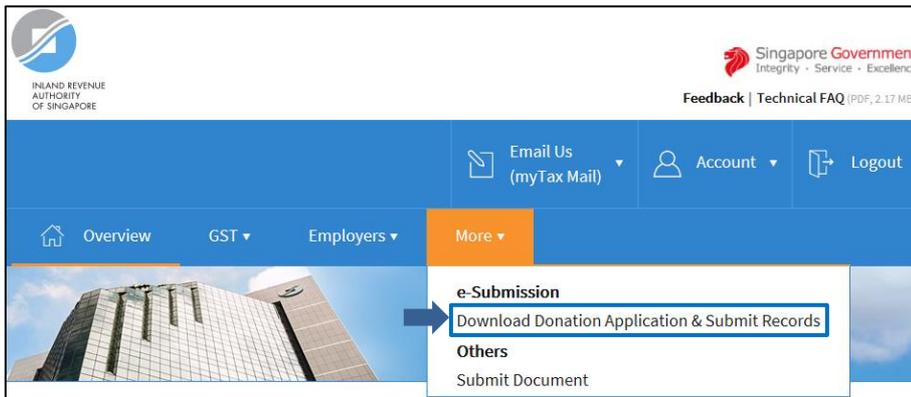
Note:

Only staff authorised with 'Approver' role for the "SUBMISSION OF DONATION RECORDS" e-Service will be able to submit file to IRAS.

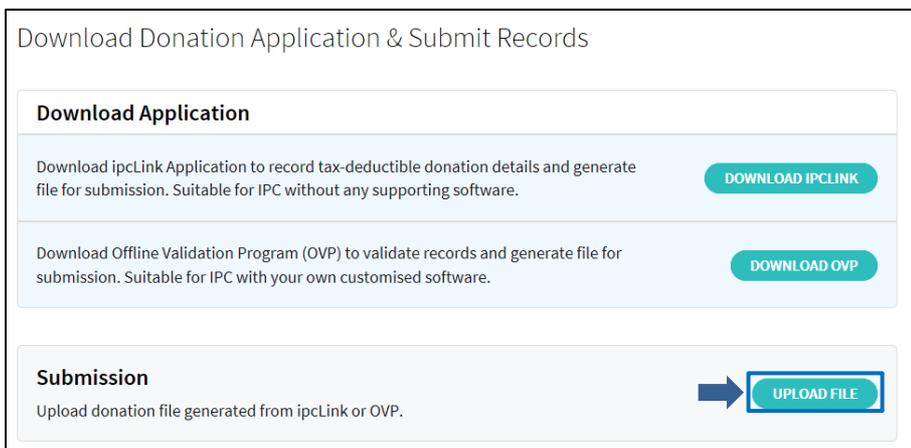


Login using:

