

INTERNAL MEMO

Reference No.

ATTENTION: CHIEF EXECUTIVE OFFICER

FROM: MANAGER: LEGAL SERVICES

SUBJECT: ENDORSEMENT OF PAIA MANUAL TRANSLATIONS FOR THE ELIDZ WEBSITE AND
APPROVAL OF SECTION 15 NOTICE

DATE: 23/09/2025

1. PURPOSE

The purpose of this memorandum is to obtain approval from the CEO (Information Officer) of the ELIDZ with regard to the updating of the ELIDZ Promotion of Access to Information Act (PAIA) manual and uploading the same on the ELIDZ website as well as the endorsement of the Section 15 Notice.

2. BACKGROUND

The ELIDZ has a legislated obligation to provide a PAIA manual for the public to access. It is confirmed that the existing PAIA manual and the section 15 notice are updated on an annual basis and this process has been concluded for the 2025/26 Financial Year.

3. LEGAL REVIEW

The PAIA manual has been reviewed and will be included for signature by the CEO. The amendments as listed were in relation to the following:

1. Version updated to include latest numbering from 4 to 5 on the front cover.
2. Manual revised to verify form 2 of the manual as per the email received from the CEO from the information regulator. Form 2 appears standard and is a direct replication of Form 2 which is obtainable on the information regulators website <https://inforegulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form02-Reg7.pdf>
3. A further form has been included in relation to the appeal process. Internal Appeal form 4 has been included at page 26 – 29.

These amendments have been duly incorporated and will be included in the translations in IsiXhosa and Afrikaans.

4. SECTION 15 NOTICE

There have been no further amendments included for the notice.

5. ANNEXURES

- PAIA Manual, English for approval
- Section 15 Notice, for approval

6. RECOMMENDATION

It is the submission of Legal Services that the CEO as the Information Officer of the ELIDZ approves the amendments to the PAIA manual, endorses the public dissemination of the PAIA manual as amended with its translations on the ELIDZ official website and further endorses the submission of the Section 15 PAIA Notice to any relevant body that requires the said document.

Prepared by:

Matthew Bell



Signed by Matthew Bell, matthew@elidz.co.za

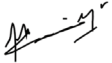
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Matthew Bell

Acting Legal Services Manager

Recommended by:



Signed by Vernon Moonieya, vernon@elidz.co.za

30/09/2025 08:46:12(UTC+02:00)



Mr Vernon Moonieya

Acting Executive Manager: Corporate Affairs

Approved by:



Signed by Tembela Zweni, thembela@elidz.co.za

30/09/2025 09:59:43(UTC+02:00)



Mr Tembela Zweni

Chief Executive Officer