



DIPLOMATIC IMMUNITIES AND PRIVILEGES (DIAP) CIRCULAR NO 5 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 as the honour to request Foreign Missions to participate in the 2025 Annual Staff Audit of all staff employed by Diplomatic and Consular Missions, and International Organisations, i.e. both Diplomatic Agents, Consular Officers and Locally Recruited Personnel (LRP).

In terms of Section 9 of Act 37 of 2001, point 2 (2) – “the Minister must cause a complete list of all persons on the register to be published on the Department of International Relations and Cooperation (DIRCO) website, and must cause the list to be updated frequently as may be necessary, and made publicly available”. Furthermore in terms of point 2 (3) – “if any question arises as to whether or not any person enjoys any immunity or privilege under this Act or the Conventions, a Certificate under the hand or issued under the authority of the Director-General stating any fact to that question, is *prima facie* evidence of that fact”. To ensure the accuracy of the immunity list all diplomatic Missions and International Organisations are required to complete the attached Annexures:

Annexure A – Please submit in response to Diplomatic Immunities and Privileges Circular No.3 of 2025 dated 13 February 2025.

Annexure B - Diplomatic Agents and Consular Officers

Annexure C – Diplomatic Agents and Consular Officers (Spouse/ Partner. Children, Parents, Domestic Worker)

Annexure D – Honorary Consular Officers

Annexure E must be completed in respect of LRP, i.e. support staff, and is required as some Foreign Missions have incorrectly accredited LRP as diplomatic agents or consular officers, and the information is also required by SARS. In terms of the Income Tax Act 58 of 1962 all South African nationals and persons with permanent residence status in South Africa are liable to pay income tax. SARS has indicated that it prefers that Foreign Missions voluntarily register LRP for employee tax purposes, thereby deducting the tax from employees and paying over to SARS monthly.

Missions are reminded that DIAP is the custodian of all Foreign Missions data. Any amendments must be communicated to DIAP. The Department confirms that the information is restricted to statutory corroboration purposes by the South African Government.

The above to be submitted electronically to septemberm@dirco.gov.za, and copy to ngobeniy@dirco.gov.za (Africa, Europe) steyni@dirco.gov.za (Asia and Middle East, Americas, International Organisations) and the originals delivered to the Main Reception marked for the attention of Mr M September, Deputy Director by no later than **9 May 2025**. Electronic copies of the Annexures can be accessed using <https://dirco.gov.za/circular-notes-verbales/> . No handwritten forms will be accepted.

The Department of International Relations and Cooperation 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
11 April 2025

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



international relations & cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

Branch State Protocol and Consular Services
Directorate: Diplomatic Immunities and Privileges
Annexure B

Country:

Mission:

(i.e. Embassy, High Commission etc.)

City:

(Pretoria, Johannesburg, Cape Town etc.)

Annexure B - Diplomatic Agents and Consular Officers

Personal Detail Form

Personal Detail

Title

Mr / Mrs / Ms / Dr / Prof, etc.

Diplomatic Designation

Surname

As it appears in the passport

Full Name(s)

As it appears in the passport

Citizenship (including dual)

Date of Birth

Marital Status

Number of Dependents Accompanying the Diplomat

Residency Details

SA ID number (if South African
Citizen)

Passport No (if not South
African Citizen)

Expiry date of
passport:

Passport Type

i.e. Diplomatic / Official / Service / Private

Are you a South African Permanent Resident?

☐ Yes ☐ No

If you were issued with a substitution Temporary Residence Visa (TRV), please complete the following:

TRV Number

Expiry Date of TRV

Contact Details

Phone Number (Office)

Cell Number

Email Address

Residential Address (optional)

Disclosure Statement

I declare that, to the best of my knowledge, the information I have supplied in this form is correct and complete.

Initial and Surname:

Signature: _____

Date:

Verification by Mission

Signature of Head of Mission

Official Seal of Mission



international relations & cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

Branch State Protocol and Consular Services
Directorate: Diplomatic Immunities and Privileges
Annexure C

Country:

Mission:

(i.e. Embassy, High Commission)

City:

(Pretoria, Johannesburg, Cape Town etc.)

Annexure C - Diplomatic Agents and Consular Officers

(Dependents i.e. Spouse/Partner; Children; Parents, Domestic Worker)

Personal Detail Form

Personal Details (Please complete a separate form for each accredited dependent)

Name of Accredited Diplomat

Relationship to the Diplomat

Surname

As it appears in the passport

Full Name(s)

As it appears in the passport

Date of Birth

Passport Number

Employment / Study Details

Employed in RSA

☐ Yes ☐ No

Employer

Studying in RSA

☐ Yes ☐ No

Institution

Domestic Worker Details

Surname

Full Name(s)

Date of Birth

South African ID Number

(if South African)

Permanent Residence Holder

☐ Yes ☐ No

Permanent Residence Permit Number

Passport Number

(if not South African)

Type of Visa

Visa Control Number

Disclosure Statement

I declare that, to the best of my knowledge, the information I have supplied in this form is correct and complete.

Initial and Surname:

Signature: _____

Date:

Verification by Mission

Signature of Head of Mission

Official Seal of Mission



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Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

Branch State Protocol and Consular Services
Directorate: Diplomatic Immunities and Privileges
Annexure D Honorary Consular Agents

Country:

Mission:

(i.e. Honorary Consulate General, Honorary Consulate; Honorary Vice Consulate)

City:

(Pretoria, Johannesburg, Cape Town etc.)

Annexure D - Honorary Consular Officers Personal Detail Form

Personal Details

Title

Mr / Mrs / Ms / Dr / Prof, etc.

Diplomatic Designation

Surname

Full Name(s)

Date of Appointment

Area of Jurisdiction

Residency Details

SA ID number

(if South African Citizen)

Passport No

(if not South African Citizen)

Expiry date of
passport:

Are you a South African Permanent Resident? ☐ Yes ☐ No

Permanent Residence Permit Number

Contact Details

Phone Number (Office)

Cell Number

Email Address

Business Address of the
Honorary Consulate

Disclosure Statement

I declare that, to the best of my knowledge, the information I have supplied in this form is correct and complete.

Initial and Surname:

Signature: _____

Date:

Verification by Mission

Signature of Head of Mission

Official Seal of Mission



international relations & cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

Branch State Protocol and Consular Services
Directorate: Diplomatic Immunities and Privileges
Annexure E Locally Recruited Personnel

Country: Mission: (Embassy, High Commission, Consulate-General etc.) City: (Pretoria, Johannesburg, Cape Town etc.)		Annexure E - Locally Recruited Personnel Personal Detail Form	
Personal Detail			
Title	Mr / Mrs / Ms / etc.		
Position			
Surname			
Full Name(s)			
Citizenship (including dual)			
Date of Birth			
Marital Status			
Passport and Residency Details			
SA ID number (if South African Citizen)			
Passport No (if not South African Citizen)		Expiry date of passport:	
Type of Passport	Diplomatic / Official / Service / Private		
Are you a South African Permanent Resident?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you do not hold South African Permanent Residency / Citizenship, please complete the following:			
Type of Visa			
Expiry Date of Visa			
Contact Details			
Phone Number (Office)			
Cell Number (optional)			
Email Address (optional)			
Residential Address (optional)			
Disclosure Statement			
I declare that to the best of my knowledge the information I have supplied in this form is correct and complete.			
Initial and Surname:		Signature: _____	
Date:			
Verification by Mission			
Signature of Head of Mission		Official Seal of Mission	