

PAIA Report Deadline – 30 June 2024

24 June 2024 2 min read

Attention all private and public entities; the deadline for submission of your report detailing all the requests for access to information received and processed in terms of the Promotion of Access to Information 2 of 2000 (“**PAIA**”) is swiftly approaching. These mandatory reports must be submitted by latest **30 June 2024**.

The submission of the PAIA report is mandatory for both public and private entities^[1] and must be submitted through the eServices Portal of the Information Regulator (“**Regulator**”) [here](#). It is the responsibility of the Information Officer to submit the report.

The report must cover, for the period from **1 April 2023 – 31 March 2024**, –

What must be covered in the PAIA report?	
The number of requests for access received	The number of requests for access granted in full
The number of requests for access granted in terms of section 46 which deals with the mandatory disclosure in public interest	The number of requests for access refused in full and refused partially and the number of times each provision of PAIA was relied on to refuse access in full or partial
The number of cases in which the prescribed periods were extended	The number of internal appeals lodged and number of cases in which, as a result of an internal appeal, access was given to a record
The number of internal appeals which were lodged on the ground that a request for access was regarded as having been deemed refused	The number of applications to a court which were lodged on the ground that an internal appeal was regarded as having been dismissed

To assist with the submission of the PAIA report, the Regulator has published a step-by-step guide on how to submit the PAIA report available [here](#).

Failure to submit the PAIA report timeously can expose your organisation to significant risk for non-compliance with PAIA if investigated by the Regulator.

Act now, and make sure your organisation meets the **30 June 2024** deadline. If you require assistance with preparing your PAIA report, please do not hesitate to contact us.

[1] For public entities, the requirement emanates from section 32 of PAIA. For private entities, the requirement emanates from section 83(4) of PAIA.



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