



**INFORMATION  
REGULATOR  
(SOUTH AFRICA)**

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

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Date: 06 October 2023

**TO ALL:**

**Directors General of National Departments  
Directors General of Provincial Governments  
Heads of Provincial Governments  
Municipal Managers  
Deputy Information Officers**

Dear All

**COMPLIANCE NOTICE IN TERMS OF SECTION 83(3)(d) OF THE PROMOTION OF ACCESS  
TO INFORMATION ACT 2 OF 2000**

The Information Regulator (“Regulator”) is a statutory body established in terms of section 39 of the Protection of Personal Information Act 4 of 2013. 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”).

The Minister of Justice and Correctional Services has, on 27 August 2021, gazetted the Regulations relating to the Promotion of Access to Information, 2021 (“PAIA Regulations”). In terms of PAIA Regulations, regulation 17(1) thereof, the following Forms have been repealed-

- **Form A** (Request for access to record of a public body);
- **Form B** (Notice of Internal Appeal); and
- **Form C** (Request for access to record of private body).

The Regulator has noticed that there are some private and public bodies that still have the above-mentioned Forms on their websites and this practice is hampering the right of access to information.

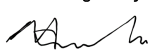
In accordance with section 83(3)(d) of PAIA, you are hereby requested to ensure that the following prescribed forms are uploaded on the websites of the public or private bodies-

- Form 02: [Request for Access to Record](#) [Regulation 7]- **Public & Private Bodies.**
- Form 03: [Outcome of request and of fees payable](#) [Regulation 8]- **Public & Private Bodies.**
- Form 04: [Internal Appeal Form](#) [Regulation 9]- **Public Bodies only.**

In order to ensure that the provision of reasonable access to the records of public and private bodies swiftly, inexpensively and effortlessly, the above prescribed PAIA Forms must be uploaded to the websites of all public and private bodies within fourteen (14) days of receipt or publication of this notice.

For any enquiries relating to this notice, kindly contact Ms. Nomzamo Zondi at [NZondi@infoRegulator.org.za](mailto:NZondi@infoRegulator.org.za).

Issued by

DocuSigned by:  
  
886A33C70AA944F...  
Mr Mosalanyane Mosala  
**CHIEF EXECUTIVE OFFICER**