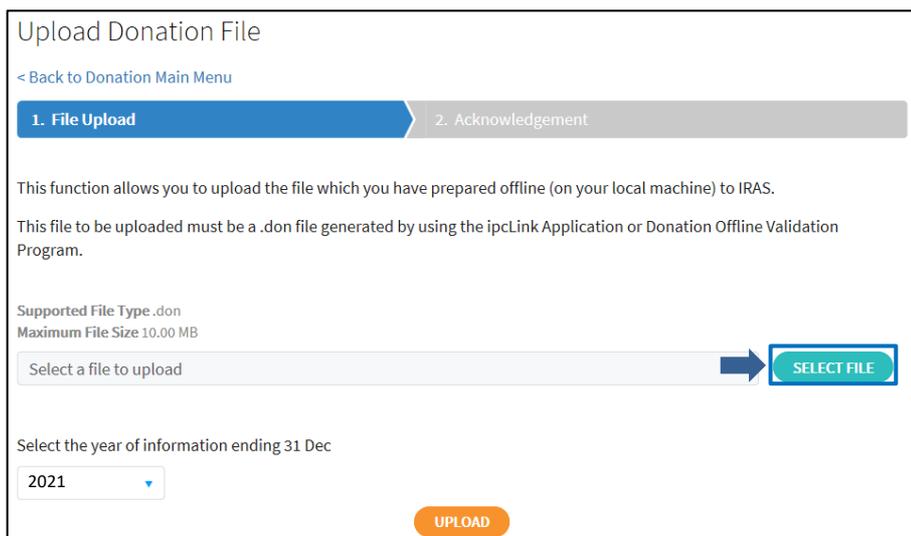
- Singpass App, or
- Password login



- Mouse over to <More>.
- Click <Download Donation Application & Submit Records>.



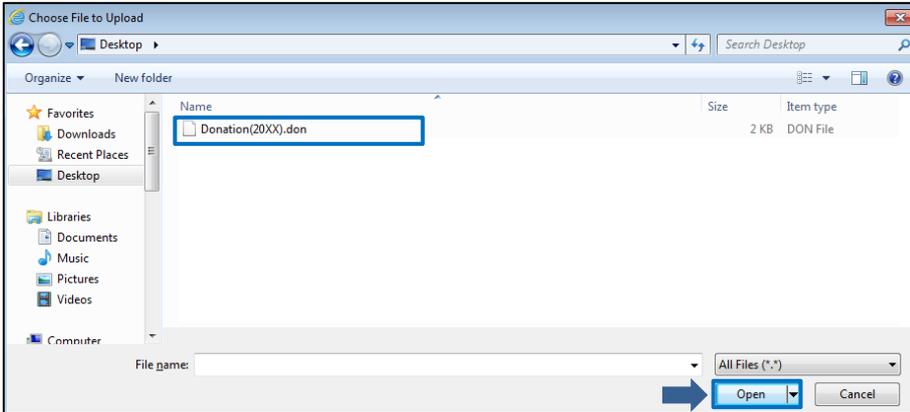
- Under the Submission section, click <UPLOAD FILE>.



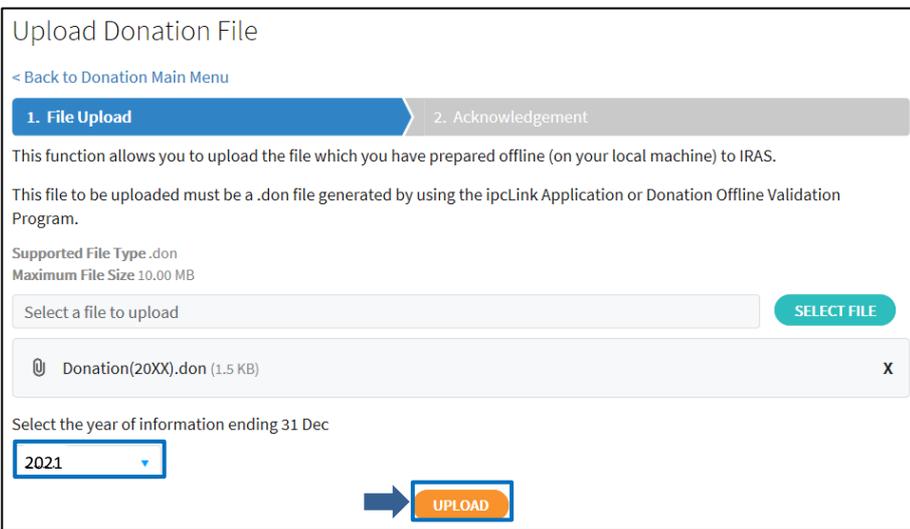
- Click <SELECT FILE>.

