



INFORMATION REGULATOR (SOUTH AFRICA)

*Ensuring protection of your personal information
and effective access to information*

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

Dear All

EXTENSION FOR SUBMISSION OF THE ANNUAL REPORT FOR 2022/2023 FINANCIAL YEAR (01 April 2022 to 31 March 2023), IN RESPECT OF ACCESS TO INFORMATION REQUESTS RECEIVED & PROCESSED BY THE PUBLIC AND PRIVATE BODIES, IN TERMS SECTION 32 AND SECTION 83 (4) OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (PAIA)

DUE DATE FOR SUBMISSION OF ANNUAL REPORTS: 07 JULY 2023

Due to the challenges with the online portal for submission of annual reports in terms of Section 32 and Section 83(4) of PAIA, the Information Regulator has decided to extend the deadline for submission of Annual Reports for the 2022/2023 Financial Year, to **07 July 2023**.

Accordingly, those Information Officers, heads of private bodies and/or 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/landing>.

Although section 83(4) of PAIA provides that the head of a private body may submit its annual report to the Regulator upon request, the heads of private bodies are encouraged to submit their Annual Report because this is good practice, it encourages transparency and enables the Regulator to assess how members of the public are exercising their constitutional right of access to information and also to report to Parliament in terms of section 84 of PAIA.

Please note below instructions on how to submit your annual report-

1. Create the profile, if you do not have a 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;
3. Log in onto the system using your email address and password created;
4. Select the PAIA Annual Reporting tab 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 us at Paia-support@inforegulator.org.za and for technical queries, please contact as at helpdesk@inforegulator.org.za.

Yours faithfully

DocuSigned by:

Tshepo Boikanyo

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Adv Tshepo Boikanyo

CHIEF EXECUTIVE OFFICER (ACTING)

Date: 30 June 2023