



STATE PROTOCOL CIRCULAR NO P5 OF 2021

The Department of International Relations and Cooperation of the Republic of South Africa presents its compliments to Heads of 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 Consular posts, and other offices under their control. (Refer to attached 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 attached 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 attached 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 PH Mdlankomo, mdlankomop@dirco.gov.za not later than 08 March 2021. 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 09 March 2021.

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



PRETORIA
08 February 2021

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