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INFORMATION REGULATOR (SOUTH AFRICA)
Ensuring protection of your personal information and effective access to information

Address: JD House, 27 Stiemens Street
Braamfontein, Johannesburg, 2001
P.O. Box 31533
Braamfontein, Johannesburg, 2017
Email: Enquiries@inforegulator.org.za

TO: **ALL INFORMATION OFFICERS;**
HEADS OF PRIVATE BODIES; AND
DEPUTY INFORMATION OFFICERS OF PUBLIC AND PRIVATE BODIES

Dear All

INVITATION TO SUBMIT THE 2023/2024 FINANCIAL YEAR ANNUAL REPORTS IN RESPECT OF ACCESS TO INFORMATION REQUESTS RECEIVED & PROCESSED BY THE PUBLIC AND PRIVATE BODIES, IN TERMS OF SECTION 32 AND SECTION 83(4) OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

SUBMISSION DATE: 01 May 20204 - 30 June 2024

The Information Regulator ("Regulator") is a schedule 3A National Public Entity and an independent statutory body established in terms of section 39 of the Protection of Personal Information Act 4 of 2013 ("POPIA"). The Regulator is, among others, empowered to monitor and enforce compliance by public and private bodies with the provisions of the Promotion of Access to Information Act 2 of 2000 (PAIA), in so far as access to information is concerned.

In terms of section 32 of PAIA, the Information Officer ("IO") of every public body must annually submit to the Regulator a report in respect of access to information requests received and processed by the public body. Furthermore, and in accordance with section 83(4) of PAIA, the Heads of Private Bodies ("HPBs") or Deputy Information Officers ("DIOs") are hereby requested to submit to the Regulator, their Annual Reports about requests for access to records received and processed by the private body.

Members: Adv. FDP Tlakula (Chairperson), Adv. LC Stroom Nzama (Full-time Member), Adv. JC Weapond (Full-time Member), Ms. AR Tilley (Part-time Member), Mr. MV Gwala (Part-time Member),

Chief Executive Officer: Mr. M Mosala.

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As part of our efforts to encourage seamless compliance with the provisions of PAIA, the Regulator has developed an online portal for submission of annual reports in terms of sections 32 and 83(4) of PAIA, which portal can be accessed on the Regulator website, https://inforegulator.org.za, or by going directly to the Regulator eServices portal, accessible on https://eservices.inforegulator.org.za. Please note that the portal for submission of access to information Annual Reports will be live from **01 May 2024** and the submission of the said annual reports will close on **30 June 2024.**

Please also note that you will not be able to submit your annual report unless your IO, HPB and DIOs are registered with the Regulator. Please note that **step-by-step guide** on how to register and how to submit your annual report is available on the eServices Portal and Regulator's website. If you are unable to login into the portal or require assistance, please contact the technical support team at Paia-support@inforegulator.org.za or (010) 023 5200.

For any general enquiries relating to the requirement for compliance with section 32 and 83(4) of PAIA, kindly contact Adv. Makhwedi Makgopa-Madisa at MMakgopa-Madisa@infoRegulator.org.za or Ms Nokwanda Molefe at Nmolefe@inforegulator.org.za**.** If you are not satisfactory assisted, you can also contact the Executive responsible for promotion of access to information, Mr Ntsumbedzeni Nemasisi on NNemasisi@infoRegulator.org.za.

DocuSigned by:

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Mr Mosalanyane Mosala

CHIEF EXECUTIVE OFFICER

Date: 22 April 2024

Members: Adv. FDP Tlakula (Chairperson), Adv. LC Stroom Nzama (Full-time Member), Adv. JC Weapond (Full-time Member), Ms. AR Tilley (Part-time Member), Mr. MV Gwala (Part-time Member),

Chief Executive Officer: Mr. M Mosala