

SPECIFICATIONS/FORMAT FOR FILE USED FOR: Statement of Donations

Field	Data type	Width	Mandatory (Yes/No)	Description of field	Remark
Charitable Institution Details:					
Business Registration Number (BRN)	Character	9	Yes	This is the BRN of the Charitable institution.	Characters allowed A to Z & 0 to 9.
Name of Charitable Institution	Character	50	Yes	The Full Name of the Charitable institution's should be inserted.	It consists of valid letters and numbers only. Left aligned. Characters allowed A to Z a to z 0 to 9 , ' ,
Income Year	Number	4	Yes	The Income Year for which Statement is submitted should be inserted.	It consists of numbers 0 to 9 only and its length is 4. Left aligned. Format is YYYY.
Telephone Number	Number	7	Yes (If Mobile Number is Null)	Phone Number	Numbers allowed 0 to 9. It must be of 7 characters only.
Mobile Number	Number	8	Yes (If Telephone Number is Null)	Mobile Number	Numbers allowed 0 to 9. It must be of 8 characters starting only with 5.
Name of Declarant	Character	50	Yes	Name of Declarant submitting the Statement.	It consists of valid letters and numbers only. Characters allowed A to Z, a to z and 0 to 9 , ' , Left aligned.
E-mail Address	Character	20	Yes	Email address	It must consist of a valid email address
Donor's Details:					
Donor's NIC number/ NCID/TAN	Character	14	Yes (If Nationality is Mauritian and BRN is NULL) No (If BRN is not null or Nationality is non-Mauritian)	This is the donor's NIC number if Mauritian citizen, Non-citizen ID (NCID) if Non-Citizen or Tax Account Number (TAN). Where the NCID is the 14 digit number issued by the Immigration Officer to a Non-citizen of Mauritius. Where the donor is a minor who is a Mauritian Citizen holding a Mauritian passport and born abroad, the "Other ID issued by DG" should be used as the person will not have a NIC number . If the donor is a non-resident the passport number of the donor	It consists of valid letters and numbers only and must be 14 characters long. Characters allowed A to Z, a to z and 0 to 9 only Left aligned.

Field	Data type	Width	Mandatory (Yes/No)	Description of field	Remark
				and Passport no. is not NULL)	
Donor's Business Registration Number (BRN)	Character	9	Yes (If Nationality is Mauritian and NIC/NICD/TAN is NULL) No (If NIC/NICD/TAN is not null or Nationality is non-Mauritian and Passport no. is not NULL)	This is the BRN of the donor.	Characters allowed A to Z & 0 to 9.
Resident	Character	9	Yes (NIC/NICD/TAN and BRN is blank)	This residency of the donor	Possible values - Resident, Non Resident Characters allowed A to Z & 0 to 9 - 14 Characters.
Nationality/Country of Origin	Character	2	Yes	Nationality of the donor	In case of a company, the country where the company has been incorporated
Donor's Passport Number	Character	9	No	This is the Passport number of the donor.	Characters allowed A to Z & 0 to 9.
Surname of the donor	Character	50	Yes	The Surname of the donor should be inserted.	It consists of valid letters and numbers only. Characters allowed A to Z, a to z and 0 to 9 , ' Left aligned. Where the account holder is an individual, the surname should be inserted. Where the account holder is not an individual (Company, société or succession, etc.) the name of the company, société or succession etc. should be inserted.

Field	Data type	Width	Mandatory (Yes/No)	Description of field	Remark
Other Names of donor	Character	40	No	The Forename of the donor should be inserted.	It consists of valid letters and numbers only. Characters allowed A to Z a to z 0 to 9, ' Left aligned. Where the donor is not an individual (Company, société or succession, etc.), the field should be null.
Methods of donations	Character	3	Yes	The filed should be a dropdown – Cash Cheque Electronic	The charitable institution to give details of how donations has been made
Amount Donated	Number	11	Yes	The amount of donation made during the income year should be inserted. Amount should be greater than zero	It consists of numbers 0 to 9 only. Amount should not contain decimal places or separator E.g. An amount should appear as 123456789. Amount should be greater than zero