



DIPLOMATIC IMMUNITIES AND PRIVILEGES (DIAP) CIRCULAR NO 1 OF 2025

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 an **Annual Audit on Registered Signatories**. The authorised signatories for the following official documents must be registered with the Department:

- Approval of Customs Clearance Certificates for the importation and purchase of duty-free goods and motor vehicles in terms of the Customs and Excise Act, Act No 91 of 1964. Registered signatories shall be the Head of Mission to authorise all customs clearance certificates for Diplomatic and Consular Missions, International Organisations, and other offices under their control. (Refer to **Annexure A**).
- Note Verbale initialing. This includes all Notes Verbales sent to State Protocol and Consular Services, such as applications for Identity Cards, Temporary Residence Visa requests, vehicle registration, purchase and lease of properties, etc. Registered signatories shall be the Head of Mission or the Head of Office, and/or a senior transferred representative designated by the Head of Mission, to initial Notes Verbales sent to the Department of International Relations and Cooperation. (Refer to **Annexure B**).
- Delivery and collection of official mail signatures at the Main Reception. Registered signatories shall be authorised by the Head of Mission or the Head of Office for members of staff to deliver and collect official mail. (Refer to **Annexure C**).
- Missions are advised that the audit signature forms, attached herewith, are available electronically on the Department's website www.dirco.gov.za. Go to "Services", "State Protocol" and then click on "Diplomatic Immunities and Privileges" (DIAP). The

completed audit forms must be returned by e-mail to Mr NG Sombane, sombaneg@dirco.gov.za not later than **3 February 2025**. All three audit signature lists are required, electronically, to ensure that all Protocol Officials will have immediate access to specimen signatures for verification purposes.

Missions that did not comply with the submission of updated specimen signatures are advised that no documents will be accepted as from **04 February 2025**, until compliance with this request is confirmed.

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
20 January 2025

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