



Note Number: A304/13

Protocol Directorate of the Foreign and Commonwealth Office presents its compliments to all Diplomatic Missions and International Organisations and has the honour to inform them that work has begun on the preparation of the January 2014 edition of the London Diplomatic List.

Protocol Directorate wishes to advise that **the final date for inclusion of updated information** in the January 2014 edition of the London Diplomatic List is **Friday 8 November 2013**. Therefore, notification forms TX9 (for Diplomatic Missions) and TX12 (for International Organisations) and revised precedence lists must be received in the Directorate before that date. Precedence lists should include all information the Mission/Organisation wishes to be printed in the London Diplomatic List, including Mission/Organisation addresses, National Day, telephone/fax numbers and e-mail and web-site (if relevant). Missions should also note that the London Diplomatic List contains the names and designations of persons comprising their diplomatic staff i.e. Category A & B staff only. Category C (administrative and technical staff) cannot be included.

Protocol Directorate would be grateful if the entries of Diplomatic Agents and International Organisations Officials featured in the Precedence List could be presented in the format below, ensuring that the name is presented according to the TX9/12 form of notification originally submitted to the Directorate.

	Full Name	Marital Status	Designation
Example	Mr John Smith	m	1 st Secretary

Marital Status should be indicated in the following way:

- m** indicates married and accompanied
- *** indicates married but not accompanied by spouse

Protocol Directorate of the Foreign and Commonwealth Office avails itself of this opportunity to renew to all Diplomatic Missions and International Organisations the assurances of its highest consideration.

FOREIGN AND COMMONWEALTH OFFICE
LONDON

30 August 2013

