

**FORM D**  
**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:**  
**(Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000) ("PAIA"))**  
**[Regulation 5A]**

- Section (15)(1)(a) & (b) of the Promotion of Access to Information Act, 2000.
- The records below may be accessed / obtained by requesters from the Department without the need to submit a request form in terms of section 18 of PAIA.
  - *Records available for inspection.*
  - *Copies of records may be made available to requesters.*
  - *Records available on DHA Website (\*Free of charge).*
  - *Records may be requested from the Department in writing per e-mail or other form.*
  - *Reproduction fee may be payable for some records (search, preparation and copying).*
  - *Specific instructions may apply in respect of certain records.*

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**1. BRANCH: FINANCE AND SUPPLY CHAIN MANAGEMENT**

#	Categories of records	Description of records	Submit to / enquiries:
(i)	Procurement records	<ul style="list-style-type: none"> <li>List of Tenders issued.</li> <li>List of Bids Awarded.</li> <li>List of Bids Cancelled.</li> </ul>	Chief Directorate: Supply Chain Management
(ii)	Financial records	<ul style="list-style-type: none"> <li>Annual financial statements.</li> </ul>	Chief Directorate: Financial Management
(iii)	Policies	<ul style="list-style-type: none"> <li>Mobile communication services Policy (Cell-phones + other).</li> <li>Records Management Policy.</li> <li>Archives Management Policy.</li> </ul>	Chief Directorate: Property and Facilities Management

**2. BRANCH: IMMIGRATION SERVICES**

**\*Instructions:** information under this section may only be shared with the personal requester as defined in PAIA (*requester seeking access to a record containing personal information about the requester*), or any person on the written instruction of the requester. Request must be accompanied by proof of identification of the requester and, where applicable, proof of identification of the person making a request on behalf of the requester.

#	Categories of records	Description of records	Submit to / enquiries:
(i)	Asylum Seeker Records	<ul style="list-style-type: none"> <li>Completed application Form, including record of Refugee Status Determination Officer decision. (subject to PAIA &amp; POPIA where applicable).</li> </ul>	<ul style="list-style-type: none"> <li>Relevant Refugee Reception Office.</li> <li>Standing Committee for Refugee Affairs (where applicable).</li> <li>Refugee Appeals Authority of South Africa (where Applicable).</li> </ul>

#	Categories of records	Description of records	Submit to / enquiries:
(ii)	Visa Records	<ul style="list-style-type: none"> <li>Completed visa application Form, including record of Immigration Officer decision (subject to PAIA &amp; POPIA where applicable).</li> </ul>	Chief Directorate: Permits
(iii)	Movement Control	<ul style="list-style-type: none"> <li>Movement records through ports of entry. (subject to PAIA &amp; POPIA where applicable).</li> </ul>	<ul style="list-style-type: none"> <li>Chief Directorate: Ports of Entry.</li> <li>Border Management Authority (where applicable).</li> <li>Refugee Appeals Authority of South Africa (Where Applicable).</li> </ul>

**BRANCH: CIVIC SERVICES**

**\*Instructions:** information under this section may only be shared with the personal requester as defined in PAIA (*requester seeking access to a record containing personal information about the requester*), or any person on the written instruction of the requester. Request must be accompanied by proof of identification of the requester and, where applicable, proof of identification of the person making a request on behalf of the requester.

#	Categories of records	Description of records	Submit to / enquiries:
(i)	Birth Registration Records	<ul style="list-style-type: none"> <li>Certificate containing birth registration details, and related information. (subject to PAIA &amp; POPIA where applicable)</li> </ul>	Nearest DHA Office
(ii)	Marriage Registration Records	<ul style="list-style-type: none"> <li>Certificate containing marriage registration details, and related information. (subject to PAIA &amp; POPIA where applicable).</li> </ul>	Nearest DHA Office
(iii)	Identity Information Records	<ul style="list-style-type: none"> <li>Particulars submitted and recorded in relation to identification registration.</li> </ul>	Nearest DHA Office

**3. BRANCH: HUMAN RESOURCE MANAGEMENT**

#	Categories of records	Description of records	Submit to / enquiries:
(i)	Policies	<ul style="list-style-type: none"> <li>Human Resources Policy.</li> <li>Recruitment and selection policy.</li> <li>Performance management policy.</li> <li>Grievance rules.</li> </ul>	Branch: Human Resource Management
(ii)	Plans and reports	<ul style="list-style-type: none"> <li>Employment equity plan.</li> <li>Annual Employment equity report.</li> </ul>	Branch: Human Resource Management

**4. BRANCH: OPERATIONS**

#	Categories of records	Description of records	Submit to / enquiries:
(i)	Policies	<ul style="list-style-type: none"> <li>Immigration Policy.</li> <li>Refugees Policy.</li> <li>Other policies published by the DHA.</li> </ul>	Chief Directorate: Strategy and Institutional Performance
(ii)	Plans	<ul style="list-style-type: none"> <li>Strategic plans.</li> <li>Annual performance plans.</li> <li>Key Performance indicator sheets</li> </ul>	Chief Directorate: Strategy and Institutional Performance
(iii)	Legislation	<ul style="list-style-type: none"> <li>Legislation administered by DHA.</li> <li>DHA Bills (Published).</li> </ul>	Chief Directorate: Legal Services

\*Instructions on next page

**INSTRUCTIONS:**

- ❖ Requesters must identify the records requested from the tables set-out above, and use the e-mail address provided for submission of request.
- ❖ A requester must include their telephone number, cellphone number, and attach proof of identity.
- ❖ If a request is made on behalf of another person, the requester must, in addition to the above, submit proof of authorization (*written instruction by the person to whom the record relate*).

SIGNATURE: 

NAME: MR L. T. MAKHODE

DESIGNATION: DIRECTOR-GENERAL

DEPARTMENT OF HOME AFFAIRS

DATE: 04 July 2024 .