

INFORMATION SHEET

END USER CERTIFICATES (EUC's)

What are End User Certificates (EUC's)?:

EUC's are public documents required by law, in the interest of non-proliferation and control of arms, specifically listed chemicals or nuclear material, to be issued by the public authority or private commercial entity importing controlled item(s), to state that the item(s) shall not be disposed of to a third party without the explicit authority of the South African Government (in the instance of conventional arms by the National Conventional Arms Control Committee (NCACC)). EUC's are subject to authentication in the prescribed manner, i.e. either by consular **Authentication** or by virtue of the **Apostille** between member states of the Apostille Convention (The Hague Convention of 5 October 1961 – Abolishing the Requirement of Legalisation for Foreign Public Documents).

How is the mission involved in the authentication of EUC's?:

Missions will be approached by the customer, requesting the mission to authenticate EUC's issued in their country of accreditation. The mission will be requested to verify the signature of the relevant authority in their country of accreditation that approved the EUC and its contents. The responsible officials at the mission (Corporate Services Manager (CSM) or the Third Secretary (Administration) should therefore be familiar with the authentication of such documents through the **issuing of a certificate of authentication**. The mission should have the **specimen signature** of the foreign signatory on their database and be familiar with the **binding process**. The CSM and/or Third Secretary has the responsibility to inform and advise the Head of the Mission of any EUC's received.

IMPORTANT: COUNTRIES THAT ARE SIGNATORY PARTIES TO THE HAGUE CONVENTION OF 5 OCTOBER 1961:

Certain countries are signatory parties to the Hague Convention of 5 October 1961, which means that the requirements of the legalisation of foreign public documents are abolished (*i.e. – no further authentication is required*). At missions where the country of accreditation is a signatory party to the Hague Convention, Ministries of Foreign Affairs of the relevant country may issue an **APOSTILLE** verifying the signature on the EUC in question. **Where an APOSTILLE is issued on a EUC, the mission should not issue a certificate of authentication verifying the Foreign Ministry's signature.** The EUC should be returned to the customer as is (with the instruction to submit the document to the relevant officials at the Directorate: Disarmament and Non-Proliferation at the Department of International Relations and Cooperation (DIRCO) (see details below) for further verification and approval). A copy of the complete document (including Apostille) should be scanned and e-mailed to legalisation@dirco.gov.za.

A list of countries party to the Hague Convention is attached for ease of reference. Please also visit The Hague Convention website on www.hcch.net for further information and regular updates. Please refer to the attached list to see if your mission is a signatory party or not. (Also find a list of competent authorities within party states on the aforementioned website.)

STEPS TO BE FOLLOWED IN THE AUTHENTICATION OF EUC's:

Step 1:

The mission must obtain the specimen signature of the relevant official who signed the EUC. All EUC's need to be approved by the Ministry of Foreign Affairs in the country of accreditation. The mission must request the specimen signature from the relevant Foreign Ministry official, should it not be on their existing signature database. Please use the attached form as a template to request signatures.

Step 2:

The mission must verify the signature of the signing Foreign Ministry official by binding/sealing a certificate of authentication (format attached) to the original EUC. It is imperative that the mission use the attached format, complete the document correctly, have the specimen signature on file at the mission and mark the "X" on the relevant page where the foreign official signed.

Step 3:

The mission then informs the customer that the document is ready for collection at the mission for onward transmission and further approval by the Department of International Relations and Cooperation (DIRCO) by making an appointment with one of the officials from the Directorate: Disarmament and Non-Proliferation (refer below for relevant contact information) to hand-in the documentation. Thereafter, the documentation will be handed-over to the DIRCO - Legalisation Section for the final authentication. The Legalisation Section will contact the customer once the process is completed, in order to collect the documentation.

Step 4:

The company forwards the bound/sealed document(s) to the Directorate: Disarmament and Non-Proliferation at DIRCO and carries all the transport costs iro courier services. (Therefore, the agent must take full responsibility to ensure that the original processed EUC is returned to the company within South Africa. The company representative will then ensure that the original EUC is duly submitted to the DIRCO.)

