



PROT/5/B2

STATE PROTOCOL CIRCULAR NOTE NO P31/2011

The Department of International Relations and Cooperation presents its compliments to Diplomatic Missions and International Organisations accredited to the Republic of South Africa, and has the honour to request Missions to complete an annual audit, required in law, on each property **owned and leased** used as a chancery, consular post, office, or residence of a transferred representative.

Missions 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 State Protocol and then on Diplomatic Immunities and Privileges). The completed spreadsheets must be returned by 15 September 2011 **electronically to [rozanil@dirco.gov.za](mailto:rozanil@dirco.gov.za)**

The Department wishes to draw particular attention to the legal requirements governing all properties referred to above. Article 12(1) of the Diplomatic Immunities and Privileges Act, Act 37 of 2001 states:

**"All foreign missions 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 of International Relations and Cooperation 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.



23 August 2011

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