

©Instructions for filling Form 10BD – Part-B Details of donors and donation CSV Template



e-Filing *Anywhere Anytime*
Income Tax Department, Government of India

Field Instructions to fill up CSV Template

These instructions are guidelines to help the taxpayers for filling the particulars in CSV template in Part-B Details of donors and donation relevant to the Financial Year. Ensure to provide the data as per below instructions and in the correct schema only to avoid rejections during processing. The instructions are to be read in conjunction with the set of instructions provided in the Form 10BD “Statement of particulars to be filed by reporting person u/s 80G(5)/35(1A)(i)” instruction page.

In case of any doubt, please refer to relevant provisions of the Income-Tax Act, 1961 and Income Tax Rules, 1962.

Start by downloading a fresh CSV Template for uploading transaction wise “Part-B Details of donors and donation”. Please note that the file size cannot be more than 50 MB.

Field Name	Instruction	Mandatory filed (Yes/No)	Length of the character
Sl. No.	Enter the serial number	Yes	Numeric, Non-Negative
Pre-Acknowledgement Number (if generated through e-Filing portal – Applicable only for Original filing) / Acknowledgement Number (Applicable for Revised filing)	Enter the Pre-Acknowledgement number generated through e-Filing portal and quoted on the receipt issued to donor at the time of receipt of donation. If no Pre-Acknowledgment has been generated the field can be left blank. In case form type is “Revised” then it’s mandatory to provide the ARN of original 10BE which is to be revised.	No (Original) / Yes (Revised)	Max 21 Characters
ID Code	Select the ID Code from the dropdown. It's required to provide either of PAN/Aadhaar of donor. If both are not available, only then provide other ID Code.	Yes	Refer Annexure-I Table
Unique Identification Number	Enter the Unique Identification Number	Yes	Maximum 75 Characters
Section Code	Select the Section Code from the Dropdown	Yes	Refer Annexure-II Table
Unique Registration Number (URN)	Enter the Unique Registration Number issued under the applicable Section Code	Yes	Maximum 100 characters

Date of Issuance of Unique Registration Number	Enter the date of Issuance of Unique Registration Number (Cannot be a future date)	Yes	Enter date in MM-DD-YYYY format
Name of donor	Enter the Name of Donor	Yes	Maximum 250 Characters
Address of donor	Enter Address of the donor	No	Maximum 400 characters
Donation Type	Select the donation type from the dropdown	Yes	Refer Annexure-III Table
Mode of receipt	Select the Mode of receipt from the dropdown	Yes	Refer Annexure-IV Table
Amount of donation (Indian rupees)	Enter the amount of donation received in INR	Yes	Maximum 14 characters, Numeric, Non-Negative
Revise/Delete (Applicable if form type is "Revised")	Select from the dropdown "Revise/Delete"	Yes	Select from the dropdown "Revise/Delete"

*If any one field is entered then all other fields of that row shall be mandatory.

Annexures

Annexure I:

ID Code
01-Permanent Account Number
02-Aadhaar Number
03-Tax Identification Number
04-Passport number
05-Elector's photo identity number
06-Driving License number
07-Ration card number

Annexure II:

Section Code
a) Section 80G
b) Section 35(1)(ia)
c) Section 35(1)(ii)
d) Section 35(1)(iii)

Annexure III:

Donation Type
a) Corpus
b) Specific grant
c) Others

Annexure IV:

Mode of receipt
a) Cash
b) Kind
c) Electronic modes including account payee cheque/draft
d) Others