



**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

Date: 10 September 2022

TO: ALL INFORMATION OFFICERS & DEPUTY INFORMATION OFFICERS OF THE FOLLOWING PUBLIC BODIES-

- **National Government Departments;**
- **Provincial Departments;**
- **Municipalities; and**
- **All Public Entities listed in the PFMA.**

Dear all

EXTENSION FOR SUBMISSION OF THE ANNUAL REPORT FOR 2021/2022 FINANCIAL YEAR, IN RESPECT OF ACCESS TO INFORMATION REQUESTS RECEIVED & PROCESSED BY THE PUBLIC BODY, IN TERMS OF SECTION 32 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (PAIA)

We have noticed that there are Information Officers or their delegated Deputy Information Officers who have not submitted their annual report. Please note that failure to submit the aforesaid annual report to the Information Regulator ("Regulator") may result in an enforcement action being taken against the Information Officer.

Please note that the Regulator has decided to extend the deadline for submission of Section 32 Annual Report for 2021/2022 Financial Year, to **16 September 2022**. Accordingly, those Information Officers or their delegated Deputy Information Officers who have not submitted their annual report are requested to submit their report through the following online portal- <https://registrations.inforegulator.org.za/sign-up>. Please note below instructions on how to submit your report-

1. Create the profile;
2. The system will send an OTP for security purposes. Please make sure that the correct cellphone number is captured when creating the profile;



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3. Log in onto the system using your email address and password;
4. Select the PAIA Annual Reporting link and complete the requested information; and
5. Once submitted, you will receive an email confirming your submission.

If you are unable to login into portal, please contact Mr. Rodney Lekau or Mr. Thulani Mahlangu at helpdesk@info regulator.org.za.

Yours faithfully

Mr Mosalanyane Mosala
CHIEF EXECUTIVE OFFICER