



DIPLOMATIC IMMUNITIES AND PRIVILEGES (DIAP) CIRCULAR NO 07 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 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, (click on State Protocol and then Diplomatic Immunities and Privileges). The completed spreadsheet with a Note Verbale must be returned by **30 June 2025**, electronically to mcubej@dirco.gov.za. All spreadsheets must be returned in excel format and must not be converted to other formats or documents.

Should Missions fail to submit the property audit by the deadline indicated above, the payment of rates and taxes on properties registered with the Department will be ceased. Diplomatic Missions and International Organisations will be held liable for the payment of rates and taxes with effect from 01 July 2025, 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, Article i.e. 12 (1) of the Diplomatic Immunities and Privileges Act, 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.

Property rates are not paid for vacant and unoccupied Chanceries and Official Residences. For example, when an Ambassador / High Commissioner concludes their tour of duty, the Mission is responsible for payment until such a time a new Ambassador / High Commissioner occupies the Official Residence.

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
08 April 2025

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

DIPLOMATIC IMMUNITIES AND PRIVILEGES (DIAP) CIRCULAR NO 07 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 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, (click on State Protocol and then Diplomatic Immunities and Privileges). The completed spreadsheet with a Note Verbale must be returned by **30 June 2025**, electronically to mcubej@dirco.gov.za. All spreadsheets must be returned in excel format and must not be converted to other formats or documents.

Should Missions fail to submit the property audit by the deadline indicated above, the payment of rates and taxes on properties registered with the Department will be ceased. Diplomatic Missions and International Organisations will be held liable for the payment of rates and taxes with effect from 01 July 2025, 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, Article i.e. 12 (1) of the Diplomatic Immunities and Privileges Act, 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.

Property rates are not paid for vacant and unoccupied Chanceries and Official Residences. For example, when an Ambassador / High Commissioner concludes their tour of duty, the Mission is responsible for payment until such a time a new Ambassador / High Commissioner occupies the Official Residence.

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
08 April 2025

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