

## **Company Relocation Policy**

Normally, the HR of your company has a detailed relocation policy which covers the relocation expenses of a typical household. We are bound by the conditions of this policy.

Weight allotments may be provided for surface and air freight shipment of items that your family will need in your destination country. The air shipment usually includes items urgently required at destination, before the arrival of the surface shipment.

If your moving needs exceed your company's allotments, the excess items can be moved at your expense or placed into our storage facility. Findlay International will provide you or your company with a detailed estimate of the costs for long term storage.

### **Storage**

If needed, your company may pay for the storage of some of your household goods for a defined length of time while you're away on your assignment abroad.

## **Country Information**

Since every country has its own laws and customs, it's a good idea to study the etiquette and customs of your destination country beforehand. This will help you avoid any inadvertent problems after you've relocated. The country's consulate is an excellent source of this information.

The U.S. embassy of your new country can provide a list of schools (referred to as American schools) that follow the traditional U.S. curriculum and provide all instruction in English. Health care around the world is different in every country, in terms of how it's managed. Also, the consulate or U.S. State Department can advise you on what the current situation is regarding health care for foreign nationals in the country you're moving to.

## **Restricted Items**

There are often strict restrictions on what you can and cannot take across the host country's borders. Guns, alcohol, controlled substances, and even certain types of literature are strictly prohibited in certain nations. Your Allied International relocation coordinator can discuss this with you well in advance of your move.

Some of your appliances and other electrical items may not work in your new home, or may need special adapters. Ask your Allied International coordinator which types of electrical devices typically can't be used outside the U.S.

## **Visas/Passports**

You'll want to be in touch with the consulate of the country to which you're relocating, to obtain all of the legal documents and permits that allow your immigration to the new country.

You can obtain your passport application by simply paying a visit to your local post office. You'll need two (2) specially-sized photos and a copy of your birth certificate. Complete your application well in advance, allowing at least 2-3 weeks for processing and delivery.

The consular representative can advise you as to whether or not visas are required and how to obtain them.

Work permits also may be required; if so, they must be obtained before leaving the country.

## **Personal Records/Valuables/Documents**

You and your family should get complete medical and dental check-ups prior to your move, so that all of your records are current and up-to-date.

Obtain all personal records—e.g., prescriptions and medical records, school transcripts, marriage and birth certificates, vehicle registrations, etc.—and carry them personally.

Valuables from safe deposit boxes, jewelry boxes, and dresser drawers should be carried with you as well.

## **Vaccinations and Inoculations**

You may need immunizations, inoculations, or booster shots before moving overseas, and your children will most likely need them to enroll in school; you can find out what inoculations are necessary by calling the consular representative of your destination country or the U.S. Public Health Service Quarantine Division.

Also check with the consular representative of the country to which you're moving about required inoculations. The U.S. Public Health Service can advise you about optional immunizations.

## **Air Freight**

Set aside the items you will ship by air—specifically the essentials that you'll need prior to the arrival of your other goods.

Make a list of items you should carry with you on your trip—e.g., jewelry, passports, visas, prescriptions, etc.

## **Financial Matters**

As an American citizen living overseas, you'll have to deal with U.S. and foreign tax obligations. Most large, international accounting and consulting firms have departments that specialize in overseas planning for all your financial and tax needs.

Close charge accounts that you won't use overseas, as well as savings and checking accounts.

Consult the overseas representative at your local bank about currency exchange rates, letters of credit, transfer of funds, etc.

## **Transit Protection**

Consider what it would cost to replace your goods overseas when calculating what you'll need in terms of transit protection. To assist in this process, we have provided an online Valued Inventory form to help you determine the appropriate level of insurance coverage. In the unlikely event that a claim should arise on your insurance with Allied International, we will arrange for repairs or replacement as soon as possible. All claims are settled directly with Allied International, thereby eliminating the need to deal with an indifferent third party. To submit a claim, you will need to fill out a Claim form.

## **Pets**

Before moving your pet, schedule an examination by a veterinarian, who may suggest a tranquilizer or some other measure to make your pet more comfortable during the trip. Obtain copies of your pet's health and rabies vaccination records, and update identification tags.

When shipping a pet by air, contact the airline well in advance to check regulations and services, and to make reservations. If possible, book a week-day flight during slack periods when there's more room in the plane's cargo compartment. Also, try to book a direct flight to reduce the amount of time your pet will be confined.

Select a portable air-transport kennel that's large enough for your pet to stand and move around. Let your pet get accustomed to it well in advance of the trip. Mark the container "Live Animal," and affix a label that includes your pet's name, new address and phone number, and special handling instructions.

## **Personal Travel Arrangements**

Make all travel arrangements and obtain your tickets well in advance. Familiarize yourself with alternate travel options.

## **Change of Address Notification**

Send change-of-address cards to the post office, social security office, insurance companies, relatives, friends, etc.

## **Public Utilities**

Don't forget to notify the telephone, gas, cable, electric, and water companies, as well as newspaper delivery service, garbage pickup, and anyone else who should know when to discontinue service.

## **Questions Along the Way**

When questions arise, your Findlay International relocation coordinator should be the first person you ask. They're your "single source" to handle everything, from start to finish.

## **Settling In**

Check in with the U.S. Embassy as soon as possible after your arrival. They can answer questions, and assist you in local registration and any other official procedures.