

CSV Instructions for filling data at "Cash received from identifiable persons (with PAN)"

"Import CSV"

- Download the CSV template by clicking on "**Download CSV**" link and provide a file name to save the CSV file.
- Update data as per the headings provided in CSV template.
- Ensure that the filled template is saved in **.CSV** format. The same can be done by going to **File → Save As →** Provide **File name** to save the Template → Select **Save as type** as "CSV (Comma delimited) (*.csv)" → **Save**.
- Click on "**Browse**" button to select the updated CSV file, then click on "**Upload CSV**" to upload the data.

Key points to be considered while filling CSV file

In "CSV Template", the data provided should comply with the below requirements:

- ✓ "**PAN of Person**" field should be 10 Characters. First 5 Alphabets, next 4 numbers and at the end 1 Alphabet.
- ✓ "**Name of Person**" is a Mandatory field.
- ✓ The drop down values of "**Nature of Transaction**" should be entered as per the codes mentioned below:

Drop down	Code to be specified in CSV(case sensitive)
Cash Sales	RS
Loan received in Cash	RL
Loan repayment in Cash	RR
Gift Received in Cash	RG
Donation Received in Cash	RD
Other Cash Receipt	RO

- ✓ "**Amount Received**" field should be "Numeric, Non-negative and No decimals". This is a Mandatory field.
- ✓ "**Remarks**" field can be up to 250 Characters.