



## **QUICK GUIDE**

# **REGISTRATION PORTAL OF INFORMATION OFFICERS**

## TABLE OF CONTENTS

REGISTRATION OF INFORMATION OFFICERS ( SECTION 55 of POPIA) .....	3
1. HOW TO REGISTER AS A USER ON THE SYSTEM .....	3
2. HOW TO REGISTER AS AN INFORMATION OFFICER AND DEPUTY .....	4
3. APPLICATIONS ON BEHALF OF RESPONSIBLE PARTIES.....	7
REPORT ON ACCESS TO INFORMATION ( SECTION 32 of PAIA ).....	9

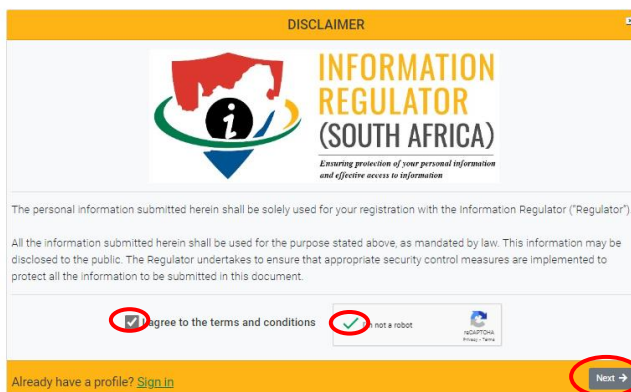
# REGISTRATION OF INFORMATION OFFICERS ( SECTION 55 of POPIA)

## 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 Company Name	Email Address email@email.co.za
First Name My Name	Email Confirmation email@email.co.za
Last Name My Last Name	Password .....
Cell Number +27 123456789	Password Confirmation .....

**← Back**      **Submit**

- 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 "Complete Registration"

## 2. HOW TO REGISTER AS AN INFORMATION OFFICER

- 2.1 **Login** using your email address and password
- 2.2 **Complete** the form ( Section A,B,C,D and E)
- 2.3 Click **Save** to complete at a later stage ( Note that saved applications will be deleted on the system after 48 hours )

2.4 The status bar will indicate your progress ( Note : All Sections should be at 100% before you can submit )

2.5 Click **Submit** when ready

REGISTRATION PORTAL

REGISTRATION DRAFT FORM

Register FOR MYSELF | Register AS AN AGENT/PROXY

Registration Name: This field is required

A: Information Officer | B: Deputy Information Officer(s) | C: Body/Responsible Party | D, E: Statistics & Declaration | F: Summary

Submit Readiness: Mandatory fields for submit are marked with an asterisk (\*)

Section	Progress
OVERALL	0%
Section A	0%
Section B	0%
Section C	0%
Section D, E	0%

The submit readiness guides you on your application progress for all the Sections. The percentage bar should be 100% on all Sections before submitting.

Note: If you do not have a Deputy Information Officer, the status bar will remain 0% at section B.

Please tick below if you wish to submit without a Deputy Information Officer.

Exclude Deputy Information Officer

Save Submit

2.6 Click on Exclude Deputy Information Officer , if there is no Deputy Information Officer

REGISTRATION PORTAL

REGISTRATION DRAFT FORM

Register FOR MYSELF | Register AS AN AGENT/PROXY

Registration Name: This field is required

A: Information Officer | B: Deputy Information Officer(s) | C: Body/Responsible Party | D, E: Statistics & Declaration | F: Summary

Submit Readiness: Mandatory fields for submit are marked with an asterisk (\*)

Section	Progress
OVERALL	0%
Section A	0%
Section B	0%
Section C	0%
Section D, E	0%

The submit readiness guides you on your application progress for all the Sections. The percentage bar should be 100% on all Sections before submitting.

Note: If you do not have a Deputy Information Officer, the status bar will remain 0% at section B.

Please tick below if you wish to submit without a Deputy Information Officer.

Exclude Deputy Information Officer

Save Submit

2.7 Add Deputy information Officers ( if there are any , using the **Save list** feature ). You can add or remove DIOs

REGISTRATION PORTAL

REGISTRATION EDIT FORM

Register FOR MYSELF | Register AS AN AGENT/PROXY

A: Information Officer | B: Deputy Information Officer(s) | C: Body/Responsible Party | D, E: Statistics & Declaration | F: Summary



Save to list will save Deputy Information Officer to the list. Don't forget to press the Update button after.

