

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 PAIA.*
- 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"> List of Tenders issued. List of Bids Awarded. List of Bids Cancelled. 	Chief Directorate: Supply Chain Management lindiwe.sibeko@dha.gov.za
(ii)	Financial records	<ul style="list-style-type: none"> Annual financial statements. 	Chief Directorate: Financial Management lindiwe.sibeko@dha.gov.za
(iii)	Asset register	<ul style="list-style-type: none"> Cell-phones. Vehicles. 	Chief Directorate: Property and Facilities Management lindiwe.sibeko@dha.gov.za
(iv)	Policies	<ul style="list-style-type: none"> Mobile communication services Policy (Cell-phones + other). Records Management Policy. Archives Management Policy. 	Chief Directorate: Property and Facilities Management lindiwe.sibeko@dha.gov.za

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"> Completed Application Form, including record of Refugee Status Determination Officer decision. (subject to PAIA & POPIA where applicable). 	Chief Directorate: Asylum Seeker Management lindiwe.sibeko@dha.gov.za

(ii)	Visa Records	<ul style="list-style-type: none"> Completed Visa Application Form, including record of Immigration Officer decision (subject to PAIA & POPIA where applicable). 	Chief Directorate: Permits lindiwe.sibeko@dha.gov.za
(iii)	Movement Control	<ul style="list-style-type: none"> Movement records through ports of entry. (subject to PAIA & POPIA where applicable). 	Chief Directorate: Ports of Entry lindiwe.sibeko@dha.gov.za

3. 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"> Certificate containing birth registration details, and related information. (subject to PAIA & POPIA where applicable) 	Chief Directorate: Back Office Status Services lindiwe.sibeko@dha.gov.za
(ii)	Death Registration Records	<ul style="list-style-type: none"> Certificate containing death registration details, and related information. (subject to PAIA & POPIA where applicable). 	Chief Directorate: Back Office Status Services lindiwe.sibeko@dha.gov.za
(iii)	Marriage Registration Records	<ul style="list-style-type: none"> Certificate containing marriage registration details, and related information. (subject to PAIA & POPIA where applicable). 	Chief Directorate: Back Office Status Services lindiwe.sibeko@dha.gov.za
(iv)	Identity Information Records	<ul style="list-style-type: none"> Particulars submitted and recorded in relation to identification registration. 	Chief Directorate: Back Office ID Processing lindiwe.sibeko@dha.gov.za

4. BRANCH: HUMAN RESOURCE MANAGEMENT

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

5. BRANCH: INSTITUTIONAL PLANNING AND SUPPORT

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

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(iv)	Tariffs	<ul style="list-style-type: none">• Fees for services rendered by DHA.	Chief Directorate: Legal Services lindiwe.sibeko@dha.gov.za
(v)	Communications	<ul style="list-style-type: none">• Statements and speeches	Chief Directorate: Communications lindiwe.sibeko@dha.gov.za

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*).
 - ◆ Reproduction fee may be payable for copies of records.
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SIGNATURE: _____

NAME: MR L. T. MAKHODE

DESIGNATION: DIRECTOR-GENERAL

DEPARTMENT OF HOME AFFAIRS

DATE: 18 May 2023