



STATE PROTOCOL CIRCULAR NO 1 OF 2025

The Department of International Relations and Cooperation (DIRCO) 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 refer to **State Protocol Circular No 22 of 2022** informing Foreign Missions that the Foreign Service Act (FSA), No 26 of 2019, entered into force on 25 August 2022.

The Department wishes to remind Foreign Missions that DIRCO is responsible for conducting and coordinating international relations and cooperation of the Republic at bilateral, regional, and multilateral levels through the Foreign Service abroad and through interactions with foreign representatives in the Republic, in accordance with the foreign policy of the Republic. In terms of the Vienna Convention on Diplomatic Relations, 1961, Article 41 (2) All official business with the receiving State entrusted to the mission by the sending State shall be conducted with or through the Ministry for Foreign Affairs of the receiving State or such other ministry as may be agreed. The afore-mentioned Convention as well as the Vienna Convention on Consular Relations, 1963 have been incorporated in the Diplomatic Immunities and Privileges Act, No 37 of 2001. Para 3 (a) to (g) of the FSA furthermore confirms that the Department of International Relations and Cooperation is the responsible Ministry for conducting all diplomatic communications between the Republic and foreign States, international organisations, or entities.

The Department furthermore wishes to remind Foreign Missions that all communication between Foreign Missions and the South African Government must be channelled through DIRCO including requests for meetings with other national, provincial, and local government departments. Communication regarding bilateral or multilateral matters to be forwarded to the various geographical / political desks either by email or delivery to Internal Mail in the DIRCO basement, whilst State Protocol and Consular Services matters should be sent directly to State Protocol either by email or

delivery (e.g. original documents) to the Main Reception. The delivery and collection of documents by Foreign Missions is from Mondays to Fridays, 08h30 to 12h30, excluding public holidays. Requests for meetings with the Minister, Deputy Ministers, or Director-General to be forwarded to the relevant geographical desk and not directly to the principals. Communication received by the principals will be referred to the geographical desks for action.

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



PRETORIA
12 February 2025

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