



**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@info regulator.org.za

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

Dear All

**INVITATION TO SUBMIT THE 2024/2025 FINANCIAL YEAR ANNUAL REPORTS IN
RESPECT OF ACCESS TO INFORMATION REQUESTS RECEIVED & PROCESSED BY THE
PUBLIC AND PRIVATE BODIES, IN TERMS OF SECTION 32 AND SECTION 83(4) OF THE
PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 SUBMISSION DATE: 01 APRIL
2025 - 30 JUNE 2025**

The Information Regulator (“Regulator”) is a schedule 3A National Public Entity and an independent statutory body established in terms of section 39 of the Protection of Personal Information Act 4 of 2013 (“POPIA”). The Regulator is, among others, empowered to monitor and enforce compliance by public and private bodies with the provisions of the Promotion of Access to Information Act 2 of 2000 (“PAIA”), in so far as access to information is concerned.

In terms of section 32 of 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.

As part of our efforts to facilitate seamless compliance with PAIA, the Regulator has developed an online submission platform for Annual Reports in terms of sections 32 and 83(4) of PAIA. This functionality is available under the eServices portal, which can be accessed via the Regulator’s website at <https://info regulator.org.za>, or by going directly to the Regulator eServices portal, accessible on <https://eservices.info regulator.org.za>.

Members: Adv. FDP Tlakula (Chairperson), Adv. LC Stroom (Full-time Member), Adv. JC Weapond (Full-time Member), Ms. AR Tilley (Part-time Member), Mr. MV Gwala (Part-time Member),


Chief Executive Officer: Mr. M Mosala.

The portal for submission of access to information Annual Reports will be accessible from the eServices portal and the submission period will open from **01 April 2025** and close on **30 June 2025**. Please note that the body will not be able to submit the Annual Report unless the IO, HPB 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 and Regulator's website. If you are unable to login into the portal or require assistance, please contact the technical support team at Paia-support@info regulator.org.za or (010) 023 5200. We strongly encourage organisations 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 Ms Sewela Seshoeni at Sseshoeni@info regulator.org.za, Senior Compliance and Monitoring Officer. If you are not satisfactorily assisted, you can also contact the Executive responsible for Promotion of Access to Information, Adv Makhwedi Makgopa-Madisa at MMakgopa-Madisa@infoRegulator.org.za.

Yours faithfully,

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Mr Mosalanyane Mosala

CHIEF EXECUTIVE OFFICER

06-Mar-2025 | 17:59 SAST

Date:.....