



## **PROTOCOL CIRCULAR NUMBER P 16 OF 2014**

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 Missions of a new requirement to be implemented by the relevant South African authorities on the export and verification of engine and chassis numbers of diplomatic motor vehicles. This information is with reference to an earlier circular, PROTOCOL CIRCULAR NUMBER P5 OF 2012. The new requirement is in terms of Government Gazette No 9712 Vol. 561, Pretoria, 9 March 2012, No 35130.

Missions are requested to adhere to the following procedures:

- a) Mission to submit a Note Verbale and application form DMV 5 to the Department.
- b) The Department will date stamp the copy of the Mission's Note Verbale.
- c) Mission to submit the stamped copy of the Note Verbale from the Department, as well as the DMV form to the Diplomatic Licensing and Registration Service Desk, Tshwane Metro Police Department Headquarters c/o DF Malan and Church Streets, Pretoria West;
- d) Metro Police Department issues, upon receipt of the above, a Request for the Police Clearance (RPC) document.
- e) Mission is requested to make an appointment with the South African Police Services (SAPS), Head Office, and Vehicle Crime Investigation  
{Ms. Mariliza Broodt (012) 393 2115/6};
- f) Missions are requested to enquire about accredited micro dotting companies from the Department of Transport.  
{Mr David Lekota, Project Manager, (011) 883 0717, david@bac.org.za};

- g) Missions are required to fit / install micro dots to imported vehicles and vehicles requiring clearance only, where after the motor vehicle can be presented for clearance.
- h) Missions are requested to clean the engine and chassis numbers of the vehicle, so that they are legible for the SAPS to examine;:
- i) Missions are to present to SAPS, the RPC form and the DMV 5 form from the Department;
- j) The SAPS will submit the motor vehicle clearance certificate and RPC form to the Tshwane Metro Police.

Missions are advised to take cognizance of the fact that the motor vehicle clearance certificate issued by the SAPS is valid for THREE MONTHS ONLY.

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  
29 September 2012

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