

Gateway Services

July 2026

IR1266 due diligence questionnaire guide



IR1266 Inland Revenue due diligence questionnaire guide

The purpose of this questionnaire is to enable Inland Revenue to complete the due diligence process.

Please fill in the questionnaire as per the guidance in the table below and rest of the information will be provided by SAP.

To be completed by	Question #	Description	Notes
Customer Organisation	1-11	Key office holder and company details	Key office holder Key office holders are: • shareholders of closely held companies • partners of partnerships • members of unincorporated bodies • tax managers, chief financial or executive officers and directors of body corporates (other than closely held companies)
SAP	12-17		Leave blank
Customer Organisation	18-21	Primary Technical Contact Person detail	
SAP	22-36		Leave Blank

Completing the IR1266 due diligence questionnaire

- You have 20 working days to complete the questionnaire.
If you do not believe you can meet this timeframe, contact us as early as possible to discuss.
- The questionnaire must be completed within the task in the Gateway Customer Support Portal.
Do not create a new product request.
- To complete the task:
 1. Download the attached questionnaire
 2. Complete required questions as per the instructions in the table above
 3. Upload the completed questionnaire back into the same task
 4. Once uploaded, mark the task as complete by selecting Actions - Complete

Operational Security Framework (OSF)

- The OSF will be introduced in a controlled and staged manner.
- Timeframes have not yet been set, and it is not expected to be implemented in the near term.
- As a result, your organisation may not receive an OSF questionnaire for some time.