



DIPLOMATIC IMMUNITIES AND PRIVILEGES (DIAP) CIRCULAR NO 5 OF 2022

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 remind Foreign Missions who have reciprocal arrangements in place for spousal employment in South Africa of requirements and procedures with regard to this process.

Foreign Missions are reminded that the agreed terms of the spousal employment arrangement must be strictly adhered to. Where a spouse is found to have contravened the terms of the agreed arrangement, such a spouse will be required to cease work immediately or their accreditation and Temporary Residence Visa (TRV) will be cancelled and they would then have to apply for a visa through the Department of Home Affairs (DHA) to regularise their stay in the country. The following are deemed contraventions of the agreement:

- When a spouse takes up employment prior to gaining the required approval from the Department.
- Where a spouse has received the required approval, but changes employers without informing the Department and gaining the required approval to take up new employment.

Foreign Missions are further reminded that the spousal employment arrangement will not apply in the following instances:

- Where the spouse wishes to participate in commercial activity in South Africa, no approval will be granted for a spouse to operate any business in South Africa.
- No application for any other dependent family member will be considered under this arrangement.

In the above-mentioned instances, the spouse or dependent family member must deregister themselves and apply for the appropriate visa through DHA.

When applying for the approval of spousal employment, the following documentation will be required and must be submitted at the main reception. Electronic applications will not be processed.

- A request for approval under cover of a Note Verbale (please include the name and contact details of the Embassy/Mission/IO official who may be contacted for queries and additional information).
- A copy of the offer of employment clearly outlining the job offer, job title and term of employment.
- A copy of the spouse's passport which was used for accreditation and in which the TRV is affixed.
- A copy of the Diplomatic ID Card of both the diplomat and the spouse.

Applications must be submitted at the main reception only from 08h30 to 12h30, marked for the attention of Ms LV Manuel. Enquiries with regard to the status of an application can be sent to diapaccreditation@dirco.gov.za.

Foreign Missions who do not have a spousal arrangement in place and would like information on the process may consult the Policy on the Management of Diplomatic Immunities and Privileges which can be found on the Departmental website www.dirco.gov.za/protocol/index/html. An electronic copy of the Model A (Diplomatic

Missions) or Model B (International Organisations) used for a spousal employment arrangement can be requested from the above-mentioned email.

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
11 March 2022

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