Note: It is discouraged that the mission utilises the diplomatic bag to forward the documents to Head Office.

Step 5:

The Directorate: Disarmament and Non-Proliferation then approves the EUC by verifying the existence of a permit (issued by the National Conventional Arms Control Committee (NCACC) for the relevant EUC. The Directorate: Disarmament and Non-Proliferation then authorises the Legalisation Section (DIRCO) to issue another certificate of authentication in respect of the EUC in question.

Step 6:

The **Legalisation Section** issues another certificate of authentication verifying the transferred official's signature and contacts the customer for collection.

Note: It is imperative that all newly arrived transferred officials provide the Legalisation Section with their specimen signatures. Please complete the attached form, scan if possible, or fax a copy to the Legalisation Section. The original specimen signature form should be returned to the Legalisation Section with the next diplomatic bag.

PLEASE CONTACT THE LEGALISATION SECTION SHOULD YOU REQUIRE ANY ASSISTANCE OR CLARIFICATION OF PROCEDURES RELATING TO EUC's. IF ANY DOUBT EXISTS, MISSIONS ARE ADVISED TO SCAN AND E-MAIL DOCUMENTS TO legalisation@dirco.gov.za FOR VERIFICATION BEFORE EMBARKING ON THE AUTHENTICATION PROCESS AT THE MISSION.

OFFICIALS, WHO FAIL TO FOLLOW THESE INSTRUCTIONS, OR FAIL TO CONTACT THE LEGALISATION SECTION WHEN THEY EXPERIENCE DIFFICULTIES, COULD BE HELD LIABLE FOR INCORRECTLY PROCESSED EUC's.

ANNEXURE A

BINDING OF DOCUMENTS

WHO IS RESPONSIBLE FOR THE BINDING OF DOCUMENTS AT THE MISSION?:

The binding of documents should preferably be done by the Corporate Services Manager (CSM) or the Third Secretary (Administration), but where the mission is under pressure, a locally recruited official may also be tasked with the binding of documents. The transferred official is **always** responsible for the verification of the final product and should always be the signatory on all documents.

WHAT IS REQUIRED TO BIND A DOCUMENT?:

- Original EUC signed and stamped by the Foreign Ministry official.
- Original certificate of authentication issued/signed and stamped by the responsible transferred official at the mission.
- A 2-hole puncher.
- Material ribbon – green if possible. At missions where green ribbon is not available, any other colour could be used.
- Red notarial seals. Seals and ribbon can be purchased at stationary supply stores worldwide.
- Wet and dry seal of the mission. Where a dry seal is not available, a wet seal can be used in the place of a dry seal.
- Remember to sign the document in BLACK INK.

HOW TO BIND A DOCUMENT:

Please follow/insert the link below to access an instructional video to assist in the correct procedures to bind documents legally. In missions where internet access is limited, missions are urged to contact the Legalisation Section at Head Office for telephonic assistance in binding documents: [http://ubxiis/Consular/Binding%20of%20Documents/Title_01\(1\).wmv](http://ubxiis/Consular/Binding%20of%20Documents/Title_01(1).wmv).

REMINDER: Missions are under no circumstances, authorised to issue APOSTILLE certificates. This can only be done at Head Office.

CONTACT DETAILS: Department of International Relations and Cooperation (DIRCO) - Legalisation Section

OR Tambo Building, 460 Soutpansberg Road, Legalisation Section, Room NE2A-Ground Floor, Rietondale, Pretoria, 0084

Note: As the Legalisation Section receives a high volume of incoming calls pertaining to general enquiries, it is therefore recommended that you forward your enquiry via e-mail to legalisation@dirco.gov.za, as to ensure that you are able to receive the relevant assistance and guidance in writing from the Legalisation Section.

Tel: (012) 351-1000 (switchboard, ask for legalisation section)

E-mail: legalisation@dirco.gov.za

Website: www.dirco.gov.za – Services - Consular Services – Consular Information - Notarial Services (Legalisation)

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