



## **NADA Legal & Compliance Members | PAIA Annual Returns Submission Window Will Open On 1 April 2025**

This serves as a reminder and guidance regarding the upcoming compulsory PAIA annual return submission to the Information Regulator.

The submission window for the PAIA annual return will open on **1 April 2026**.

This requirement applies to all public and private bodies, irrespective of whether any PAIA requests were received during the reporting period.

### **Purpose of the PAIA Annual Return**

The PAIA annual return enables the Information Regulator to assess whether organisations:

- receive PAIA requests
- record requests accurately
- respond within prescribed PAIA timeframes
- receive internal appeals and the outcomes of those appeals

The information collected assists the Regulator in monitoring access to information and assessing overall PAIA awareness and compliance levels.

### **Is Submission Compulsory?**

**Yes.** Submission is mandatory for all entities.

- Where no PAIA requests were received, a NIL return must still be submitted
- Every entity is required to complete and submit the return without exception

### **Information Required**

The PAIA annual return will require, among other things:

- the number of PAIA requests received
- whether responses were provided within statutory timeframes
- details of internal appeals lodged and the outcomes thereof

### **Reporting Period**

The reporting period covered by the return is: **1 April 2025 - 31 March 2026**

### **Submission Deadline**

All PAIA annual returns must be submitted by **30 June 2026**.

### **Method of Submission**

Returns must be submitted via the Information Regulator e-Services Portal, which will be accessible from **1 April 2026**.

### **Consequences of Non-Submission**



Failure to submit the PAIA annual return will constitute non-compliance and may result in:

- administrative sanctions
- enforcement action against the Information Officer and or the organisation

Members are encouraged to ensure that appropriate internal processes are in place well ahead of the submission deadline.

**ENDS**