



## **PROTOCOL CIRCULAR NO P14 OF 2015**

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 honor to refer to Protocol Circulars No P 17 of 2011 dated 24 May 2011 and P 20 of 2013 dated 5 July 2013 regarding the postal deliveries from Missions to DIRCO.

The Department has the honor to inform Missions that diplomatic mail should be delivered between the hours of 08h30 and 12h30, Mondays to Fridays, excluding Public Holidays. Diplomatic Mail for State Protocol should be delivered to the State Protocol Reception, Room NE-2B-G-082, OR Tambo Building, 460 Soutpansberg Road, Rietondale and addressed to the relevant official's name or section of the Directorate, e.g:

- Diplomatic Immunities and Privileges (DIAP)
- Protocol Ceremonial
- State Visits
- International Conferences
- Intergovernmental and Provincial Protocol
- State Protocol Lounges.

Diplomatic Mail for the multilateral and bilateral political desks should be delivered at Internal Mail, located near the entrance at the basement. No diplomatic mail will be

received outside of the above hours unless an appointment has been made with a specific official.

Missions are reminded that in terms of international diplomatic practice, all official communication with the South African Government, i.e. national, provincial and local government should be channeled through DIRCO under cover of a Note Verbale and not directly with the relevant Government Departments or Ministries. Furthermore, all appointment requests with the President, Deputy President, Ministers and Deputy Ministers should be channeled through the relevant bilateral political desk.

The Department also has the honor to inform Missions that all meetings between the South African Police Service (SAPS) and the Missions must be formalized and coordinated via DIAP. An agenda must be included in the meeting request.

Furthermore, the Department has the honor to inform Missions that all requests for over flight clearances for chartered aircrafts transporting Heads of State/Government, Special Envoys and Ministers of Foreign Affairs must be channeled through DIRCO, Directorate State Visits and not directly with the South African Air Force. Requests for over flight and landing clearances for chartered aircrafts landing at OR Tambo, Cape Town, King Shaka, Lanseria and other International Airports, transporting other Ministers and dignitaries should be channeled through the relevant political bilateral desk. Communication on military related visits must be directed through Defence Foreign Relations (DRF), Chief Directorate of the South African National Defence Force.

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



PRETORIA  
11 May 2015

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