



DIPLOMATIC IMMUNITIES AND PRIVILEGES (DIAP) CIRCULAR NO 01 OF 2023

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 that the Department is conducting an **Annual Audit on Registered Signatories**. The authorised signatories for the following official documents must be registered with the Department:

- Approval of Customs Clearance Certificates for the importation and purchase of duty free goods and motor vehicles in terms of the Customs and Excise Act, Act No 91 of 1964. Registered signatories shall be the Head of Mission. To authorise all customs clearance certificates for Diplomatic and Consular Missions, International Organisations, and other offices under their control. (Refer to **Annexure A**).
- Note Verbale initialing. This includes all Notes Verbales sent to State Protocol and Consular Services, such as applications for Identity Cards, Temporary Residence Visa requests, vehicle registration, purchase and lease of properties, etc. Registered signatories shall be the Head of Mission or the Head of Office, and/or a senior transferred representative designated by the Head of Mission, to initial Notes Verbales sent to the Department of International Relations and Cooperation. (Refer to **Annexure B**).
- Delivery and collection of official mail signatures at the Main Reception. Registered signatories shall be authorised by the Head of Mission or the Head of Office for members of staff to deliver and collect official mail. (Refer to **Annexure C**).
- Missions are advised that the audit signature forms, attached herewith, are available electronically on the Department's website www.dirco.gov.za. Go to "State Protocol" and then click on "Diplomatic Immunities and Privileges" (DIAP). The completed audit

forms must be returned by e-mail to Ms JW Mcube, mcubej@diro.gov.za not later than **10 April 2023**. All three audit signature lists are required, electronically, to ensure that all Protocol Officials will have immediate access to specimen signatures for verification purposes.

Missions that did not comply with the submission of updated specimen signatures are advised that no documents will be accepted as from 11 April 2023, until compliance with this request is confirmed.

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
10 March 2023

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



**international relations
& cooperation**

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

ANNEXURE A

**SIGNATURE AUDIT 2023
CUSTOMS CLEARANCE FOR DUTY FREE IMPORTS AND PURCHASES
CERTIFICATES A AND B**

Name of Office (i.e. High
Commission / Embassy /
International Organisation)

Country:

I HEREBY CONFIRM THAT THE FOREIGN REPRESENTATIVE BELOW IS AUTHORISED TO SIGN CERTIFICATES ON BEHALF OF THIS MISSION / INTERNATIONAL ORGANISATION FOR DUTY FREE IMPORTS AND PURCHASES (Maximum 3)

Name of the High Commissioner
/ Ambassador / Head of
International Org:

Signature of the High
Commissioner / Ambassador /
Head of International Org:

Date:

Please Affix Official Stamp/Seal
in the Block Provided:

PARTICULARS OF REPRESENTATIVE AUTHORISED BY THE HEAD OF MISSION / INTERNATIONAL ORG:

Full Names and Surname in
Print:

Full Title or Rank in Print:

PLEASE PROVIDE ONE SPECIMEN SIGNATURE IN THE BLOCK PROVIDED BELOW:



**international relations
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Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

ANNEXURE B

**SIGNATURE AUDIT 2023
NOTE VERBALE INITIALING**

Name of Office (i.e. High
Commission / Embassy /
International Organisation)

Country:

I HEREBY CONFIRM THAT THE FOREIGN REPRESENTATIVE BELOW IS AUTHORISED TO INITIAL NOTES VERBALES ON BEHALF OF THIS MISSION / INTERNATIONAL ORGANISATION (Maximum 3)

Name of the High Commissioner
/ Ambassador / Head of
International Org:

Signature of the High
Commissioner / Ambassador /
Head of International Org:

Date:

Please Affix Official Stamp/Seal
in the Block Provided:

PARTICULARS OF REPRESENTATIVE AUTHORISED BY THE HEAD OF MISSION / INTERNATIONAL ORGANISATION TO INITIAL NOTES VERBALES ON BEHALF OF THIS MISSION/INTERNATIONAL ORGANISATION :

Full Names and Surname in
Print:

Full Title or Rank in Print:

PLEASE PROVIDE ONE SPECIMEN INITIAL IN THE BLOCK PROVIDED BELOW:



**international relations
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Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

ANNEXURE C

**SIGNATURE AUDIT 2023
DELIVERY AND COLLECTION OF OFFICIAL MAIL
MAIN RECEPTION :**

Name of Office (i.e. High
Commission / Embassy /
International Organisation)

Country:

**I HEREBY CONFIRM THAT THE FOREIGN REPRESENTATIVE OR LOCALLY RECRUITED MEMBER OF STAFF BELOW IS
AUTHORISED TO SIGN FOR DELIVERY AND COLLECTION OF OFFICIAL MAIL ON BEHALF OF THIS MISSION / INTERNATIONAL
ORGANISATION (Maximum 3)**

Name of the High Commissioner
/ Ambassador / Head of
International Org:

Signature of the High
Commissioner / Ambassador /
Head of International Org:

Date:

Please Affix Official Stamp/Seal
in the Block Provided:

**PARTICULARS OF REPRESENTATIVE OR LOCALLY RECRUITED STAFF AUTHORISED BY THE HEAD OF MISSION /
INTERNATIONAL ORGANISATION TO DELIVER AND COLLECT OFFICIAL MAIL**

Full Names and Surname in
Print:

Full Title or Rank in Print:

PLEASE PROVIDE ONE SPECIMEN SIGNATURE IN THE BLOCK PROVIDED BELOW: