



## **DIPLOMATIC IMMUNITIES AND PRIVILEGES (DIAP) CIRCULAR NO 15 OF 2026**

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 Missions and International Organisations, for owned or leased properties utilised as chanceries, consular offices, official residences and staff residences of transferred officials.

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 Services, State Protocol and then Diplomatic Immunities and Privileges). The completed spreadsheet with a Note Verbale must be returned by **30 July 2026**, 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.

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, 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 does not pay property rates for vacant owned Chanceries and Official Residences or Official Residences not occupied by the Head of Mission. DIRCO thus only pays if the property is used for its intended purpose. Foreign Missions must notify DIRCO by Note Verbale of vacant Chanceries and Official Residences and of the date of re-occupancy.

For example, when an Ambassador / High Commissioner concludes their tour of duty, the Mission is responsible for the payment of rates and taxes until such time a new Ambassador / High Commissioner occupies the Official Residence, or when Chanceries and Official Residences are vacant due to undergoing refurbishment or maintenance works.

Foreign Missions are reminded that all diplomatic properties, whether occupied or not, must always be maintained. Vacant stands and properties should be guarded to prevent unlawful occupation of the land / properties and to prevent vandalism of said properties. Any overgrown of trees, plants and grass should also be dealt with as this impacts on the safety and security not only of the property but also surrounding area.

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**  
**18 May 2026**

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