# Guide on Donation Offline Validation Program

- 1. Download Donation OVP
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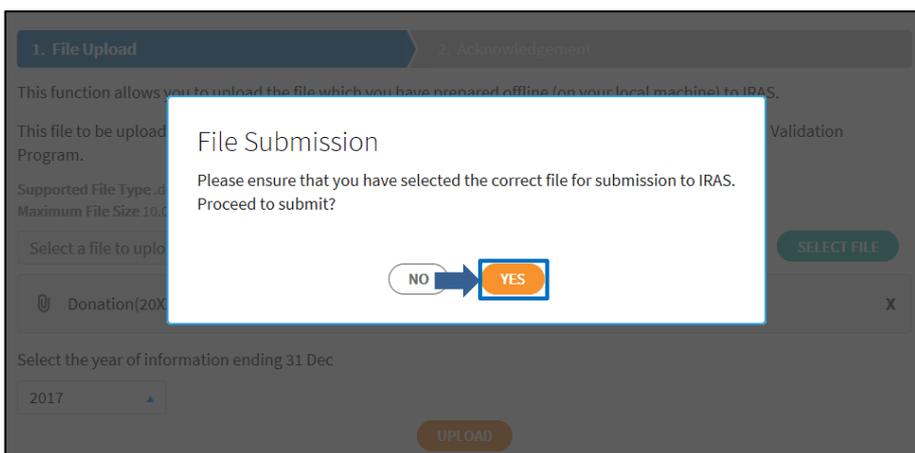
- Select the '.don' file that was generated from the OVP and click <Open>.



You will return to 'Upload Donation File' page. The selected file will now be displayed for upload.

Ensure that you have selected the correct year of information.

- Click <UPLOAD> to submit the file.



Ensure that you have selected the correct file for submission to IRAS.

- Click <YES> to proceed.



View Submission Status for Donation ⓘ + EXPAND ALL RECORDS PRINT

< Back to Donation Main Menu

Year Ending 31 Dec 2021 SEARCH

**Search Result**

1 - 1 of 1 Record(s)

Submission Ref No. ↑↓	Submit via ↑↓	Year Ending 31 Dec ↑↓	Status ↑↓	Date/ Time ↑↓	Actions
ES21150121DON55377213729	FILE UPLOAD	2021	SUBMITTED	15 JAN 2022 12:15PM	VIEW

List of files submitted will be displayed.

## List of Common Error Messages

SN	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																		
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 (eg. 52912345A)</td> </tr> <tr> <td>06 (UEN-Local Co)</td> <td>YYYYNNNNNC (eg. 200312345A)</td> </tr> <tr> <td>35 (UEN-Others)</td> <td>TYPQNNNNX, SYYPQNNNNC, RYPQNNNNC (PQ = Entity Type, eg. T08LL1234A)</td> </tr> <tr> <td>10 (ITR)</td> <td>NNNNNNNNNC (eg. 200112345X)</td> </tr> <tr> <td>08 (ASGD)</td> <td>NNNNNNNNC (eg. A2500123J)</td> </tr> <tr> <td colspan="2">                     C = Check digit                      N = Numeric                      YYYY, TYY, SY, RYY = Year of issuance                 </td> </tr> </tbody> </table>		ID Type	ID Format	01 (NRIC)	SNNNNNNNC, TNNNNNNNC	02 (FIN)	FNNNNNNNC, GNNNNNNNC	05 (UEN-Business)	NNNNNNNNC (eg. 52912345A)	06 (UEN-Local Co)	YYYYNNNNNC (eg. 200312345A)	35 (UEN-Others)	TYPQNNNNX, SYYPQNNNNC, RYPQNNNNC (PQ = Entity Type, eg. T08LL1234A)	10 (ITR)	NNNNNNNNNC (eg. 200112345X)	08 (ASGD)	NNNNNNNNC (eg. A2500123J)	C = Check digit N = Numeric YYYY, TYY, SY, RYY = Year of issuance	
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C = Check digit N = Numeric YYYY, TYY, SY, RYY = Year of issuance																				

SN	Error Message	Rectification
12	Name must not be blank	Donor's name must not be blank
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

Contact Information

For enquiries on this user guide, please call 1800 356 8015 or email [data\\_mgmt@iras.gov.sg](mailto:data_mgmt@iras.gov.sg).

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