#	Full Name	Designation	Cell Number	Email	Province
1	[Redacted]	Advocate	[Redacted]	[Redacted]	Gauteng
2	[Redacted]	Lawyer	[Redacted]	[Redacted]	Gauteng

Save to list Clear

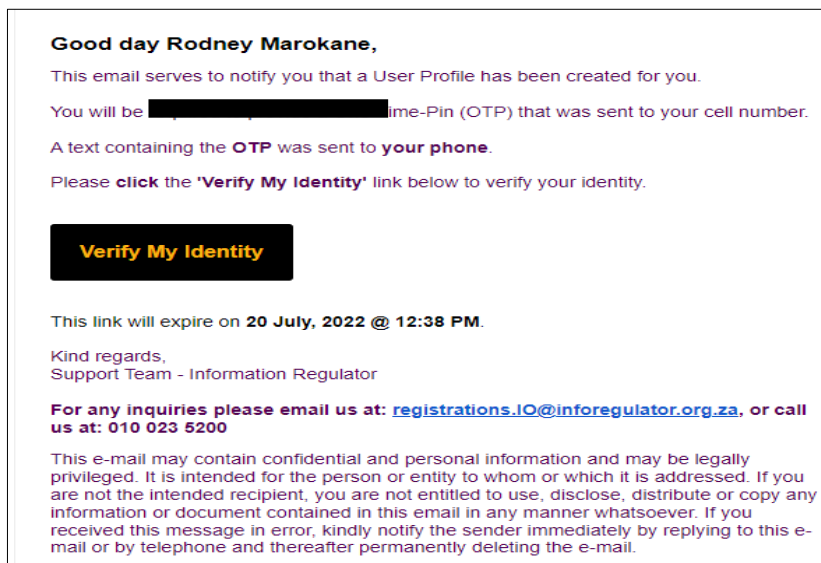
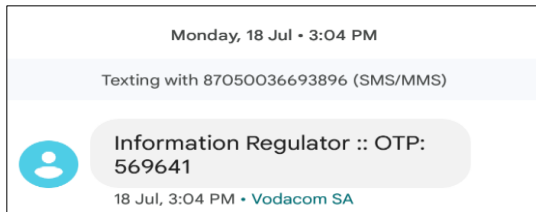
2.8 Registration certificate can be downloaded, or details can be edited.

The screenshot shows the 'REGISTRATION PORTAL' interface. At the top left is the Information Regulator (South Africa) logo. The main header is yellow with the text 'REGISTRATION PORTAL'. Below the header, there are navigation tabs for 'REGISTRATIONS' and 'DE-REGISTER'. A search bar is present with the text 'Type in search text' and a 'SEARCH' button. Below the search bar, there are 'Previous' and 'Next' navigation links. The main content is a table with the following columns: #, CERTIFICATE, COMPANY, REG. NUMBER, REG. AS, BODY TYPE, POSTAL ADDRESS, PROVINCE, INFORMATION OFFICER, CONTACTS, SUBMITTED ON, and ACTIONS. The first row of data is highlighted in grey and contains the following information: # 1, CERTIFICATE 0000008/2022-2023-IRRT/PR, COMPANY Ndumande Beauty, REG. NUMBER 4736817293, REG. AS Automated, BODY TYPE Private, POSTAL ADDRESS 347 Machawe Street, Section A, Siyabuswa 0472, PROVINCE Mpumalanga, INFORMATION OFFICER Admin Officer: Hazel Maleleza, hazeyiew@gmail.com, 079 1443357, 0139874600, Deputy Information Officer(s), CONTACTS 0139874200, info@ndimandebeauty.co.za, www.ndimandebeauty.co.za, SUBMITTED ON 19 Jul 2022, and ACTIONS with a red circle around the download and edit icons.

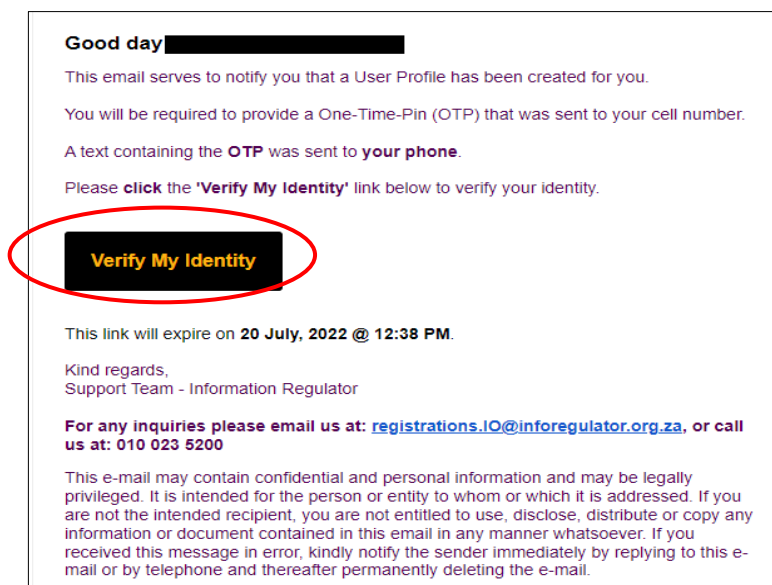
#	CERTIFICATE	COMPANY	REG. NUMBER	REG. AS	BODY TYPE	POSTAL ADDRESS	PROVINCE	INFORMATION OFFICER	CONTACTS	SUBMITTED ON	ACTIONS
1	0000008/2022-2023-IRRT/PR	Ndumande Beauty	4736817293	Automated	Private	347 Machawe Street Section A, Siyabuswa 0472	Mpumalanga	Admin Officer: Hazel Maleleza hazeyiew@gmail.com 079 1443357 0139874600 <a href="#">[Deputy Information Officer(s)]</a>	0139874200 info@ndimandebeauty.co.za www.ndimandebeauty.co.za	19 Jul 2022	 

