



## PROTOCOL CIRCULAR NO P12 OF 2014

The Department of International Relations and Cooperation (DIRCO) 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 Missions that an audit is being conducted on the information captured on the Department's website in respect of the Diplomatic Corps.

Missions are hereby requested to verify their respective Mission's details as reflected on the Department's website at <http://www.dirco.gov.za/protocol/index.html> - under State Protocol, Foreign Representation in South Africa. The Mission's full name, address, telephone number, fax number and email details as well as the name and designation of each official to be verified. Kindly submit any changes under cover of a Note Verbale by 1 August 2014.

Furthermore, for purposes of the Security After Hours Contact List as well as the Invitation List the following information should please be emailed to Ms L de Jong, Director: Diplomatic Immunities and Privileges at [dejongl@dirco.gov.za](mailto:dejongl@dirco.gov.za) and copied to Ms L Manuel, [manuell@dirco.gov.za](mailto:manuell@dirco.gov.za):

1. Name of the Head of Mission and cell number
2. Name, cell number and email address of the Personal Assistant
3. Name and cell number of the Duty Officer / Standby Official in the case of emergencies

Any changes in any of the above details to be sent to the Directorate: Diplomatic Immunities and Privileges (DIAP) only and not elsewhere in DIRCO so as to ensure that the information is captured correctly.

The Department of International Relations and Cooperation of the Republic of South Africa avails itself of this opportunity to renew to Diplomatic Missions accredited to the Republic of South Africa the assurances of its highest consideration.



PRETORIA  
16 July 2014

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