



## **DIPLOMATIC IMMUNITIES AND PRIVILEGES (DIAP) CIRCULAR NOTE NO 9 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 refer to Diplomatic Immunities and Privileges (DIAP) Circular Note No 3 of 2021 dated 30 June 2021. The Department wishes to ensure and reiterate the correct procedures for the completion of Customs Clearance Certificates (Certificates “A” & “B”) for the purchase of alcohol and tobacco products from special licensed shops for diplomats in terms of Schedule Nos 4 and 6 of the **Customs and Excise Act, 1964** and the **VAT Act, 1991** as well as in terms of the **Diplomatic Immunities and Privileges Act, No 37 of 2001** and the Policy on the Management of Diplomatic Immunities and Privileges as published on the DIRCO website.

### **Completion of Certificates “A” / “B” (Purchase of alcohol and tobacco from licensed special shops for Diplomats for Personal / Official Use)**

Foreign Missions are required to register with the Directorate: Diplomatic and Immunities Privileges (DIAP), the signature of the Head of Mission, and a signature of a senior transferred representative designated by the Head of Mission to approve Customs Clearance Certificates for the importation and purchase of duty free goods in terms of the Customs and Excise Act, 1964. Certificates not signed by authorised signatories will be returned to Missions without consideration. Kindly refer to **State Protocol Circular No 1 of 2022** dated 11 February 2022.

The Head of Mission / Head of Office always remains ultimately responsible for documents submitted, whether signed by him / herself or another authorised signatory.

**Certificate “A”:** forms must be completed:

- Official use by **Diplomatic and Consular Missions, and International Organisations (IO)**

- Personal use by Diplomatic Agents
- Personal use by Consular Officers

**Certificate “B”**: forms must be completed for:

- Personal use of Administrative / Technical Staff at Diplomatic and Consular Missions issued with A-ID's who only qualify for this privilege within six (6) months of arrival in the RSA
- Personal use of officials accredited to International Organisations (IO) issued with IO-ID's who only qualify for this privilege within (six) months of arrival in the RSA

It should be noted that holders of A and IO identity cards are not entitled to any duty free purchases of any kind after six months of arrival in the RSA.

**Diplomatic Missions and International Organisations are to ensure the following procedures are carried out to avoid the rejection of the Certificate “A” or “B”:**

- Certificate “A” or “B” to be completed in original duplicate;
- Certificate “A” or “B” must indicate whether it is for **Official or Private use**.
- Relevant wording to be crossed out i.e. I / The Mission (**Private or Official use**).
- Ensure that the Head of Mission approves or authorised signatory, by appending their signature in Part I of the Certificate “A” or “B”.
- Part II to be completed by the applicant for whom the procurement is for.
- Part I and Part II of Certificate “A” or “B” to be **stamped including date and place**.
- Designation on Certificate “A” or “B” must be the same as the Diplomatic Identity Card as issued by the Department of International Relations and Cooperation.
- **One** Note Verbale is to accompany the completed Certificate “A” or “B” indicating a request for a renewal of quota or whether the applicant is applying for the first time for the quota.
- Attach **one copy** of the valid Diplomatic ID of the applicant (**Copy of the ID must be clear and legible**).
- **No need to complete the Annexure 3, as this is issued by DIRCO.**
- The application must be accompanied by the **original Certificate “A” or “B” and signed, stamped and completed Annexure 3 by the licensed special shops** for diplomats of the **previous or last quota period used**, unless the application is a new application.

- Pro rata quotas will be issued according to the expiry date of the Diplomatic ID / date of application or date of arrival within the cycle (January to June / July to December).
- Full quotas will be afforded within the first two months of each quota cycle, there afterwards pro rata quota amounts will be provided from date received by DIRCO.
- No emailed applications will be accepted. Hardcopies to be delivered as prescribed above to the DIRCO Main Reception.
- **All queries must only be directed through the designated email [diapdfs@dirco.gov.za](mailto:diapdfs@dirco.gov.za), using other channels will result in unnecessary delays.**

**Purchase of Goods from Licensed Special Shops for Diplomats (Duty Free Shops):**

- Diplomatic and Consular Missions and International Organisations may purchase goods from licensed special shops for diplomats for **official use only**.
- Diplomatic Agents, Consular Officers, and senior officials at International Organisations, issued with “D” and “C” cards may purchase from special shops for diplomats for **personal use only**.
- The official identified in Part II of the Certificate “A” or “B”, must also present themselves in person to the licensed special shops for diplomats for completion each time purchases are made with regards to alcohol and tobacco/cigarettes products together with the original approved Certificates “A” or “B” together with the approved **Annexure 3** indicating the quota amounts and the valid Diplomatic Identity Card.
- For Heads of Mission, a Mission transferred official may be nominated to purchase on their behalf on condition that a written authority is provided.
- Diplomatic Agents, Consular Officers and senior officials at International Organisations are to ensure that the licensed special shops for diplomats complete, stamp and sign said **Annexure 3** which will be retained together with the original approved Certificate “A” or “B” by the diplomatic card holder and submitted to DIRCO on expiry of the six month period (only the original approved Certificates “A” or “B” together with the completed Annexure will be accepted for renewal purposes).

Failing to adhere to the above criteria when submitting the application could result in the application being rejected and thus causing unnecessary delays in providing approval timeously.

Attached are the following documents:

- **Example of completed Certificate “A”**

- **Example of completed Certificate “B”**
- **Annexure 1** – Standard quantities / Quotas for Alcohol and Tobacco Products Only
- **Annexure 2** – Guide for the Issuance of Diplomatic Identity Documents which indicates the various diplomatic immunities and privileges levels

### **Enquiries**

Enquiries may be directed to DIRCO as follows:

- Licensed Special Shops for Diplomats Customs Clearances – [\*\*diapdfs@dirco.gov.za\*\*](mailto:diapdfs@dirco.gov.za)

The abovementioned documents are available on the DIRCO website, under State Protocol, Diplomatic Immunities and Privileges (DIAP), point 3.

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 considerations.



PRETORIA  
19 December 2022

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