

PAIA ANNUAL REPORT DEADLINE EXTENDED TO FRIDAY 12 JULY 2024

The graphic features the text 'Extension Notice' in large red font, followed by 'PAIA Annual Report deadline extended to 12 July 2024' in black. Below this, it states: 'The Information Regulator has extended the deadline for the submission of the PAIA Annual Reports for the 2023/2024 Financial Year.' A red button contains the text 'Visit <https://eservices.inforegulator.org.za>'. To the right is an image of a book titled 'Promotion of Access to Information Act 2 of 2000 & Rules and Regulations' published by the Information Regulator (South Africa). At the bottom left is the Information Regulator (South Africa) logo, and at the bottom right is the tagline 'Ensuring protection of your personal information and effective access to information'.

Section 32 of the PAIA requires the Information Officer (IO) of every public body to submit on an annual basis a report to the Information Regulator in respect of access to information requests received and processed by the public body.

Section 32 of PAIA requires Information Officer of each Public Body to submit annually to the Information Regulator a report stating all requests received and processed by the Public Body.

Section 83(4) of PAIA empowers the Regulator to request the Head of a Private Body to furnish it with reports about requests for access to records of the Private Body.

Information Officers and Heads of Private Bodies must submit their annual PAIA Reports for the 2023-2024 financial year by Friday 12 July 2024. To see the extension notice click on the following link: inforegulator.org.za To be able to submit the PAIA Annual report, the public body IO and private body HPB or DIO must be registered with the Regulator.

For existing businesses that were registered prior to the change of the Information Regulator's website the Information Regulator circulated an email, indicating that current registered Information Officer and/or Deputy Information Officer (DIO) from the previous system will have to start the whole registration process over again on the new portal.

How to:

Step 1 - Register

- 1.1. To register click on this link [E-Services Portal](#). Instructions on how to register can be found [here](#).
- 1.2. Look at the section titled "USER PROFILE MIGRATION". You should be able to use your original registration details in this section to migrate to the new portal. In this section, click on **CLICK HERE** which is highlighted in red.
- 1.3. If you cannot migrate your old profile, register as a new user which may be quicker and more efficient. Click on the registration icon in the top right-hand corner of the screen.
- 1.4. The page that opens now provides for someone to act as "Admin Officer", allowing the Admin Officer to register on behalf of the Information Officer. Note that all Information Officer details are required (ID, title, name, surname, email address, cell phone number etc) to register the Information Officer.
- 1.5. Load the profile on the site by selecting the country, and entering the ID, title, name, surname, email address, cell phone number, and *password*. Note that each ID can only register once on the portal. Click on **REGISTER**.
- 1.6. The link will be sent to the email provided. In your email, click on activate account. It will take you to the IR (Information Regulator) website and click on the red **LOGIN** icon.
- 1.7. Once logged in, an OTP will be sent to the email address registered. Type the OTP in the space provided, and you will be connected to the dashboard.
- 1.8. In the dashboard, go to 'Information Officers' to migrate the IO information from the previous portal. For this, you will need your **previous registration certificate number**. Enter the detail and click on **SEARCH**.
- 1.9. Select the organisation body, organisation type, enter the company registration number, and click on **SEARCH**. The business information will be displayed, with the directors from CIPC.
- 1.10. The information must then be verified. Enter/confirm the required information.
- 1.11. Complete the IO details where it did not pull through.

- 1.12. Once completed, the Deputy Information Officer (DIO) will display, if you have any. This is also where Admin Officers can be added.
- 1.13. On the final registration screen, tick on the box to agree, and click on Register.
- 1.14. The site will confirm the registration and a digital certificate will be emailed to you. Please file this for future use.

Step 2 – Submit the PAIA return

- 2.1. The Regulator has published the PAIA Annual Report Submission Guide – click on the link to print or download it [PAIA Annual Report Submission Guide](#). This guide provides a step-by-step guide to navigate you through the process.
- 2.2. Note that if all your responses to the questions are zero (0), please complete each question with a 0.
- 2.3. Where you have data that report – provide the accurate information by question on the report.
- 2.4. Once you have completed the questionnaire – submit the report.
- 2.5. The Portal confirms the submission and will send a confirmation of submission email. Print this email and file it with your registration information.

Step 3 - Upload your PAIA manual (Optional)

- 3.1. Go back to the services page and select the PAIA Manual icon to upload the PAIA manual.
- 3.2. The screen will display the company, select it.
- 3.3. You can either drag and drop the file or select a file.
- 3.4. Select the language of the file and submit it.

Media Statement

<https://info regulator.org.za/wp-content/uploads/2020/07/Final-Media-Statement-PAIA-Annual-Report-Submission.pdf>

Should public and private bodies experience technical challenges, the PAIA technical support team can be contacted on PaiaSupport@info regulator.org.za or (010) 023 5200.

For any general enquiries kindly contact Adv. Makhwedi Makgopa-Madisa at MMakgopa-Madisa@infoRegulator.org.za or Ms Nokwanda Molefe at Nmolefe@info regulator.org.za.