



## STATE PROTOCOL DIPLOMATIC IMMUNITIES AND PRIVILEGES (DIAP) CIRCULAR NO 1 of 2020

The Department of International Relations and Cooperation (DIRCO) 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 refer to circular Note Verbale DIAP/GQ/DIPCORPS/0010/2020 dated 1 June 2020 regarding Level Three Lockdown processes.

The Department wishes to inform Foreign Missions that any matters involving the accreditation of diplomats and the regulation of their stay in South Africa will be dealt with online, unless otherwise specified herein below.

The Department wishes to further inform, that as an interim measure, a number of dedicated emails have been created to deal with diplomatic immunities, privileges and security related matters as follows:

[diapaccreditation@dirco.gov.za](mailto:diapaccreditation@dirco.gov.za) – Accreditation requests including the issuing of diplomatic identity cards. Photos to be sent using the JPEG format.

[diaprivileges@dirco.gov.za](mailto:diaprivileges@dirco.gov.za) – Certificate A and B Customs Clearances, Diplomatic Properties, SARS (excluding vehicles VAT refunds)

[diapsecurity@dirco.gov.za](mailto:diapsecurity@dirco.gov.za) – Security related matters involving diplomats

[diaptrv@dirco.gov.za](mailto:diaptrv@dirco.gov.za) - Temporary Residence Visas (TRV)

[diapvehicles@dirco.gov.za](mailto:diapvehicles@dirco.gov.za) – Vehicle requests including SARS vehicle related VAT refunds

All other diplomatic immunities and privileges requests and / or queries to be sent via email to the following officials:

Ms L de Jong

Director: Diplomatic Immunities and Privileges, [dejongl@dirco.gov.za](mailto:dejongl@dirco.gov.za), 0674155555

Mr M Khan

Deputy Director: Diplomatic Privileges, [khanm@dirco.gov.za](mailto:khanm@dirco.gov.za), 0609989328

Mr J Lotter

Deputy Director: Foreign and SA Heads of Mission Appointments and SA Diplomatic Passports, [lotterj@dirco.gov.za](mailto:lotterj@dirco.gov.za), 0663020046

Ms S V Mancotywa-Kumsha

Deputy Director: Diplomatic Accreditation  
[mancotywa-kumshas@dirco.gov.za](mailto:mancotywa-kumshas@dirco.gov.za), 0670436316

Mr K Oosthuizen

Deputy Director: Diplomatic Security, Immunity Disputes, Permits and Front Office,  
[oosthuizenk@dirco.gov.za](mailto:oosthuizenk@dirco.gov.za), 0636900414

Foreign Missions are requested to use the Country Name / International Organisation Name and the specific request in the Subject Line so as to easily identify the email.

For ease of reference, Foreign Missions are requested to take note of the Diplomatic Immunities and Privileges Policy, the Diplomatic Immunities and Privileges Act, No 35 of 2008, and related forms on the DIRCO website, [www.dirco.gov.za](http://www.dirco.gov.za) – State Protocol – Diplomatic Immunities and Privileges (DIAP). Foreign Missions are reminded that all newly appointed diplomats should be announced indicating who they will be replacing and when the incumbent will be leaving.

The Department has the further honour to inform that Foreign Missions will be able to deliver and collect specific documents at the main reception with effect **4 August 2020** as follows:

- Applications for Diplomatic Identity Cards and Temporary Residence Visas with passports to be submitted on Mondays and Tuesdays between 08h30 and 12h30
- Collections will be on Thursdays and Fridays between 08h30 and 12h30

The Department further wishes to request Foreign Missions to complete the attached Emergency After Hours Contact List template so as to ensure that the Department has the correct details on record. The completed template to be sent to Mr K Oosthuizen, [oosthuizenk@dirco.gov.za](mailto:oosthuizenk@dirco.gov.za).

The Department further wishes to assure Foreign Missions that all requests, applications, queries will be attended to as timeously as possible under the current Covid-19 pandemic conditions bearing in mind that officials are working on a rotational basis or remotely under the present Level Three Lockdown rules.

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  
29 July 2020

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