

Promotion of Access to Information Act (PAIA) Manual for retirement funds



Recently, the Information Regulator issued a revised PAIA manual template. We have drafted a PAIA manual specifically for retirement funds.

It is available for R5 500 (excluding VAT) per fund.

Our manual does not look or read exactly the same as the Information Regulator's template manual. This is allowed. We believe our template has improved on that of the Information Regulator's for the following reasons:

1. It is in plain language and contains fewer references to legislation
2. It contains useful definitions
3. It refers to external documents (like the Guide issued by the Information Regulator or the Fund's Data Protection Policy/ Privacy Notice) rather than repeating the content
4. It summarises what is contained in the Guide more succinctly than the Information Regulator's template manual
5. It is gender neutral
6. It contains reference to POPIA justifications relied on by the fund
7. It complies with the recently issued PAIA Regulations, and
8. **It contains specific retirement fund content that we have pre-populated for you related to the various compulsory sections of the manual.**

The manual also contains a voluntary section in line with the new PAIA Regulations: i.e. information that is automatically available without a formal PAIA request (section 52 information).

Please email the following email address, should you wish to purchase the manual or require further information: cantint@icts.co.za

(P.S. The updated manual is available free of charge to our clients that purchased the POPIA Package for retirement funds from us.)

All retirement
funds must have a
PAIA manual from
31 December 2021
(when the exemption
falls away).