



PROTOCOL CIRCULAR NO 14 OF 2014

The Department of International Relations and Cooperation (DIRCO) 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 remind all Missions of their responsibilities relating to the timeous renewal of Temporary Residents Visa's (TRVs) which will prevent persons from "*overstaying*" and being declared an "*undesirable person*" by the Department of Home Affairs in terms of the new Immigration Act, 2007 (Act No 3 of 2007).

All Missions have the obligation to ensure that all diplomats, dependents and members of their household who are accredited by DIRCO and are eligible for TRVs must comply with the following:

- be in possession of a valid TRV for the duration of their term of duty
- undertake the renewal process at least one month prior to the expiry date of the current permit
- avoid travelling when the TRVs is no longer valid as they will be declared "*undesirable*"

Missions are further reminded that:

- where a Visa is required when reporting to Immigration at the Port of Entry, persons must ensure that they are in possession of a valid entry visa on first arrival into the country. Failure to comply will result in Immigration refusing person's entry into the country.

- The status of any person entering on a Visitor's Visa may not be changed within the country unless it has been endorsed by one of the South African Missions to report to DIRCO within fourteen (14) days for accreditation purposes.

Persons who are declared "*undesirable persons*" in terms of Section 30(1)(h) read with 50(1) of the Immigration Act, No 13 of 2002 as amended (No. 13 of 2011) must submit the written representation to the Department of Home Affairs via DIRCO as indicated below:

The following documents must be submitted:

1. Written representation
2. A copy of the declaration of undesirability (form 19) that was issued at the Port of Entry
3. Copy of the relevant pages of the passport, including bio page
4. Acknowledgment of receipt (in cases where the applicant has applied for a permit and the status is still pending)

The appeal must be e-mailed to manuell@dirco.gov.za, dlokovam@dirco.gov.za and overstayappeals@dha.gov.za. For confirmation that the appeal has been received applicants may contact the IMS Operational Centre at (012) 406-4586.

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 in the Republic of South Africa the assurances of its highest consideration.



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