



DIPLOMATIC IMMUNITIES AND PRIVILEGES (DIAP) CIRCULAR NO 9 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 refer to DIAP Circular No 7 of 2023 dated 29 June 2023 regarding interim measures in respect of diplomatic number plates.

The Department wishes to inform Foreign Missions that the Department liaised with the Department of Transport and other authorities regarding the appointment of embossers. Foreign Missions may approach any of the **SABS Certified Embossers** as per the attached list to produce diplomatic number plates.

The same procedures as before will apply, namely:

- On application to register a vehicle the DMV4 – Permission to Register Letter will be issued
- Foreign Missions to proceed to the Diplomatic Licensing and Registration Services Desk at the Tshwane Metropolitan Police Department Headquarters, obtain the license disc and affix it to the vehicle
- Foreign Missions to go to an embosser of own choice and have the diplomatic number plates printed which comply with standard specification **SANS1116-2** as per attached samples (the embosser will include the SABS approved certification mark)
- On deregistering a vehicle, the number plates must be handed in at DIRCO. DIRCO will issue a Destruction Certificate.

Foreign Missions are reminded that when disposing of the vehicle the first step is to apply for Permission to Sell (DMV6) and then Permission to Deregister (DMV7). If the vehicle has been owned for less than two years pro-rata taxes must be paid before the vehicle can be deregistered.

The Policy and procedures are available on the DIRCO website under Services, State Protocol, Diplomatic Immunities and Privileges (DIAP). Circular Notes Verbales are under Circular Notes Verbales.

Foreign Missions are further reminded that diplomats should travel with their Diplomatic Identity Cards to be able to identify themselves to law enforcement.

Furthermore, the following are some of the requirements / suggested documents for cross border movements:

a letter of authorisation from the Mission concerned

in the case of accredited diplomats their DIRCO issued ID cards and valid passports with valid Temporary Residence Visas (TRV's)

in the case of local staff, a valid passport and visa, and either a Mission issued ID card or letter confirming the individual driving the vehicle is indeed a staff member of the Mission concerned

Vehicle registration documentation and valid insurance

Queries may be directed to the following emails at the DIAP Vehicle Section:

makwarelal@dirco.gov.za; mokoenadm@dirco.gov.za; motsemmek@dirco.gov.za

ndlazis@dirco.gov.za; or

dejongl@dirco.gov.za – Director: Diplomatic Immunities and Privileges (DIAP)

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
October 2023

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