### 3. APPLICATIONS ON BEHALF OF RESPONSIBLE PARTIES

- 3.1 The Information Regulator employees can register Information Officers on their behalf if an application form is received via email or hand delivered.
- 3.2 Once registration has been completed , The Information Officer will receive an OTP from the Information Regulator , together with an email and a verification link ( see below )



- 3.3 Click on Verify to access E-Portal and confirm the Profile as soon as you get notification as the OTP has limited timeframe. You will be required to validate






3.4 Verify your email and OTP

3.5 After validation you will be required to create a new password and login.

3.6 There after you will be able to log in with new password created and be able to see the application/s that have submitted on your behalf by the Information Regulator.

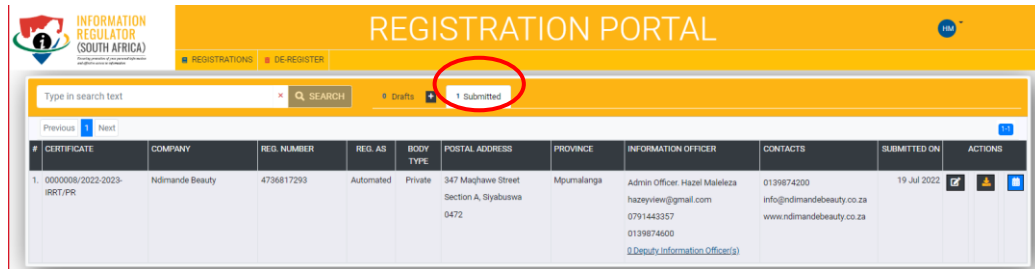
3.7 You can download the certificate , edit your information and register companies .( Please see above a process of registering a new IO)

CERTIFICATE	COMPANY	REG. NUMBER	REG. AS	BODY TYPE	POSTAL ADDRESS	PROVINCE	INFORMATION OFFICER	CONTACTS	SUBMITTED ON	ACTIONS
1. 090008/2022-2025-IRRT/PR	Ndimande Beauty	4736817293	Automated	Private	347 Maghave Street Section A, Sibabuswa 0472	Mpumalanga	Admin Officer: Hazel Maleleza hazeyview@gmail.com 0791443357 0139874600 <a href="#">Deputy Information Officer(s)</a>	0139874200 info@ndimandebeauty.co.za www.ndimandebeauty.co.za	19 Jul 2022	  

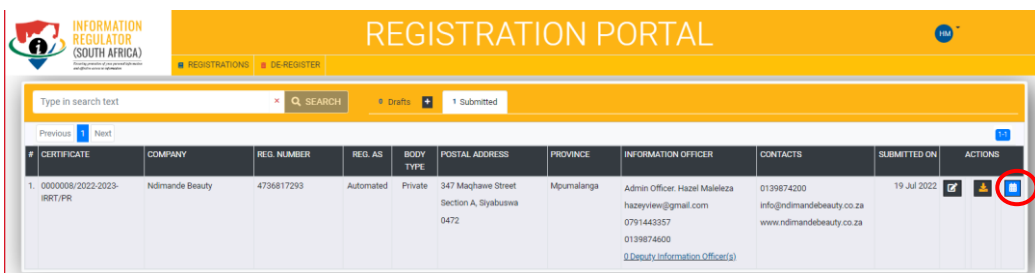


## REPORT ON ACCESS TO INFORMATION ( SECTION 32 of PAIA )

- 4.1 **Login in** on the Registration Portal of Information Officers
- 4.2 If you have been registered as an information Officer , Click on **Submitted** and go to the next section.
- 4.3 If not yet registered , register first as an Information Officer and go to the next section



- 4.4 Click on the on the blue PAIA reporting icon



- 4.3 Complete the form for Section 32 and submit

The screenshot shows a form titled 'PAIA Annual Reporting' for 'MRL HR Consultants'. It contains a table with 10 rows, each representing a different category of requests. The columns are '#', 'DESCRIPTION', and '# OF REQUESTS'. The '# OF REQUESTS' column contains input fields, all of which currently show '0'. At the bottom right of the form, there are 'Cancel' and 'Submit' buttons. A red circle highlights the 'Submit' button.

#	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