



## **DIPLOMATIC IMMUNITIES AND PRIVILEGES (DIAP) CIRCULAR NO 03 OF 2024**

The Department of International Relations and Cooperation of the Republic of South Africa presents its compliments to Diplomatic Missions and International Organisations accredited to the Republic of South Africa and has the honour to inform that the Department is conducting its **Annual Property Audit**, required by law, on all Diplomatic, Consular or International Organisations' properties, owned or leased and used as a chancery, consular office, official residence and residences of transferred staff members.

Diplomatic and Consular Missions as well as International Organisations are required to complete the attached Property Audit Spreadsheet, also available from the DIRCO website, [www.dirco.gov.za](http://www.dirco.gov.za), (click on State Protocol and then Diplomatic Immunities and Privileges). The completed spreadsheet, title deeds, Note Verbale and DIRCO approvals for Foreign Government Owned Chanceries and Official Residences must be returned by **16 June 2024**, electronically to [mcubej@dirco.gov.za](mailto:mcubej@dirco.gov.za). All spreadsheets must be returned in excel format and must not be converted to other formats or documents.

Should Diplomatic Missions and International Organisations fail to submit the property audit and required documents by the deadline indicated above, the payment of rates and taxes on properties registered with the Department will be terminated. Diplomatic ntaxes with effect from **17 June 2024**, or until compliance with this request is confirmed.

The Department wishes to draw particular attention to the legal requirements governing all properties referred to above, i.e. Article 12 (1) of the Diplomatic Immunities and Privileges Act, 37 of 2001, states:

"All Foreign Mission or Consular posts, the United Nations and all Specialised Agencies or Organisations referred to in this Act, must submit a written request to the Director-General for acquiring, constructing, relocating, renovating, replacing, extending or leasing immovable property in the Republic in the name of or on behalf of -

- (a) The Mission or post or its government
- (b) The United Nations
- (c) The specialised agency or organisation in question

The Department of International Relations and Cooperation of the Republic of South Africa avails itself of this opportunity to renew to Diplomatic Missions and International Organisations accredited to the Republic of South Africa the assurances of its highest consideration.



PRETORIA  
17 April 2024

Diplomatic Missions and International Organisations  
accredited to the Republic of South Africa  
PRETORIA