



# INFORMATION REGULATOR (SOUTH AFRICA)

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

## **MEDIA ALERT**

### **PUBLIC AND PRIVATE BODIES INVITED TO SUBMIT PAIA ANNUAL REPORTS FOR 2024-2025**

**17 MARCH 2025**

The Information Regulator (Regulator) invites all public and private bodies to submit their Annual Reports for the year 2024-2025 on access to information requests received and processed. **The submission period will open on 01 April 2025 and close on 30 June 2025.**

In terms of section 32 of the Promotion of Access to Information Act (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.

The objective of the submission is to determine whether public and private bodies receive and record requests for information. The data from the reports will provide an outline of the status of compliance with PAIA and its implementation in public and private bodies. Furthermore, the report requires bodies to indicate whether the requests for information that were received were responded to within the time frames stipulated in PAIA and whether there were any internal appeals and the outcomes of those appeals. This will also help to ascertain the usage of PAIA by members of the public when it comes to access to information.

As part of our efforts to facilitate seamless compliance with PAIA, the Regulator has developed an online submission platform for Annual Reports. This functionality is available under the eServices portal, which can be accessed via the Regulator's website at <https://inforegulator.org.za>, or by going directly to the Regulator eServices portal, accessible on <https://eservices.inforegulator.org.za>.

Please note that bodies will not be able to submit their Annual Reports unless the IOs, HPBs and DIOs are registered with the Regulator. To assist bodies, step-by-step guides on how to register and to submit the Annual Reports are available on the eServices portal. For technical support the technical support team may be reached on [Paia-support@inforegulator.org.za](mailto:Paia-support@inforegulator.org.za) or (010) 023 5200. Organisations are strongly encouraged to familiarise themselves with the portal in advance and complete submissions early to avoid last minute technical issues.

For any general enquiries relating to the requirement for compliance with section 32 and 83(4) of PAIA, kindly contact the Senior Compliance and Monitoring Officer, Ms. Sewela Seshoeni at [Sseshoeni@info regulator.org.za](mailto:Sseshoeni@info regulator.org.za) . If you are not assisted, you can also contact the Acting Executive responsible for PAIA, Adv. Makhwedi Makgopa-Madisa at [MMakgopa-Madisa@infoRegulator.org.za](mailto:MMakgopa-Madisa@infoRegulator.org.za) .

**For media enquiries contact Ms. Nomzamo Zondi on 078 674 2598 or [Nzondi@info regulator.org.za](mailto:Nzondi@info regulator.org.za)**

**ISSUED BY THE INFORMATION REGULATOR OF SOUTH AFRICA.**