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

Dear All

**INVITATION TO SUBMIT THE 2025/2026 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 2026 - 30 JUNE 2026**

The Information Regulator (“Regulator”) is 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, Annual Reports about requests for access to records received and processed by the private body.


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://inforegulator.org.za>, or by going directly to the Regulator eServices portal, accessible on <https://eservices.inforegulator.org.za>.

The submission period will open from **01 April 2026** and close on **30 June 2026**. Please note that bodies 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 the Regulator's website. However, technical support remains available should there be a need. For any assistance with logging into the portal or online submission, please contact the technical support team through the iSupport portal accessible on <https://eservices.inforegulator.org.za/isupport>

For general enquiries relating to the requirement for compliance with section 32 and 83(4) of PAIA, kindly contact Ms Sewela Seshoeni, Senior Compliance and Monitoring Officer at Sseshoeni@inforegulator.org.za or Adv Makhwedi Makgopa-Madisa, Senior Manager: Compliance and Monitoring at MMakgopa-Madisa@inforegulator.org.za. You may also contact the Executive responsible for Promotion of Access to Information, Mr Mukelani Dimba at MDimba@inforegulator.org.za for any unresolved enquiries.

Yours faithfully,

DocuSigned by:

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Mr Mosalanyane Mosala
CHIEF EXECUTIVE OFFICER

25-Mar-2026 | 22:36 SAST

Date:.....