



QUICK GUIDE

SECTION 32 PAIA REPORTING

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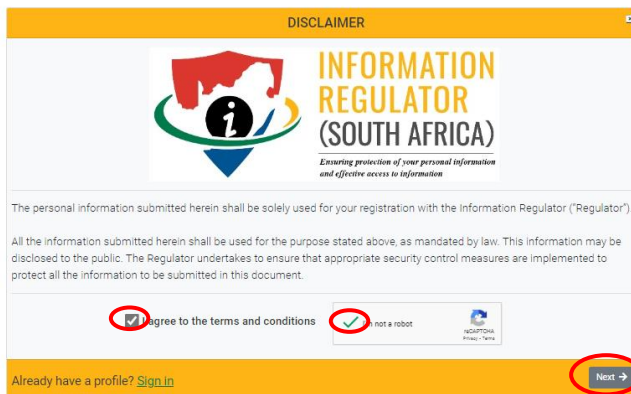
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1. HOW TO REGISTER AS A USER ON THE SYSTEM

- 1.1 Open the link to the Portal : <https://registrations.inforegulator.org.za>
- 1.2 Click on Sign Up



- 1.3 Agree to the Terms and Conditions as well as the "I am not a robot" security feature . Click Next



- 1.4 Complete the form with the correct details. Ensure that password meets the requirements

CREATE YOUR PROFILE *You are required to complete all fields.

Company Name	Email Address
My Name	email@email.co.za
My Last Name	Email Confirmation
Cell Number	email@email.co.za
	Password
	Password Confirmation

Submit (circled in red)

- 1.5 Validate yourself by referring to an OTP on the cellphone number provided. Type your email address and the OTP to be verified on the system. Validate .

- 1.6 Login onto the system using your email address and password
- 1.7 The system will display the following , Choose “Continue to PAIA Reporting”

2. HOW TO REPORT ON ACCESS TO INFORMATION (SECTION 32 of PAIA)

- 2.1 On top of the page , Select “PAIA Annual Reporting

- 2.2 Complete the form for Section 32 and submit

#	DESCRIPTION	# OF REQUESTS
1.	The number of requests for access received	0
2.	The number of requests for access granted in full	0
3.	The number of requests for access granted (in terms of section 46)	0
4.	The number of requests for access refused in full	0
5.	The number of requests for access refused partially	0
6.	The number of cases in which the periods were extended (in terms of section 26(1), as stipulated in section 25)	0
7.	The number of internal appeals lodged with the relevant authority	0
8.	The number of cases in which, as a result of an internal appeal, access was given to a record	0
9.	The number of internal appeals which were lodged on the ground that a request 15 for access was regarded as having been refused in terms of section 2	0
10.	The number of applications to a court which were lodged on the ground that an internal appeal was regarded as having been dismissed in terms of section 77(7)	0