

Companies with a website

PAIA Manuals issued before 1 March 2023
(see "Update" date at the bottom of the cover page of your Manual)

1) To access the PAIA generator on SEESA Profile, log on to the SEESA Profile website using an ID Number and password. (<https://profile.seesa.co.za>)

Click on Menu (that is, the 3 lines in the top left hand corner of the screen). Click 'Consumer Protection' and then on the 'PAIA' tab.

2) Click the dropdown tab to ensure that all fields have been completed. (a green tick will be visible if the fields have been completed, you may however wish to re-check the information listed as it may require updating)

- if **completed**, resubmit the Manual by scrolling down and clicking the 'submit' tab located at the bottom left hand corner of the screen.

- if **incomplete**, complete the outstanding fields and submit thereafter as indicated above.

3) The Manual will be reviewed and you will thereafter receive a notification as to whether it was approved. If approved, you may then download the Manual from the PAIA generator by clicking the "Download existing" tab.

If declined, forward your legal advisor your log in details so that they may assist you therewith.

4) **The approved Manual must:**

- be signed by the Information Officer;
- linked, together with the Forms, to the Company website;
- the following forms (attached to the email) must also be linked separately on the website in order to comply with the Instructions of the Information Regulator:
 - Form 02: Request for Access to Records; and
 - Form 03: Outcome of request and fees payable.

PAIA Manuals issued on or after 1 March 2023:
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You have the latest version of the Manual.

Please ensure that you attend to the following:

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1) Access the PAIA generator on SEESA Profile.

2) Click the dropdown tab to ensure that all fields have been completed.

- if yes, resubmit the Manual by clicking the 'submit' tab located at the bottom left of the screen.

- if no, complete the outstanding fields and submit thereafter as indicated above.

3) If all fields have been correctly completed, it will be approved by SEESA. You will receive a notification of such approval and you may then download your Manual from the PAIA generator.

4) Once you have downloaded the Manual, it must be signed by the Information Officer and filed.

5) Please ensure that a copy of the said Manual is available for review by anyone requesting access.

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Please ensure that a copy of the said document is available for review by anyone requesting access.