



Note No 349/24

Protocol Directorate of the Foreign, Commonwealth and Development Office presents its compliments to all diplomatic missions and international organisations, and has the honour to request specimen signatures from the Head of Mission and Deputy Head of Mission, or other officials that the Directorate has agreed may act as authorised signatories, in order to facilitate the processing of claims, forms and notifications submitted by the mission to Diplomatic Missions and International Organisations Unit (DMIU).

The Directorate requests that the specimen signatures are submitted to DMIU by 2 September 2024 using the attached pro-forma. Diplomatic missions and international organisations are kindly asked to note that all claims, forms and notifications received after 2 September 2024 which are not signed by an authorised signatory, who has been notified to the Directorate, will be returned unprocessed, without exception. Furthermore, the Directorate reminds diplomatic missions and international organisations that they must provide new specimen signatures in the event of a change of signatory. Failure to do so may lead to delays in claims, forms and notifications being processed by the Directorate.

Protocol Directorate of the Foreign, Commonwealth and Development Office avails itself of this opportunity to renew to all diplomatic missions and international organisations the assurances of its highest consideration.

FOREIGN, COMMONWEALTH & DEVELOPMENT OFFICE
LONDON SW1A 2AH

05 August 2024



SPECIMEN SIGNATURES FOR AUTHORISING CLAIMS & NOTIFICATIONS SUBMITTED TO DIPLOMATIC MISSIONS AND INTERNATIONAL ORGANISATIONS UNIT, PROTOCOL DIRECTORATE

NAME OF MISSION:

NAME	DESIGNATION	SIGNATURE	INITIALS