

Section 902 Taxes Consolidation Act 1997

Request of an Authorised Officer: Information to be furnished by a Third Party

Powers Manual - Part 38-04-04f

This document should be read in conjunction with section 902 Taxes Consolidation Act 1997

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Introduction

Sections 902, 902A and 907A Taxes Consolidation Act 1997 confers Powers on an authorised officer to require a third party other than a financial institution to deliver information etc and to provide books, records and other documents in relation to a taxpayer in certain circumstances.

The power may be exercised with the consent of a Revenue Commissioner by

- (a) obtaining a High Court Order – section 902A
- (b) obtaining the consent of the Tax Appeals Commission – section 907A
- (c) giving notice directly to a third party – section 902 (consent of a Principal Officer only required)

This manual deals with the Powers conferred by Section 902 only. Guidance on the use of Powers conferred by Section 902A and 907A are available at [902A](#) and [907A](#)

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

2 Notes on Section

2.1 Definitions

The terms “**books, records or other documents**” and “**liability**” in relation to a person are given a wide meaning. The term “**taxpayer**” is also defined [subsection (1)]

2.2 Serving of Notice on Third Party

The section provides that notwithstanding:

- any obligation as to secrecy or
- other restriction upon disclosure of information imposed by or under statute or otherwise,

an authorised officer may for the purpose of enquiring into a liability in relation to a taxpayer serve on another person (other than a financial institution) a notice in writing requiring that person to do certain things with a specified time. [subsection (2)]

2.3 Precondition

The authorised officer must have reasonable grounds to believe that the third party is likely to have information relevant to the establishment of a liability in relation to the taxpayer, before serving a notice under this section [subsection (3)]

2.4 Content of Notice

The notice may require the person (third party) to do either or both of the following:

- (a) To deliver or make available for inspection by the authorised officer such book, records or other documents as are in the other person’s power, possession or procurement and as contain or may contain information relevant to a liability in relation to the taxpayer,
- (b) To furnish to the authorised officer such information explanations and particulars as the office may reasonably require and as are relevant to any such liability, and which are specified in the notice. [Appendix 1](#) [subsection (2)]

2.5 Meaning of Taxpayer

The persons who may be treated as a taxpayer for the purposes of this section include a person whose identity is not known, a company which has been dissolved or an individual who has died. [subsection (1) and (4)]

2.6 Named Taxpayer

A notice served under this section must, where known, name the taxpayer in relation to whose liability the officer is enquiring. [subsection (5)]

2.7 Taxpayer to be given copy of the Notice

Where a notice under subsection (2) is served on a third party, a copy of the notice must be given to the taxpayer concerned at the time of service of the notice or as soon as is practicable thereafter. Where the identity of the taxpayer is not known at the time of service of the notice then a copy of the notice is to be given to the taxpayer as soon as is practicable after the taxpayer's identity becomes known to the authorised officer. [Appendix 2](#). [subsection (6)]

2.8 Access by third party to records

The third party must be allowed to inspect and copy any books, records or other documents which he or she has delivered and which are retained by the authorised officer. [subsection (7)]

2.9 Authorised Officer may make extracts or copies

The authorised officer may make extracts from or copies of documents made available. [subsection (8)]

2.10 Professional Privilege

No person is obliged to disclose information:

- a) with respect to which a claim legal professional privilege could be maintained in legal proceedings;
- b) of a confidential medical nature;
- c) professional advice given to a client (other than such advice given as part of a dishonest, fraudulent or criminal purpose. [subsection (9)]

It should be noted that in relation to a third party who is a person carrying on a profession, only information, explanations or particulars, or books, records or other documents with respect to which a claim to legal professional privilege could be maintained in legal proceedings; or a of a confidential medical nature do not come within the ambit of subsection (9). The provision that a professional is not required to disclose any information or professional advice of a confidential nature other than such advice as given as part of a dishonest, fraudulent or criminal purpose should also be noted.

2.11 Reasonable Assistance

Where in compliance with a notice under this section, a person makes available for inspection by an authorised officer, books, records or other documents, the person shall afford the officer reasonable assistance including information in relation to the use of all electronic or other automatic means by which the books etc. in non-legible form are capable of being reproduced in legible form. [subsection (10)]

2.12 Penalty

A penalty of €4,000 is provided for the refusal or failure by a person to comply with a notice under this section or for failure to give the assistance provided for in this section. Section 1078 (Criminal Offences) is not to be treated as applying to such failure or refusal. [subsection (11)]

3 Guidelines for Authorised Officers

3.1 Informing Taxpayer

- The taxpayer should first be given the opportunity either to supply the information required (this may be possible by the taxpayer obtaining the information etc. directly from the third party) or to provide a mandate authorising the officer to obtain the information from the third party – unless the officer has good reasons to believe that this may defeat the purpose of the enquiry.
- The taxpayer should, if appropriate be informed briefly by reference to the facts why the information is being sought.
- When the taxpayer is given the opportunity to supply the information he or she should be advised of the authorised officer's power to serve a notice on the third party.
- If the taxpayer refuses to co-operate and it would not defeat the purpose of the enquiry to do so, a letter should be sent to the taxpayer advising him or her of the intention to seek, 10 days after the date of the letter, consent for the issue of a notice under section 902 and referring to the reasons for taking such action.
- If the taxpayer makes representations within the 10 day period as to why a section 902 notice should not be issued, such representations should be considered fully on their merits.
- If the case is one where the officer believes that advance notice to the taxpayer would defeat the purpose of the enquiry the officer should proceed as at point 4.2 and include reasons for believing that advance notice would defeat the purpose of the enquiry

3.2 Preparation of Report

Where no representations are received from the taxpayer within the 10 days, or where any representations made are not accepted, or where the officer believes advance notice to the taxpayer would defeat the purpose of the enquiry, the authorised officer should send a report of the case to his or her Principal Officer/District Manager, provided he or she has reasonable grounds to believe;

- that the third party is likely to have information
- that the information is relevant to the establishment of a liability in relation to the taxpayer and which has not been disclosed to the officer's satisfaction.

3.3 Content of Report

- The officer should state clearly his or her reasons why he or she believes the criteria set out in point 4.2 are satisfied.
- The officer should specify the books, records or other documents of the third party which he or she wishes to inspect in relation to the taxpayer and/or the information explanations or particulars which he or she wishes the third party to supply and which are relevant to the liability of the taxpayer. This

can be a general description as long as it is clear to the third party what is being asked for and in respect of what period.

- The officer should complete a draft of the Form of Notice intended for issue to the third party.
- The information sought should only relate to the period under enquiry.
- The report should set out all relevant facts on a numbered step by step progression including details of any representations made as previously outlined.
- All relevant papers should accompany the submission (tagged as appropriate for ease of reference).

3.4 Time Limit

A period of not less than 30 days i.e. 30 days or more from the date of service of the notice must be allowed for compliance with the notice. This must be shown on the notice. A period of thirty days is generally adequate.

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